

COMMERCE CITY- CITY COUNCIL - APPOINTEE EVALUATION PROCESS - 2019 TIMELINE

June E. Ramos, Facilitator

DATE	ACTIVITY	WHO	NOTES
Column1	Column2	Column3	Column4
10/10/2019	Ramos will provide Council through Agenda packet process with draft information, templates, and the timelines for review to prepare for the process and meeting on 10/14/19	Ramos	
10/14/2019	June to facilitate Council discussion to obtain consensus on final performance evaluation factors for each of the Council appointees.	Ramos/Council	
10/18/2019	Ramos to transcribe final notes from 10/14/19 session and send to Council for final review	Ramos	Send edits and suggested changes to Ramos
10/20/2019	June to send email to appointees with instructions to draft individual self evaluations (for due date of November 1, 2019)	Appointees	Approximately 2 weeks
11/1/2019	Appointees send completed individual self-evaluation memorandum to June	Appointees	** Summary of Accomplishments, Challenges, Targeted Goals for Upcoming Year, and key factors relevant to each position
11/4/2019	June to forward appointee written summary self-evaluation documents to Council for review	June	via email
11/11/2019	June to facilitate executive session with Council to review appointee memorandums and capture consensus comments -	June and Council meet in Executive Session	
11/15/2019	Ramos writes summary consensus evaluation document and emails document to each Council member for final input/review	June	
11/18/2019	Council provides Facilitator with recommended changes to summary document to ensure consensus; Ramos will incorporate consensus-based changes/edits	Council	Ramos incorporates suggestions only if there is consensus
TBD	<i>Final evaluation summaries are transmitted to Council and three appointees</i>	June	<i>**5 days in advance send final docs to Council and appointees</i>
TBD	Council Evaluation Meeting	City Council and Appointees	Ramos does NOT attend
TBD	Review process and provide feedback to Ramos		Can also occur via email