



Remote Meeting Instructions for the October 27, 2020, Performance Review Committee meeting:

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 meeting is to follow the instructions below to watch the YouTube live stream.

- From your laptop or computer, click the following link or enter it manually into your Web Browser: (www.youtube.com/CityofGreeley)
- Clicking the link above will take you to the City of Greeley's YouTube Channel.
- Once there, you will be able to view the meeting!

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

October 27, 2020 at 5:00 PM

This meeting will be conducted remotely. (See instructions on previous page 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

Council Subcommittee Agenda Summary

October 27, 2020

Agenda Item Number 1

Title

Call to Order

Council Subcommittee Agenda Summary

October 27, 2020

Agenda Item Number 2

Title

Pledge of Allegiance

Council Subcommittee Agenda Summary

October 27, 2020

Agenda Item Number 3

Title

Roll Call

Summary

Mayor Gates

Councilmember Payton

Councilmember Fitzsimmons

Council Subcommittee Agenda Summary

October 27, 2020

Agenda Item Number 4

Maria Gonzalez Estevez, Human Resources Director, 970-350-9714

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 4:

After the discussion of the proposals to enhance the performance review process for City Council employees for 2020 (completed in Spring 2021) and 2021 (completed in Spring 2022), the process is summarized below:

Council Employee Performance Review Cycles – 2020 and 2021

Action	Lead & Notes	2020 Performance Cycle Completed by March 2021	2021 Performance Cycle – Completed by March 2022
Pre-evaluation: 360 feedback (City Manager & City Attorney)	Human Resources (could be completed by 3 rd party)	December 11, 2020	December 10, 2021
Pre-evaluation: Judicial Review Report (Municipal Judge)	City Clerk's Office	January 29, 2021	January 28, 2022
Self-Evaluations: City Manager, City Attorney, Municipal Judge	Each individual Council employee	December 11, 2020 Input into Infinity HR; see attached form that will be loaded into system	December 10, 2021 Input into Oracle
City Council Member Individual Evaluations of Each Council Employee	Each Individual Council Member	January 15, 2021 Input into Infinity HR; see attached form that will be loaded into system; May be later for Municipal Judge based on Judicial Review report timing	January 14, 2022 Input into Oracle; May be later for Municipal Judge based on Judicial Review report timing
City Council Performance Review Meetings	HR to schedule Each Council employee will be provided performance narrative in advance of meeting	By February 15	By February 15
Merit Increases and/ or Market Adjustments	City Council will decide increase and/or adjustment for each Council employee when appropriate, budgeted and available. HR will provide Salary Survey Information as a guide by end of last performance review meeting	Action following completion of Performance Review Meetings; and increases and/ or adjustments effective March 1	Action following completion of Performance Review Meetings; and increases and/ or adjustments effective March 1

Performance Concerns	When Council concludes employee's performance needs improvement or is unacceptable, Council may direct improvement in certain areas, obtain executive coaching/ counseling or other action as determined by majority of City Council	Required action in areas of improvement to be determined by March 1 with specific dates to assess improvements; Other action at pleasure of Council	Required action in areas of improvement to be determined by March 1 with specific dates to assess improvements; Other action at pleasure of Council
Performance Check Ins with each Council employee	Executive Session Discussions between Council and Employee about achievements, issues and opportunities	February (annual review), June, October 2021	February (annual review), June, October 2022
City Council 2040 Vision Related Goals	Currently, the City Council 2040 Vision document – which outlines a vision and priorities – is updated after each City Council election (typically in February).	City Council employee goals related to the 2040 Vision update can be included in each Council employee review as a supplement depending on date of 2040 Vision update.	City Council employee goals related to the 2040 Vision update can be included in each Council employee review as a supplement depending on date of 2040 Vision update.

Decision Options:

N/A

Attachments:

Tentative 360 Process

Tentative 360 performance assessment process for City Council Employees:

1. 360 assessments for the following positions: City Manager and City Attorney
2. Municipal Judge assessment continues through the annual Judicial Review
3. Multi-rater to include up to 20 interviews/Questionnaires
4. Raters will include City Employees (Direct Reports and peers) as well as community stakeholders (where appropriate). The Council will select the number of employees and how many and which community stakeholders to be surveyed
5. Independent confidential data collection. The selected vendor will schedule and administer the process.
6. Compilation of an easy to read report of findings to Council and individual City Council employee framed within the Performance Management Review by the due date.

Council Subcommittee Agenda Summary

October 27, 2020

Agenda Item Number 5

Title

Adjournment