

The Mayor, the City Manager, and the Clerk

CML Conference

September 2021

Presented By

The City of Greeley

- **Mayor John Gates**
- **Interim City Manager Raymond C. Lee III**
- **City Clerk Anissa Hollingshead**

Session Outcomes & Objectives

- To define the role of the governing body and staff
- To answer the question “How do I keep the governing body at the 30K foot level, and avoid micromanaging?”
- To understand the different perspectives on the Council/Board and within the staff
- To learn how to build and maintain a professional relationship with the Council/Board
- To identify the pitfalls to avoid in building the relationship

Session Topics

- Roles of Council and Staff
- Differing perceptions between elected and staff
- Expectations
- Keys to Success
- Tips for working with your elected officials

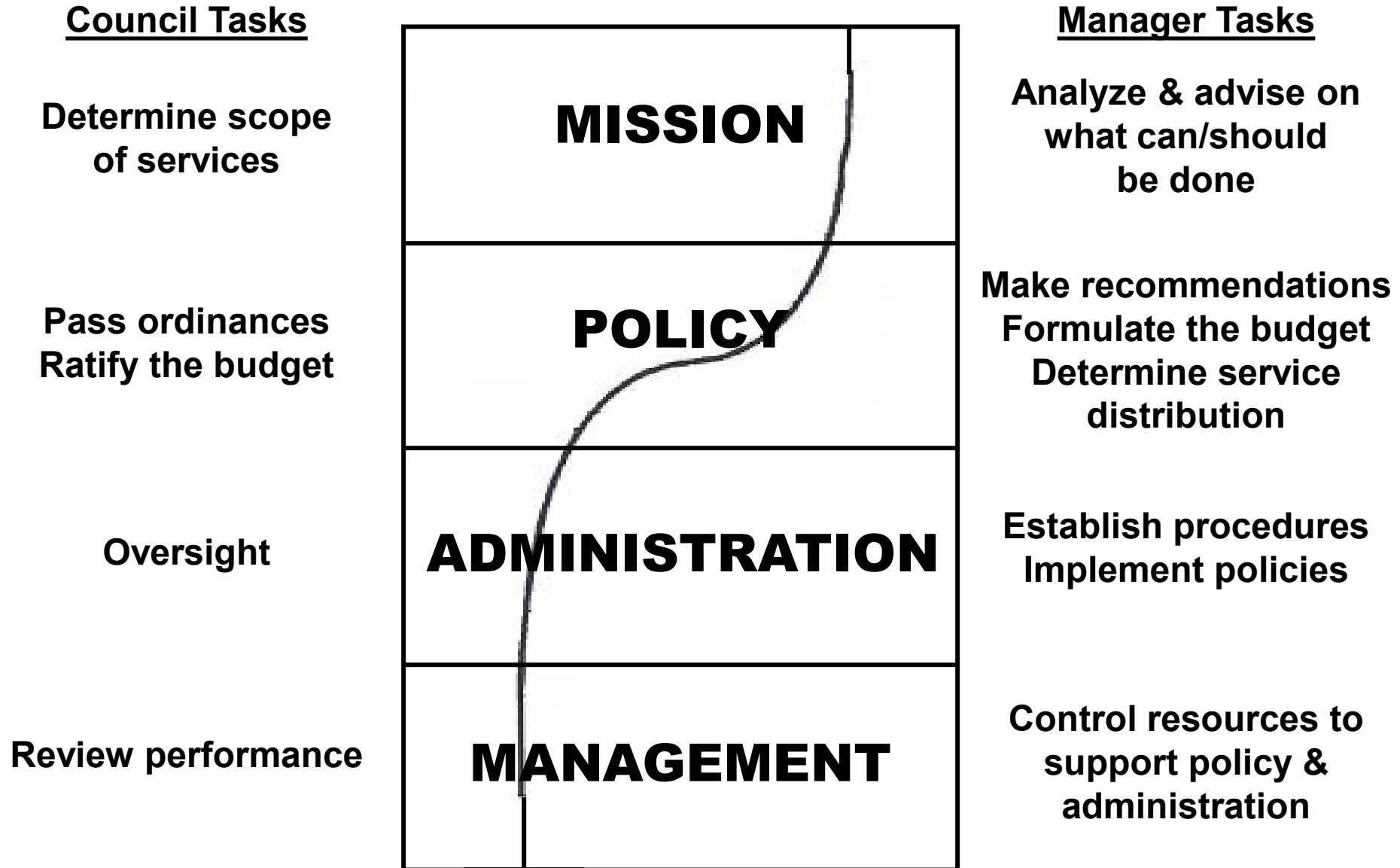
Roles

Elected Officials & Appointed Staff

Roles

- Many stakeholders involved
- A focus on elected officials & appointed staff
- The partnership & roles in setting and implementing policy

Council-Manager Roles



Differing Perceptions

Elected officials & Appointed Staff

Leaves or Two Birds?



Differing Perceptions

- Build trust by:
 - Honoring views of elected representation
 - Honoring views of professionals
- Discuss differences to improve understanding:
 - How best to approach issues
 - How best to manage conflict

Expectations

Elected officials & Appointed Staff

A Few Expectations of Staff

- Be respectful & professional
- Don't cause embarrassment
- Guide when requested
- Provide concise & accurate information
- Provide options
- Be timely & equitable
- Give professional opinion – don't personalize recommendations

A Few Expectations of Elected Officials

- Be fair
- Ask questions
- Do homework and make informed decisions
- Public praise & private criticism as appropriate
- Help staff understand political decisions
- Don't blame staff for operating under current policy

Keys to Success

Elected Officials & Appointed Staff Working Together

Keys to Success

- Get on the same page
 - Values, Vision, Priorities, Work Program
- Clarify roles & expectations
 - Discuss and understand
- Be consistent
 - Stick to rules and protocol
- Be open and accessible
 - Communicate!

Tips & Best Practices

Elected Officials & Appointed Staff Working Together

Best Practices

- **Be Intentional with Planning**
 - Shared Vision
 - Values
 - Applied Wisdom
 - Excellence
 - Accountability
 - Stewardship
 - Principled Relationships
 - Integrity
 - **Priorities & Work Program**

Best Practices

■ Communication

- Written Memos/Updates/Reports to Council
- Open Door
- Efficient Work Sessions & Regular Meetings
- Enough/Not Too Much Information

Best Practices

- **On-boarding & Coaching**
 - Before the election
 - On-going
- **Openness & Conflict**
 - Working agreements
 - Don't hesitate to ask for outside help

Thank You &
Questions!