



Remote Meeting Instructions for the October 6, 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 06, 2020 at 5:00 PM

This meeting will be conducted remotely. (See previous page for instructions on how to view this meeting.)

- [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 6, 2020

Agenda Item Number 1

Title

Call to Order

Council Subcommittee Agenda Summary

October 6, 2020

Agenda Item Number 2

Title

Pledge of Allegiance

Council Subcommittee Agenda Summary

October 6, 2020

Agenda Item Number 3

Title

Roll Call

Summary

Mayor Gates

Councilmember Payton

Councilmember Fitzsimmons

Council Subcommittee Agenda Summary

October 6, 2020

Agenda Item Number 4

Maria E. 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 Council subcommittee and support staff 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 2:

Review of the proposals adjustments to the current process:

- Self Evaluation
- City Council member written performance appraisal.
- City Council performance review meetings with each City Council employee.
- Information Flow
- Merit increases and/or market adjustments discussion and authorization.
- Performance Concerns

Council Subcommittee Agenda Summary

October 6, 2020

Agenda Item Number 5

Title

Adjournment