

## MINUTES - FINAL

### SPECIAL MEETING OF THE CITY COUNCIL AND JOINT MEETING OF THE CLOVERDALE COMMUNITY DEVELOPMENT SUCCESSOR AGENCY BOARD OF DIRECTORS

FRIDAY, AUGUST 5, 2022

LOCATION: CLOVERDALE FIRE DISTRICT EOC MEETING ROOM  
451 S. CLOVERDALE BLVD. CLOVERDALE CA 95425

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#### COUNCIL WORKSHOP

9:00 a.m.

**A. OPENING PUBLIC SESSION:**

**Call to Order:** Mayor Lands called the meeting to order at 9:05 a.m.

**Pledge of Allegiance:** Mayor Lands led the Pledge of Allegiance.

**Roll Call:** Present - Mayor Lands, Vice Mayor Wolter and Councilmembers: Bagby, Palla

Absent - Councilmember Cruz

**Agenda Review:** None.

**B. PUBLIC COMMENTS:**

Genie Cox inquired on Councilmember Cruz' absence.

**C. COMMUNICATIONS:**

None.

**D. COUNCIL WORKSHOP:**

**D.1 City Council Workshop Regarding Best Practices for Local Governance, Goals and Discussion Regarding Council Relations and Communication**

City Manager Kelley, Mayor Lands, and City Attorney Sanchez introduced the item.

Talia Eisen, Praxis Human Systems Organization Development Consultant, continued facilitating a dialogue with attending councilmembers regarding previous and future discussion identified at the Council Workshop held on June 10, 2022, with the goal of improving the health of council communication. Topics included setting ground rules and objectives and policy review regarding provisions, etiquette, and modernization of the existing policy manual.

Mayor Lands recessed the meeting at 10:09 a.m. and reconvened at 10:17 a.m.

Consultant Eisen continued facilitating the workshop with an exercise on personal values and shared agreements, as well as a discussion on the Council Subcommittee's authority.

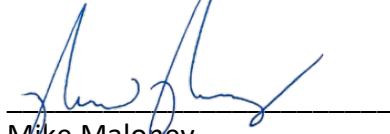
Mayor Lands recessed the meeting at 11:15 a.m. and reconvened at 11:20 a.m.

Consultant Eisen aided a dialogue in the creation of an agreed upon code of conduct for good teamwork and topics of interest for future conversations at a future workshop including a Media Plan, brainstorming key priorities for future Council Meetings, an elected official attendance policy, review of other agency conduct policies, and building a framework for a formal Council Retreat in 2023.

**E. ADJOURNMENT:**

Mayor Lands adjourned the meeting at 12:04 p.m.

**Approved on:** August 24, 2022

A handwritten signature in blue ink, appearing to read "Mike Maloney", is written over a horizontal line.

Mike Maloney  
City Clerk

Attachment 1 - Minutes Attachments

**Cloverdale City Council  
Half-Day Retreat  
August 4, 2022  
9:00am-12:00pm**

Objective: Improving health of council communication

<b>TIME</b>	<b>ACTIVITY</b>	<b>NOTES</b>
8:45/15 min	<b>Gather, get coffee, settle</b>	
9:00/25	<b>Welcome/Objectives/Overview</b> <ul style="list-style-type: none"> <li>• Check-in</li> <li>• Ground rules for safe space</li> </ul>	Mayor opens meeting Words from David Facilitation by Talia
9:40/30	<b>Policy Review</b> <ul style="list-style-type: none"> <li>• Discuss provisions in existing manual/etiquette</li> <li>• Consider any updates</li> </ul>	
10:10/30	<b>Shared Agreements</b> <ul style="list-style-type: none"> <li>• Look at personal values</li> <li>• What is this work about for you?</li> <li>• Make a list of agreements</li> </ul>	“how do you wish to show up for this work, given your core values and what do you need from your fellow councilmembers to do this work in the best way possible?”
10:40/10	<b>Break</b>	
10:50/30	<b>Shared Agreements Continued</b>	
11:20/20	<b>Media Plan Discussion</b> <ul style="list-style-type: none"> <li>• Share needs and ideas</li> </ul>	Open conversation
11:40/10	<b>Key Issues for Year Ahead</b> <ul style="list-style-type: none"> <li>• Brainstorm priorities</li> </ul>	
11:50/10	<b>Closing</b> <ul style="list-style-type: none"> <li>• Simple commitment</li> <li>• Next steps</li> </ul>	Go around

