



**City of Mountain View  
City Council Team-Building Session**

**Library Community Room  
February 7, 2017  
2:30 pm – 5:30 pm**

**AGENDA**

**Purposes:** To enable the City Council to:

- Better understand each other as individual Council members
- Discuss how Council members should communicate and work together to be most effective
- Discuss norms and principles for Council – staff interactions
- Develop a “How We Work Together” agreement for Council

**I. Call to Order/Roll Call**

**II. Oral Communications**

**III. Preview Study Session Purposes, Outcomes and Format**

- The session is divided into three segments: (1) Learning about individual Council members, (2) Identifying communication norms and principles for working together as a Council, and (3) Identifying norms and principles for interacting with staff.
- Council’s expectations for this team-building session. In the advance interviews that were conducted, Council members said that they hoped the session would achieve these outcomes:
  - Clarify how we will be efficient with our time at Council meetings
  - Get to know each other better (e.g. what inspired us to run for elected office)
  - Hear each other’s priorities for the next two years
  - Create a more cohesive Council; explore how we can manage our differences effectively and help each other achieve our goals
  - Develop trust with each other
  - Make a genuine commitment to the norms and principles that emerge from the teambuilding session
- Ground rules for effective team-building communication:
  - Speak candidly
  - Listen openly
  - Maximize participation

#### **IV. Learning about Individual Council Members**

- Facilitator presents interview summary for this segment.
- Each Council member speaks briefly about what inspired them to run for public office, and what they hope to achieve in the next two years.

#### **V. Working and Communicating Together as a Council Team**

- Facilitator presents interview summary.
- Check in on Council Code of Conduct.
  - What questions or changes, if any, does Council have about the Code of Conduct?
- Prompts for discussion:
  - How can we (Council) better manage time at meetings, like having a timer for Council comments?
  - How can Council have more free flowing discussions at Council meetings, in light of the technology in Council Chambers that creates a structured speaker's list?
  - Is there a way to gauge the public's preferences at Council meetings without everybody having to speak at the microphone?
  - Is there a way to answer the public's questions during public comment/oral communications?
  - Should Council members defer to the Mayor on press requests?
- Develop components of "How We Work Together" agreement.

#### **VI. Interaction with Staff**

- Facilitator presents interview summary.
- Prompt for Discussion:
  - What are the rules of engagement for Council – staff interactions? Who can talk to who, when, under what circumstances, etc.?

#### **VII. Summary and Wrap Up**