



City Council Agenda 03/29/2018

Notice is hereby given of a special meeting of the City Council of City of San Angelo to be held on March 29, 2018 at 8:30 AM at City Hall – East Mezzanine, 72 W. College Avenue, San Angelo, Texas, for the purpose of considering the following agenda items.

1. Call to Order

2. Workshop Agenda

- a. Introduction and Overview of the Planning Workshop
- b. Presentation on Statutory Requirements - (Presentation made by City Attorney Theresa James)
- c. Discussion on the following items:
 - 1. Current Financial Condition and Expected Expenses
 - 2. Capital Improvement Priorities
 - 3. Top Five Priorities Update
 - 4. New Considerations
 - 5. Service/Expense Reductions

3. Adjournment

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board at the City Hall of the City of San Angelo, Texas, on the 22nd day of March 2018, at 4:00 p.m.

Bryan Kendrick, City Clerk

All agenda items are subject to action. All contracts/agreements may be subject to further negotiation prior to execution. The City Council reserves the right to consider business out of posted order and/or meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

In compliance with the Americans with Disabilities Act, the City of San Angelo will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the City Clerk's Office at 325-657-4405.

City Council meetings are broadcast on Channel 17-Government Access at 10:30 A.M. and 7:00 P.M. every day for two weeks beginning on the Thursday after each meeting.



Planning Workshop

March 29, 2018



Workshop Itinerary

1. Overview of Planning Workshop (Daniel)
2. Presentation on Statutory Requirements (Theresa)
3. Update on Current Financial Condition and Expected Expenses (Tina)
4. Capital Improvement Priorities (Tina)
5. Update on Top 5 Strategic Priorities (Staff)
6. New Strategic Considerations (Daniel, Staff)
7. Service/Expense Reductions (Tina, Staff)
8. Adjournment



Update on Current Financial Condition

- It's important to understand the City's financial challenges and opportunities prior to the planning process
- The City has limited resources – important to leverage funds toward priorities with greatest benefit
- List of priorities, competing for resources, is constrained by affordability



Update on Top 5 Strategic Priorities

- **Water:** Infrastructure and Water Supply
- **Streets:** Seal Coat, Mill & Overlay, Reconstruction
- **Police Station:** New or Refurbished
- **Salaries:** Adjustment to Market
- **Development Process:** Improvements



New Strategic Priorities?

- Downtown Development
 - Vacant Buildings Ordinance
 - TIRZ Considerations
 - Edgewater
- Lake Nasworthy Development
 - Sewer Infrastructure
 - Priorities
- Airport Business Park Development
- Others?



Service/Expense Reductions

- Need for Reduction of Services
- Service Comparison to Other Communities
- A Look at Lowest Priority Services
- Discussion of Options (Public/Private Partnerships, Outsourcing, etc.)
- Direction on Possible Reduction of Services





Planning Workshop

March 29, 2018





Memorandum

To: Mayor and City Council Members

From: Daniel Valenzuela, City Manager

Date: March 26, 2018

Subject: Planning Workshop Summary & Request

I will be scheduling two planning workshops per year. One workshop will be held in early April (or late March) to plan for budgeting priorities as we kick-off the new budget planning season. At this workshop, we will be addressing funding for major projects to include the CIP, with a focus on the Top 5 Priorities list. We will also be taking a closer look at reducing or eliminating expenditures. The 2nd workshop held in October will focus on strategic planning for the new fiscal year and longer term.

Thursday's workshop agenda will cover the following:

1. Introduction and Overview of the Planning Workshop
2. Presentation on Statutory Requirements (Theresa James)
3. Discussion of the following items:
 - a. Current Financial Condition and Expected Expenses
 - b. Capital Improvement Priorities
 - c. Top 5 Priorities Update
 - d. New Considerations
 - e. Service/Expense Reductions

The City has 19 departments; in the past, the city council has chosen to focus on the top 5 strategic priorities, which are specific to certain departments. This allows the City to address the highest impact priorities and also allows for a yearly review for updating purposes. The City has a limited budget, so it's important to leverage these funds toward priorities that have the greatest benefit to the community. In other words, the length of the list of priorities is generally constrained only by affordability.

The City's top 3 general fund revenue sources come from property tax, sales tax and franchise fees. Franchise fees are set with little to no variation from year to year. Historically, property tax revenue increases have come from an increase in property values, which include current and new properties on the tax rolls. The City has chosen to reduce or maintain the property tax rate for over a decade now. Sales tax revenues will see an upward swing as the oil and gas industry revs up its operations. Sales tax revenues also see an increase with a healthy growth in economic development, to include new business, growth in current business, downtown

development and other similar factors. Although we can affect the future of sales tax revenues through activities that encourage a robust sales tax growth, this is normally a gradual change.

With the needs of the community growing, especially involving infrastructure, the quickest way to make monies available for projects is through expense reduction and elimination. This calls for a careful review of the City's many programs and service areas. Attached you will find a study showing the number of services provided by the City of San Angelo in comparison to other communities. As you can see, we lead the pack; however, should we be providing this level of service? Are these service areas community wants or needs? Can we eliminate some of the lower priority programs/services? We will be taking a closer look at this during our workshop on Thursday. I have asked directors to prioritize their programs/services from most important to least, based on the departments' core services. I ask you to think of certain services that you feel we should no longer be performing. Below, you will find a list of the different service areas (not listed are divisions that may fall under these service areas); please use this list as a guide:

- Accounting
- Airport
- Animal Services
- Billing & Receipts
- Budget
- Building Permits & Inspections
- Civic Events
- Code Compliance
- Community & Housing Support
- Construction Management
- Economic Development
- Emergency Management
- Engineering Services
- Facilities Maintenance
- Fairmount Cemetery
- Finance
- Fire Department
- Fire Marshal
- Fleet Services
- Fort Concho
- Geographic Information Systems/online mapping
- Health Services
- Human Resources
- Information Technology
- Lake Operations
- Municipal Court
- Nature Center
- Neighborhood & Family Services
- Operations
- Parks
- Parks & Recreation
- Parks Operations
- Planning & Development Services

- Planning
- Public Works
- Police
- Public Information
- Public Safety Communications
- Purchasing
- Real Estate
- Recreation
- Risk Management
- Senior Services
- Solid Waste
- Stormwater Information
- Stormwater Operations
- Street and Bridge
- Traffic
- Water Conservation
- Water Customer Service
- Water Distribution
- Water Production
- Water Quality
- Water Reclamation
- Water Utilities
- Water Utility Maintenance
- WIC

I look forward to a very productive planning session. See you Thursday!



City Council Planning Workshop

March 29, 2018



Workshop itinerary

1. Overview of planning workshop (Daniel)
2. Presentation on statutory requirements (Theresa)
3. Update on current financial condition & expected expenses (Tina)
4. Capital improvement priorities (Tina)
5. Update on top 5 strategic priorities (Staff)
6. New strategic considerations (Daniel, staff)
7. Service/expense reductions (Tina, staff)
8. Adjournment



Update on current financial condition

- It's important to understand the City's financial challenges and opportunities prior to the planning process.
- The City has limited resources – important to leverage funds toward priorities with greatest benefit.
- List of priorities, competing for resources, is constrained by affordability.



Update on top 5 strategic priorities

- **Water:** Infrastructure and water supply
- **Streets:** Sealcoat, mill & overlay, reconstruction
- **Police station:** New or refurbished
- **Salaries:** Adjustment to market
- **Development process:** Improvements



New strategic priorities?

- Downtown development
 - Vacant buildings ordinance
 - TIRZ considerations
 - Edgewater
- Lake Nasworthy development
 - Sewer infrastructure
 - Priorities
- Airport business park development
- Others?



Service/expense reductions

- Need for reduction of services
- Service comparison to other communities
- A look at lowest-priority services
- Discussion of options (public/private partnerships, outsourcing, etc.)
- Direction on possible reduction of services





City Council Planning Workshop

March 29, 2018





Purchasing, Corruption and 18 USC 666

Specialized agencies

Texas Rangers

Public Corruption Unit

Public Integrity Unit



Specialized agencies

FBI

Public Corruption Program

- Investigating violations of federal law by public officials at the federal, state and local levels of government



In the state of Texas

Texas Ranger statistics

Since September 2015

- 164 Complaints
- 132 Preliminary investigations
- 32 Full investigations
- 43 Referrals



In the state of Texas

FBI statistics (Public Integrity Section)

2006-15 934 Public corruption convictions

2015 259 local Texas officials charged with public
corruption

200 convictions

135 awaiting trial

*(Report to Congress on the Activities and Operations of the Public Integrity Section for 2015
(Department of Justice))*



Texas Bribery and Corrupt influence

Texas Penal Code Sec. 36.02. BRIBERY.

Offense if a person intentionally or knowingly offers, confers, or agrees to confer on another, or solicits, accepts, or agrees to accept from another **any benefit** as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion as a public servant



Texas Bribery and Corrupt influence

"Benefit" means anything reasonably regarded as pecuniary gain or pecuniary advantage, **including benefit to any other person** in whose welfare the beneficiary has a direct and substantial interest.

Violations constitute second-degree felony.



Texas Bribery and Corrupt influence

Sec. 36.07. ACCEPTANCE OF HONORARIUM.

Public servant solicits, accepts, or agrees to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for the public servant's official position or duties.



Texas Bribery and Corrupt influence

Doesn't include transportation, lodging expenses or meals in connection with a conference or similar event in which the public servant renders services, such as addressing an audience or engaging in a seminar.

Class A misdemeanor.



Texas Bribery and Corrupt Influence

Sec. 36.08. GIFT TO PUBLIC SERVANT

- Applies to a public servant who exercises discretion
- An offense to solicit, accept or agree to accept any benefit from a person
- Public servant knows the person is interested in or likely to become interested in any transaction involving the exercise discretion of the public servant



Texas Bribery and Corrupt Influence

- Violations are a Class A misdemeanor (jail >1 year, \$4,000 fine)
- A public servant who receives an **unsolicited benefit** may donate the benefit to a governmental entity that has the authority to accept the gift or to a recognized tax-exempt charitable organization



Texas bribery and corrupt influence

Sec. 36.09. OFFERING GIFT TO PUBLIC SERVANT.

A person commits an offense if he offers, confers or agrees to confer **any benefit** on a public servant that **he knows the public servant is prohibited by law from accepting.**

Class A misdemeanor.



Texas bribery and corrupt influence

Sections 36.08 (Gift to Public Servant) and 36.09 (Offering Gift to Public Servant) **do not apply** to:

- A fee received or other benefit the public servant is legally entitled to receive or is paid in another capacity.



Texas bribery and corrupt influence

- A gift given out of kinship or a personal, professional or business relationship independent of the official status.
- A benefit and the source of any benefit in excess of \$50 used solely to defray non-reimbursable expenses from the performance of duties.
- A political contribution.



Texas bribery and corrupt influence

- An item with a value of less than \$50, **excluding cash**
- Transportation, lodging and meals provided for speaking/participating in events



Texas bribery and corrupt influence

Must follow any reporting requirements under the Texas Local Government Code and other applicable statutes. (TLGC 176)



Texas Local Government code 176

- Requires your disclosure of certain relationships with vendors contracting with or considering a contract with the City.
- Business relationships with you or a family member (\$2,500)



Texas Local Government code 176

- Gifts to you or to a family member (aggregate value \$100)
- Has a family relationship to you.
- Must report every 12 months.



18 U.S. Code § 666

Theft or bribery concerning programs receiving federal funds

- Applies to “an agent of an organization, or of a State, **local**, or Indian tribal government, or any agency thereof”
- Corruptly solicits or demands for the benefit **of any person** or accepts or agrees to accept, **anything of value** from any person, intending to be influenced or rewarded in connection with any business transaction.



18 U.S. Code § 666

- Corruptly gives, offers or agrees to **give anything of value** to any person, with **intent to influence or reward** an agent of a state or local government.
- Thing of value must be \$5,000 or more (cumulative)
- Penalty - fines, imprisoned not more than 10 years, or both



18 USC §666 – When does it apply?

The **organization, government, or agency** receives, in any one-year period, benefits in excess of \$10,000 under a federal program involving a grant, contract, subsidy, loan, guarantee, insurance or other form of federal assistance.



