



Human Resources  
215 N. Mason Street  
Fort Collins, CO 80522  
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## AGENDA

Compensation Policy Committee  
July 18, 2022, 3:30 p.m. MDT

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### Committee Members:

Councilmember Susan Gutowsky, District 1  
Councilmember Julie Pignataro, District 2, Chair  
Councilmember Shirley Peel, District 4

### City Staff Members:

Teresa Roche, Human Resources Executive  
Carrie Daggett, City Attorney  
Kelley Vodden, Director, Total Compensation  
Melanie Clark, Executive Administrative Assistant

- **Call Meeting to Order**
- **Approve Minutes from May 24, 2022**
- **Discussion Items:**
  - **Performance Management Process for Council Appointed Employees—please see the next page for discussion questions.**
    - **Annual Evaluations on 11/22/22**
  - **Schedule of Future Topics and Timing of Meetings**
- **Adjournment**

**Next Meeting: August 15, 2022**

There are three or more members of the City Council that will likely attend this meeting. Formal action may be taken by the Committee at this meeting and the discussion of public business will occur. Therefore, the meeting is open to the public.

## Zoom Meeting

+1 720 928 9299 Call In

Meeting ID: 924 6972 2781

<https://fcgov.zoom.us/j/92469722781>

## Past Meeting Topics

- **December 2021:** Committee Identifies 2022 Schedule of Topics and Meeting Cadence
- **January 2022:** Highlights from Child Care Benefits Exploration Study
- **February 2022:** Discuss updated analysis on Council Pay and Benefits
- **March 2022:** Review of the performance management process for Council appointed employees
- **April 2022:** Review updated Council pay and benefits analysis
- **May 24:** Cost of Living Analysis

## Upcoming Meeting Topics

- **2022:** Possible Budget assumptions on Compensation and Benefits; Internal compensation analysis, pay equity study, total compensation market analysis for Council appointed employees, childcare benefit BFO offer.

## Bike Rack Issues

- Council onboarding 2023

Based on our dialogue earlier this year, we will return to this topic as the annual evaluations are scheduled for November 22, 2022, and decisions about the process need to be made by mid-September to ensure all unfolds well.

Julie and I met to review the agenda and we discussed working with the committee to find a way to navigate what needs to remain the same for the employees and what needs to transform to reflect this Council's intentions. And just as the last committee codified the process in the current Council onboarding guide; what do we need to summarize now?

Questions will include:

- 1) Frequency and timeline of performance discussions in 2023.
- 2) Use of a facilitator to interview the Council and write the annual performance summaries for two or all three employees.
- 3) What interview questions should be asked for the annual evaluations by the facilitator?
- 4) What materials should the employees prepare for the mid-year and annual evaluations?
- 5) What else do Councilmembers need to evaluate the performance of your employees and coach and develop them?
- 6) Development session for Council on how to give feedback and develop and engage your employees.
- 7) Use of a facilitator for the evaluation sessions in November.
- 8) Market analysis of the employees' pay ranges and discussion of merit increases—new ways to do this part of the process?
- 9) How to onboard new Councilmembers in 2023?