

RESOLUTION 2018-098  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
ADOPTING AN UPDATED PROCESS FOR CITY COUNCIL  
EVALUATION OF THE PERFORMANCE OF THE CITY MANAGER,  
CITY ATTORNEY AND CHIEF JUDGE

WHEREAS, the City Manager, City Attorney and Chief Judge are appointed by the City Council under the provisions of the City Charter; and

WHEREAS, the Chief Judge is appointed for a two-year term, and the City Manager and City Attorney serve terms of indefinite duration; and

WHEREAS, the City Council is responsible for managing the performance of all three of these employees and fixing their compensation; and

WHEREAS, it is essential that these employees perform their duties with integrity, professionalism and effectiveness; and

WHEREAS, the more formal review of these employees' performance takes place near the end of the calendar year of the performance review period; and

WHEREAS, the City Council has by resolution developed and approved a process for conducting the annual reviews, which Council has from time to time updated and revised; and

WHEREAS, the City Council wishes to supersede all prior resolutions establishing such review procedures, and adopt the procedures set forth below, which revise that process to allow the use of facilitation services to assist with the gathering and exchange of information related to the Annual Reviews.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the annual, formal evaluation of the City Manager, City Attorney and Chief Judge shall be conducted in accordance with the following guidelines:

Section 1. No later than October 1 of each calendar year, the Mayor shall set a date for an annual review meeting with the Council for the City Manager, City Attorney and the Chief Judge (the "Employees") as part of the annual, formal evaluation ("Annual Review"). The City Clerk will include the scheduled date or dates on the Six-Month Calendar for Council agenda planning.

Section 2. The Annual Review process shall be conducted as follows:

- A. Human Resources will contract with an appropriately qualified consultant (the "Facilitator") to assist with gathering and exchange of information related to the Annual Reviews.

- B. Human Resources will coordinate the development of an evaluation form or set of questions to be used in the evaluation process for each Employee, working with the relevant Employee, the Facilitator, and the Mayor or his or her designee.
- C. Human Resources will ensure the evaluation form or questions for each Employee are provided to each Councilmember at least 30 days prior to the date of the Employee's annual review meeting with the Council.
- D. Each Employee will provide his or her self-evaluation and additional information he or she considers appropriate to the Council no later than 30 days prior to the date of the Employee's annual review meeting with the Council.
- E. Human Resources will provide salary market information regarding each of the Employees to the Council and to the appropriate Employee no later than 30 days prior to the date of the Employee's annual review meeting with Council.
- E. The Facilitator will coordinate with Human Resources, the Employees and individual Councilmembers to arrange for and meet with each Councilmember to collect evaluation input for each Employee.
- F. The Facilitator will prepare and distribute to all Councilmembers and the appropriate Employee a report describing and summarizing the evaluation input obtained no later than 10 days prior to such Employee's annual review meeting with the Council.
- G. Each Employee will also provide to Council his or her compensation requests for the ensuing year and any proposed contract revisions no later than 10 days prior to such Employee's annual review meeting with the Council.
- H. Human Resources, the Facilitator and the Employees may provide to Council at any time any additional information requested by a Councilmember or considered pertinent in relation to the Annual Review process.
- I. All Councilmembers, irrespective of their evaluation of the Employees, are encouraged to meet individually with the Employees to discuss their performance.


Section 3. The annual, formal evaluation of the Chief Judge shall be conducted in accordance with the foregoing guidelines, except that, in addition, each year in which the Chief Judge is requesting reappointment, Human Resources or the Facilitator shall provide to Municipal Court prosecutors, defense attorneys who have worked on Municipal Court cases, and attorneys who have appeared at Liquor Licensing Authority meetings an evaluation form for use in evaluating the performance of the Chief Judge. The Chief Judge and the Human Resources Department shall prepare the form in consultation with the Mayor. Human Resources or the Facilitator shall compile the names of all persons submitting completed forms, together with a composite of the ratings and comments on the completed forms and shall provide this information to Council together with the evaluation input.

Section 4. Any change in the compensation of the Employees shall be approved by the Council by ordinance. That ordinance shall be adopted by the Council so that the change in compensation will take effect the first full pay period of the ensuing year. If the Council and either Employee agree upon any revisions to the Employee's employment contract for the ensuing year, a resolution approving such revision(s) shall be adopted upon first or second reading of the salary ordinance.

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 16th day of October, A.D. 2018.

  
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Mayor

ATTEST:

  
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City Clerk