



COMMISSION / CITY MANAGER RELATIONSHIP POLICY

Policy 2.3. Monitoring City Performance Policy

While the commission is encouraged to communicate with staff, the commission's connection to the city's daily operations, its achievements, and conduct will be through the City Manager.

1. The City Manager is the City Commission's only link to operational achievement and conduct, so that all authority and accountability of employees, as far as the City Commission is concerned, is considered the authority and accountability of the City Manager. Accordingly:
 - a. The City Commission will not give instructions to persons who report directly or indirectly to the City Manager;
 - b. The City Commission will not evaluate the performance of any employee other than the City Manager; and
 - c. The City Commission will review the City Manager's performance. Systematic and rigorous monitoring of, and feedback on, the City Manager's job performance will be against the expected progress of the Annual Performance Plan and compliance with the boundaries specified in the City Manager Accountabilities Policies. The City Commission may acquire monitoring data by one or more of three methods:
 - i. By internal report, in which the City Manager discloses compliance information to the City Commission;
 - ii. By external report, in which an external, disinterested third party selected by the commission assesses compliance with city policy and
 - iii. By direct City Commission member inspection, in which the member assesses compliance with the appropriate policy criteria.
2. All policies that set boundaries for the City Manager will be monitored at a frequency and by a method recommended and approved by the City Commission. The City Commission can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule:

<u>Task</u>	<u>Method</u>	<u>Frequency</u>
Financial Reports	Internal by Finance Director	Monthly, Quarterly, Annually
Annual Financial Audit	External Auditor	Annually
Utility Rate Review	Internally by Manager	Every 2 years

Adopted:	April 2017 (original October 2009)
Monitoring Method:	Personnel Committee
Monitoring Frequency:	Every 2 years on even years
