

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF DENTON AMENDING POLICY NO. 104.03 “PERFORMANCE REVIEWS” TO OUTLINE THE INTENTION BEHIND PERFORMANCE REVIEWS, INCLUDING CREATING THE OPPORTUNITY FOR COLLABORATION WITHIN THE CITY, ENCOURAGING OPEN COMMUNICATION, REINFORCING STRENGTHS, IDENTIFYING OPPORTUNITIES FOR IMPROVEMENT, AND CONNECTING INDIVIDUAL CONTRIBUTIONS TO BROADER ORGANIZATIONAL GOALS; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, Policy No. 104.03 “Performance Reviews” was initially implemented effective July 02, 1985; and

WHEREAS, the Policy was most recently revised and approved by City Council on January 01, 1992; and

WHEREAS, retitling the Policy from “Performance Appraisals” to “Performance Reviews” provides consistency with existing materials; and

WHEREAS, the amended Policy improves clarity and readability, removes rigid procedural steps and clarifies clear roles and responsibilities, provides prominent section headers as well as revision and reference sections; and

WHEREAS, the City Manager recommends adoption of a Performance Reviews policy, and the City Council desires to adopt such a policy. NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY RESOLVES:

SECTION 1. The Policy Statement in “Performance Reviews”, which is incorporated in this section, is hereby adopted as an official policy of the City of Denton:

**POLICY STATEMENT:** The City of Denton values performance management as a vital tool for employee growth, fostering organizational excellence, and ensuring alignment with the City’s mission and values. Supervisors share the responsibility of cultivating an environment where employees receive constructive feedback, recognition, and guidance that enables their success.

Performance Reviews create the opportunity for collaboration within the City. Performance reviews are intended to encourage open communication, reinforce strengths, identify opportunities for improvement, and connect individual contributions to broader organizational goals. Feedback should be ongoing and meaningful, with the formal review serving as a reflective summary of progress over time.

SECTION 2. This Resolution only adopts and approves the “Policy Statement” portion of Policy No. 104.03 of the City of Denton Policies and Procedures Manual. The “Administrative Procedures” portion of the Policy on Policies, Administrative Directives, and Procedures is an administrative procedure describing the means and methods by which City management implements the Policy Statement. The City Manager is authorized to amend and issue such administrative procedures and directives as deemed necessary to implement the Policy related to personnel and internal operational matters.

SECTION 3. The attached policy, as amended, shall be filed in the official records with the City Secretary.

SECTION 4. This Resolution shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by [\_\_\_\_\_] and seconded by [\_\_\_\_\_].

The ordinance was passed and approved by the following vote [\_\_ - \_\_ - \_\_]:

	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Mayor Gerard Hudspeth:	_____	_____	_____	_____
Vicki Byrd, District 1:	_____	_____	_____	_____
Brian Beck, District 2:	_____	_____	_____	_____
Suzi Rumohr, District 3:	_____	_____	_____	_____
Joe Holland, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Jill Jester, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
GERARD HUDSPETH, MAYOR

ATTEST:  
INGRID REX, CITY SECRETARY

BY: \_\_\_\_\_

APPROVED AS TO LEGAL FORM:  
MACK REINWAND, CITY ATTORNEY

BY: \_\_\_\_\_