

RESOLUTION NO.

WHEREAS, the City Council is responsible for hiring and reviewing four management and director positions responsible for critical City functions including the City Manager, City Clerk, City Auditor, and Municipal Court Clerk; and

WHEREAS, City Council reviews each position annually during Executive Session; and

WHEREAS, other City employees including Department Directors have a written review process through the Success Strategy Performance Review Program (SSPR); and

WHEREAS, having predictable, written reviews provides more productive and substantive deliberation; and

WHEREAS, a more thorough and transparent review process would benefit the people in these positions by providing structured, constructive feedback and clear expectations; and

WHEREAS, the University of Tennessee's Institute for Public Service authored a sample review form that is promoted as a good practice by the International City/County Management Association (ICMA); and

WHEREAS, Attachments A, B, C, and D are based on the city manager performance evaluation form that was developed by the University of Tennessee's Institute for Public Service; **NOW, THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

The City Council shall use the attached written review forms during the annual review process for each of the four Council appointed positions including the City Manager, City Auditor, City Clerk, and Municipal Clerk. Forms shall be submitted by the Mayor and each Council Member to the Human Resources Director at least five business days prior to the posted reviews for each position.

BE IT FURTHER RESOLVED:

That the City Manager shall direct the Human Resources Department to compile score averages and written comments in a comprehensive report for each Council appointed position to be used and discussed by the Mayor, Council Members, and the Council appointees during the annual review during Executive Session.

ADOPTED: _____, 2013

ATTEST: _____
Jannette S. Goodall
City Clerk