

COUNCIL POLICY COMMITTEE THOUGHTS

DRAFT

Purpose

To identify areas, issues, concerns where Council policy needs to be communicated/documentated, clarified, or developed to enhance the effectiveness of the Council and/or administration in conducting Town business in our own respective roles

Process

1. Pre-meeting with Council Policy Committee
2. Committee meets on Purpose Statement and sets initial workplan (priority areas, priorities within priority areas, living document, time)
3. Bring Statement of Purpose and workplan to Town Council (June)

Priority Focus Areas

1. Council Practices

- Participate on Boards or Committees that seek Town funding (current policy)
- Interactions with the press (public statements, Letters to the Editor)
- Presence at Community meetings
 - Protocol issues
 - Representation of Town - direct or indirect
- Serving on assigned regional boards and committees or Town boards & committees
 - Whose interest are represented?
 - Should Council Members serve on standing cross rep committees where issues will be before them for approval? (e.g., General Plan, Community Development Advisory Committee)
- Commendations, resolutions - review and decision process
- Protocol/ procedures of all town meetings (Council & Commissions)
- Response to constituent issues (responsibility to forward information to the administration for evaluation and response)
- Method for performance evaluation for Council Appointees
- Calling for meetings that involve other Council members or staff

1.A. Role of Mayor

- Setting Agenda - is more clarification needed?
- Relationship to other Council Members
- Commendations and Resolutions (relates to Council practices)
- Appointing Council liaisons to special issues (Council policy guidance role)
- Calling “ad hoc” informal meetings on Town issues

1.A. Role of Mayor (continued)

- Meeting with constituents - taking lead on hot issues (complaints) **DRAFT**
- Appointing Council Members to regional & Town standing committees
- Calling for Commission sub-committees on key issues
- Articulating Council emphasis/priorities/State of the Town Address
- Representing Town Council - ceremonial & substantive presentations - service clubs
- Political leader for year - constituent issues, administrative check in

2. Council/Staff Relations

- Council/Manager Boundaries
- No directing
- Meetings
 - Participation in meetings
 - Requesting to be part of meetings
 - Requesting staff to be at meetings
- Liaison roles - Why? When? Role
- Seeking guidance from Mayor & Council
 - Formal
 - Informal

3. Council Boards & Commissions Relations

- Appointment process (subcommittee)

4. Administrative/Council Agenda Streamlining Opportunities

(Opportunity to review some of the long-standing reports and question their value or if there is a better approach.)

- Bi-Monthly Calendar
- Public Hearing List
- Planning Department Report
- Code Compliance Report
- Accounts Payable
- Payroll Report
- County referrals (needed? delegate to Planning Commission?)

5. Legislative Policies

- Amicus Participation
- Resolutions

6. Ethics

7. Campaigns
8. Other Areas We Have Said We Would Look At?
(Look at performance review notes)
9. Budget/Fiscal Policies (research existing)
10. Community Issues
 - Flag/Banner Protocol

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