18 USC §666 – When does it apply?

The term “in any one-year period” means a continuous period that commences no earlier than twelve months **before** the commission of the offense or that ends no later than 12 months **after** the commission of the offense. Such period **may include time both before and after the commission of the offense.**



The investigation

How do the Rangers and/or the FBI get involved?

Is there a preference for state vs. federal statutes?

Advice for individuals?



Texas Penal Code 39.06

Misuse of Official Information

Second-degree felony (2 to 10 years and \$10,000 fine)

- Use confidential information for your personal benefit
- Give confidential information to another for their benefit
- Intend to use confidential information for your personal benefit
- Accept confidential information from another to use for your own benefit.





City Council Planning Workshop

March 29, 2018



Sales tax revenue

- Trending upward 10 months in a row
- Over budget for revenue by \$822,919 year to date
- Projected flat would end the year at \$776,243 over budget



Additional known requests or needs

- Police:
 - Additional 5 officers: ~\$335,000
 - Pay plan adjustments: ~\$485,000 in loyalty pay
- Fire:
 - Second year of 6th ambulance: ~\$254,973

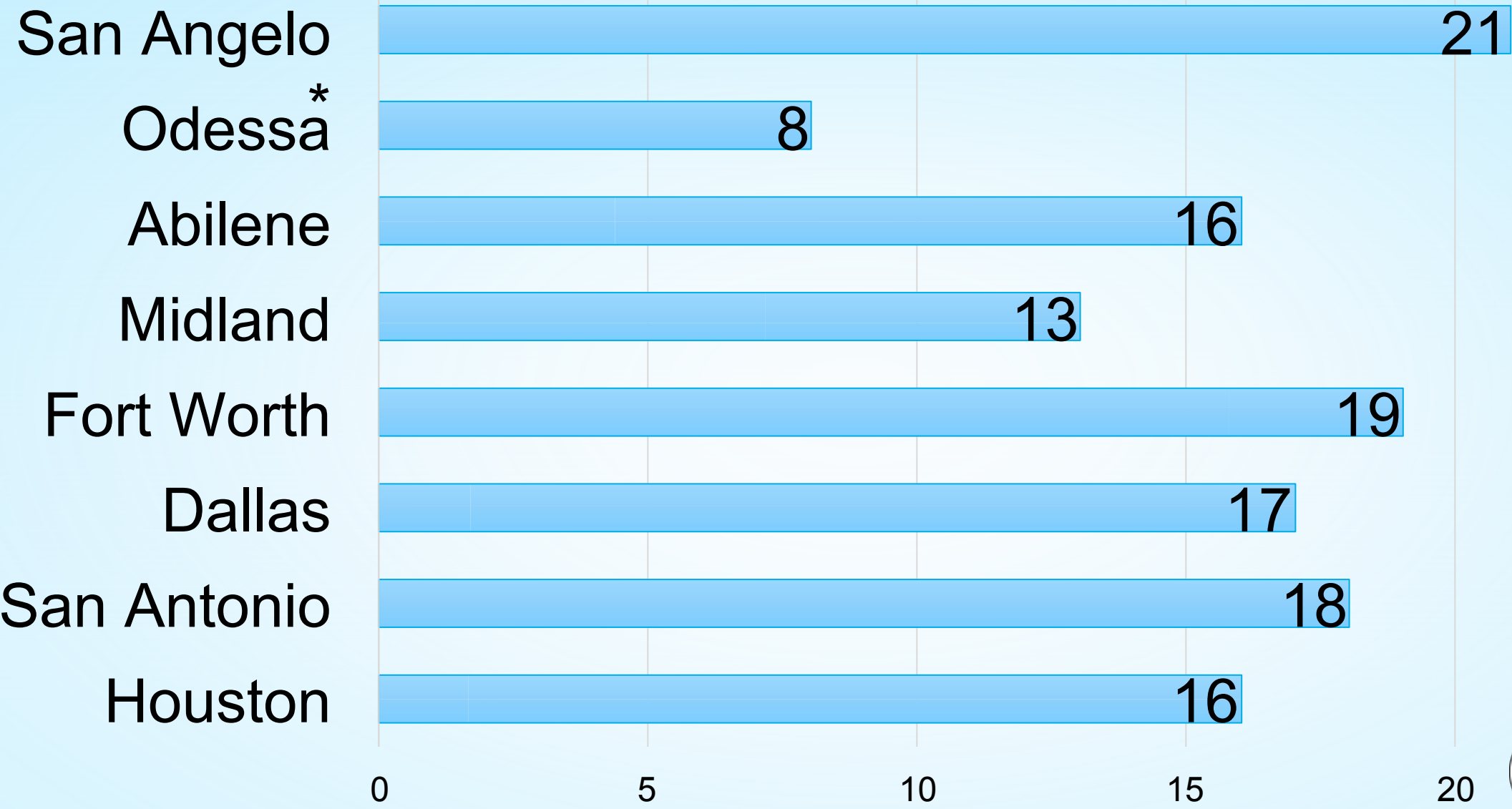


Additional known requests or needs

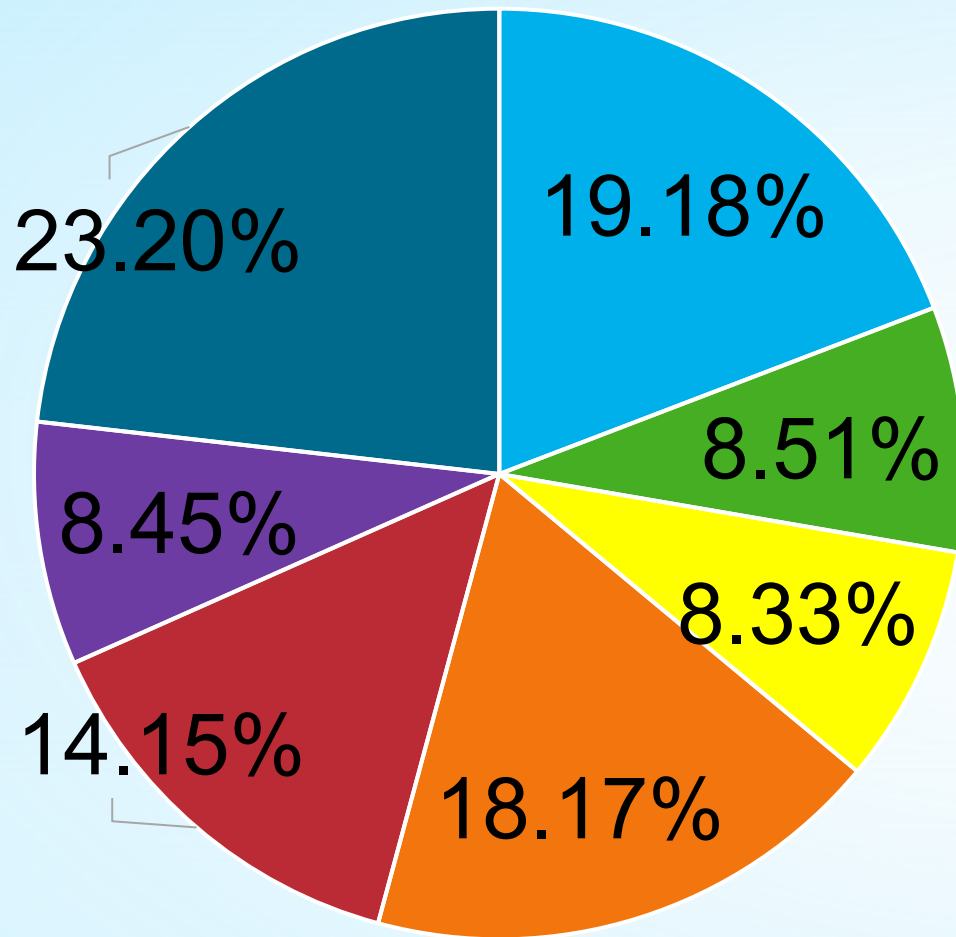
- Texas Bank Sports Complex: \$285,353
- Health insurance: going out to bid this summer
- Capital and equipment replacement needs: TBD



Services provided



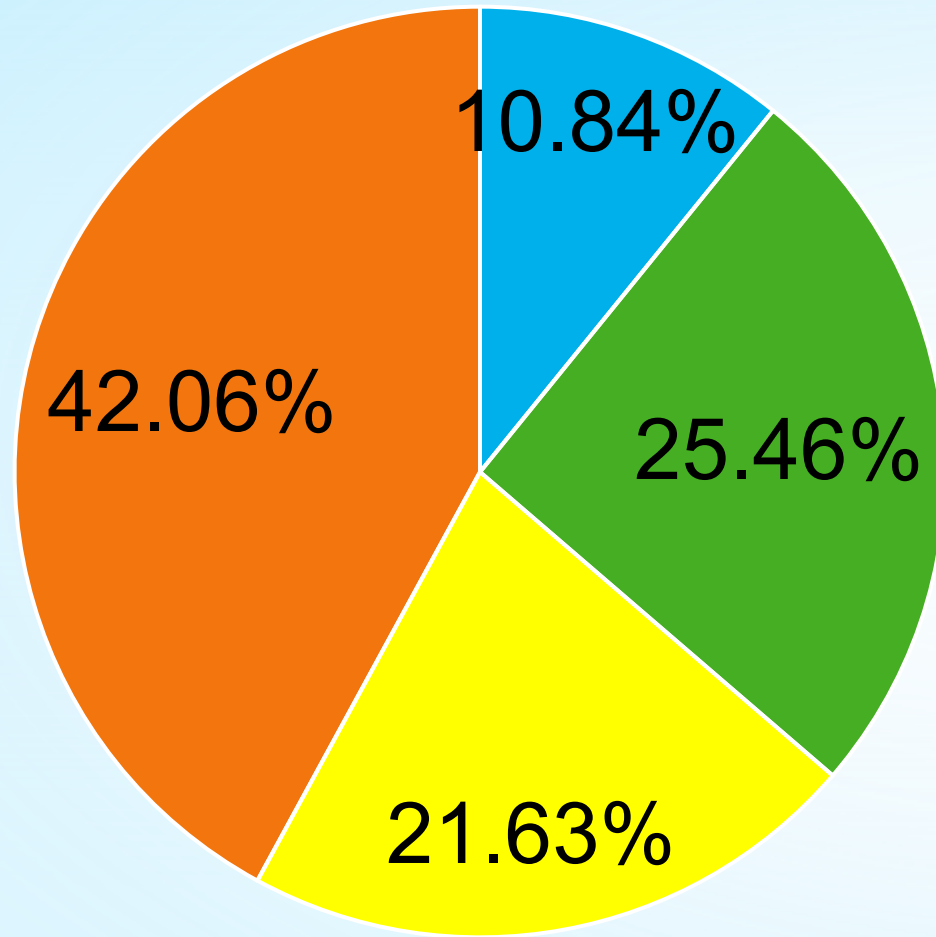
Quality of life projects



- Splash pad
- Fort Concho roof replacement
- Senior center renovations
- Unidad Park playground
- Coliseum improvements
- River Stage improvements
- Other



