


**CITY MANAGER'S OFFICE MEMORANDUM  
#47-2020**

**DATE:** August 3, 2020  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**FROM:** Heather Geyer, City Manager   
**SUBJECT:** City Manager and City Clerk Evaluation Process – 2020 Timeline

---

**PURPOSE**

To discuss the draft timeline for the City Manager and City Clerk 2020 Evaluation Process.

**BACKGROUND**

City Council provided staff with consensus at the July 20, 2020 Council meeting to hire June Ramos to facilitate the 2020 Council appointee evaluation process. A copy of the draft timeline is included as Attachment 1. June Ramos will be attending the August 3 meeting to receive any feedback from City Council on the draft timeline.

**STAFF RECOMMENDATION**

This item is informational only.

**BUDGET/TIME IMPLICATIONS**

The projected budget for this work is not to exceed \$3,000 and is included in the 2020 budget.

**STAFF REFERENCE**

If Council members have questions or comments, they may contact Heather Geyer, City Manager, at hgeyer@northglenn.org or 303.450.8706.

**ATTACHMENTS**

1. Draft City Manager and City Clerk Evaluation Process – 2020 Timeline

## CITY OF NORTHGLENN - CITY MANAGER AND CITY CLERK EVALUATION PROCESS - 2020 TIMELINE

June E. Ramos, Facilitator

[jramosassoc@mindspring.com](mailto:jramosassoc@mindspring.com)

303-916-6227

DATE	ACTIVITY	WHO	NOTES
7/29/2020	START PROCESS - June to send timeline to Council for discussion at Council Study Session	June	To include in Council Packet
8/3/2020	Study Session - review of timeline and final questions	<i>June/Council</i>	Answer final questions and modify timeline if needed
8/4/20 - 8/7/20	Design 2 Survey Monkey Forms - one for Stakeholder Evaluation Process and one for Council Evaluation	June	City Manager stakeholders - All direct reports, City Attorney, City Clerk, and Municipal Judge;  City Clerk stakeholders - All direct reports; City Manager; City Attorney; Department Heads
8/10/20 - 8/21/20	Send out Survey Monkey to Stakeholders	June	Responses requested within two weeks; anonymous
8/10/20 - 8/21/20	Send out reminder email to City Manager Geyer and City Clerk Small to complete Self Evaluation form	June	
8/21/2020	APPOINTEE SELF EVALUATION - Appointees send completed individual self-evaluation memorandum to June	Appointees (City Manager Geyer and City Clerk Small)	See Attached Blank Self Evaluation Form
8/21/2020	Ramos compiles Stakeholder Survey Monkey data and appointee self evaluation forms to send to Council and City Manager and City Clerk - used to help inform their individual evaluations	June	
<b>8/24/2020</b>	Ramos sends out Survey Monkey link to Council to individually complete evaluations on City Manager and City Clerk (2 separate links)	<b><i>Council</i></b>	

<b>9/14/2020</b>	CONSENSUS DISCUSSION/ EXECUTIVE SESSION - June to facilitate executive session with Council to review appointee self evaluations, stakeholder feedback, and Council Survey Monkey and capture consensus comments	<b>June/Council</b>	June and Council meet in Executive Session to: Obtain consensus for review of all appointees; Finalize the Group Rating for each Strategic Goal and/or Competency; Discussion of proposed compensation changes
9/15/20 to 9/17/20	Ramos writes summary consensus evaluation document and emails the document to each Council member	June	**Sends to Council on or before September 18
<b>9/18/20 to 9/30/20</b>	Editing via email by Council/Obtaining Approval of Summary Document - Council provides Facilitator with recommended changes to summary document to ensure consensus; Ramos will incorporate consensus-based changes/edits	<b>Council</b>	**Ramos incorporates suggestions only if there is consensus (via email)
10/5/2020	<b><i>Final evaluation summaries are transmitted to Council and two appointees</i></b>	<b>June</b>	<b><i>**No later than 5 days in advance - send final docs to Council and appointees</i></b>
10/5/2020	Human Resources provides compensation and benefits data to City Council		
10/12/2020	Council Evaluation Meeting - Executive Session -	<b>City Council and Appointees meet individually</b>	Facilitator does not attend; Review evaluation; Discuss future strategic goals; discuss future competency and developmental goals for next review cycle
10/13/2020	Council communicates outcomes and compensation information to Human Resources		
To be scheduled if requested	Review process and provide feedback to Ramos /Make changes to process if desired	<b>Ramos and Council, if needed</b>	**Optional/As needed - hours will be billed separately to the original Statement of Work