

RESOLUTION NO. R2007-043

A RESOLUTION RE-ESTABLISHING A STANDING COMMITTEE OF THE CITY COUNCIL OF THE CITY OF DENTON FOR COUNCIL APPOINTEE PERFORMANCE REVIEWS; APPOINTING THE MEMBERS OF THE COMMITTEE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on April 20, 2004, the Denton City Council heretofore established a committee (the "Committee") by Resolution No. R2004-020 to recommend performance review standards to the City Council for City Council appointees, being the City Manager, City Attorney, and Municipal Court Judge; and

WHEREAS, on November 7, 2006, the City Charter was amended to add the City Auditor to the list of Council appointees; and

WHEREAS, the City Council finds that it is in the public interest to re-establish the Committee as a standing committee of the City Council; 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 re-establishes a standing committee to be called the Council Appointee Performance Review Committee (the "Committee"). The Committee shall consist of three City Council Members with the Director of Human Resources (the "Director") as an ex officio member. The members of the Committee shall be Councilmember Bob Montgomery, Councilmember Jack Thomson, Deputy Mayor Pro Tem Joe Mulroy and ex officio member, Carla Romine, Director of Human Resources. The Committee members shall serve at the pleasure of the City Council until successors are duly appointed by the City Council and become qualified. The person holding the position of Director will automatically succeed as the ex officio member of the Committee.

SECTION 3. The steps for the reviewing process are substantially in the form of Exhibit "A" which is attached hereto.

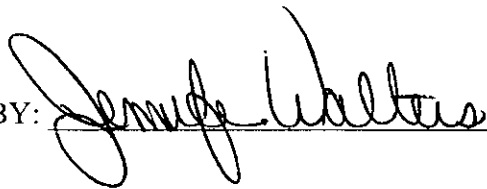
SECTION 4. The duties of the Committee include the ongoing (1) performance review of City Council appointees and (2) appointees' job descriptions, in order to make recommendations to the City Council to assist the Council in evaluating the job performance of the Council Appointees. Additionally, the Committee will make recommendations regarding employment agreements, including renewals, of council appointee positions.

SECTION 5. This Resolution shall become effective immediately upon its passage and approval.

PASSED AND APPROVED this the 11th day of December, 2007.

  
PERRY R. McNEILL, MAYOR

ATTEST:  
JENNIFER WALTERS, CITY SECRETARY

BY: 

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

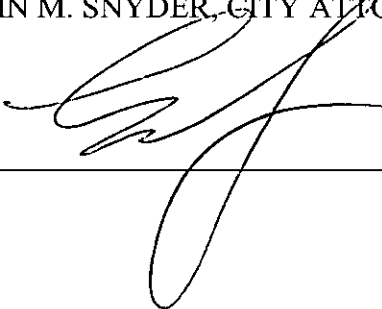
BY: 

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 (January 1 – December 31)	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