



TO: Mayor & City Council
FROM: Mike Bennett, City Manager
DATE: January 23, 2024
AGENDA TEXT: City Council Handbook Review

PURPOSE

The City Council Handbook is updated prior to each Municipal Election. During previous meetings, staff has provided an overview of the updates and incorporated City Council suggestions to the handbook, which is already live on www.fruita.org. Within a suggested new section “What to Expect,” we have added a language under “Your First 90 Days” drafted by Mayor Pro Tem Breman, we ask you to review. Also, Council has requested to discuss whether any additional language should be added to the handbook regarding relatives of City Council as City employees.

BACKGROUND

Currently, there is no policy regarding relatives of City Council members as employees of the City. In the City of Fruita Employee Handbook, which does not apply to City Council, is Section 3.6 Employment of Relatives, which reads:

3.6 Employment of Relatives

The City of Fruita’s policy is to avoid real or apparent conflicts of interest, or circumstances that could result in actual or perceived acts of favoritism, interpersonal conflicts or jeopardizing confidentiality. The hiring of relatives will not be considered in the following situations:

- *When one exercises any supervisory, appointment or disciplinary responsibility, or is in the line of supervisory authority of the other.*
- *When one is employed in a position with access to confidential information of the other, such as personnel records, information systems, or involved with processing timekeeping or payroll records.*
- *When one would be responsible to audit, verify, receive or be entrusted with money handled by the other.*
- *Where both employees would report to the same immediate Supervisor, or are in direct or potential competition with each other.*
- *Children of employees cannot be employed in the same division in which the parent is employed.*

- *For the purpose of this section of the handbook, relative is defined as spouse, child, parent, grandparent, grandchild, brother or sister (this includes step, half and in-law relationships). Relative also includes aunt, uncle, niece, nephew and first cousin (these relative relationships do not include step, half and in-law relationships).*

The above examples are NOT meant to be all-inclusive. In the event that two Employees become related and one of the above situations occurs, one Employee may be required to resign or transfer to another position consistent with this policy within 30 calendar days after the change in status.

This item is for Council to discuss whether to add similar language to the City Council Handbook.