

**Littleton City Council**  
**Notes from Expectations Discussion**  
**Study Session**  
**March 27, 2018**

**What we expect of each other:**

- Be prepared
  - Ask questions
    - For clarity
    - For additional information
    - As early as possible
- Be professional
  - Respect
  - Remember your “council hat” is always on
  - Embody the “Golden Rule”
  - Hear each other out, but don’t take more than your share of time
- Don’t assume meaning, motive, etc.
  - Listen and questions to understand
- No surprises – give each other a “heads up”
- Be open minded, cooperate and be willing to compromise
  - Try to get the best outcome possible
  - Try to leave personal agendas out
  - Be flexible
- No “back stabbing”
  - Support each other
    - Honor the decision and the process
- Accept the Council’s decision – support the work of the body
  - Do not undermine
  - Help staff understand the decision
- Give fair consideration to all issues that come before the Council
- Speak/articulate the basis for your concerns
- Forthright-fullness
  - Honesty
  - Transparency
- Try to find the flaws/ambiguities/“weaknesses” in proposals – with a critical eye
  - Carefully analyzing the proposal
- Support and respect staff
- Ask staff to ask us to clarify
  - Open communication and dialogue are important
- Don’t be afraid to think outside of the box – creatively and innovatively
- Have honest conversations even when it is difficult
- Be good fiduciaries of the peoples’ money
- Follow our rules
- Have a sense of humor

## Original Flip Charts

### ① What we expect of each other:

#### • Be prepared

- asking questions
  - for clarity
  - add info
  - early as possible

#### • Be professional

- Respect
- "council nat" always on
- "golden rule"
- hear each other out, but don't take more than your share of time

### ② not assuming meaning, motive, etc.

- listen + question to understand

→ No surprises - Heads up

→ open minded, cooperation + willingness to compromise

→ trying to get the best outcome possible

→ try to leave personal agendas out

→ flexible

→ no "back stabbing"

- support each other
- honoring the decision, process

### ③ <sup>(accept?)</sup> Support the <sup>of the body</sup> council's decision

- do not undermine
- help staff understand the decision
- give fair consideration to all issues that come before council
- speak/articulate the basis for your concerns
- forthrightfulness
  - honesty
  - transparency
- + try to find "weaknesses" in proposals → critical eye → carefully analyzing

Flaws / Ambiguities

### ④ Support staff: respect staff

- Ask staff to ask us to clarify...
  - open communication/dialogue
- don't be afraid to think outside of box
  - creatively, innovatively
- honest conversations even when difficult
- enjoy the work
- being good fiduciaries of people's money
- follow our rules
- have a sense of humor

# Protocols

III Confidential Information  
→ City attny to work on

IV making public statements  
(w/ B+C)  
→ city attny to work on

~~V Making public stmnts~~  
~~larger conversation~~ - how can we/should we engage w/ comty? → Comm Strat.

~~VI Meeting protocols~~  
~~public comments~~ → staff has

~~VII conduct w/ B+C (A)~~

~~VIII Role of liaison~~

~~IX who is our police? Ethics code?~~  
defer + put on work plan

~~X How to apply to "support"~~