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**TO:** FRUITA CITY COUNCIL AND MAYOR

**FROM:** DEBRA WOODS, DEPUTY CITY CLERK

**DATE:** NOVEMBER 15, 2022

**AGENDA TEXT:** CITY MANAGER FORMAL EVALUATION SCHEDULE - A request to approve a proposed schedule for the Annual Formal Evaluation of the City Manager and a request to approve the Evaluation Form

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### BACKGROUND

Pursuant to Article 4.3 of the Fruita City Charter, the City Council shall conduct an annual evaluation of the City Manager. The procedure for the evaluation requires publication of notice for public input on the performance of the manager and making the forms used by the Council for evaluation available to the public for 30 days prior to the evaluation.

The date of the annual evaluation for Mike Bennett is recommended to occur on January 3, 2023. The Charter-mandated public notice will be printed in the Daily Sentinel on November 21, 2022 and will be posted on the City's website starting on December 1, 2022. The Charter requires that the Council and the public use the same form to evaluate the City Manager. Attached is a copy of an evaluation form for Council consideration, comment, and adoption.

The proposed schedule for the evaluation is as follows:

- November 15, 2022– Finalize and approve the evaluation form and schedule
- November 16, 2022 – Date of legal publication
- December 1, 2022 – Evaluation form available to the public (electronic & paper)
- December 20, 2022 – Hold an Executive Session to draft the evaluation
- December 31, 2022 – Public comments are due
- January 3, 2023 – Hold an executive session to present the evaluation

In addition to the requirements of the City Charter, the contract between the City and the City Manager allows for an increase in compensation and establishing and defining goals and performance objectives that the Council determines necessary for the proper operation of the City as part of the annual evaluation.

### FISCAL IMPACT

N/A

### APPLICABILITY TO CITY GOALS AND OBJECTIVES

The evaluation of the City Manager is important in holding staff accountable for achieving City Council adopted goals.

#### **OPTIONS AVAILABLE TO THE COUNCIL**

1. Approve the use of the City Manager Appraisal Form as presented or with amendments.
2. Use another form for evaluation of the City Manager.
3. Establish procedures for the conduct of the evaluation.

#### **RECOMMENDATION**

It is the recommendation of City Staff that the Council, by motion:

- **DIRECT STAFF TO PUBLISH THE CHARTER-MANDATED PUBLIC NOTICE, APPROVE THE ATTACHED EVALUATION FORM AND HAVE STAFF MAKE IT AVAILABLE FOR USE BY THE PUBLIC, SCHEDULE AN EXECUTIVE SESSION FOR DECEMBER 20, 2022 TO PREPARE THE EVALUATION AND AN EXECUTIVE SESSION ON JANUARY 3, 2023 TO PRESENT THE ANNUAL FORMAL EVALUATION TO THE CITY MANAGER**