

## **Council Appointee Evaluation Form**

Appointee Name:	Position	Date
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Section 1	Priority Outcomes
Section 2	Key Performance Areas and Competencies
Section 3	Audits/Reports
Section 4	Development/Growth
Section 5	Performance Conclusion
Section 6	Anticipated Future Performance Issues and Key Performance Areas

<b>Instructions</b>	
<b>Appointee Responsibilities</b>	<b>Council Responsibilities</b>
<p><b>Section 1: Priority Outcomes</b></p> <p>The appointee may produce either a written or verbal report of accomplishments over the performance period based on major accomplishments related to: 1) council objectives and priorities as established by the comprehensive plan, adopted budget, ordinances and resolutions; 2) appointee's priorities; 3) other major accomplishments and achievements that impact the community and/or organization; and 4) key result areas from prior personnel evaluations or other Council direction.</p>	<p><b>Section 1:</b></p> <p>Discuss the accomplishments during the evaluation session and offer feedback</p>
<p><b>Section 2: Key Performance Areas</b></p> <p>Review the 11 Key Performance Dimensions and Competencies, perform a self-evaluation/reflection and be prepared for discussion with the council.</p>	<p><b>Section 2:</b></p> <p>Review the 11 Key Performance Dimensions and Competencies, received the appointees self-appraisal and offer feedback/observations.</p>
<p><b>Section 3: Audits and Reports</b></p> <p>Review the key Audits/3<sup>rd</sup> Party Reviews for the previous year and note the risk areas; finding; and recommendations and your role in establishing accountability, transparency, and a culture of continuous improvement. The appointee shall be given prior notice if the council review will include covering any particular audit or report.</p>	<p><b>Section 3:</b></p> <p>Review the key Audits/3<sup>rd</sup> Party Reviews and be prepared to discuss the appointee's response to this information.</p>

<b>Section 4: Development/Growth</b> Be prepared to identify strengths and opportunities for growth. .	<b>Section 4:</b> Be prepared to identify and discuss the appointee's strengths and opportunities for growth. Discuss future opportunities.
<b>Section 5: N/A</b>	<b>Section 5: Provide overall performance conclusion</b>
<b>Section 6: Discuss potential key performance areas</b> Identify key result areas planned for the upcoming year	<b>Section 6: Discuss potential future Key Performance Areas</b>

*Attached pages to each section as needed to prepare your comments.*

## **Section 1: Priority Outcomes**

- The appointee may produce a written or verbal report of accomplishments over the performance period dealing with priority outcomes based on 1) Council objectives and priorities established by the comprehensive plan, Budget, Ordinances and Resolutions 2) Management Priorities and 3) other major accomplishments and achievements that impact the organization and community

## Section 2: Key Performance Dimensions and Competencies

The following areas will be discussed as part of the performance appraisal process and whether or not the candidate meets expectations = **M**; exceeds expectations = **E**; or, does not meet expectations = **D**.

### 1. INDIVIDUAL CHARACTERISTICS \_\_\_\_\_

- Diligent and thorough in the discharge of duties, "self-starter"
- Exercises good judgment
- Displays enthusiasm, cooperation, and will to adapt
- Exhibits composure and attitude appropriate for executive position

### 2. PROFESSIONAL SKILLS AND STATUS \_\_\_\_\_

- Maintains knowledge of current developments affecting the practice of local government management
- Demonstrates a capacity for innovation and creativity
- Anticipates and analyzes problems to develop effective approaches for solving them
- Willing to try new ideas proposed by governing body members and/or staff
- Sets a professional example by handling affairs of the public office in a fair and impartial manner

### 3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY \_\_\_\_\_

- Carries out directives of the body as a whole as opposed to those of any one member or minority group
- Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- Disseminates complete and accurate information equally to all members in a timely manner
- Assists by facilitating decision making without usurping authority
- Responds well to requests, advice, and constructive criticism

### 4. POLICY EXECUTION \_\_\_\_\_

- Implements governing body actions in accordance with the intent of Council
- Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- Understands, supports, and enforces local government's laws, policies, and ordinances
- Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

### 5. REPORTING \_\_\_\_\_

- Provides regular information and reports to the governing body concerning matters of importance to the local government, using the City Charter as a guide
- Responds in a timely manner to requests from the governing body for special reports
- Takes the initiative to provide information, advice, and recommendations to the

governing body on matters that are non-routine and not administrative in nature

- Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

#### **6. CITIZEN RELATIONS \_\_\_\_\_**

- Responsive to requests from citizens
- Demonstrates a dedication to service to the community and its citizens
- Maintains a nonpartisan approach in dealing with the news media
- Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- Makes appropriate efforts to maintain citizen satisfaction with city services

#### **7. STAFFING \_\_\_\_\_**

- Recruits and retains competent personnel for staff positions
- Applies an appropriate level of supervision to improve any areas of substandard performance
- Stays accurately informed and appropriately concerned about employee relations
- Ensures professional management of the compensation and benefits plan
- Promotes training and development opportunities at all levels of the organization

#### **8. SUPERVISION \_\_\_\_\_**

- Encourages heads of departments to make decisions within their jurisdictions with minimal involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains professional dignity
- Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- Encourages teamwork, innovation, and effective problem-solving among staff members

#### **9. FISCAL MANAGEMENT \_\_\_\_\_**

- Prepares a balanced budget to provide services at a level directed by Council
- Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- Prepares a budget and budgetary recommendations in an intelligent and accessible format
- Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- Appropriately monitors and manages fiscal activities of the organization

#### **10. COMMUNITY \_\_\_\_\_**

- Shares responsibility for addressing the difficult issues facing the City
- Avoids unnecessary controversy

- Cooperates with neighboring communities and the country
- Helps the Council address future needs and develop adequate plans to address long term trends
- Cooperates with other regional, state, and federal government agencies

#### 11. DIVERSITY AND INCLUSION \_\_\_\_\_

- Fosters a diverse and inclusive workplace
- Is sensitive to and addresses needs of the diverse local community
- Values mutual respect and equity in service delivery

### Section 3: Audits and Reviews

- Review of audits and reviews to establish accountability, transparency, and a culture of continuous improvement in City operations and service.
- Takes appropriate action and responsibility in response to third party reviews, audits and analysis. Addresses and mitigate deficiencies.
- Identifies and takes advantage of opportunities for improvement.  
An audit/3<sup>rd</sup> party report summary is attached and further detail can be found at:  
<https://www.austintexas.gov/page/archive-auditor-reports>

### Section 4: Opportunities for Development

- What would you identify as the appointee's strengths, expressed in terms of the principal results achieved during the rating period?  
What performance areas would you identify as most critical for improvement?
- What suggestions or assistance can you offer to improve performance?
- What other comments do you have for the appointee (for example, about priorities, expectations, goals, or specific objectives for the next year)?

### Section 5: Performance Conclusion

- Is the appointee sufficiently meeting the council's expectations, exceeding the council's expectation or does not meet the council's expectations? \_\_\_\_\_

Meets expectations = **M**; exceeds expectations = **E** ; or, does not meet expectations = **D**.

<p><b>Section 6: Discussion of Anticipated Future Performance Issues and Key Result Areas</b></p>
<ul style="list-style-type: none"><li>• Identify goals and objectives to be met during FY2016</li><li>• Identify key issues and result areas</li></ul>