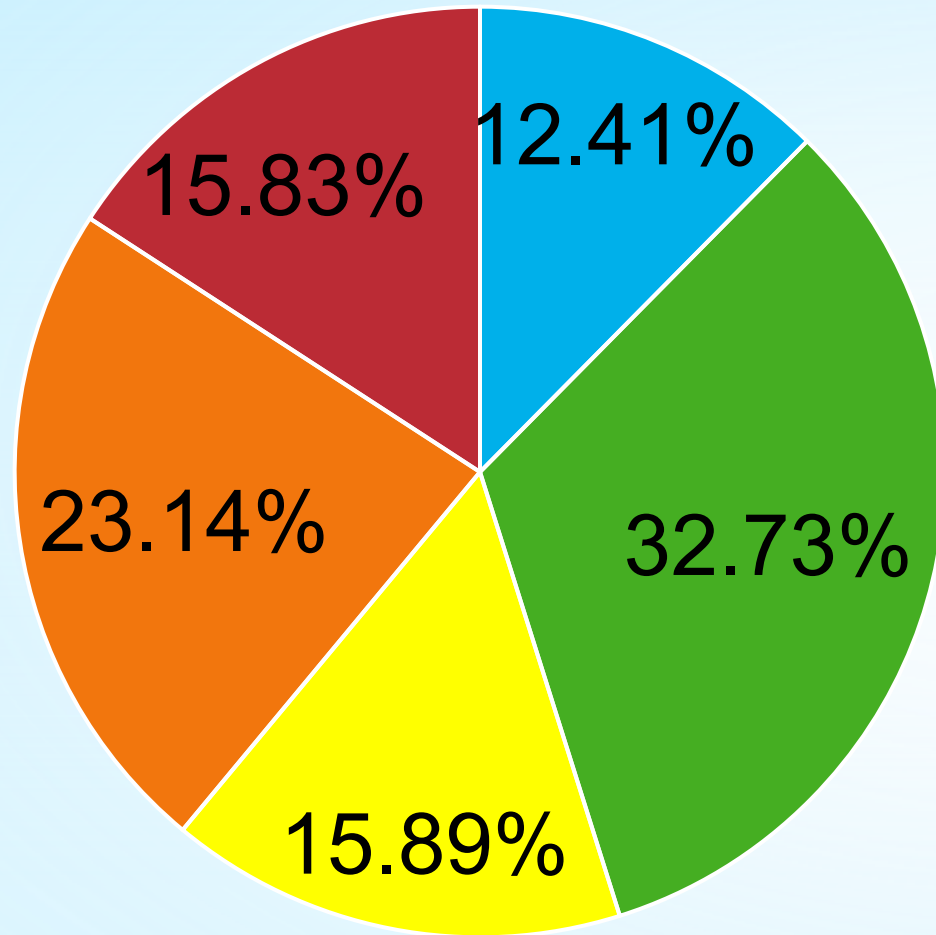
Transportation projects



- Drainage - Foster Road
- Reconstruction of College Hills
- Reconstruction of N. Chadbourne from Loop 306 to Ave. N
- Other from Loop 306 to Washington



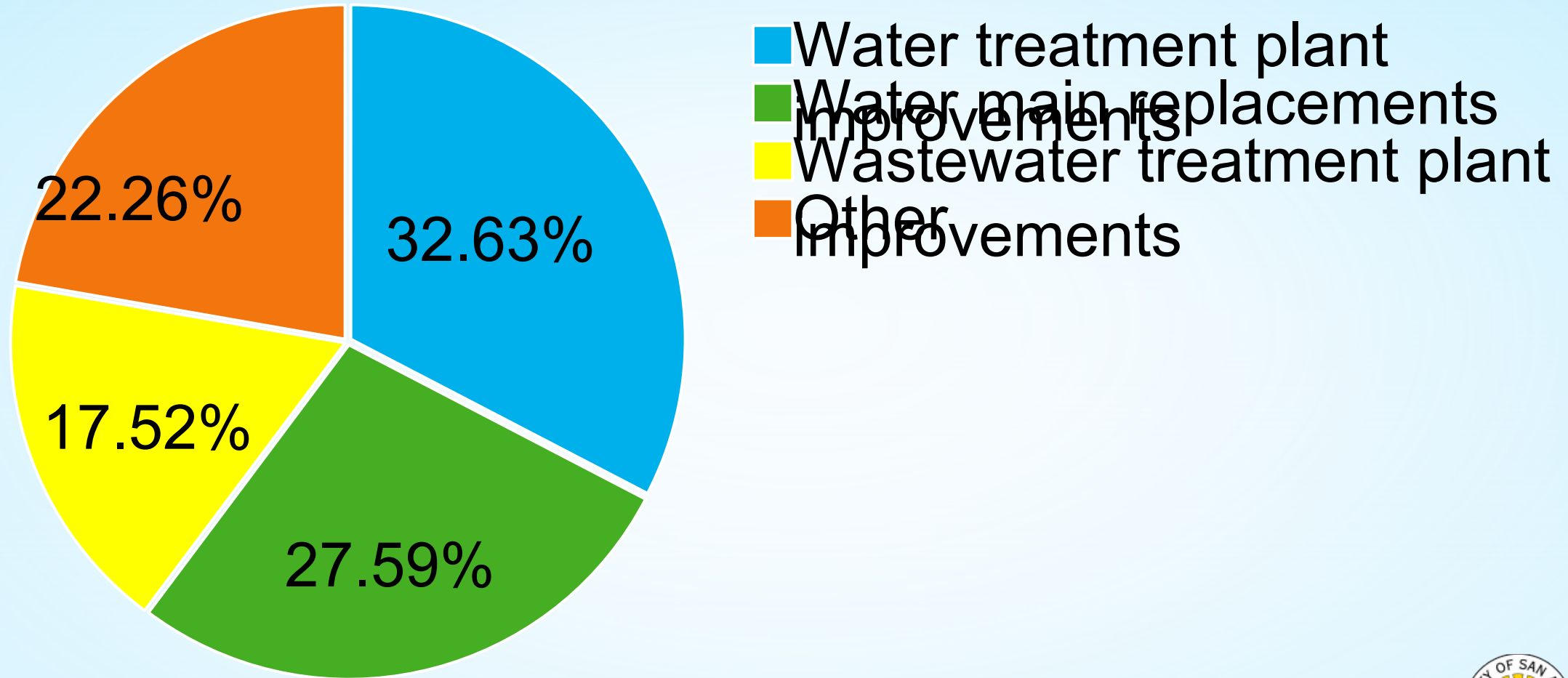
Public safety projects



- Land for future fire stations
- Animal Shelter improvements
- Traffic signal battery backup
- Police Department administration system
- Traffic signal replacement



Water and wastewater projects





City Council Planning Workshop

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Water supply

- Water supply engineering feasibility study
- Hickory groundwater supply project
- West Texas Water Partnership



Water & wastewater infrastructure

- Street program
 - Bell Street
 - College Hills Boulevard
- Master Plan CIP infrastructure needs
- Lake Nasworthy sewer study
- Sulphur Draw sewer project

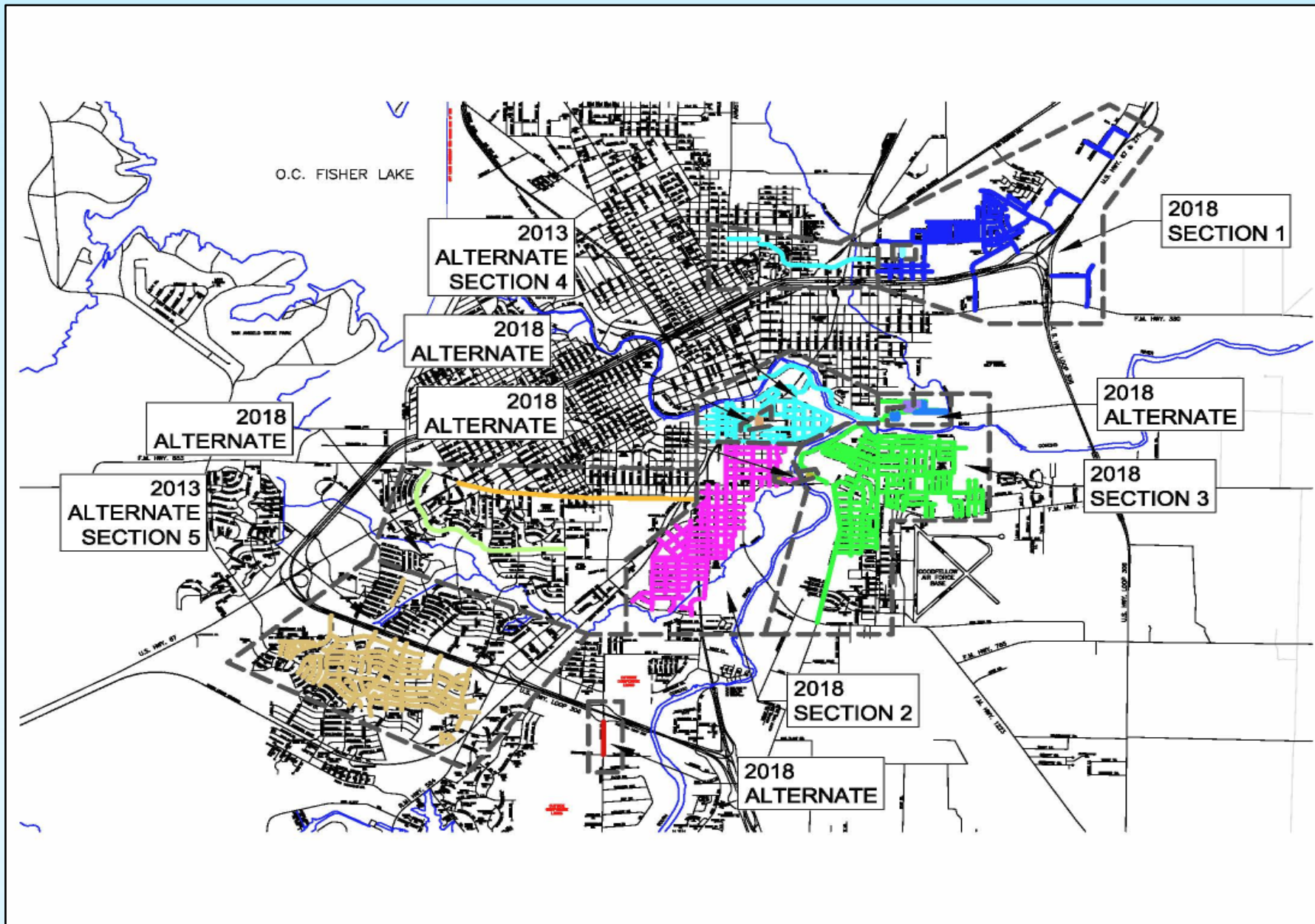




City Council Planning Workshop

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City Council Planning Workshop

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Building permits currently online

- Water heater
- Water softener
- Plumbing sewer line
- Plumbing water line
- Plumbing gas line
- Backflow change out
- Irrigation 1 backflow



Online permit highlights

Currently available:

- Electronic payment
- Email notification of approved permit
- Email notification of completed inspection

Future:

- Accounts / receivables setup
- Scheduling inspection time (morning / afternoon)
- Plan review tracker



Planning & Engineering online applications

April 2018

- Subdivision plat
- Utility plan
- Site plan

June 2018

- Wireless communication tower
- Zoning requests
- River Corridor/DHRC



Development Services improvements

- Designated location for plans in process
- Streamlined completeness checks
- Better communication of what's missing on incomplete submissions
- Site plan coordination
- Designated staff stays with project from application to occupancy
- Certificate of occupancy – new coordination of internal review



Commercial plan reviews

	2015	2016	2017
Submissions	170	166	182
No revisions	75%	63%	65%
Average review	19 days	13 days	9 days
Revisions required	25%	37%	35%



Development Services' future

- Quarterly development newsletter
- Better “one-stop-shop” oversight for projects from beginning to end
- Project management of electronic submissions
- More participation in consultations & DRCs
- Training for applicants / developers on processes & requirements
- Development handbook with checklists / flowcharts



Other upcoming topics

- Annexation plan / ETJ review
- Changes to street standards
- Sidewalk ordinance
- Continuing adoption process for 2015 building codes





