

City of Greeley, Colorado  
**CITY COUNCIL SUBCOMMITTEE**  
**Review Procedures for Council Direct Reports**  
October 6, 2020

The session began at 5:06 p.m. and was held remotely via the City's Zoom platform.

Those present were Mayor John Gates and Councilmembers Michael Fitzsimmons and Brett Payton. Also present were Anissa Hollingshead, City Clerk; Cheryl Aragon, Deputy City Clerk; Maria Gonzalez-Estevez, Human Resources Director; Abbie Ponitowski, Assistant to the City Manager; and Paul Fetherston, Deputy City Manager.

Ms. Gonzalez-Estevez reported that various proposals had been developed based on the last meeting of this Subcommittee held in September. She stated that the proposals center around streamlining in terms of process and forms used; better use of two-way communication between the three direct reports and Council, especially with the Judge and City Attorney, since interaction with the City Manager is typically much for frequent and regular; development of clear goals and mid-year check ins on those goals, to include professional development and process improvement goals; and then consideration of the 360 reviews for each.

Discussion ensued about the 360 reviews and how they have been conducted in the past because of cost. It was noted that this will continue to be researched for the best way to move forward with these in the future. A menu of options will be provided for those so a decision can be made on frequency and timing.

The Mayor and Councilmembers expressed support for the broad ideas shared and especially liked the idea of more intentional efforts to connect and check in with each more often throughout the year.

Ms. Gonzalez-Estevez shared that staff has the idea of having all of this done via the City's digital platform so that these three reviews are processed the same way reviews for other employees are handled. She also noted that some draft forms will be prepared in time for the next meeting, October 20<sup>th</sup>, and that the three staff members who report to the City Council will be invited to join that meeting.

Mayor Gates inquired about the ability to access the previous years' notes and evaluation, and Ms. Estevez confirmed that they would have access to previous materials on that platform.

It was noted that the draft documents and plan will be presented at the October 20<sup>th</sup> meeting and then presented to the full Council following that.

There being no further business to discuss at this meeting, it was adjourned at 5:29 p.m.



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Cheryl Aragon, Deputy City Clerk