

RESOLUTION NO. R2005-013

A RESOLUTION ESTABLISHING A STANDING PROCESS FOR CITY COUNCIL AP-  
POINTEE PERFORMANCE REVIEWS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution No. R2004-020 the Denton City Council established a Council Appointee Performance Review Committee (the "Committee") to make recommenda-  
tions to the City Council for City Council appointees, being the city manager, city attorney and  
municipal court judge; and

WHEREAS, the City Council and Committee desire to establish a standing process for  
City Council appointee reviews which is set forth in Exhibit "A" attached hereto and made a part  
hereof by reference (the "Standing Process")

WHEREAS, the City Council finds that it is in the public interest to establish the Stand-  
ing Process for Council appointee performance reviews; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY RESOLVES:

SECTION 1. The findings and recitations contained in the preamble of this resolution  
are incorporated herein by reference.

SECTION 2 The City Council hereby establishes the Standing Process for performance  
reviews and evaluations of the city manager, city attorney and municipal court judge.

SECTION 3. This resolution shall become effective immediately upon its passage and  
approval.

PASSED AND APPROVED this the 19th day of April, 2005.

Euline Brock  
EULINE BROCK, MAYOR

ATTEST:  
JENNIFER WALTERS, CITY SECRETARY.

BY: Jennifer Walters

APPROVED AS TO LEGAL FORM:  
EDWIN M. SNYDER, INTERIM CITY ATTORNEY

BY: [Signature]

EXHIBIT "A"

STANDING PROCESS  
FOR  
COUNCIL APPOINTEE PERFORMANCE REVIEWS

Process	Timeline
1. Appointees submit a listing of personal and professional goals to the Committee for the performance year (March 1 – February 28)	January
2. Committee reviews the goals and makes recommendations for changes; meets with appointee to discuss changes	February
3. Committee presents goals to City Council for input and discussion	February/March
4. Committee meets with appointees to discuss any changes Council may have; appointee signs goals which is filed in his/her personnel file	February/March (following Council meeting)
5. Committee may meet with appointees for a mid-year review of goals; changes may be made to the goals based on feedback from the Council, Committee, or appointees	September
6. Appointees submit a report of accomplishments based on established goals to Committee	January
7. Committee reviews accomplishments; meets with appointees to discuss, especially if there are questions;	February
8. Committee presents report of accomplishments to Council for review and discussion; Committee makes recommendations to Council as to any performance increases for appointees	February/March
9. Appointees meet with the full Council to review and discuss the past year's accomplishments and receive any specific feedback.	February/March