City Council Planning Workshop

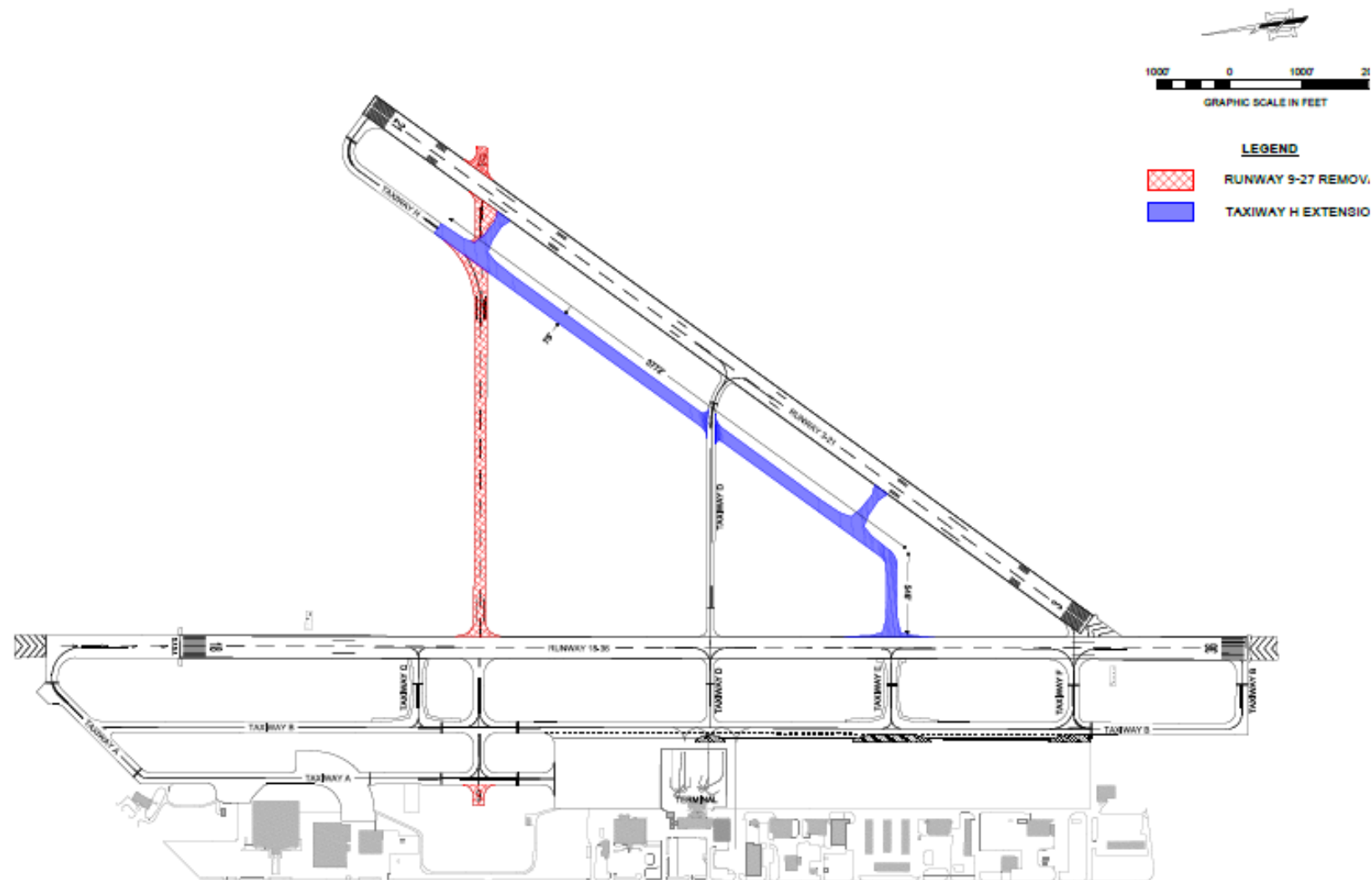
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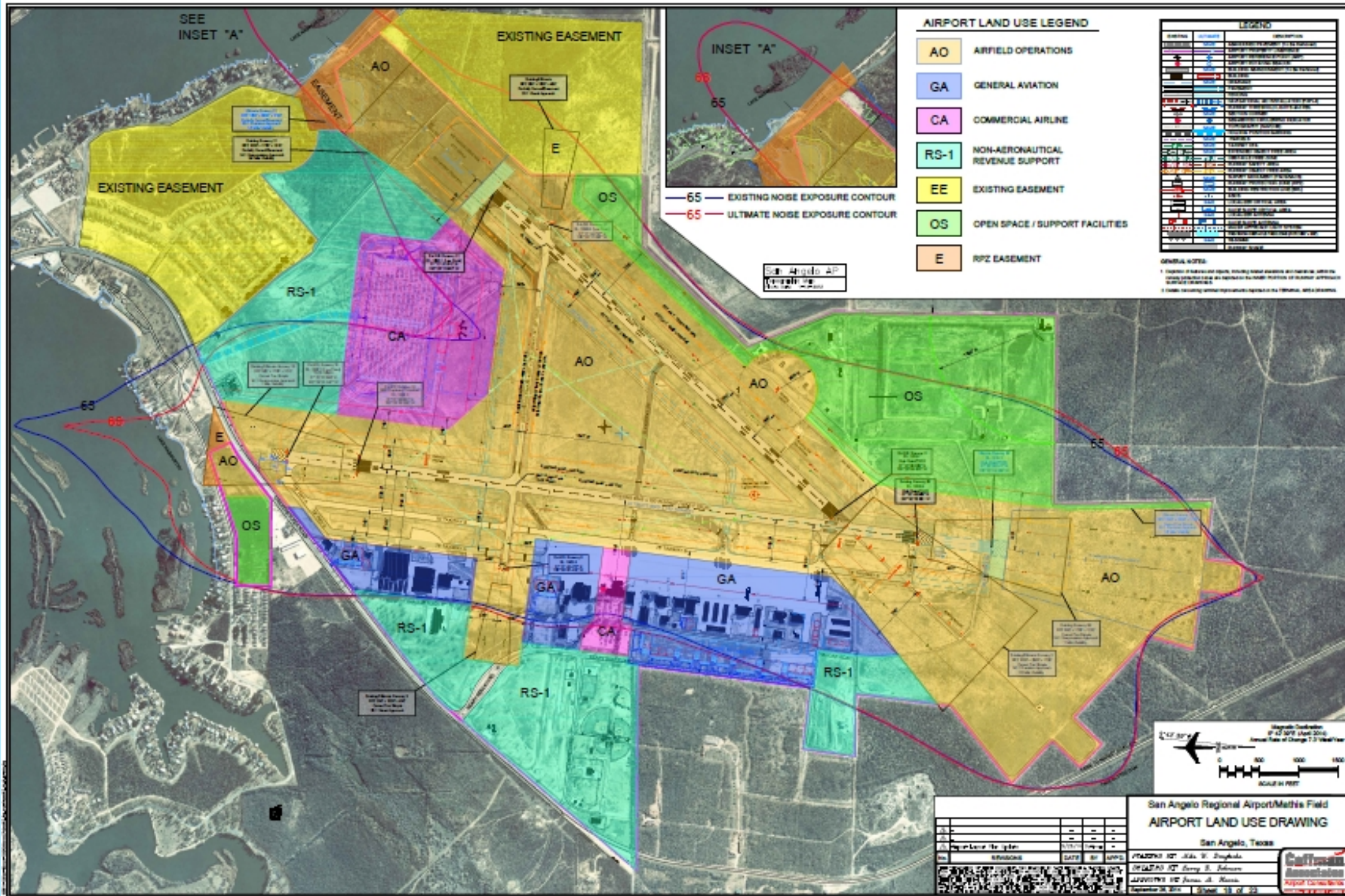


Airport planning snapshot

- Fall 2017 - FAA determined only 2 runways are eligible for funding. Pavement Prioritization Plan (PPP) was prepared.
- December 2018 – City Council approved eventual closure of Runway 9-27.
- January 2018 – FAA indicated FY18 funding availability for airport master plan update.
- April 2018 – PPP finalized with land use planning alternatives.





