



STRATEGIC DIRECTION POLICY

Policy 4.1. Annual Performance Plan Policy

The City Commission has established broad goals that will serve the city for many years as part of the City's overall strategic direction. It will be the responsibility of the City Manager to produce an Annual Performance Plan for City Commission review and approval. The Annual Performance Plan will demonstrate through Objectives and Action Plans what the city intends to accomplish in the coming year in support of city goals.

Accordingly:

1. Each year, during the budget process, the City Manager will present the City's Annual Performance Plan to the City Commission.
2. Each year in conjunction with the Budget, the City Commission will adopt the city's Annual Performance Plan as is or with recommended changes or additions. If there are additions, both City Commission and staff must agree that the overall plan is achievable in a one year's period of time or modify the plan until such agreement is reached.
3. The Annual Performance Plan will be presented in a table showing:
 - a. Objectives that will be accomplished in the coming year to support city goals.
 - b. The City Goal that the Objective supports.
 - c. The Responsible Person for Objective achievement.
 - d. The Target Date for Objective Completion
4. The Objectives in the Annual Performance Plan should state specifically what will be accomplished in one year.
5. Moving an Objective achievement(s) to a new year shall occur only if the City Commission agrees by majority vote, after reviewing supporting argument for the move, that unforeseen circumstances warrant delaying Objective achievement.
 - a. At the first Commission meeting in May, the Annual Performance Plan will be reviewed and an amendment adopted if needed.

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



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6. If the City Commission determines it is in the best interest of the city to add an Objective to the Annual Performance Plan any time other than at the April commission meeting, the City Commission, working with the City Manager, shall determine which of the existing Objectives shall be moved to next year's Annual Performance Plan to allow adequate time and other resources for the new Objective.

7. Success or failure in the achievement of the Objectives in the Annual Performance Plan shall be considered during the City Manager's annual performance review.

8. The City Manager will be responsible for all Objective achievement(s) either by his/her own effort or through the efforts of the management team.

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