

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATION**

CC: 7C
Amend No. _____

Date Prepared: April 8, 2008 Council Meeting Date: April 15, 2008

TO: Honorable Mayor and Council

FROM: Steve Kemp, City Attorney 

SUBJECT: Principles of Teamwork and Cooperation

RECOMMENDATION:

That the Mayor and Council adopt the revised City Council Policy on Teamwork and Cooperation

SUMMARY:

On April 3, 2008, the City Council held a special study session to review the City Council Policy on Teamwork and Cooperation. At that session, Deputy City Manager Carl Swenson and I committed to the Council that we would bring back a revised policy for your review. Attached is that revised policy.

Deletions to the existing policy are indicated by "strikeout" and replacement text is indicated by "double underline". The revisions that appeared to have the consensus of the council are included.

Based on the study session, it would be my recommendation that the Mayor and Council adopt the revised policy on Teamwork and Cooperation.

ATTACHMENT:

1. City Council Policy on Teamwork and Cooperation

I:\USERS\STEVEK\CC\City Council Policy on Teamwork 2008.doc

CITY CLERK USE ONLY:

- Consent Agenda
- Carry Over to Date: _____
- Approved
- Unfinished Business (Date heard previous: _____)
- New Business

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

CITY COUNCIL POLICY

CP 1-1 Category: General

Department: Communications and
Public Affairs

~~A-Code~~ Principles of Teamwork and Cooperation

Approved: July 10, 2007

A. Purpose

To provide a general ~~code of teamwork~~ framework for collegiality and cooperation among Councilmembers and staff, following the principle that "what we do today affects tomorrow's interpersonal effectiveness !"

B. Commitments of Councilmembers

1. What happened in the past, stays in the past. From today on, I agree to move forward with my partners for the good of the future.
2. I am dedicated to two-way communication with the Mayor and other members of the Council. In pursuing this goal, I will communicate frequently, and I will focus on generating the highest-quality understanding through that communication.
3. I will develop a personal understanding of my partners' individual long-range agenda.
4. If I want to know something my partners know... I'll ask them.
5. If I have or want information ~~a position~~ on an issue, I'll ~~let my partners know what it is.~~ Communicate with my partners.
6. If I change my mind on an issue, I'll let everyone know as soon as possible.
7. Before speaking or acting, I will check my assumptions and determine what collateral effect my words or actions might have on my working relationship with the Mayor and Council, and on the jurisdiction.
8. Because the Mayor is formally responsible for assuring frequent, high quality communication, I will use the Mayor as a sounding board to test ideas and discuss any difficulties I might encounter.

C. Expectations of Mayor and Other Councilmembers

In return for my commitment, I expect the Mayor and other City Councilmembers to reciprocate as follows:

1. If you have concerns that involve my district or me, I expect ~~a call to be~~ contacted as soon as possible. Likewise, if you have concerns about other districts, the Mayor or other City Councilmembers, ~~call them~~ contact them.
2. Keep any public comments you may have focused on the issues at hand and not toward the Mayor and/or other City Councilmembers.
3. If you are approached for comment regarding another district or one of your partners, ~~refer them to that Councilmember~~ be clear that the council member is the primary person to contact in that district.
4. Don't let me be surprised. If you know something that affects me, let me know.
5. Don't passively accept being misquoted.
6. Do not say anything negative about a partner behind his or her back.-
7. We will respect each other's personal and physical space.

D. Council Expectations of Staff

1. A staff member should return telephone calls and contacts from the public, Councilmembers or the Council staff, as soon as possible that day, but under any circumstances within 24 hours. Final solutions and follow-up will depend upon the situation - and agreed upon delivery times.
2. Emergencies noted by the Council need immediate attention.
3. Staff will show the same priority and responsiveness to the Council staff as they would to the Councilmembers themselves.
4. Staff needs to meet agreed deadlines for deliverables.

E. Mayor and Council Commitments to Staff

1. I will deal with management level staff on constituent services.
2. I will be clear on my expectations for delivery time and the deliverable. As a council member, I will work to reach an agreement with management staff on what gets done (and when).
3. I will give issues the appropriate priority, and not over prioritize issues and needs. I recognize that the staff has other demands on it, including demands from other Councilmembers, and that there are few true emergencies .
4. I will treat the staff as professionals and with respect I will follow the "Golden Rule."

APPROVED:

/s/

Bob Barrett, Mayor

APPROVED AS TO FORM:

/s/

Stephen M. Kemp, City Attorney