

 <p style="text-align: center;">CITY COUNCIL POLICY</p>	CP 1-1
	Category: General Department: Communications and Public Affairs
TITLE: Principles of Teamwork and Cooperation	Approved: April 15, 2008

A. Purpose

To provide a general 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 on an issue, I'll 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.

Category: General

Title: Principles of Teamwork and Cooperation

CP 1-1

Page 2 of 3

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 to be contacted as soon as possible. Likewise, if you have concerns about other districts, the Mayor or other City Councilmembers, 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, 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 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 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 councilmember, 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

Adopted: 7/10/07, CC #SS3B
Amended 4/15/08, CC #7C