



FRUITA
COLORADO

AGENDA ITEM COVER SHEET

TO: FRUITA CITY COUNCIL AND MAYOR

FROM: DEBRA WOODS, DEPUTY CITY CLERK

DATE: NOVEMBER 7, 2023

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

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 would have been recommended to occur on January 2, 2023, but because that Council meeting was canceled by the City Council, the date of the annual evaluation is recommended to occur on December 19, 2023. The Charter-mandated public notice will be printed in the Daily Sentinel on November 8, 2023 and will be posted on the City's website and made available to the public at the Administration counter starting on November 13, 2023. 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 7, 2023– Finalize and approve the evaluation form and schedule
- November 8, 2023 – Date of legal publication
- November 13, 2023 – Evaluation form available to the public (electronic & paper)
- November 21, 2023 – Hold an Executive Session in order to draft the evaluation
- December 13, 2023 – Public comments are due
- December 19, 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 NOVEMBER 21, 2023 TO PREPARE THE EVALUATION AND AN EXECUTIVE SESSION ON DECEMBER 19, 2023 TO PRESENT THE ANNUAL FORMAL EVALUATION TO THE CITY MANAGER**