



November 17, 2020  
10:00 am – 12:00 pm

**Agenda - Senior Staff Meeting**

**Staff reports**

1. Around the room – brief status report
2. What is your one, biggest concern?
3. One-on-one meetings
4. Biweekly meetings on Tuesdays at 10 am

**Communication – one voice, unified voice**

5. City Administrator’s Report – every Friday –
6. Media inquiries
7. Social Media
8. Monthly reports
9. Communicating with me
10. Out of Office

**Administration**

11. Budget
  - a. Current status
  - b. development – preparing for 2021
  - c. CIP 5-year planning
  - d. Staffing levels
12. Monthly financial reports
13. IT services
14. Vehicle Inventory
15. Facility Inventory
16. Inter-governmental contracts
17. Safety

**Managing Philosophy(ies)**

18. A place for everything and everything in its place. All city facilities need to reflect an intention of care.
19. Promote an atmosphere of cordiality and cooperation
20. We are here for a business purpose, not to gossip nor play
21. If we do not have pride in who we are and what we do, then it is difficult for others to accept the same
22. We treat all of the City Council equally – all of the time.