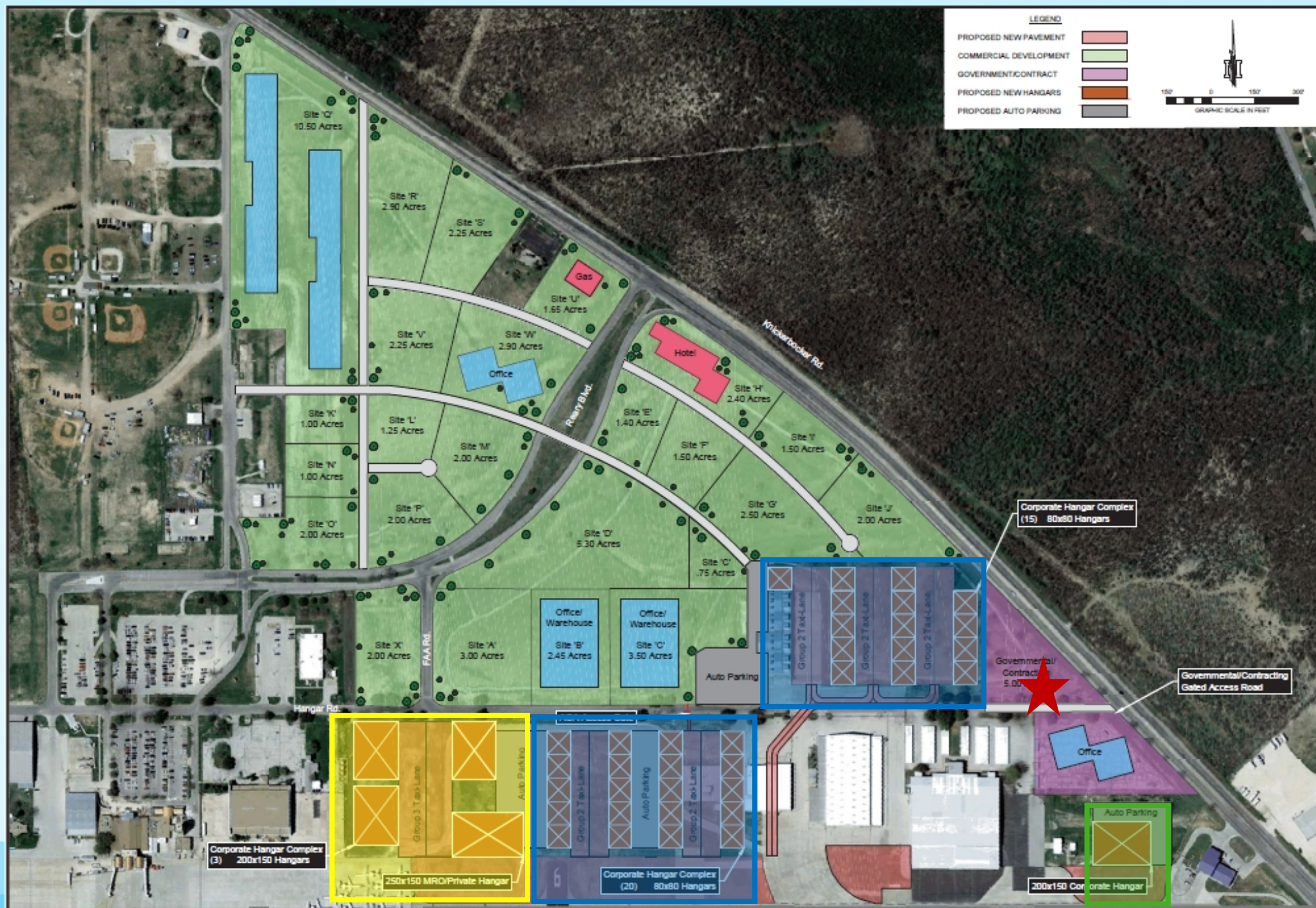


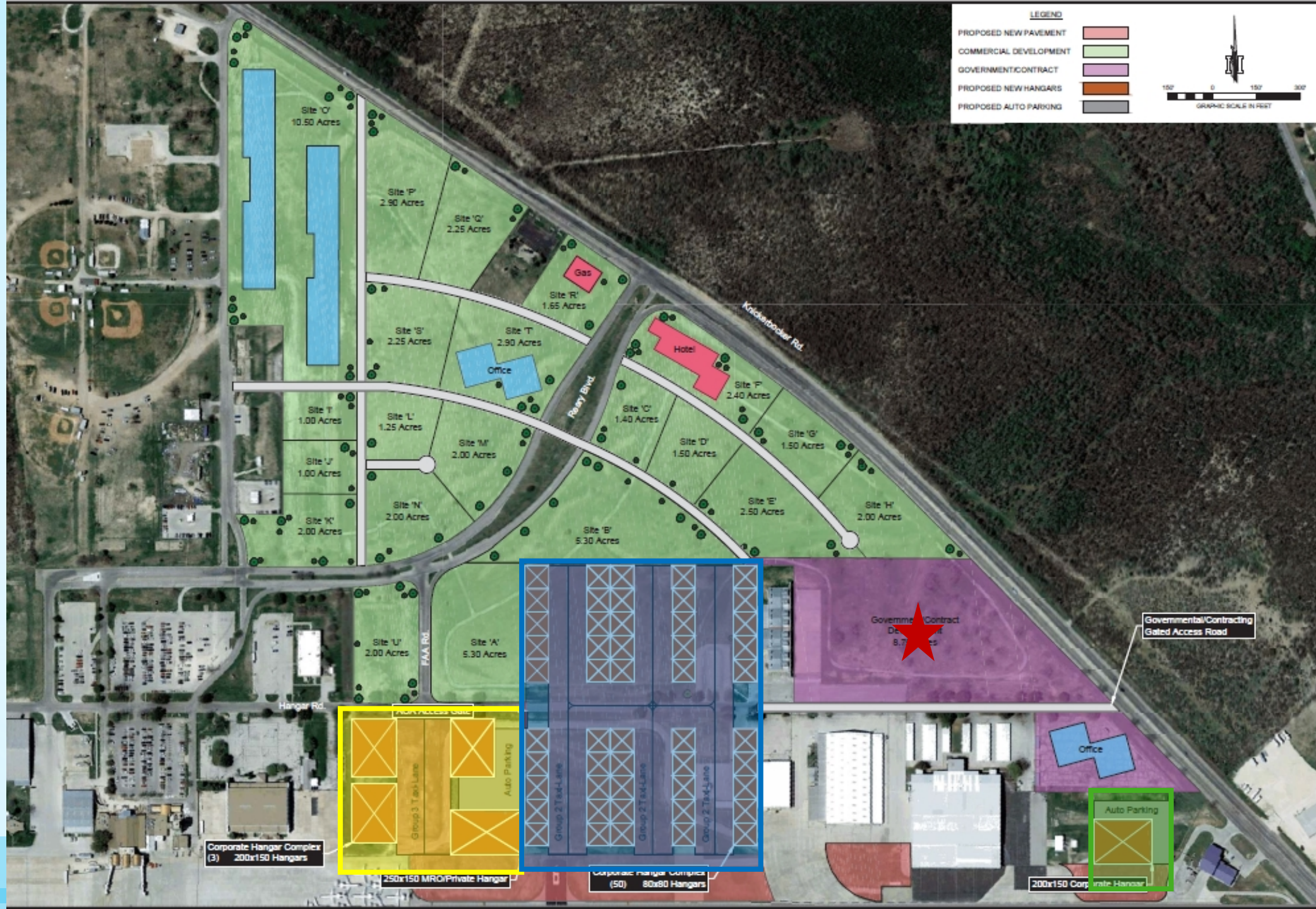
Runway 9-27 closure land use implications

- Further development along flight line
- Expansion opportunities for existing governmental uses
- Opportunity for industrial, office and commercial development











Discussion of next steps





City Council Planning Workshop

March 29, 2018



Core Values for Employee Performance

Accountability	Willingness to take responsibility for action and outcome Honoring obligations, expectations and requirements
Teamwork	Working together with co-workers towards unified department goals and objectives Taking initiative, being responsive to co-workers and being flexible in working with others
Excellence	Striving for excellence in all endeavors, which will result in organizations, professional and personal improvement Commitment toward continuous improvement through honest appraisal of performance and a willingness to change
Professionalism	Demonstrating competence and reliability Conveying that competence and reliability to customers and citizens Working with integrity and a sense of fairness
Respect	Treating each other with fairness, dignity and opportunity for professional growth Value our diverse work force, respecting the inherent potention and dignity of all Respect for all persons and their contributions is essential
Creative Thinking	Develop and support cost-saving measures, efficiency and thinking "outside the box"
Anticipation	Think proactively, be prepared
Staff Development	Support and reinforce sufficient and crucial training for employees
Citizen & Customer Service	The customer is #1 Commitment to providing quality services to external and internal customers through technical competency, a positive and helpful attitude, and timely response to customer requests
Selfless Service	Committed to fully serving the needs of the community Always being cognizant that the needs of the community and its citizens take precedence



City of San Angelo

Performance Evaluation

General Employees

Employee Being Assessed

Name:		Date:	
Job Title:			
Division:		Department:	
Supervisor:		*Payroll Acct # (Fnd/Div/Dpt):	- -

Assessment Period

**Start Date:		End Date:	September 30, 2017
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Instructions:

*For an example: Division-Street and Bridge, Department-Operations, Payroll Acct #-101-3200-432.

**The start date is the beginning of the evaluation period which is typically 10/01/16; or for new employees hired after 10/1/16, use their hire date.

- in* **Section I:** Core Values
- in* **Section II:** Please provide a brief summary of responsibilities, accomplishments, training and development.
- in* **Section III:** Performance Categories are required. Please check the appropriate rating within each category. Provide comments for ratings of Not Applicable (N/A), Exceeds Expectations (EE), Meets Expectations (ME), or Below Expectations (BE) in any category. Explanation required if rating is BE or EE, additional comments are optional.
- in* **Section IV:** Please develop, in conjunction with the employee, a list of professional goals and objectives to be achieved for the following assessment period.
- in* **Section V:** Prior to sending this Performance Evaluation to Human Resources, make sure you have the supervisor, Department Director and Service Area Director's signature on the Overall Performance Rating Form (last page). **The employee and supervisor must initial each page.**

HR USE ONLY

Reviewed by _____

Date: _____

I. Core Values

Consider the performance of this employee during the performance period and assess their support of the City of San Angelo Core Values listed below. The following performance evaluation should take these Core Values into consideration.

Accountability	• Willingness to take responsibility for action and outcome • Honoring obligations, expectations, and requirements
Teamwork	• Working together with co-workers towards unified department goals and objectives • Taking initiative, being responsive to co-workers, and being flexible in working with others
Excellence	• Striving for excellence in all endeavors, which will result in organizational, professional, and personal improvement • Commitment toward continuous improvement through honest appraisal of performance and a willingness to change
Professionalism	• Demonstrating competence and reliability • Conveying that competence and reliability to customers and citizens • Working with integrity and a sense of fairness
Respect	• Treating each other with fairness, dignity, and opportunity for professional growth • Value our diverse work force, respecting the inherent potential and dignity of all • Respect for all persons and their contributions is essential
Creative Thinking	• Develop and support cost-saving measures, efficiency, and thinking "outside the box"
Anticipation	• Think proactively, be prepared
Staff Development	• Support and reinforce sufficient and crucial training for employees
Citizen & Customer Service	• The customer is #1 • Commitment to providing quality services to external and internal customers through technical competency, a positive and helpful attitude, and timely response to customer requests
Selfless Service	• Committed to fully serving the needs of the community. • Always being cognizant that the needs of the community and its citizens take precedence.

II. Overall Responsibilities and Accomplishments

- A. Provide a brief description of basic responsibilities or attach job description of the employee. Include any changes since last assessment period.

- B. Highlight employee's accomplishments in accordance with goals and objectives established for the performance assessment period. Include overview of those goals and objectives targeted for completion, improvement, or development.

C. Decision Making/Judgment		N/A	BE	ME	EE
1. Identifies problems and obtains relevant information.		☐	☐	☐	☐
2. Allows ample time for fact-finding and deliberation.		☐	☐	☐	☐
3. Develops and assesses alternative courses of action.		☐	☐	☐	☐
4. Makes decisions within the time limits required by the situation.		☐	☐	☐	☐
5. Needs little or no supervision.		☐	☐	☐	☐
6. Takes initiative.		☐	☐	☐	☐
Overall Rating		☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.					
D. Team Work		N/A	BE	ME	EE
1. Establishes and maintains effective relations.		☐	☐	☐	☐
2. Exhibits tact and consideration.		☐	☐	☐	☐
3. Displays positive outlook and pleasant manner.		☐	☐	☐	☐
4. Offers assistance and support to supervisors, co-workers, and subordinates (if applicable).		☐	☐	☐	☐
5. Works cooperatively in group.		☐	☐	☐	☐
6. Works actively to resolve conflict.		☐	☐	☐	☐
Overall Rating		☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.					
E. Safety		N/A	BE	ME	EE
1. Understands and actively supports organizational/departmental safety policies.		☐	☐	☐	☐
2. Knows, maintains, and observes standards of safe, proper operation of equipment and/or machines for self and others.		☐	☐	☐	☐
3. Ensures appropriate action in regard to non-compliance with organizational/ departmental safety policies.		☐	☐	☐	☐
Overall Rating		☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.					

F. Financial Responsibility		N/A	BE	ME	EE
1. Chooses most cost-effective means.		☐	☐	☐	☐
2. Develops savings ideas and/or ways to reduce costs.		☐	☐	☐	☐
3. Understands and complies with City policies and guidelines on Finance and Purchasing.		☐	☐	☐	☐
Overall Rating		☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.					

G. Administrative Reporting		N/A	BE	ME	EE
1. Provides timely and accurate reports.		☐	☐	☐	☐
2. Thinks and follows through on details.		☐	☐	☐	☐
3. Presents information clearly and informatively.		☐	☐	☐	☐
4. Keeps supervisor or appropriate personnel well informed.		☐	☐	☐	☐
Overall Rating		☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.					

H. Workforce Diversity		N/A	BE	ME	EE
1. Is cooperative in working with a diversified community or co-workers.		☐	☐	☐	☐
2. Treats all co-workers and community fairly.		☐	☐	☐	☐
3. Shows respect to all groups regardless of differences.		☐	☐	☐	☐
Overall Rating		☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.					

IV. Performance Agreement for Next Assessment Period:

Professional Goals

Goals can change periodically throughout the year – especially when employees change positions. Therefore, the supervisor and employee should list and discuss professional goals and target dates throughout the year. Next year's performance assessment should include whether or not these goals and expectations were met.

Goals/Expectations/Training	Target Completion Date
1.	
2.	
3.	
4.	
5.	

V. OVERALL PERFORMANCE RATING (OPR)

Instructions: Determine the Overall Performance Rating based on the employee's performance described in the Overall Responsibilities and Accomplishments AND Performance Category sections. Review and select the Overall Performance Rating description that most accurately represents the employee's overall performance during the assessment period. Mark the appropriate OPR rating below.

RATING	DESCRIPTION
N/A ☐	Unable to rate: Select this category if the employee was out for 9 months or more of the assessment year due to administrative leave and/or non-FMLA medical reasons.
	New to the job: Select this category if the employee was hired on April 1 or later of this year. Performs at a level appropriate for an employee with minimum experience or training in the current job and is developing at an acceptable rate.
BE ☐	Below Expectations: Performs below the level required to meet the goals and objectives of the position. Interpersonal skills with public and staff need improvement. Needs improvement in accepting change or transition. This rating represents unsatisfactory performance and is not eligible for increase.
ME ☐	Meets Expectations: Performs at the level of a good, productive employee. Generally meets requirements of the position and sometimes exceeds requirements. Solves problems effectively utilizing appropriate resources. Requires some direction, training, and guidance. Interpersonal skills with public and staff are satisfactory. Demonstrates professional behavior and judgment. Contributes, when requested, on special projects. Accepts change or transition.
EE ☐	Exceeds Expectations: Performs at a level that consistently exceeds the goals and objectives of the position. Demonstrates willingness and desire to learn and master advanced skills and abilities of the position. Identifies and solves problems within area of responsibility. Interpersonal skills with public and staff are very good. Facilitates and encourages change or transition.

Supervisor's overall comments about this employee's performance during this assessment period:

EMPLOYEE COMPLETES THIS SECTION:

Has this performance assessment been explained to you?

☐ Yes ☐ No

The contents of the assessment have been reviewed and discussed with me by the assessor and I am aware of my overall rating.

EMPLOYEE COMMENTS:

Employee's Signature

Date

I have reviewed the contents of the assessment and have discussed it with the employee.

Assessor's Signature

Date

Assessor's Division Head's Signature

Date

Department Director's Signature

Date

ADA/EOE/ADEA
www.sanangelotexas.us



City of San Angelo

Performance Evaluation

Supervisory/Professional Employees

Employee Being Assessed

Name:	Date:
Job Title:	
Division:	Department:
Supervisor:	*Payroll Acct # (Fnd/Div/Dpt): - -

Assessment Period

**Start Date:	End Date: September 30, 2017
---------------	-----------------------------------

Instructions:

*For an example: Division-Street and Bridge, Department-Operations, Payroll Acct #-101-3200-432.

**The start date is the beginning of the evaluation period which is typically 10/01/16; or for new employees hired after 10/1/16, use their hire date.

