

## **City Manager Retirement and Transition Agreement**

Between: The City of Craig, Colorado (“City”)

and

Peter Brixius, City Manager (“Employee”)

Effective Date: November 4, 2025

Proposed Retirement Date: June 1, 2026

### **1. Purpose**

The purpose of this Agreement is to formalize the mutual understanding between the City and the Employee regarding the Employee’s retirement, continued service during the transition period, and severance provisions designed to ensure organizational stability and leadership continuity.

### **2. Term and Transition**

- The Employee shall continue to serve as City Manager until June 1, 2026, unless otherwise mutually agreed in writing.
- The City Council may initiate the search for a new City Manager at any time prior to the retirement date.
- The Employee agrees to provide transition support for up to 90 days after the hiring of his successor for City Manager. If the hiring of his successor occurs on or around June 1, 2026, the Employee agrees to remain as an employee under the same terms of his current compensation to transition the new City Manager into their role for up to 90 days to assist in onboarding the successor and ensuring continuity of operations.

### **3. Severance and Benefits**

- Upon retirement on or about June 1, 2026 (or thereafter as described above) the City shall provide the Employee with six (6) months (26 weeks) of base salary and continued employee health and retirement benefits equivalent to those received immediately prior to retirement. The Employee shall continue to receive his compensation and benefits as he currently receives them on the regular pay schedule over a course of 26 weeks (6 months) and will not receive any lump sum severance package.
- In the event the City Council elects to terminate the Employee’s employment without cause prior to June 1, 2026, the City shall provide the same six (6) months’ salary and benefits severance package as described in this agreement.

### **4. Duties During Transition**

During the transition period, the Employee shall:

- Continue to perform all essential duties and responsibilities of the City Manager position.

- Support Council and staff in recruitment, orientation, and onboarding of the successor.
- Maintain oversight of major projects, grants, and intergovernmental partnerships in progress.
- Ensure full and transparent transfer of records, financial reporting, and administrative continuity.

## 5. Acknowledgment of Service

The City acknowledges that:

- The Employee has provided over seven years of dedicated service since his appointment on September 1, 2018.
- During this tenure, the City’s General and Enterprise Fund reserves have increased more than 3.3 times, driven by fiscal discipline, strategic grant management, and sound operations.
- The City has achieved substantial gains in capital improvements, housing development, and long-term sustainability.

General & Enterprise Ending Fund Balances & Grant Production (2018-2024)						
Fiscal Year	General Fund	Water Fund	Sewer Fund	Solid Waste Fund	Grant Awards	TOTALS
2018	\$5,589,516	\$4,037,364	\$1,749,074	\$1,685,726	\$1,252,341	\$14,314,021
2019	\$7,994,726	\$3,860,336	\$2,095,899	\$1,726,111	\$1,693,900	\$17,370,972
2020	\$9,837,541	\$5,985,093	\$2,082,807	\$1,856,217	\$4,218,623	\$23,980,281
2021	\$11,898,323	\$6,187,855	\$2,569,822	\$2,056,374	\$3,997,889	\$26,710,263
2022	\$17,006,887	\$5,865,320	\$3,016,087	\$1,962,555	\$5,871,273	\$33,722,122
2023	\$19,888,576	\$6,836,562	\$3,639,842	\$2,147,151	\$5,231,000	\$37,743,131
2024	\$23,380,491	\$7,757,199	\$5,276,305	\$2,356,899	\$6,881,283	\$45,652,177

## City of Craig Grant Award Total By Year

Year	Total
2013	\$ 207,587.21
2014	\$ 612.42
2015	\$ 125,388.00
2016	\$ 293,074.08
2017	\$ 315,955.00
2018	\$ 1,252,341.71
2019	\$ 1,693,900.00
2020	\$ 4,218,623.59
2021	\$ 3,997,889.66
2022	\$ 5,871,273.00
2023	\$ 5,231,000.00
2024	\$ 6,881,283.00
	<b>\$ 27,893,969.25</b>

## 6. General Provisions

- This Agreement constitutes the entire understanding between the parties concerning the Employee’s transition and retirement.

- Any amendments must be made in writing and approved by the City Council.
- This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

Accepted and Agreed:

CITY OF CRAIG, COLORADO

By: \_\_\_\_\_

Chris Nichols, Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
Peter Brixius  
City Manager

Date: \_\_\_\_\_

## City Manager Retirement and Transition Proposal

To: Mayor Chris Nichols and Members of the Craig City Council

From: Peter Brixius, City Manager

Date: November 4, 2025

Subject: Retirement and Transition Proposal

Dear Mayor Nichols and Members of Council,

After more than seven years of service as City Manager, I would like to formally begin discussions regarding my retirement and transition of leadership. Since 2018, we've built a strong, resilient organization grounded in fiscal health, modernized infrastructure, and an outstanding leadership team.

To ensure a smooth transition, I propose retiring effective June 1, 2026, with six months of pay and benefits in recognition of continued service through that date and the transition period. If the City wishes to begin recruitment as early as March 1, 2026, I am fully supportive and will remain available up to 90 days following June 1 to assist the new City Manager.

Should Council determine to separate employment without cause prior to that date, I respectfully request that the same six-month severance apply.

I deeply value the opportunity to have served the City of Craig and appreciate Council's consideration of this proposal as we prepare for the next chapter in our community's progress.

Respectfully,

---

Peter Brixius  
City Manager, City of Craig