

**AGENDA**



**Recommendation for Council Action**

Austin City Council	Item ID	55202	Agenda Number	16.
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Meeting Date:	2/25/2016	Department:	Human Resources
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**Subject**

Approve a resolution establishing a process for performance reviews of the City Manager, City Clerk, City Auditor, and Clerk of the Municipal Court.

**Amount and Source of Funding**

**Fiscal Note**

Purchasing Language:	
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Prior Council Action:	February 4, 2016 – Briefing to Council on Appointee Evaluation process; June 23, 2015 – Briefing to Council on Appointee Evaluation process; September 26, 2013 – Council approved a written form and process for Council appointee evaluations.
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For More Information:	Contact Mark Washington, Interim Assistant City Manager, 512-974-2410
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Council Committee, Boards and Commission Action:	
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MBE / WBE:	
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Related Items:	
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**Additional Backup Information**

This action will amend the process and form approved for Council appointees in September 2013.

The proposed form will be used as a guide for the discussion during the evaluation session. Additionally, the form highlights six key areas:

1. Priority Outcomes – self-report of accomplishments
2. Key Performance Areas and Competencies
3. Audits/Reports
4. Development/Growth – Strengths and opportunities for growth.
5. Performance Conclusion – Is the appointee sufficiently meeting the Council’s performance expectations?
6. Anticipated Future Performance Issues and Key Performance Areas – Goals and objectives to be met in the upcoming year.

The proposed process would standardize the timeframe for all council appointee evaluations and provide for the Human Resources director to provide information on the evaluation process to each appointee annually.