



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Human Resources  
**CM/ DCM/ ACM:** Cassey Ogden, Interim City Manager  
**DATE:** April 7, 2026

### SUBJECT

Consider approval of 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; declaring an effective date.

### STRATEGIC ALIGNMENT

This action supports Key Focus Area: Pursue Organizational Excellence and Collaborative and Respectful Leadership.

### INFORMATION

The City’s Code of Ordinances, Section 2-28, “Policies, Procedures, and Directives,” establishes the definitions and approval processes for policy documents. The City of Denton maintains two types of policy documents: Policies and Administrative Directives.

- **Policies** must be adopted and approved by the City Council. A “Policy” means a statement of overall philosophy and direction, describing goals to be accomplished and programs to be established. To revise a Policy Statement, the City Council must approve the revision.
- **Administrative Directives** are approved and issued by the City Manager to city employees to establish rules and regulations concerning internal operational matters. Administrative Directives do not require City Council review or approval for enactment or revision.

### BACKGROUND

- This policy was adopted in 1985 to establish performance management philosophy while maintaining organizational goals.
- Last updated in 1992 with general updates focused on procedures related to facilitating performance reviews.
- The proposed changes and updates:
  - The policy title has been updated to align with current terminology, replacing ‘performance appraisals’ with ‘performance reviews’.
  - Improved clarity and readability; removed procedural steps from policy by clarifying clear roles and responsibilities, prominent section headers, and providing both a revision section and a reference section.

- This policy update contains no budgetary impacts

## **RECOMMENDATION**

Staff recommends approval of the resolution.

## **EXHIBITS**

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Exhibit 3 – Revised Policy No. 104.03 Performance Reviews

Exhibit 4 – Redlined Policy Draft 104.03 Performance Reviews

Respectfully submitted:  
Megan Gilbreath  
Director of Human Resources

For information concerning this policy, contact:  
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