- in* **Section I:** Core Values
- in* **Section II:** Please provide a brief summary of responsibilities, accomplishments, training and development.
- in* **Section III:** Performance Categories are required. Please check the appropriate rating within each category. Provide comments for ratings of Not Applicable (N/A), Exceeds Expectations (EE), Meets Expectations (ME), or Below Expectations (BE) in any category. Explanation required if rating is BE or EE, additional comments are optional.
- in* **Section IV:** Please develop, in conjunction with the employee, a list of professional goals and objectives to be achieved for the following assessment period.
- in* **Section V:** Prior to sending this Performance Evaluation to Human Resources, make sure you have the supervisor, Department Director and Service Area Director's signature on the Overall Performance Rating Form (last page). **The employee and supervisor must initial each page.**

HR USE ONLY

Reviewed by _____

Date: _____

I. Core Values

Consider the performance of this employee during the performance period and assess their support of the City of San Angelo Core Values listed below. The following performance evaluation should take these Core Values into consideration.

Accountability	• Willingness to take responsibility for action and outcome • Honoring obligations, expectations, and requirements
Teamwork	• Working together with co-workers towards unified department goals and objectives • Taking initiative, being responsive to co-workers, and being flexible in working with others
Excellence	• Striving for excellence in all endeavors, which will result in organizational, professional, and personal improvement • Commitment toward continuous improvement through honest appraisal of performance and a willingness to change
Professionalism	• Demonstrating competence and reliability • Conveying that competence and reliability to customers and citizens • Working with integrity and a sense of fairness
Respect	• Treating each other with fairness, dignity, and opportunity for professional growth • Value our diverse work force, respecting the inherent potential and dignity of all • Respect for all persons and their contributions is essential
Creative Thinking	• Develop and support cost-saving measures, efficiency, and thinking "outside the box"
Anticipation	• Think proactively, be prepared
Staff Development	• Support and reinforce sufficient and crucial training for employees
Citizen & Customer Service	• The customer is #1 • Commitment to providing quality services to external and internal customers through technical competency, a positive and helpful attitude, and timely response to customer requests
Selfless Service	• Committed to fully serving the needs of the community. • Always being cognizant that the needs of the community and its citizens take precedence.

II. Overall Responsibilities and Accomplishments

- A. Provide a brief description of basic responsibilities or attach job description of the employee. Include any changes since last assessment period.

--

- B. Highlight employee's accomplishments in accordance with goals and objectives established for the performance assessment period. Include overview of those goals and objectives targeted for completion, improvement, or development.

--

III. Required Performance Categories:

A. Job Responsibilities		N/A	B	E	M	E	E
1.	Understands and supports organizational/departmental mission.	☐	☐	☐	☐	☐	☐
2.	Prioritizes and accomplishes work with efficiency.	☐	☐	☐	☐	☐	☐
3.	Produces quality work/demonstrates accuracy and thoroughness.	☐	☐	☐	☐	☐	☐
4.	Produces work in a timely manner.	☐	☐	☐	☐	☐	☐
5.	Meets attendance and punctuality guidelines.	☐	☐	☐	☐	☐	☐
6.	Keeps commitments and/or communicates delays.	☐	☐	☐	☐	☐	☐
7.	Safeguards sensitive or confidential information from intentional or unintentional disclosure.	☐	☐	☐	☐	☐	☐
8.	Achieves established goals.	☐	☐	☐	☐	☐	☐
Overall Rating		☐	☐	☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.							
B. Communications		N/A	B <th>E</th> <th>M</th> <th>E</th> <th>E</th>	E	M	E	E
1.	Listens and gets clarification before responding.	☐	☐	☐	☐	☐	☐
2.	Responds to questions and provides accurate and timely information.	☐	☐	☐	☐	☐	☐
3.	Gives effective presentations (when required).	☐	☐	☐	☐	☐	☐
4.	Maintains professionalism and effective communication with supervisor, co-workers, subordinates, and the general public.	☐	☐	☐	☐	☐	☐
5.	Expresses self clearly in reports, memos, and other written communication.	☐	☐	☐	☐	☐	☐
Overall Rating		☐	☐	☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.							

C. Leadership	N/A	BE	ME	EE
1. Demonstrates ability to consistently lead and influence others regarding the departmental and organizational vision and core values.	☐	☐	☐	☐
2. Continues to remain focused on important issues that can be influenced by his/her position.	☐	☐	☐	☐
3. Leads by example and accepts responsibility for own behavior.	☐	☐	☐	☐
4. Ensures compliance with departmental and organizational policy.	☐	☐	☐	☐
5. Provides frequent, effective, and appropriate formal and informal feedback and assessments; effectively handles marginal performers.	☐	☐	☐	☐
6. Accepts and applies feedback to improve personal performance.	☐	☐	☐	☐
7. Develops and maintains a knowledgeable, service-oriented, and productive work group.	☐	☐	☐	☐
Overall Rating	☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.				
D. Decision Making/Judgment	N/A	BE	ME	EE
1. Identifies problems and obtains relevant information.	☐	☐	☐	☐
2. Allows ample time for fact-finding and deliberation.	☐	☐	☐	☐
3. Develops and assesses alternative courses of action.	☐	☐	☐	☐
4. Makes decisions within the time limits required by the situation.	☐	☐	☐	☐
5. Needs little or no supervision.	☐	☐	☐	☐
6. Takes initiative.	☐	☐	☐	☐
Overall Rating	☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.				

E. Team Work	N/A	BE	ME	EE
1. Establishes and maintains effective relations.	☐	☐	☐	☐
2. Exhibits tact and consideration.	☐	☐	☐	☐
3. Displays positive outlook and pleasant manner.	☐	☐	☐	☐
4. Offers assistance and support to supervisors, co-workers, and subordinates (if applicable).	☐	☐	☐	☐
5. Works cooperatively in group setting.	☐	☐	☐	☐
6. Works actively to resolve conflict.	☐	☐	☐	☐
Overall Rating	☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.				
F. Safety	N/A	BE	ME	EE
1. Understands and actively supports organizational/departmental safety policies.	☐	☐	☐	☐
2. Knows, maintains, and observes standards of safe, proper operation of equipment and/or machines for self and others.	☐	☐	☐	☐
3. Ensures appropriate action in regard to non-compliance with organizational/departmental safety policies.	☐	☐	☐	☐
Overall Rating	☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.				
G. Financial Responsibility	N/A	BE	ME	EE
1. Develops, monitors, and implements budget within targeted objectives.	☐	☐	☐	☐
2. Considers financial impact in decision-making.	☐	☐	☐	☐
3. Chooses most cost-effective means.	☐	☐	☐	☐
4. Develops savings ideas and/or ways to reduce costs.	☐	☐	☐	☐
5. Understands and complies with City policies and guidelines on Finance and Purchasing	☐	☐	☐	☐

Overall Rating					☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.								
H. Administrative Reporting					N/A	BE	ME	EE
1. Provides timely and accurate reports.					☐	☐	☐	☐
2. Thinks and follows through on details.					☐	☐	☐	☐
3. Presents information clearly and informatively.					☐	☐	☐	☐
4. Keeps supervisor or appropriate personnel well informed.					☐	☐	☐	☐
Overall Rating					☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.								
I. Planning					N/A	BE	ME	EE
1. Effectively envisions, plans and executes all types of projects within established timeliness.					☐	☐	☐	☐
2. Develops short and long-range strategic plans in accordance with organizational/departmental objectives.					☐	☐	☐	☐
3. Sets reasonable goals and objectives.					☐	☐	☐	☐
4. Uses effective follow-up techniques to achieve positive, desired results.					☐	☐	☐	☐
Overall Rating					☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.								

J. Workforce Diversity		N/A	BE	ME	EE
1.	Is cooperative in working with a diversified community or co-workers.	☐	☐	☐	☐
2.	Treats all co-workers and community fairly.	☐	☐	☐	☐
3.	Shows respect to all groups regardless of differences.	☐	☐	☐	☐
Overall Rating		☐	☐	☐	☐
Comments: Explanation required if rating is BE or EE, additional comments are optional.					

IV. Performance Agreement for Next Assessment Period:

Professional Goals

Goals can change periodically throughout the year – especially when employees change positions. Therefore, the supervisor and employee should list and discuss professional goals and target dates throughout the year. Next year's performance assessment should include whether or not these goals and expectations were met.

Goals/Expectations/Training	Target Completion Date
1.	
2.	
3.	
4.	
5.	

V. OVERALL PERFORMANCE RATING (OPR)

Instructions: Determine the Overall Performance Rating based on the employee's performance described in the Overall Responsibilities and Accomplishments AND Performance Category sections. Review and select the Overall Performance Rating description that most accurately represents the employee's overall performance during the assessment period. Mark the appropriate OPR rating below.

RATING	DESCRIPTION
N/A ☐	Unable to rate: Select this category if the employee was out for 9 months or more of the assessment year due to administrative leave and/or non-FMLA medical reasons.
☐	New to the job: Select this category if the employee was hired on April 1 or later of this year. Performs at a level appropriate for an employee with minimum experience or training in the current job and is developing at an acceptable rate.
BE ☐	Below Expectations: Performs below the level required to meet the goals and objectives of the position. Interpersonal skills with public and staff need improvement. Needs improvement in accepting change or transition. This rating represents unsatisfactory performance and is not eligible for increase.
ME ☐	Meets Expectations: Performs at the level of a good, productive employee. Generally meets requirements of the position and sometimes exceeds requirements. Solves problems effectively utilizing appropriate resources. Requires some direction, training, and guidance. Interpersonal skills with public and staff are satisfactory. Demonstrates professional behavior and judgment. Contributes, when requested, on special projects. Accepts change or transition.
EE ☐	Exceeds Expectations: Performs at a level that consistently exceeds the goals and objectives of the position. Demonstrates willingness and desire to learn and master advanced skills and abilities of the position. Identifies and solves problems within area of responsibility. Interpersonal skills with public and staff are very good. Facilitates and encourages change or transition.

Supervisor's overall comments about this employee's performance during this assessment period:

EMPLOYEE COMPLETES THIS SECTION:

Has this performance assessment been explained to you?

☐ Yes ☐ No

The contents of the assessment have been reviewed and discussed with me by the assessor and I am aware of my overall rating.

EMPLOYEE COMMENTS:

Employee's Signature

Date

I have reviewed the contents of the assessment and have discussed it with the employee.

Assessor's Signature

Date

Assessor's Division Head's Signature

Date

Department Director's Signature

Date

ADA/EOE/ADEA
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City of San Angelo

Performance Evaluation

Managerial/Executive Employees

Employee Being Assessed

Name:

Date:

Job Title:

Division:

Department:

Supervisor:

*Payroll Acct #
(Fnd/Div/Dpt):

Assessment Period

**Start Date:

End Date:

September 30, 2017

Instructions:

*For an example: Division-Street and Bridge, Department-Operations, Payroll Acct #-101-3200-432.

**The start date is the beginning of the evaluation period which is typically 10/01/16; or for new employees hired after 10/1/16, use their hire date.

in **Section I:** Core Values

in **Section II:** A brief summary of responsibilities (as per City Charter) are included.

in **Section III:** Performance Categories are required. Please check the appropriate rating for each category. Please provide comments for each category.

in **Section IV:** Please develop, in conjunction with the employee, a list of professional goals and objectives to be achieved for the following assessment period.

in **Section V:** Prior to sending this Performance Evaluation to Human Resources, make sure you have the supervisor, Department Director and Service Area Director's signature on the Overall Performance Rating Form (last page). **The employee and supervisor must initial each page.**

HR USE ONLY

Reviewed by _____

Date: _____

Employee's Initials _____ Supervisor's Initials _____

Performance Evaluation-Mgr/Exec Page 1 of 8

6/26/15

I. Core Values

Consider the performance of this employee during the performance period and assess their support of the City of San Angelo Core Values listed below. The following performance evaluation should take these Core Values into consideration.

