

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