



Staff Report

Agenda Item: **WORKSESSION ON COUNCIL PROCEDURES AND PRACTICES**
– A worksession to discuss the Council’s procedures and practices.

Sponsored By: Mayor Von Gausig

Prepared By: Gayle Mabery, Town Manager

Meeting Date: November 16, 2010

Background: In June, 2004, the Council established a practice of holding an “orientation” as soon after the completion of a normal election cycle and seating of a new Council as possible. The orientation is meant to provide information and discussion regarding issues from Council meeting procedures, roles of the Mayor, Council, appointed officials and Town staff, relationships among those groups, appointment and interactions with Board and Commission members.

Many of the topics discussed at tonight’s worksession are outlined in other documents, such as the Clarkdale Town Code and Clarkdale’s Public Service Handbook. Some of those documents, or portions thereof, are attached as part of your Council packet tonight.

The specific topics listed for discussion tonight include, but are not limited to:

- a) Meeting and Worksession Procedures
- b) Mayor and Council Member Roles
- c) Council/Manager/Attorney/Staff Relationships
- d) Communication/Interaction with Boards and Commissions
- e) Council Member Interactions in Appointed Capacity to Outside Entities
- f) Communication/Interaction with the Public, the Media and with Other Entities
- g) Strategic Planning Priorities

Item A: Meeting and Worksession Procedures – This item will give the Council Members the opportunity to review the requirements for meeting procedures that are outlined in the Town Code, and to discuss how those procedures and other practices are implemented at our Regular and Special Council Meetings and during Council worksessions. - Town Code Chapter 2

Item B: Mayor and Council Member Roles - This item will give the Council Members the opportunity to review the duties prescribed in the Town Code for the Mayor, Vice Mayor and Council Members and to discuss how those procedures and other practices are implemented in the day-to-day role for persons in those positions. - Town Code Chapter 2

Item C: Council/Manager/Attorney/Staff Relationships – Discussion under this item will focus on the importance of the relationships between the Council, the Town Manager, the Town

Attorney and other members of the Town Staff, the references to these relationships in the Town Code, and how these relationships have been handled in the day-to-day functions of the Town. – Clarkdale Public Service Handbook

Item D: Communication/Interaction with Boards and Commissions – This item will give the Council the opportunity to review the information contained in our Public Service Handbook, and discuss issues relating to communication and interaction with Board and Commission Members.

Item E: Council Member Interactions in Appointed Capacity to Outside Entities – Various Council Members serve as representatives appointed by the Council to represent Clarkdale to outside organizations. Although our official guidelines have adopted regulations with regard to Council interactions with these various agencies, this worksession gives the Council the opportunity to discuss best practices in these situations, and the practical aspects of the importance of these communications.

Item F: Communication/Interaction with the Public, the Media and Other Entities – Although none of our official guidelines have adopted regulations with regard to communications and interaction with the public, media and outside entity, this agenda item will give Council members the opportunity to discuss best practices in these situations, and the practical aspects of the importance of these communications.

Item G: During this discussion, the Council may wish to discuss the timelines for the annual Strategic Planning Sessions, as well as the importance that the strategic planning process has in guiding the activities at the staff level from year to year. It is also important to discuss expectations about mid-year decisions or priority adjustments relative to previously established priorities.

Staff Recommendation – This agenda item is scheduled as a worksession only, and, therefore, no formal action needs to be taken by the Council.