Accountability	• Willingness to take responsibility for action and outcome • Honoring obligations, expectations, and requirements
Teamwork	• Working together with co-workers towards unified department goals and objectives • Taking initiative, being responsive to co-workers, and being flexible in working with others
Excellence	• Striving for excellence in all endeavors, which will result in organizational, professional, and personal improvement • Commitment toward continuous improvement through honest appraisal of performance and a willingness to change
Professionalism	• Demonstrating competence and reliability • Conveying that competence and reliability to customers and citizens • Working with integrity and a sense of fairness
Respect	• Treating each other with fairness, dignity, and opportunity for professional growth • Value our diverse work force, respecting the inherent potential and dignity of all • Respect for all persons and their contributions is essential
Creative Thinking	• Develop and support cost-saving measures, efficiency, and thinking "outside the box"
Anticipation	• Think proactively, be prepared
Staff Development	• Support and reinforce sufficient and crucial training for employees
Citizen & Customer Service	• The customer is #1 • Commitment to providing quality services to external and internal customers through technical competency, a positive and helpful attitude, and timely response to customer requests
Selfless Service	• Committed to fully serving the needs of the community. • Always being cognizant that the needs of the community and its citizens take precedence.

II. Overall Responsibilities and Accomplishments

- A. Provide a brief description of basic responsibilities or attach job description of the employee. Include any changes since last assessment period.

- B. Highlight employee's accomplishments in accordance with goals and objectives established for the performance assessment period. Include overview of those goals and objectives targeted for completion, improvement, or development.

III. Required Performance Categories:

Job Responsibilities				
1.	Understands and supports organizational/departamental mission.			
2.	Prioritizes and accomplishes work with efficiency.			
3.	Produces quality work/demonstrates accuracy and thoroughness.			
4.	Produces work in a timely manner.			
5.	Meets attendance and punctuality guidelines.			
6.	Keeps commitments and/or communicates delays.			
7.	Safeguards sensitive or confidential information from intentional or unintentional disclosure.			
8.	Achieves established goals.			
Overall Rating	N/A	BE	ME	EE
	☐	☐	☐	☐
Comments:				
Communications				
1.	Listens and gets clarification before responding.			
2.	Responds to questions and provides accurate and timely information.			
3.	Gives effective presentations (when required).			
4.	Maintains professionalism and effective communication with supervisor, co-workers, subordinates, and the general public.			
5.	Expresses self clearly in reports, memos, and other written communication.			
Overall Rating	N/A	BE	ME	EE
	☐	☐	☐	☐
Comments:				

Leadership

1. Demonstrates ability to consistently lead and influence others regarding the departmental and organizational vision and core values.
2. Continues to remain focused on important issues that can be influenced by his/her position.
3. Leads by example and accepts responsibility for own behavior.
4. Ensures compliance with departmental and organizational policy.
5. Provides frequent, effective, and appropriate formal and informal feedback and assessments; effectively handles marginal performers.
6. Accepts and applies feedback to improve personal performance.
7. Develops and maintains a knowledgeable, service-oriented, and productive work group.

Overall Rating

N/A

BE

ME

EE

☐
☐
☐
☐

Comments:

Decision Making/Judgment

1. Identifies problems and obtains relevant information.
2. Allows ample time for fact-finding and deliberation.
3. Develops and assesses alternative courses of action.
4. Makes decisions within the time limits required by the situation.
5. Needs little or no supervision.
6. Takes initiative.

Overall Rating

N/A

BE

ME

EE

☐
☐
☐
☐

Comments:

Team Work				
1. Establishes and maintains effective relations.				
2. Exhibits tact and consideration.				
3. Displays positive outlook and pleasant manner.				
4. Offers assistance and support to supervisors, co-workers, and subordinates (if applicable).				
5. Works cooperatively in group setting.				
6. Works actively to resolve conflict.				
Overall Rating	N/A	BE	ME	EE
☐	☐	☐	☐	☐
Comments:				
Safety				
1. Understands and actively supports organizational/departmental safety policies.				
2. Knows, maintains, and observes standards of safe, proper operation of equipment and/or machines for self and others.				
3. Ensures appropriate action in regard to non-compliance with organizational/ departmental safety policies.				
Overall Rating	N/A	BE	ME	EE
☐	☐	☐	☐	☐
Comments:				
Financial Responsibility				
1. Develops, monitors, and implements budget within targeted objectives.				
2. Considers financial impact in decision-making.				
3. Chooses most cost-effective means.				
4. Develops savings ideas and/or ways to reduce costs.				
5. Understands and complies with City policies and guidelines on Finance and Purchasing.				
Overall Rating	N/A	BE	ME	EE
☐	☐	☐	☐	☐
Comments:				

Administrative Reporting

1. Provides timely and accurate reports.
2. Thinks and follows through on details.
3. Presents information clearly and informatively.
4. Keeps supervisor or appropriate personnel well informed.

Overall Rating

N/A	BE	ME	EE
☐	☐	☐	☐

Comments:

Planning

1. Effectively envisions, plans and executes all types of projects within established timeliness.
2. Develops short and long-range strategic plans in accordance with organizational/departmental objectives.
3. Sets reasonable goals and objectives.
4. Uses effective follow-up techniques to achieve positive, desired results.

Overall Rating

N/A	BE	ME	EE
☐	☐	☐	☐

Comments:

Workforce Diversity

1. Is cooperative in working with a diversified community or co-workers.
2. Treats all co-workers and community fairly.
3. Shows respect to all groups regardless of differences.

Overall Rating

N/A	BE	ME	EE
☐	☐	☐	☐

Comments:

IV. Performance Agreement for Next Assessment Period:

Professional Goals

Goals can change periodically throughout the year – especially when employees change positions. Therefore, the supervisor and employee should list and discuss professional goals and target dates throughout the year. Next year's performance assessment should include whether or not these goals and expectations were met.

Goals/Expectations/Training	Target Completion Date
1.	
2.	
3.	
4.	
5.	

V. OVERALL PERFORMANCE RATING (OPR)

Instructions: Determine the Overall Performance Rating based on the employee's performance described in the Overall Responsibilities and Accomplishments AND Performance Category sections. Review and select the Overall Performance Rating description that most accurately represents the employee's overall performance during the assessment period. Mark the appropriate OPR rating below.

RATING	DESCRIPTION
N/A ☐	Unable to rate: Select this category if the employee was out for 9 months or more of the assessment year due to administrative leave and/or non-FMLA medical reasons.
☐	New to the job: Select this category if the employee was hired on April 1 or later of this year. Performs at a level appropriate for an employee with minimum experience or training in the current job and is developing at an acceptable rate.
BE ☐	Below Expectations: Performs below the level required to meet the goals and objectives of the position. Interpersonal skills with public and staff need improvement. Needs improvement in accepting change or transition. This rating represents unsatisfactory performance and is not eligible for increase.
ME ☐	Meets Expectations: Performs at the level of a good, productive employee. Generally meets requirements of the position and sometimes exceeds requirements. Solves problems effectively utilizing appropriate resources. Requires some direction, training, and guidance. Interpersonal skills with public and staff are satisfactory. Demonstrates professional behavior and judgment. Contributes, when requested, on special projects. Accepts change or transition.
EE ☐	Exceeds Expectations: Performs at a level that consistently exceeds the goals and objectives of the position. Demonstrates willingness and desire to learn and master advanced skills and abilities of the position. Identifies and solves problems within area of responsibility. Interpersonal skills with public and staff are very good. Facilitates and encourages change or transition.

Supervisor's overall comments about this employee's performance during this assessment period:

EMPLOYEE COMPLETES THIS SECTION:

Has this performance assessment been explained to you?

☐ Yes ☐ No

The contents of the assessment have been reviewed and discussed with me by the assessor and I am aware of my overall rating.

EMPLOYEE COMMENTS:

Employee's Signature

Date

I have reviewed the contents of the assessment and have discussed it with the employee.

Assessor's Signature

Date

City Management's Signature

Date

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General Evaluation Forms

2017

Page 1

Job Titles

911 Address Coordinator	Deputy Court Clerk	Parking Officer
Accounting Clerk	Deputy Court Clerk/Juvenile Safety	Parks Projects Sr Welder
Accounts Payable Specialist	Deputy Court Clerk, Sr.	Parks Shop & Inventory Worker
Administrative Assistant	Development Services Technician	Parts Representative
Administrative Assistant, Sr.	Electrical & Instrumentation Spec	Payroll Specialist
Administrative Coordinator	Emergency Services Dispatcher	Permit Technician
Airport Maintenance Technician	Environmental Health Inspector	PHEP Planning Specialist
Airport Maintenance Worker	Environmental Health Inspector, Sr.	Plans Examiner
Airport Police Officer	Equipment Service Technician	Plans Examiner Sr.
Alarm Coordinator	Event Service Representative	Police Officer
Animal Program Coordinator	Event Service Representative, Sr.	Police Recruit
Animal Services Officer	Evidence Technician	Probationary Firefighter
Animal Services Officer, Sr.	Executive Office Coordinator	Probationary Police Officer
Archivist	Fire Driver	Property Control Clerk
Benefits Representative	Fire Inspector	Property Specialist
Billing Clerk	Fire Recruit	Purchasing Specialist
Budget Analyst	Firefighter	Purchasing Technician
Building Inspector	Fort Concho Education Coordinator	Records Clerk
Building Inspector, Sr.	Fort Concho Event Coordinator	Recreation Coordinator
Building Maintenance Coordinator	Gardener	SCADA & Data Asset Specialist
Building Maintenance Technician	Gardener, Sr.	Shelter Assistant I
Building Maintenance Technician, Sr.	GIS Developer	Shelter Assistant II
Building Maintenance Worker	Heavy Equipment Operator	Shop Assistant
Bunker Gear Technician	Human Resources Assistant	Shop/Inventory Tech Sr.
Business & Finance Assistant	Human Resources Generalist	Sr Engineering Design Tech
CADD Tech	Human Resources Specialist	Social Services Assistant
Cashier	HVAC/Security Coordinator	Solid Waste Coordinator
Cashier, Sr.	Intelligence Specialist	Special Projects Coordinator
City Videographer	Inventory Control Technician	Sports Field Maintenance Worker
Claims Analyst	Irrigation Technician	Sports Field Sr Maintenance Worker
Claims Technician	Irrigation Technician, Sr.	Sr Construction Inspector
Code Enforcement Officer	Kitchen Aide	Stormwater Billing Specialist
Code Enforcement Officer, Sr.	Lead Cook	Stormwater Inspector
Code Enforcement Officer/Trainee	Licensed Vocational Nurse	Survey Technician
Combination Inspector	Light Equipment Operator	Survey Technician, Sr.
Communication Repair Technician	Maintenance Worker	Traffic Maintenance Tech
Computer Specialist II	Maintenance Worker, Sr.	Traffic Systems Tech
Construction Inspector	Mechanic Apprentice	Traffic Support Coordinator
Cook Helper	Mechanic I	Traffic Support Technician
Crime Scene Technician	Mechanic II	Training & Development Specialist
Crime Stoppers Coordinator	Mechanic III	Transportation Planning/GIS Tech
Criminal Analysis Technician	Mechanic IIII	Transportation Planning & Project Coord
Curator of History	Meter Reader	Utility Billing Clerk
Custodian	Meter Service Field Technician	Utility Maintenance Mechanic
Customer Service Representative	Meter Service Representative	Utility Maintenance Technician
Customer Service Representative, Sr.	Meter Service Representative Sr	Van Driver Kitchen Aide
Dam Operator	Meter Technician	Volunteer & Visitor Services Coordinator
Deputy City Clerk	Museum Guide	W/WW Plant Operator (Cert C/D)
Deputy City Marshal	Office Assistant	Wastewater Inflow & Infiltration Technician

Job Titles

Water Quality Technician
Water Quality Technician, Sr.
Welder
Welder Sr
WIC Certification Specialist

