

## City Manager Performance Objectives – July to December 2017

1. Update Agendas/Meetings section of website to show agendas/minutes/recordings of CC, CAG and NA meetings in accordance with City Council Rules. *(Note: to be amended to indicate within 2 calendar weeks for CAG postings and within 3 business days for NA draft minutes once received by staff responsible for updating. Estimated October 9, 2017.)*
2. Develop capability to complete CDC changes within 6 months.
3. Refine the Council Tracking Log format, update log and provide to Council two times per month.
4. City Council and City Manager to identify, agree and track timelines for Council requests for information, then meet them.
5. Acknowledge citizen concerns within two business days.
6. Create process for department directors to educate the City Council about departmental operations and foster teambuilding between the two.
7. On a monthly basis, celebrate and communicate City accomplishments through reports to the Council and the City's various communications mechanisms.
8. Put items on agenda within 4 weeks of receipt when suggested by mayor or 2 councilors.
9. Continue to prepare quarterly updates to the City Council.
10. Attend one neighborhood association meeting per month.