



**Remote Meeting Instructions for the September 15, 2020, Performance Review Committee:**

In order to comply with all health orders and State guidelines intended to stop the spread of the COVID-19 (Coronavirus), **no physical location, including the City Council Chambers, will be set up for viewing or participating in this meeting. No public input will be accepted in any format, written or otherwise.**

The **only** way to view this Worksession is to follow the instructions below.

- From your laptop or computer, click the following link or enter it manually into your Web Browser:

<https://greeleygov.zoom.us/j/94570584270>

Passcode: 976441

Please contact the City Clerk's Office with any questions you might have at 970-350-9740. Thank you!



**Mayor**  
John Gates

**Councilmembers**

Tommy Butler  
Ward I

Brett Payton  
Ward II

Michael Fitzsimmons  
Ward III

Dale Hall  
Ward IV

Kristin Zasada  
At-Large

Ed Clark  
At-Large

A City Achieving  
Community Excellence

Greeley promotes a healthy, diverse economy and high quality of life responsive to all its residents and neighborhoods, thoughtfully managing its human and natural resources in a manner that creates and sustains a safe, unique, vibrant and rewarding community in which to live, work, and play.

# Performance Review Committee Agenda

**September 15, 2020 at 5:00 PM**

**This meeting will be conducted remotely. (See previous page for participation instructions and/or to view the YouTube live stream.)**

- [1.](#) Call to Order
- [2.](#) Pledge of Allegiance
- [3.](#) Roll Call
- [4.](#) Discussion and direction regarding Annual Review Process for City of Greeley Employees reporting to the City Council
- [5.](#) Adjournment



# Agenda Summary

September 15, 2020

## **Agenda Item Number 1**

[Title](#)

Call to Order



# Agenda Summary

September 15, 2020

## **Agenda Item Number 2**

### Title

Pledge of Allegiance



# Agenda Summary

September 15, 2020

## **Agenda Item Number 3**

### Title

Roll Call

### Summary

Mayor Gates

Councilmember Butler

Councilmember Payton

Councilmember Hall

Councilmember Fitzsimmons

Councilmember Clark

Councilmember Zasada



# Agenda Summary

September 15, 2020

## **Agenda Item Number 4**

Key Staff Contact: Maria E. Gonzalez Estevez, Human Resources Director,  
350-9714

### Title:

Discussion and direction regarding Annual Review Process for City of Greeley Employees reporting to the City Council

### Background:

In accordance with provisions of the Charter for the City of Greeley, the City Council has the authority to appoint three employees: the City Manager (§4.1), City Attorney (§6.1) and Municipal Court Judge(s) (§7.1).

For general employees outside the appointment authority of the City Council, performance reviews are conducted in a timeline that implements any merit and/ or market increases on or before March 1. In an effort to implement any merit and/ or market increases for the three City Council employees in a timeline that mirrors that for general employees, City Council conducts an annual performance review in the January to late February timeframe. The City Council formalized the process for conducting these annual reviews in 2011 and has followed a similar process since that time.

Generally, the performance review process for City Council employees is to:

- Demonstrate due diligence and accountability to citizens;
- Provide an opportunity for an honest dialogue about what is being accomplished, where any gaps may exist, and how to maintain progress;
- Ensure accomplishments, goals and direction are in alignment with City Council's philosophy, goals, and priorities;
- Determine the need for further professional development, education, or training; and
- Support decisions regarding compensation.

The purpose of this agenda item is to (a) provide the City Council with an overview of the annual review process for City Council employees; and (b) receive direction on the City Council employee annual review process for 2020/2021.

### Agenda Meeting 1:

Review of the current process and identification of challenges:

- Self Evaluation: report on progress achieved on goals and objectives.



- City Council member written performance appraisal: for each City Council employee including a rating for each performance category
- Full City Council performance review meetings with each City Council employee: held in executive session if requested by the employee.
- Collection of ratings: Mayor collects the ratings from each Council member and forwards a copy to the Human Resources Director
- Distribution of ratings: Human Resources Director forwards a copy of the ratings to each respective City Council employee
- Compilation of ratings: Human Resources Director compiles a summary review.
- Merit increases and/ or market adjustments discussion and authorization: when merit increases and/ or market adjustments are appropriate, budgeted and available, the City Council will make a decision regarding any such increase for each City Council employee. The City Council will take action authorizing such increase(s) at a City Council meeting following the completion of all Performance Review meetings. Any salary increase will be made effective March 1, regardless of the date of City Council action.
- Performance Concerns: where City Council identifies performance concerns and concludes that a City Council employee's performance needs improvement or is unacceptable, Council may direct that the individual City Council employee's performance improve in certain areas, obtain executive coaching/counseling or any other action as determined by a majority of City Council.



# Agenda Summary

September 15, 2020

## **Agenda Item Number 5**

[Title](#)

Adjournment

