

# Internal Monitoring Report

Policy #: EL-2E Emergency General Manager Succession

Frequency: Annual

Date: June 23, 2015

I certify that the following information is true

Signed  \_\_\_\_\_, General Manager

## Policy Language:

To protect the board and utility from sudden loss of General Manager services, the General Manager shall not fail to ensure that at least two other identified managers are sufficiently familiar with board and General Manager issues and processes that either would be able to take over with reasonable proficiency as an interim successor.

## General Manager's interpretation and its justification:

"Sufficiently familiar with board and General Manager issues and processes" means that an interim successor would be able to sustain external service levels and reassure the public to that end; maintain an orderly and stable work environment for the staff; and have the confidence of the board, Mayor, and Common Council.

## Data directly addressing the General Manager's interpretation:

A set of managers is being prepared to assume the duties of the General Manager on an interim basis, should the need arise. Preparation consists of the following activities:

- Regular group and individual meetings in which I discuss my current activities as they relate to the board, Mayor's office, and Council.
- Familiarization with Policy Governance and the Policy Book.
- Active observation of board meetings.
- Acting as General Manager during my absence on a rotational basis.

The following positions are included in this program, listed in the order I would recommend consideration as Interim GM. This list comports with the City of Madison Continuity of Operations Plan for the Water Utility, contained in Appendix 5 of our Emergency Response Plan:

- Principal Engineer
- Water Supply Manager
- Water Quality Manager
- Operations Manager

I report compliance.