



City of Dallas

Council Appointed Officials Performance Review

**Ad Hoc Administrative Affairs
Committee
December 12, 2024**

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Human Resources
City of Dallas

Background



- The City of Dallas utilizes a third-party vendor to design and implement an annual performance review process for four council-appointed officials (City Auditor, City Secretary, City Manager, and City Attorney).
- Baker Tilly formerly Management Partners is currently under contract to establish the evaluation criteria, gather feedback from the Mayor and City Council members, and offer guidance on best practices for assessing performance.
- Under the current contract, Baker Tilly provide guidance to the appointed officials and the Council to reach consensus on the process and standards by which performance will be evaluated.



Background – Contract History



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Vendor	Contract Term	Contract Number		Cost
Management Partners	10/1/2018 – 9/30/2020	PER-2018-00007937	18-6586	\$49,900.00
Management Partners	5/7/2021-7/1/2023	PER-2021-00016395	21-5644	\$45,800.00
Management Partners	5/7/2021-7/1/2023	Suppl' No.1	22-6082	\$4,100.00
Baker Tilly	5/7/2021 -7/1/2024 -	Suppl' No. 2	22-1760	\$138,800.00
Baker Tilly	7/1/2024 – 7/1/2025	Suppl' No. 3	24-6070	\$ 0.00



Current Process – General Requirements



Scope of Services:

Provide guidance to the appointed officials and the Council to reach consensus on the process and standards by which performance will be evaluated

Consult with the Mayor, Councilmembers, and the appointed officials to further understand their expectations for the annual performance review

Provide advice and guidance on best practices for the evaluation of appointed officials

Work closely with the City's Director of Human Resources and deliver to the Director all relevant data for implementation of merits, as appropriate



Current Process – Proposed Activities



January 2025

- Weeks 1-2: Develop a performance evaluation timeline in collaboration with Councilmembers and City staff.
- Weeks 3-4: Gather feedback from Councilmembers and appointees and prepare questions.

February 2025

- Weeks 1-2: Provide advice to appointees on Self-Assessment. Begin conducting interviews to obtain feedback about the City Manager, City Attorney, City Auditor, and City Secretary's performance from the Mayor and Councilmembers.
- Weeks 3-4: Continue interviews and finalize feedback collection. Start preparing an outline of the feedback.

March 2025

- Weeks 1-3: Complete the preparation of an outline summarizing the feedback for each of the four appointees.
- Week 4: Facilitate a closed session discussion with the Council to review the feedback and finalize performance ratings.



Next Steps



Receive input and feedback from City Council on proposed next steps

Contact the vendor to create final schedule and rollout the process

Conduct Performance Evaluations





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