

The City manager is the sole channel through which Council policies and decisions are implemented by the organization. Monitoring City Manager performance is synonymous with monitoring organization performance against Council policies and performance criteria. Monitoring will be as automatic as possible, using sufficient Council time to provide appropriate assurance of organization performance, while enabling Council to spend the majority of its time on future-focused activities.

- 1 The purpose of monitoring is to determine the degree to which Council expectations and performance criteria, as defined in its policies, are being met.
- 2 Performance criteria are reviewed and approved by Council annually in advance of the year.
- 3 Performance may be monitored in several ways. Examples of appropriate means are:
 - (1) an internal report from the City Manager to Council, disclosing interpretation and compliance information
 - (2) an external report from an external disinterested third party selected by Council, assessing compliance with Council policies
 - (3) direct assessment by Council, in whole or in part, of compliance with Council policies
- 4 The annual performance assessment of the City Manager is carried out with the following objectives:
 - (1) to permit in-depth discussion of performance and allow dialogue regarding issues and concerns with both City Manager and Council performance
 - (2) to provide a foundation for adjustment of compensation
- 5 Results of the annual performance assessment are reported in confidence to Council with due respect for privacy, fairness and dignity. The strengths of the organization, and any concerns requiring the attention of Council, are addressed.

Document History:

Policy Adopted	September 3, 2013
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Administrative Revisions:

Date:	Description:
October 6, 2017	Updated to current format.