



## Legislation Details (With Text)

**File #:** 18-342      **Version:** 1      **Name:**  
**Type:** Study Session Item      **Status:** Agenda Ready  
**File created:** 9/6/2018      **In control:** Town Council  
**On agenda:** 9/13/2018      **Final action:** 9/13/2018  
**Title:** Town Council Policies and Procedures  
15 Minutes

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Rules and Procedures Adopted 03 22 2018 by Res 2018-09

Date	Ver.	Action By	Action	Result
9/13/2018	1	Town Council	Received and Filed	

**TO:** Town Council

**FROM:** Michael Collins, Mayor

**DATE:** September 13, 2018

**AGENDA TITLE:**

**Town Council Policies and Procedures**

**Town Value(s):**

- Primarily one-acre, residential community
- Limited government
- Creating a sense of community
- Partnerships with existing schools and resorts to enhance recreational opportunities
- Improving aesthetics/creating a brand
- Preserving natural open space

**SUMMARY STATEMENT:**

In preparation for a very busy fall term, I wanted to take a quick moment to refresh the Town Council on certain policies and procedures related to agenda setting and utilization of staff time. The goal is to establish certain baseline expectations related to agenda setting and staff utilization in an effort to reduce inefficiencies and maximize staff productivity of their regular duties, as well as making efficient use of time on those additional projects and programs as requested by the full Town Council. In particular, the discussion will include:

- Preferences for Town Council requests to add items to a future agenda
- Expectations for amount of staff time available for direct support to Council Members and their individual requests for information or action.

- Expectations for amount of legal staff time available for direct support to Council Members and their individual requests for information or action.
- Other Town Council Policy and Procedures

**BUDGETARY IMPACT:**

None

**ATTACHMENT(S):**

Town Council Policies and Procedures