

DRAFT 2022 City Council & Leadership Team Expectations & Obligations Quad 12/7/21

<p>Council expectations of Staff</p>	<p>Staff expectations of Council</p> <ul style="list-style-type: none">• Be respectful of staff and their recommendations• Come to meetings prepared, whenever possible share your questions/ideas to help staff prepare• Once a decision is made – speak with one voice• Set a vision for the city. If desired by the council define the objective/s for significant projects• Make decisions based on the overall city benefit• Focus questions on the issue being discussed• Have realistic expectations that are connected to our capacity• Recognize, we are on the same team
<p>Council obligations to Staff</p>	<p>Staff obligations to Council</p> <ul style="list-style-type: none">• Respect each council member and the council as a body• Provide accurate and thorough information• Provide clear candid advice• Anticipate problems and opportunities• Be good stewards of city resources• Listen and implement council's decisions to the best of our ability• Be collaborative

2013 Commission & Leadership Team Expectations & Obligations Quad

Commission expectations of **Staff**

- Be diligent and prepared
- Communicate simply and thoroughly
- Minimize surprises
- Be ethical and objective
- Be dedicated
- Be creative and take risks
- Be experts in your field
- Implement policy skillfully
- Understand the value of citizen trust of our local government

Staff expectations of **Commission**

- Provide clear direction - speak as a "policy body"
- Realistic expectations - time & resources to do a good job
- Acknowledge work; workload; professional perspective
- Provide the opportunity for constructive dialogue and feedback
- Minimize surprises and frontload questions when possible.
- Provide mutual respect
- Be prepared

Commission obligations to Staff

- Act in a transparent, ethical, respectful manner
- Be prepared and ask good questions
- Respect constraints
- Set policy, goals and priorities - then fund
- No ad hoc decisions

Staff obligations to Commission

- Anticipate issues and provide options and solutions
- Maximize our resources
- Providing accurate and complete information - candid advice
- Coordination amongst our staff
- Provide sound recommendations with highest probability of success
- Mutual respect
- Be available and to listen
- Carry out whatever decision is made