

SPONSORED BY: COUNCIL MEMBER GARNER

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-62
Series of 2006

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A RESOLUTION AUTHORIZING THE CITY OF NORTHGLENN PERFORMANCE APPRAISAL COMMITTEE TO UNDERTAKE PERFORMANCE REVIEWS FOR EMPLOYEES OF THE CITY COUNCIL.

WHEREAS, the City Council desires to reaffirm the functions of the City of Northglenn Performance Appraisal Committee (the "Performance Appraisal Committee"), a committee made up of at least three (3) members of City Council, as set forth below; and

WHEREAS, the City Council desires to use the Performance Appraisal Committee to develop and implement a process for the annual, orderly, and thorough review of the performance of the employees who serve at the pleasure of the City Council – the City Manager, the City Clerk, the City Attorney and the Municipal Judge (the "Council Employees").

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN COLORADO, THAT:

Section 1. The City Council hereby reaffirms the existence of the Performance Appraisal Committee, consisting of at least three (3) members of the City Council, one of whom shall be the Mayor.

Section 2. The Performance Appraisal Committee is hereby authorized to undertake the following functions and duties related to the performance reviews of the City Council's employees:

- A. To develop the process and procedures to be utilized in conducting the performance review process of the Council Employees;
- B. To undertake the performance reviews of the Council Employees on an annual basis, with such process being initiated no later than September of each year;
- C. To assist and advise the City Council in conveying to the Council Employees the City of Northglenn's goals and objectives as it relates to the performance of the Council Employees;
- D. To communicate with the City Council regarding the progress of the Performance Appraisal Committee in undertaking the performance reviews;
- E. To oversee, when appropriate, the ability of any Council Employee to provide the City Council with information outlining the Council Employee's own interpretation of accomplishments and performance during the previous year;

- F. To supervise and organize the components of the performance review process, including, but not limited to, the following:
 - i. Compiling evaluation forms for each Council Employee from each member of the City Council;
 - ii. Soliciting input, with the assistance of the City's Human Resources Department, from co-workers and other individuals deemed appropriate by the Performance Appraisal Committee, which input, to the extent allowed by law, shall be anonymous; and
 - iii. Compiling all relevant information, input and evaluations for review by the City Council.
- G. Following the compilation of all relevant information, the Performance Appraisal Committee shall present the information to the City Council in executive session in order to finalize the performance review for each Council Employee;
- H. To oversee the determination by the City Council based on the results of the performance review process of whether to retain each Council Employee, and any performance improvement plan deemed necessary by the City Council;
- I. To present the results of the evaluation process to each of the Council Employees in separate private meetings, and to the extent necessary, to obtain signatures from the Council Employees acknowledging the coming year's performance expectations. Whenever possible, the Performance Appraisal Committee shall allow a City Council Employee a minimum of six (6) months to perform under any new procedures or performance expectations; and
- J. To retain copies of the current evaluations of the City Employees for review by the City Employees.

Section 3. The Performance Appraisal Committee shall be subject to the following additional provisions:

- A. Appointments shall be made by the Mayor at the first City Council meeting of each year, and shall be made for one (1) year;
- B. Because the Performance Appraisal Committee consists of at least three (3) members of the City Council, its meetings shall be posted and declared to be public meetings when required in accordance with C.R.S. § 24-6-402(2)(b);
- C. The performance review process shall be conducted on an annual basis; provided, any member of the City Council with concerns about a Council Employee's performance may request a mid-year review in order to evaluate concerns about the performance of a Council Employee, and provide ample opportunity for improvement. In addition, City Council members may document any individual concerns with a Council Employee at any time, and present them to the Performance Appraisal Committee. Such concerns shall be evaluated by the Performance Appraisal Committee for the nature and severity of the concerns, and retained for inclusion in any upcoming review;
- D. All documents associated with the performance review process, including anecdotal notes and other work product, shall be stored in the City Council

conference room in a locked file. Only members of the Performance Appraisal Committee shall have a key to the locked file, but members of the City Council upon making a request to a member of the Performance Appraisal Committee may also obtain access to the locked file.

- E. Documents shall be retained in separate files for each City Employee indefinitely, unless separation of employment of a Council Employee occurs either through resignation or termination, in which case documents shall be destroyed two (2) years after separation of employment, unless otherwise provided by law. To the extent applicable, the review files of the Council Employee shall be deemed to be "personnel files" as defined by C.R.S. § 24-72-202(4.5)

DATED at Northglenn, Colorado, this ____ day of _____, 2006.

KATHLEEN M. NOVAK
Mayor

ATTEST:

DIANA L. LENTZ, CMC
City Clerk

APPROVED AS TO FORM:

City Attorney