



## STAFF REPORT

### TOWN COUNCIL MEETING OF FEBRUARY 11, 2014

To: Town Council

From: Town Manager

Subject: Protocol for Operating and Working Together as a Council

Date: February 3, 2014

**RECOMMENDATION:**

Discussion and affirmation of agreed to protocols

**DISCUSSION:**

Mayor Wheeler requested that staff place a discussion of the attached protocols agreed to by Town Council at the February 2012 Town Council team building workshop on the February 11, 2014 Town Council meeting.

**CEQA :**

The proposed discussion is exempt from CEQA.

**FINANCIAL IMPLICATIONS:**

There is no financial impact to the Town at this time.

Attachment: Agreed to Protocols

WHAT DO WE WANT TO SEE IN PLACE FOR OPERATING & WORKING TOGETHER AS A COUNCIL?

Be Professional & Respectful	Effective Council Staff Relations	Open-minded Council focusing on Community	Clear Meeting Process
<p>Respectful comments</p> <p>Praise in public, criticize in private</p> <p>Recognition of idea without judging</p> <p>Respect roles – PC, Public, staff and PROSC</p> <p>Respect: even if others seem to not – take the high road</p> <p>Healthy discussion – acknowledgement of other ideas</p> <p>Use of electronic tools only to support presentation</p> <p>Build trust – offer an apology, no underhanded digs or comments</p> <p>Everyone must share their ideas (participate)</p> <p>Sense of humor with each other</p> <p><u>Think</u> before speaking – Are you being defensive? Critical? Insecure?</p> <p>Show respect to staff &amp; public – NO DEMANDS</p> <p>Patience with each other – don't cut off</p> <p>Have the maturity to recognize others ideas rather than be negative</p> <p>Respect – Listen when others seem to lack respect &amp; think &amp; pull insight vs. knee jerk to criticize</p>	<p>BIG PICTURE</p> <ul style="list-style-type: none"> <li>No trees; stick with forest</li> </ul> <p>Follow set plans</p> <p>Substance over form. Focus on the issue, not the procedure</p> <p>Confidence &amp; trust that staff did homework</p> <p>Encourage staff to do their jobs</p>	<p>Focus on community issues</p> <p>Stick with the Town's goals at each meeting; not your own agenda</p> <p>Be humble servants (polite)</p> <p>Be ethical – don't represent one as all</p>	<p>Trust Mayor to manage meeting &amp; prepare agenda with manager</p> <p>Items on the agenda only after they're ready</p> <p>If there are questions about the staff report, call before the meeting</p> <p>Manager/staff to give recommendations or options or questions</p> <p>Council members – clear communication &amp; expectations with staff</p> <p>Change seats</p> <p>TC agenda items need to relate to goals</p> <p>Follow meeting format (staff report, questions of Council to staff, public comment, discuss, motion, discuss, vote)</p> <p>Stream line discussion time</p> <p>Concise – give feedback on timing &amp; how to do that?</p> <p>Add to the discussion ONLY if you have something to add</p> <p>Down the line for Council talks</p> <p>Routine &amp; Protocols – following a routine prevents drifting</p> <p>Mayor to restate what heard</p> <p>Mayor recognize TC for follow-up discussion – Mayor to cut off diplomatically</p> <p>Develop &amp; define consensus (state position/need and all track what goes into the motion)</p>

### Input into the Meeting

Manager/staff to give recommendations, options or questions

Council members give clear communication & share expectations with staff

Give staff time to write the report. If questions about staff report, call staff before the meeting.

Items on the agenda only after they're ready.

Trust the Mayor to manage meeting & prepare the agenda with manager

Manager prepares draft agenda 3 weeks ahead & reviews with Mayor. Discussion. Manager communicate changes to Mayor.

Council adds to agenda: Council asks staff to add with "What goal does it serve?" and "Is it ready?" (Ask does not mean it goes on the agenda)

Try out the idea of having the last agenda item be "future agenda items" (cannot be skipped).

Try changing seats – Cricket to rotate for a couple of months

### During the Meeting

Follow the meeting format (staff report, questions from Council to staff, public comment, discuss, motion, discuss, vote)

Hear staff report

Questions from the Council to staff

Public comment

Discuss: Mayor asks who wants to start the discussion, gets a volunteer and then goes down the line to avoid going to the same person first each time. In discussion, tell Mayor what is important to you or your position to discover what is in the motion.

Mayor recaps what needs to be included in the motion. Don't jump to the motion until discussion is complete.

Make a clear, concise motion

After the motion, go once around for a brief explanation for why you oppose or can't support. Don't comment unless necessary. Then vote.

Schedule a second meeting as appropriate and if there are items that need to be dealt with before the next meeting.

### Other Agreements

The consensus on what we want to see in place for operating and working together as a Council is:

Be Professional & Respectful

Clear Meeting Process

Effective Council Staff Relations

Open-minded Council Focusing on Community

Everyone will strive to streamline their discussion:

- Say "I concur"
- Time limits
- Use self discipline to put time limit
- Use an egg timer at place
- Manager will signal with finger to wrap it up
- Mayor or manager can say "You are kind of wondering on" or "We seem to be off the agenda"

Discussion of staff seating arrangement

- Consideration was given to put all staff together so they could concur between selves.
- The decision was to leave staff seated where they are right now

January 17, 2012