



COMMISSION PROCESS POLICY

Policy 1.1. Job Description Policy

The job of the City Commission is to represent the citizens and taxpayers and to lead the city by determining and requiring appropriate and excellent organizational performance. To distinguish the City Commission's own unique job from the jobs of the City Manager and staff, the City Commission will concentrate its efforts on the following:

1. Determining and using proactive strategies to ensure constructive two-way dialogue for input from staff and citizens as a means to link the entire city around goal achievement; and
2. Developing written policies which, at the broadest levels, address:
 - a. Commission Process Policies. How the commission will conceive, carry out and monitor its own work;
 - b. Commission/City Manager Relationship Policies. How authority is delegated and its proper use monitored; the City Manager's role and his/her authority and accountability;
 - c. City Manager Accountability Policies. Constraints on the City Manager authority which establish the practical, ethical and legal boundaries within which all staff activity and decision-making will take place and be monitored; and
 - d. Strategic Direction Policies. What the commission intends for the city to achieve.
3. Ensuring the City Manager performance by monitoring of the
 - a. Annual Performance Plan;
 - b. City Manager's Accountability Policies; and
 - c. Results of an annual assessment on City Manager performance.
4. Ensuring City Commission performance through monitoring Commission Process Policies and Commission/City Manager Relationship Policies.
5. Ensuring that the Annual Performance Plan is the focus of organizational performance.

Unless expressly stated otherwise, nothing in this or any other City Commission Rule or Policy shall change any collective bargaining agreement, employment contract or "at will" employment of any city employee.

Adopted:	April 2017 (original October 2009)
Monitoring Method:	Commission Self-Assessment
Monitoring Frequency:	Every 2 years on even years.