## List of Personal Core Values

Accomplishment	Determination	Honor	Perfection
Abundance	Discipline	Improvement	Perseverance
Accountability	Discovery	Independence	Persistence
Accuracy	Diversity	Individuality	Personal Growth
Achievement	Education	Initiative	Personal health
Adventure	Efficiency	Inner peace	Pleasure
Approval	Environment	Innovation	Power
Autonomy	Equality	Integrity	Practicality
Balance	Excellence	Intelligence	Preservation
Beauty	Exploration	Intensity	Privacy
Challenge	Fairness	Intimacy	Problem solving
Change	Faith	Intuition	Professionalism
Clarity	Faithfulness	Joy	Progress
Cleanliness/ orderliness	Family	Justice	Prosperity
Collaboration	Flair	Knowledge	Punctuality
Commitment	Flexibility	Leadership	Purpose
Communication	Forgiveness	Learning	Straightforwardness
Community	Freedom	Love	Strength
Compassion	Friendship	Loyalty	Success
Competence	Frugality	Meaning	Systemization
Competition	Fulfillment	Merit	Teamwork
Concern for others	Fun	Moderation	Timeliness
Confidence	Generosity	Modesty	Tolerance
Connection	Genuineness	Money	Tradition
Conservation	Good will	Nature	Tranquility
Content over form	Goodness	Nurturing	Trust
Cooperation	Gratitude	Obedience	Truth
Coordination	Hard work	Open-mindedness	Unity
Creativity	Harmony	Openness	Variety
Credibility	Healing	Optimism	Vitality
Decisiveness	Holistic Living	Patriotism	Wealth
Democracy	Honesty	Peace, Non-violence	Wisdom

# City Council August 5<sup>th</sup> Planning Workshop Meeting Notes

## **MEETING AGREEMENTS**

- Speak from your own perspective
- All views welcome
- Listen fully
- No interrupting
- No overtalking
- Stay curious, open minded
- Be ready to learn

# City Council August 5<sup>th</sup> Planning Workshop Meeting Notes

## **CODE OF CONDUCT – for good teamwork**

- Stay on agenda
- Use body language and expressions thoughtfully
- Share views with honesty at meetings
- Present views well prepared and supported by facts and dates
- We provide constructive feedback – what you do want
- Assume best intentions, check it out with me / talk to me personally
- Decisions made by entire body with full exploration, with clear understanding of subcommittee authority
- Support of decisions made
- Being able to ask clarifying questions
- Ask questions without attacking character or intent

# City Council August 5<sup>th</sup> Planning Workshop Meeting Notes

## **Governance Manual**

- Glossary
- Technology - emails, zoom
- Conduct – do we need to review
- 2 touch rule – information vs action, conversations
- Review – use a code of conduct / creed
- Support of decisions
- Room for dissenting opinions
- Clearly define role of Subcommittee
- Prioritizing council meetings vs other meetings

## AGENDA

### SPECIAL MEETING OF THE CITY COUNCIL AND JOINT MEETING OF THE CLOVERDALE COMMUNITY DEVELOPMENT SUCCESSOR AGENCY BOARD OF DIRECTORS

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451 S. CLOVERDALE BLVD. CLOVERDALE CA 95425

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#### COUNCIL WORKSHOP

9:00 a.m.

**A. OPENING PUBLIC SESSION:**

- Call to Order
- Pledge of Allegiance
- Roll Call
- Agenda Review (Changes and/or Deletions)

**B. PUBLIC COMMENTS:** Any person wishing to speak to the City Council on any item not listed on the agenda may do so at this time. Members of the public have the right to speak on any item on the Council Agenda at the time the item comes up for consideration. Pursuant to the Brown Act, the City Council is not allowed to consider issues or take action on any item not listed on the agenda. Per City Council Policy, three minutes are allotted to each speaker.

**C. COMMUNICATIONS:** Council may discuss written communications sent to Councilmembers since the last council meeting. Written communications to be discussed will be listed below, if any.

**D. COUNCIL WORKSHOP:**

**D.1 City Council Workshop Regarding Best Practices for Local Governance, Goals and Discussion Regarding Council Relations and Communication**

**E. ADJOURNMENT:** The next regular meeting of the City Council and Cloverdale Community Development Successor Agency is scheduled for August 10, 2022. Public Business Session at 6:00 p.m. (at the Cloverdale Performing Arts Center 209 N. Cloverdale Blvd., Cloverdale, CA 95425, and by teleconference).

#### CERTIFICATE OF POSTING

I, Mike Maloney, City Clerk, do hereby declare under penalty of perjury that the foregoing agenda was posted on 1) the outdoor bulletin board at City Hall, 124 N. Cloverdale Blvd., Cloverdale, CA 95425, and 2) Cloverdale Fire District, 451 S. Cloverdale Blvd., Cloverdale, CA 95425; and made available for public review prior to or at 9:00 a.m., on or before the 4th day of August 2022.



## **OTHER IMPORTANT NOTICES REGARDING THE CITY COUNCIL MEETING**

**DISABLED OR SPECIAL NEEDS ACCOMMODATION:** In compliance with the Americans with Disabilities Act, if you need assistance to attend or participate in a City Council meeting, please contact the City Clerk's office at 894-2521. Notification at least 72 hours prior to the meeting will assist the City Clerk in assuring those reasonable accommodations are made to provide accessibility to the meeting.

**AB343 REQUIREMENTS:** Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection in the City Hall offices located at 124 N. Cloverdale Blvd., Cloverdale, CA 95425 during normal business hours.

**WAIVER WARNING:** If you challenge decisions/directions of the City Council in court, you may be limited to raising only those issues you or someone else raised at public hearings described in this agenda, or in written correspondence delivered to the City of Cloverdale, or prior to, the public hearing.

**TRANSCRIPTIONS:** The City does not transcribe its proceedings. Anyone who desires a verbal record of this meeting should arrange for an attendant by a court reporter or for other acceptable means of recording. Such arrangement will be at the sole expense of the individual requesting the recordation. Questions about this agenda should be directed to City Hall at 707-894-2521.