



**CITY OF TONKA BAY**  
4901 Manitou Road  
Tonka Bay MN 55331  
Phone: 952-474-7994  
www.cityoftonkabay.net

**ITEM NO. 8C**

# Memo

To: Mayor and City Council  
From: Lindy Crawford, City Administrator  
Date: January 12, 2016  
Re: Organizational Operating Principles

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Last November the City Council reviewed organization operating principles established by staff.

Mayor De La Vega and staff revised the first draft of principles to create the following:

1. We treat each other with respect.
2. We understand that everyone is important at the City of Tonka Bay.
3. We are a team and display integrity.
4. We produce high quality work and innovative solutions.
5. We seek to exceed expectations by providing prompt customer service.
6. We use City resources wisely.
7. We practice open communication, listen and seek to understand one another.
8. We encourage and support continuous learning.

City staff is in agreement of the above principles and feels they are a representation of the exercises completed individually and as a team.

Once approved by the City Council, they will serve as a tool moving forward for employee engagement, performance evaluations and basic operating guidelines for all city staff members.

**Council Action Requested:**

Motion to approve the organizational operating principles to be used for employee engagement, performance evaluations and basic operating guidelines for all city staff members.