



CITY OF ARVADA

CITY COUNCIL POLICY

Authorized by City Council: Resolution No. 14-008, Resolution No. 17-021

Policy No. 100.2
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Effective date: January 6, 2014
Revision date: March 6, 2017

TITLE: **Council Appointee Job Performance Evaluations**

PURPOSE: The purpose of this policy is to establish the process for evaluating the job performance of the Council Appointees. It is the intention of the City Council that Council Appointees maintain an elevated level of performance in line with the City Council expectations for these positions in line with the Vision, Mission, and Values of the City.

POLICY: City Council evaluates the job performance of Council Appointees on an annual basis. The general principles guiding such evaluations include:

1. Narrative job performance evaluation (no mathematical scoring).
2. Simultaneous input by City Council Members
3. City Council endeavors to reach consensus
4. Council Appointees respond to specific areas of inquiry, rather than preparing lengthy performance narratives.

DEFINITION: "Council Appointees" shall mean the City Manager, City Attorney and Presiding Municipal Judge.

"Facilitator" shall mean an outside consultant (Management/Human Relations Specialist), who will lead a City Council group discussion about the Council Appointees.

PROCEDURE:

1. City Council will establish the specific date for job performance review meetings with Council Appointees each year.
2. Approximately 45 days prior to the date of the Council Appointee review meetings, each Council Appointee will prepare a summary that outlines examples of how they have acted as leaders in the Organizational Development Program by applying the adopted Mission and Values statements, (Innovation, Passion and Opportunity) to their work program. This written statement shall be brief, (no more than two pages).
3. Approximately 35 days prior to the date of the Council Appointee review meetings, the facilitator will forward the written summaries prepared by the Council Appointees along with the job performance evaluation factors and the previous year job performance evaluation to the City Council.

4. Approximately 30 days prior to the date of the Council Appointee job performance review meetings, City Council will meet in executive session, without staff present, to discuss the job performance of the three Council Appointees during the review period. During this meeting, the facilitator will lead a group discussion about the job performance of the Council Appointees. In addition, City Council shall review the previous year's job performance evaluation of each Council Appointee. City Council may also discuss seeking further input from the designated individuals within the administrative staff concerning the actions of the Council Appointees with respect to organizational development.
5. During the facilitated discussion, City Council will attempt to reach consensus in identifying strengths, as well as any areas of needed job performance improvement for each of the Council Appointees. The areas of strength and needed improvements as discussed by City Council will be recorded in writing by the facilitator. City Council will also identify any questions or areas of job performance they would like the Council Appointees to address in writing prior to the meeting with the Council Appointees.
6. The facilitator will contact each of the Council Appointees separately and communicate the areas of job performance that City Council wishes the Council Appointees to address. Council Appointees shall respond to these areas of inquiry via e-mail to the facilitator no later than the date identified by the facilitator.
7. No later than 14 days prior to the job performance review meetings, the facilitator will prepare a written summary evaluation statement for each Council Appointee and forward such consensus document via e-mail to each Council Member. Each summary will include a listing and narrative of the strengths and areas of needed job performance improvement identified in the executive session, and will also include the written responses to the areas of inquiry as submitted by the Council Appointees.
8. The summaries will be forwarded to each City Council member and to the respective Council Appointee via e-mail at least 5 days prior to the performance review meetings. The job performance evaluation summaries will provide the basis for the conversations with each Council Appointee during the job performance review meetings.
9. The City Council will meet with each of the Council Appointees separately in an executive session on a designated date to discuss the job performance of each Council Appointee during the review period. The job performance evaluation summaries will be signed by each member of the City Council and a hard copy of such summaries will be provided to the Council Appointees during the job performance review meetings. During the executive session, City Council may discuss possible amendments to the compensation portions employment contracts with each of the Council Appointees.
10. City Council may amend the Council Appointee contracts via resolutions at a future Council business meeting.

RESOLUTION NO. R17-021

A RESOLUTION AUTHORIZING THE ADOPTION OF THE
COUNCIL APPOINTEE JOB PERFORMANCE EVALUATIONS POLICY

WHEREAS, the Arvada City Council established a City Council Policy Manual through the adoption of Resolution 14-008 on January 6, 2014, which included the adoption of the original Policy establishing the Manual, along with several City Council policies; and

WHEREAS, additional policies were incorporated through the adoption of Resolution 14-063 on April 24, 2014 and Resolution 16-147 on November 7, 2016; and

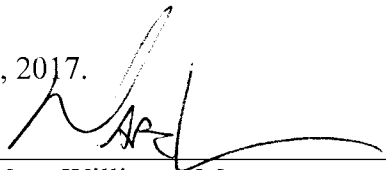
WHEREAS, following a Workshop on February 13, 2017, the Arvada City Council now wishes to adopt an additional policy to be included in their Policy Manual.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARVADA, COLORADO:

Section 1. The Council Appointee Job Performance Evaluation Policy is hereby adopted and shall be made a part of the Arvada City Council Policy Manual:

Section 2. This Resolution shall be effective upon its approval by the Arvada City Council.

APPROVED AND ADOPTED this 6th day of March, 2017.



Marc Williams, Mayor

ATTEST:



City Clerk

APPROVED AS TO FORM:

Christopher K. Daly, City Attorney

By 