

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the City Council is responsible for the appointment and performance management of the City Manager, the City Clerk, the City Auditor, and the Clerk of the City of Austin Municipal Court; and

**WHEREAS**, an effective performance evaluation process for these appointed positions is important to ensure the alignment of these positions with the City's policy goals and to promote the professional development of the individuals in these positions; and

**WHEREAS**, the City Council in Resolution No. 20130926-079 established a protocol for conducting annual performance evaluations of the City Manager, City Clerk, City Auditor, and Clerk of the City of Austin Municipal Court; and

**WHEREAS**, the City Council has determined that the protocol established in Resolution No. 20130926-079 can be modified to make the annual performance evaluation process for these positions more effective; **NOW THEREFORE**,

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

The City Council affirms the policy of providing an annual performance evaluation conducted by the Council for the City Manager, City Clerk, City Auditor, and Clerk of the City of Austin Municipal Court, as provided in this Resolution.

**BE IT FURTHER RESOLVED:**

The City Council adopts the “Council Appointee Evaluation Form” attached as Exhibit 1 to this Resolution for use in the annual performance evaluation process for the City Manager, City Clerk, City Auditor, and Clerk of the City of Austin Municipal Court.

**BE IT FURTHER RESOLVED:**

The City Council establishes the following steps for the annual performance evaluation process for the City Manager, City Clerk, City Auditor, and Clerk of the City of Austin Municipal Court:

1. By February 29, 2016, and during January of each following year, the City Manager is directed to ensure that the Director of Human Resources causes a Council Appointee Evaluation Form for the preceding calendar year to be provided to each appointee, and causes a copy of the each such Council Appointee Evaluation Form to be provided to the City Council Members.
2. The City Manager is directed to ensure that the Director of Human Resources schedules individual performance evaluation sessions for each appointee as part of the agenda for regular City Council meetings during March and April of 2016, and during February and March of each following year.
3. The performance evaluation sessions shall be conducted by the City Council in closed session, unless the appointee requests that the evaluation session be conducted in open session, in accord with Texas Local Government Code Section 551.074.

4. During performance evaluation sessions, the appointee shall have the opportunity to present a report addressing the topic areas in the Council Appointee Evaluation Form, and to provide any other information relevant to the evaluation process. The City Council shall provide its evaluation of the appointee's job performance during the preceding year, and identify goals and objectives for the coming year, as provided in the Council Appointee Evaluation Form.
5. The City Manager is directed to ensure that the Human Resources Director provides the City Council with a report of current compensation information for each appointee job position, including peer group data and other relevant information. Each such report shall be provided to the Council no later than the performance evaluation session for that appointee.
6. Following the individual performance evaluation session of an appointee, the City Council may take action in open session concerning the compensation and benefits of the appointee as determined by the Council.

**BE IT FURTHER RESOLVED:**

This Resolution supersedes and replaces Resolution No. 20130926-079.

**ADOPTED:** \_\_\_\_\_, 2016

**ATTEST:** \_\_\_\_\_  
Jannette S. Goodall  
City Clerk