



MUTUAL AGREEMENT

Between the Champlin City Council and Champlin City Staff

Mayor and City Council's Expectations of City Staff:

1. Staff will provide the Mayor and City Council with the most accurate information available to allow the City Council to make an informed decision and not necessarily the information exclusive to supporting the staff recommendation.
2. Staff will update the Mayor and City Council on current or upcoming issues.
3. Staff will support and uphold these principles that were established to guide the interaction between City Council and staff in our role as public policymakers.
4. Once the City Council takes action on an item, staff will respect and support the decision in the future.
5. Staff will proactively seek out opportunities to research issues designed to protect the best interests of the City and explore joint partnership opportunities with other agencies to preserve the long-term financial interests of our residents.
6. If/when the City Council forwards an issue of concern to City staff, staff will promptly review the issue and present a recommended course of action to the constituent. If the issue is resolved, staff will send a confirmation email to the City Council Ward representative outlining the resolution, with copies forwarded to the City Administrator and the Mayor.

In the event the issue is not resolved at the staff level, the City Council representative will then work with staff, the City Administrator and the constituent to facilitate a workable solution for all parties involved.

7. "Confidentiality" is a fundamental ethical principle in preserving authorized restrictions on access, dissemination and disclosure of proprietary information

within the organization. A breach of confidentiality may be subject to disciplinary action.

Staff's Expectations of the Mayor and City Council:

1. If the City Council has questions, concerns, or a need for additional information regarding a staff report or recommendation, they will make every attempt to contact staff prior to the City Council meeting to address the question or concern.
2. The City Council will continue to support the Administrative Operating Procedures (attached) implemented by the City Council.
3. Once the City Council takes action on an item, the City Council will respect and support the decision as a policy making body in the future.
4. The City Council will support and uphold the (attached) Administrative Operating Procedures that were established to guide the interaction between City Council and staff in our role as public policymakers.
5. The City Council will provide feedback (both positive and negative) to City staff regarding their ongoing job performance and address concerns in a timely manner.
6. The City Council will make a commitment to have read the packet information and come to meetings prepared to make an informed decision.
7. If/when the City Council is contacted by a constituent regarding an issue of concern, the City Council will first respond by directing the constituent to the appropriate City staff representative and/or the City Administrator for action. In the event the issue is resolved at the staff level, staff will send a confirmation email to the City Council Ward representative outlining the resolution to the issue of concern, with copiers forwarded to the City Administrator and the Mayor.

In the event the issue is not resolved at the staff level, the City Council representative will then work with staff, the City Administrator and the constituent to facilitate a workable solution for all parties involved.

8. The City Council will consciously utilize the priorities identified in the organization's Strategic Plan and Financial Management Plan as a means of guiding consistent day-to-day decision-making opportunities pertaining to the provision of municipal services to the residents.
9. "Confidentiality" is a fundamental ethical principle in preserving authorized restrictions on access, dissemination and disclosure of proprietary information

within the organization. A breach of confidentiality may be subject to disciplinary action.

10. The City Council will not utilize their position of authority to unduly influence staff decision making and/or recommendations.

Last Updated: June 26, 2023