

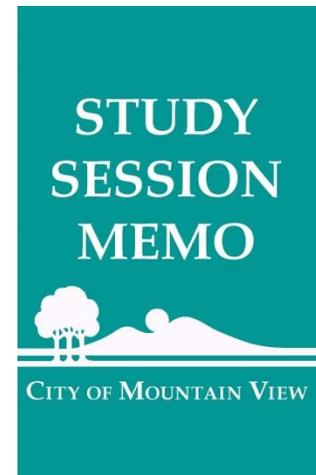
DATE: January 29, 2019

TO: Honorable Mayor and City Council

FROM: Audrey Seymour Ramberg, Assistant City
Manager/Chief Operating Officer

VIA: Daniel H. Rich, City Manager

TITLE: **City Council Team-Building Retreat**



BACKGROUND

It is the Council's practice to conduct a team-building session, coinciding with the biennial reorganization of the Council and seating of new members. On October 28, 2018, the Council Goals Subcommittee met to provide guidance on both the 2019 biennial goal-setting process and team-building session. On the latter topic, the Subcommittee recommended the Council have a facilitated session focused on how the Council works together and with staff. Staff conducted a Request for Proposals process, and Shawn Spano was selected to facilitate the Council's 2019 team-building session. In addition to assisting other cities with similar sessions, Mr. Spano facilitated the Mountain View City Council team-building sessions in 2015 and 2017.

DISCUSSION

There are three main purposes of the team-building session. These are to: (1) enhance Councilmembers' awareness of the different ways they each process information and make decisions; (2) have dialogue on how the Council wants to work together to be effective in discussing complex issues and managing full agendas; and (3) discuss the best ways to achieve effective interaction between the Council and City staff, recognizing the differing roles and perspectives of each. Mr. Spano has met with each of the Councilmembers to discuss these topics as part of his preparation for the team-building session.

The team-building agenda and pre-session interview summary notes are included as Attachments 1 and 2 to this memo. Also attached to this memo are the Council's current "How We Work Together" guidelines (Attachment 3) and the full Council Code of Conduct (Attachment 4), which includes the five-page summary each Councilmember is asked to sign upon taking office. If the Council wishes, it can review and suggest changes to these documents during the session.

As can be seen in the agenda, there is a segment devoted to each of the above purposes. Mr. Spano will begin each of these segments with a summary of the themes he heard during the preinterviews to serve as a starting point for Council discussion. As appropriate, Mr. Spano will pose questions along the way to facilitate robust discussion and help Council achieve the purposes of the session.

The session will be on Tuesday, January 29, 2019, at 3:30 p.m. in the Library's First Floor Program Room and is expected to conclude by 6:30 p.m. The City Manager, City Attorney, City Clerk, and department heads will be in attendance but are not intended to be participants in the Council's discussion.

PUBLIC NOTICING – This item was noticed by public posting of the agenda.

ASR/KB/5/CAM

602-01-29-19SS

- Attachments:
1. Team-Building Session Agenda
 2. Council Interview Summary Notes
 3. How We Work Together Guidelines
 4. Council Code of Conduct