



## Legislation Text

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### Agenda Information Sheet

**DEPARTMENT:** Human Resources

**CM/ ACM:** Bryan Langley

**Date:** February 21, 2017

#### **SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding the Council Appointee Performance Review (CAPR) Committee.

#### **BACKGROUND**

Councilmember Briggs requested a work session to gain a better understanding of the CAPR Committee and its role. Staff has placed a work session item on the February 21, 2017, Council agenda in order to facilitate this discussion. To assist Council with the discussion, staff is providing information of the formation of the committee and its role, as established by resolution.

The City Council formed a temporary subcommittee in February of 2004 to recommend performance review standards to the City Council for Council appointees (City Manager, City Attorney, and Municipal Judge). The first meeting was held on February 24, 2004, and consisted of Mayor Perry McNeil, Councilmember Bob Montgomery, and Councilmember Jack Thomson. Carla Romine, Director of Human Resources, was the ex-officio member.

The CAPR Committee was formalized as a standing committee of the Council with the adoption of resolution R2004-020 on April 20, 2004. The resolution specified that the members shall consist of three City Councilmembers who shall serve at the pleasure of the City Council until successors are duly appointed by the Council, with the Director of Human Resources as an ex officio member. The duties of the Committee were outlined in section 3 of the resolution:

*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.*

On April 19, 2005, Council adopted resolution R2005-013 that established a standing process for the Council appointee reviews, with a review period of March 1<sup>st</sup> through February 28<sup>th</sup>.

On December 11, 2007, Council adopted resolution R2007-043 that changed the review period to January 1<sup>st</sup> through December 31<sup>st</sup>. The resolution also recognized that the City Charter was amended on November 7, 2006, to add the City Auditor to the list of Council appointees. Finally, the duties outlined in the resolution were

expanded to include making recommendations regarding employment agreements, including renewals, of Council appointees.

While there has not been another resolution, the review period for Council appointees was changed in 2012 to coincide with the fiscal year, October 1<sup>st</sup> through September 30<sup>th</sup>.

There are no set meetings of the CAPR committee, although certain months are targeted as part of the review process. The number of meetings each year will vary depending on the issues that need to be addressed. For example, in addition to reviewing job descriptions, employment agreements, and goals/accomplishments for the review year, in the past, the CAPR committee initiated the recruitment processes for the Council appointee positions, as well as interviewed the top candidates and made recommendations on the finalist(s) to the entire Council.

### **STRATEGIC PLAN RELATIONSHIP**

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

**Related Key Focus Area:**    **Organizational Excellence**  
**Related Goal:**                **1.2 Develop a high-performance work force**

### **EXHIBITS**

- 1- Resolution: R2004-020, establishment of CAPR Committee
- 2- Resolution: R2005-013, establishing process
- 3- Resolution: R2007-043, establishing committee and changing review timelines

Respectfully submitted:  
Carla Romine  
Director of Human Resources