Supervisory & Professional Evaluation Forms 2017

Job Titles

Accountant	Irrigation/Horticulture Coordinator	Warehouse Supervisor
Airport Maintenance Supervisor	Irrigation/Horticulture Supervisor	Wastewater Coordinator
AMR Meter Shop Supervisor	Juvenile Case Manager	Wastewater Compost Field Supervisor
Animal Services Supervisor	Laboratory Supervisor	Wastewater Maintenance Supervisor
Assistant City Attorney	Lake Maintenance Supervisor	Water Coordinator
Assistant City Attorney, Sr.	Lake Operations Crew Leader	Water Distribution Crew Leader
Assistant City Engineer	Landscape Coordinator	Water Reclamation Supervisor
Assistant Fire Chief	Landscape Crew Leader	Water Treatment Maintenance Supv
Assistant Police Chief	Leak/Tap Supervisor	Water Utilities Analyst
Associate Municipal Court Judge	Meter Service Supervisor	
Battalion Chief	Network Administrator	
Biosolids Field Supervisor	Network Engineer	
Budget Analyst, Sr.	Nutrition Education Coordinator	
Building Inspector, Principal	Paralegal	
Building Maintenance Supervisor	Parks Crew Leader	
Business & Finance Analyst	Parks Facilities Supervisor	
Business Analyst	Parks Facilities Crew Leader	
Business Retention Expansion Coord	Parks Project Coordinator	
Cash & Debt Analyst	Planning & Development Administrator	
Cemetery Supervisor	Peer Counselor Supervisor	
Civic Events Operations Supervisor	Planner	
Code Enforcement Supervisor	Police Lieutenant	
Community Programs Supervisor	Police Sergeant	
Community Service Work Leader	Professional Engineer	
Construction Coordinator	Project Engineer (EIT)	
Court Administrator	Public Works Educator	
Court Clerk Supervisor	Records Supervisor	
Court Supervisor	Recreation Supervisor	
Crime Scene Supervisor	Registered Nurse	
Customer Service Supervisor	Server Administrator	
Deputy Building Official	Shelter Supervisor	
Drafting & Survey Supervisor	Sports Field Coordinator	
Economic Development Coordinator	Sports Field Crew Leader	
Economic Development Specialist	Sports Field Supervisor	
Electrical Supervisor	Sr Deputy City Marshal	
Emergency Management Coordinator	Sr Planner	
Emergency Services Dispatch Supervisor	Stormwater Crew Leader	
Engineering Coordinator	Stormwater Supervisor	
Equipment Maintenance Supervisor	Street & Bridge Construction Coord	
Fire Captain	Street & Bridge Crew Leader	
Fire Investigator	Street & Bridge Maintenance Coord	
Fire Lieutenant	Street & Bridge Supervisor	
GIS Coordinator	Systems Analyst	
Horticulture Crew Leader	Traffic System Tech II	
Inspection Coordinator	Utility Billing Supervisor	
Internal Auditor	Utility Maintenance Coordinator	
Irrigation Crew Leader	W/WW Plant Operator (Cert A/B)	

Managerial & Executive Evaluation Forms

2017

Job Titles

Administrative Services Manager	Executive Director of Public Works
Airport Director	Fire Chief
Assistant City Manager	Fire Marshal
Assistant City Manager/CFO	GIS Manager
Assistant Director of HR & Risk Mgmt.	Health Services Director
Assistant Director of Neigh & Fam Svcs.	Information Technology Manager
Assistant Director of Operations	Lake Operations Superintendent
Assistant Water Treatment Administrator	MPO Director
Billing & Receipts Manager	Municipal Court Judge
Budget Manager	Nursing Manager
Building Official	Parks Manager
Chief Accountant	Planning Manager
City Attorney	Plant Operations Manager
City Clerk	Public Information Officer
City Engineer	Purchasing Manager
City Marshal	Real Estate Manager
Civic Events Assistant Manager	Recreation Manager
Civic Events Manager	Risk Manager
Construction & Facilities Manager	Senior Manager/Fort Concho
Construction Manager	Senior Manager/Parks
Contract Manager	Stormwater Program Manager
Customer Service Manager	Stormwater Superintendent
Deputy Airport Administrator	Street & Bridge Superintendent
Deputy City Attorney	Traffic Operations Superintendent
Director of Economic Development	Utility Maintenance Superintendent
Director of Finance	Veterinarian
Director of Human Resources & Risk Management	Water Reclamation Superintendent
Director of Neighborhood & Family Services	Water Treatment Administrator
Director of Operations	Water Utilities Assistant Director
Director of Parks & Recreation	Water Utilities Engineering Manager
Director of Planning & Development Services	Water/Wastewater Dist/Coll Superintendent
Director of Water Utilities	WIC Program Manager
Equipment Maintenance Superintendent	

Distribution of Evaluation Scores FY07/08 - FY16/17

<u>Year</u>	<u>Expectations</u>		
	<u>Exceeds</u>	<u>Meets</u>	<u>Below</u>
2007/08	200	334	3
Average	37%	62%	< 1%
2008/09	215	333	2
Average	39%	61%	< 1%
2009/10	226	271	1
Average	45%	54%	< 1%
2010/11	221	266	1
Average	45%	55%	< 1%
2011/12	218	246	0
Average	47%	53%	0%
2012/13	203	253	1
Average	44%	55%	< 1%
2013/14*	257	555	3
Average	32%	68%	< 1%
2014/15*	252	498	5
Average	33%	66%	< 1%
2015/16*	236	555	1
Average	30%	70%	< 1%
2016/17*	242	534	5
Average	31%	68%	< 1%

*Includes Civil Service

10 YR AVERAGE	38%	61%	< 1%
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Handout #9

Minimum Wage

Current Federal Minimum =
COSA Minimum =

\$7.25/hr
PT = \$7.25/hr
FT = \$10.61/hr

<u>Hourly Rate</u>	<u>Number of Employees</u>	
\$8.50	1	PT
\$9.00	8	PT
\$10.00	3	PT
\$10.09	3	PT
\$10.10	1	PT
\$10.61	20	FT
\$10.77	26	FT
\$10.83	1	FT
\$10.93	1	FT
\$11.04	8	FT
\$11.06	1	FT
\$11.18	1	FT
\$11.29	1	FT
\$11.52	2	FT
\$11.81	1	FT
<u>TOTAL</u>	<u>78</u>	

NOTE: All summer recreation employees are hired between \$7.25 and \$9.00/hr.

Develop San Angelo

PLANNING AND DEVELOPMENT SERVICES



2017 Annual Report

Plan San Angelo, Develop San Angelo, Build San Angelo, Map San Angelo

Welcome to the Planning and Development Services Annual Report. 2017 was a great year for the City of San Angelo. We branded our Department to Plan, Develop, Build San Angelo and Map San Angelo. San Angelo has seen significant commercial growth in the community with two large projects being started; along with over 100 other commercial projects, and residential is showing moderate increases. Planning celebrated with the entire San Angelo community about American Planning Association's designation of the Concho River Walk as a Great Public Space in America. Development Services assisted hundreds of customers navigating the processes for development of land, buildings, and places. All the while Geographic Information System Division helped visualize it through online mapping. This annual report will discuss our highlights and the path Planning and Development Services Department is headed for 2018.

Jon James

Planning and Development Services Director

Plan San Angelo

Planning Division

The Planning Division assists and guides citizens and City leaders toward more productive, orderly and attractive patterns of physical and economic development that enhances the quality of life in San Angelo.

Develop San Angelo

Development Services

Development Services is the one stop shop for all developers, contractors, and mom and pop shops to gain assistance working through the processes of the City. We are here to be a partner in your success from step one.

Build San Angelo

Building Permits & Inspections

Building Permits & Inspections serves and assists the public with various development-related projects through outstanding permitting and inspection services that protect the public's interest in property and the lives and safety of citizens.

Map San Angelo

Geographic Information System

The GIS division administers city-wide geographic information used for decision making by city departments and the general public.

Plan San Angelo

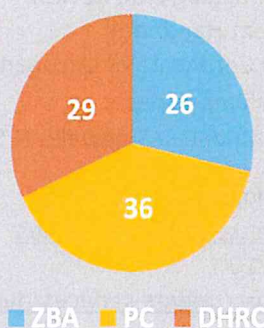
Planners spend many hours researching property uses and development proposals to balance the goals of property owners with ensuring the overall health, safety, and welfare of the community. In 2017, staff assisted with many proposals by presenting cases to the Planning Commission, Zoning Board of Adjustments and the Design and Historic Review Commission. A Short Term Rental ordinance moved forward, as well as other ordinance updates regarding signs and modular homes. Planners look

forward to subdivision and zoning updates in 2018.

The Concho River Walk has been designated one of five Great Public Spaces on the American Planning Association's annual Great Places in America list:

<https://www.planning.org/greatplaces/spaces/2017/sanangelo/>

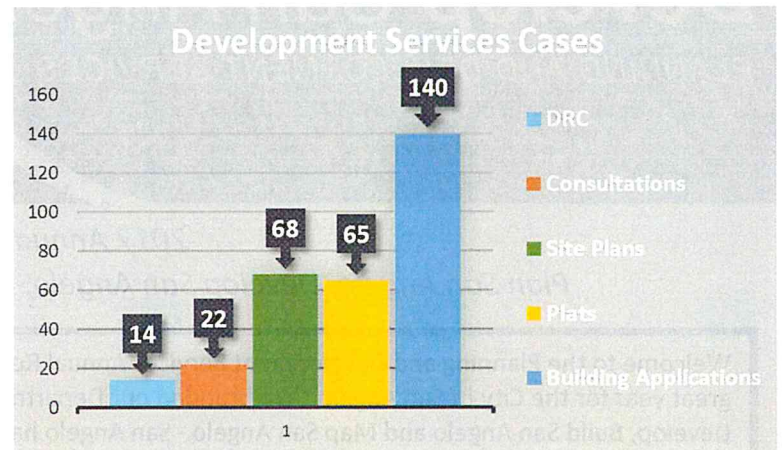
Planning Cases



Develop San Angelo

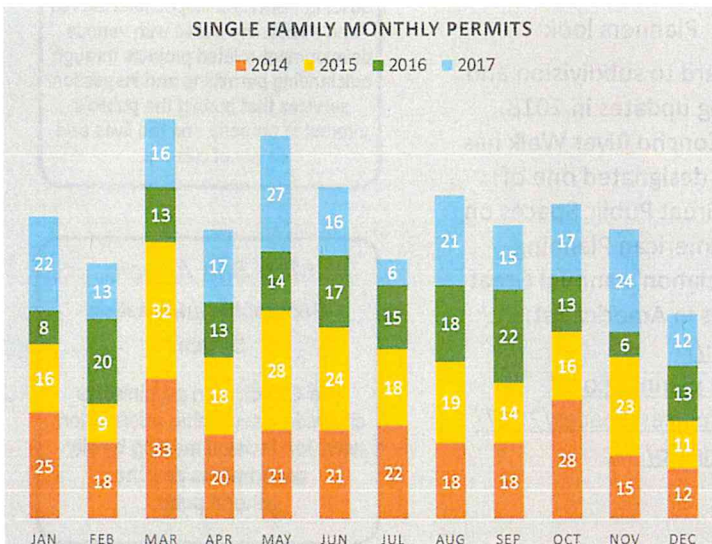
Development Services provides critical information to developers and building applicants so they can navigate the City processes. 2017 saw many of the handouts for the Department transform into a standard format for easier reading. We also began tracking processing times for application completeness and plan reviews. Our Development Review Committee (DRC) and Consultation program has helped to explain City requirements and processes to many applicants to help avoid surprises and has helped reduce the number of corrections needed on plans.

T. Craig Carney of Carney Engineering stated after a recent DRC "Thank y'all for your assistance, everyone was very organized and helpful."



Build San Angelo

Building Permits & Inspections has a strong history of service to our home builders, contractors, and do-it-yourself handymen; 2017 continued that commitment to the San Angelo community. Single-family residential development is strong, finishing the year with 34 more new builds than 2016. Commercial permits stayed steady at over 120 new commercial projects started. Two of those projects had very high valuations—Shannon Medical Center and the Tom Green County Jail project. These two projects took weeks of review and a proactive approach to working with the contractors to finalize the plans. On average plan review took 9 days in 2017 (down from 19 in 2015 and 13 in 2016) and over 65% of plans turned in did not require revisions. We look to continue the quick turn around so projects can proceed as quickly as possible, while still meeting community standards for San Angelo.



Planning and Development Services future improvements:

- Online Application and Review for Plats/Site Plans
- Electronic Building Plan Review
- Development Handbook
- Streamline Certificate of Occupancy
- Update Building Codes
- Ordinance Updates: Sidewalks & Subdivision

Planning and Development Services –

Email: development.services@cosatx.us

Phone: 325-657-4210

www.cosatx.us/departments-services/development-services