

## **TOWN OF WINDSOR AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** April 17, 2024

**To:** Mayor and Town Council  
**From:** Irene Camacho-Werby, Town Clerk / Public Information Officer  
**Subject:** Amendments to the Rules of Conduct of Meetings of the Town Council

### **Recommendation to Council:**

Adopt a resolution rescinding Resolution No. 3754-22 and amending rules for the conduct of meetings of the Town Council.

### **Strategic Plan Element:**

The recommended action supports the goal of Organizational Effectiveness. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

### **Background:**

The conduct of meetings of the Town Council may be reviewed on an annual basis or when necessary.

On August 18, 2023, the Town Council held a Teambuilding Workshop to discuss best practices for governing together and review of the Council norms, the conduct of meetings. The workshop was facilitated by Nancy Hetrick, Managing Director of Baker Tilly. At this meeting, Council requested clarification on tie votes which is included in the attached amended resolution.

On February 16, 2024, the Town Council held a Working Group retreat workshop with the topic of looking ahead to charting a successful 2024. Contributing towards a successful 2024 included a focus on Council accountability and the importance of meeting attendance.

As staff updated sections requested by Council, staff also amended the resolution to include updates to language and grammatical corrections, throughout the document, and modifications to the following sections:

I.G. ATTENDANCE OF COUNCILMEMBERS AT COUNCIL MEETINGS.

III.D. CONFLICTS.

V.B. COUNCIL VALUES, INTERACTION, AND MISSION STATEMENT.

V.C. COUNCIL PARTICIPATION ON SUBCOMMITTEES, BOARDS, COMMISSIONS AND JPAS.

### **Fiscal Impact:**

The recommended action will not result in any fiscal impact.

### **Environmental Review:**

The recommended action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

**Attachment(s):**

1. Resolution with Track Changes
2. Resolution No. 3754-22
- 12.5 PowerPoint - Rules of Conduct (Distributed 2024-04-16)
- 12.5 Correspondence Received (Distributed 2024-04-16)

**Prepared by:**

Irene Camacho-Werby  
Town Clerk / Public Information Officer

**Reviewed by:**

Jose Sanchez  
Town Attorney

**Recommended by:**

Jon Davis  
Town Manager