



Commerce City

7887 E. 60th Ave.
Commerce City, CO 80022
c3gov.com

Council Communication

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Council-Appointed Employee Evaluation Discussion

Summary and Background Information:

The Council-Appointed Employee Evaluation sub-committee met on January 26 and February 5, 2025 with the goal of identifying a tool to assist Council with providing performance feedback to the three employees that report to Council. Several committee members recalled that a few years ago, a form was used to capture Council feedback, and in late December 2024, the Mayor Pro Tem requested that HR Director Eva LaBonte assist the committee to find an appropriate form template to use for this purpose.

At the January 26 meeting, Director LaBonte shared the ICMA template forms to evaluate the performance of a City Manager, City Attorney, and a Municipal Court Judge. The forms are different for each position based on evaluation criteria that ICMA believes is important to consider for these specific roles. The committee wanted to bring these template forms to the full Council on February 10 for their input and agreement to utilize these forms in the yearly performance evaluation process.

It is important to note that per their contract language, the City Manager and City Attorney must agree to the use of the form as part of their evaluation process. Additionally, the City Manager and City Attorney yearly performance metrics are established at the end of each year of employment, and would need to be incorporated into the template form each year, which helps connect the performance metrics results tie directly to their Council feedback and rating.

Staff Responsible (Department Head): Eva LaBonte, Human Resources Director

Staff Member Presenting: Eva LaBonte, Human Resource Director

Financial Impact: None.

Funding Source: N/A

Staff Recommendation:

Suggested Motion: