



City of Tukwila

City Council

Special Meeting: Work Session on City Council Processes & Working Agreements

Monday, March 13, 2023

7:00 p.m.

Council Chamber, City Hall, 6200 Southcenter Boulevard, Tukwila 98188

To view the meeting, join at this link: [Join Microsoft Teams Meeting](#)

To listen to the meeting, dial 1-253-292-9750, 670 077 847#

Agenda

- I. Call to Order and Opening Remarks** – Council President Delostrinos Johnson
- II. Facilitator Remarks** – Nancy Campbell
- III. Proposed Agreements** – City Councilmembers
- IV. Adjourn**

Meeting Material:

March 4, 2023 City Council Retreat Summary



Memo

From: Nancy M. Campbell

To: Cynthia Delostrinos Johnson

Cc: Laurel Humphrey

Date: March 7, 2023

Thank you for organizing time for the Tukwila City Council members to meet and discuss Council processes and working agreements. I very much appreciate the opportunity to work with such dedicated public servants.

This memo summarizes activities engaged in and agreements reached during the retreat, and a discussion of possible next steps. Thank you again for the opportunity to facilitate your Council retreat. It is my honor to serve the Council, and by extension the community of Tukwila.

Attendance

Council members who attended for the full day include President Delostrinos Johnson, Kathy Hougardy, Kate Kruller and Thomas McLeod. Council members who attended for part of the day were De'Sean Quinn and Mohamed Abdi. Council member Tosh Sharp did

not attend. Laurel Humphrey, Legislative Analyst, also was in attendance for the full session.

Purpose and Goals

Council members agreed to the following purpose and goals for the session.

Purpose: To commit ourselves to doing our best work together.

Goals:

1. Get to know one and other.
2. Practice braver conversations and collaboration.
3. Clarify roles and expectations.
4. Respectfully challenge and question what we do and how we do it.
5. Create agreements about how we work together moving forward.

Council members engaged in several activities to enhance their understanding of each other, their belief about what constitutes effective leadership, and how to engage with each other to enhance understanding of not just issues presented but how to most effectively present issues.

Council members present agreed that they are choosing to function like a team. To do this requires reaching agreement about how members interact with each other and staff, as well as what structure is needed to support their goal of doing their best work together. It was agreed that draft agreements will be taken to a work session for all members to discuss and modify or revise as needed. Members will decide how often these agreements need to be reviewed for compliance. Agreements may be drafted for inclusion in the Council Rules of Procedure.

Working with Staff

Council members agreed to work with the Mayor and City Administrator to create a safe and trusting relationship between Council and staff members. Agreements regarding Council members interaction with staff include:

1. Council members will always first seek to collaborate with the administrative staff and always assume the staff want a successful outcome and what is best for the City. Council members will refrain from assigning or implying negative motives for staff recommendations or behavior.
2. Communication with staff will be with a respectful tone that acknowledges the expertise, experience and intent of the staff.
3. If Council members have a concern regarding something staff says in any setting, they will address that concern to the City Administrator.

Working with other Council Members and the Body

Council members engage in many meetings, events, and activities to fulfill the duties of their respective positions. Meeting time is limited but the work that needs to be

accomplished is great. To make the most effective and efficient use of meeting time, members developed the following behavior and process agreements.

1. Barring circumstances that may be outside of our control, members agreed to review meeting materials in advance of the meeting and as much as possible, direct questions for clarification or additional information to the City Administrator in advance of the meeting.
2. During City Council meetings, council members will only speak when acknowledged by the Presiding Officer.
3. Members agreed not to engage in “side bar” conversations (to include verbal and electronic) when another Council member or staff is speaking. Council members will refrain from showing body language that provides commentary regarding what a speaker is saying. Examples include eye rolling, faces showing disagreement, turning away from the speaker, etc.
4. Members agree to engaging in conversations on the dais with brief and relevant commentary that does not duplicate another member’s comments.
5. Council members must limit questions during the public comment period to those that are needed for clarification. If a council member would like to ask a question of a public commenter, they will have no more than two minutes for such questions.
6. After thanking someone who contributes during the public comment period, the Presiding Officer will inform the contributor that the follow up to their question or concern will take place in the following days after the meeting.

Next Steps

Next steps will involve taking the above agreements to a Council work session for further refinement to ensure agreement and understanding by all members.

Additionally, members agreed that the Council President will meet with the City Administrator to discuss the proposed agreements and other issues. Members are seeking clarification and agreement with the Administrator regarding his role in meetings:

- Members want clarification regarding his role during public comment when the issue raised is not one of policy but is administrative in nature.
- Members want to discuss the Administrator’s role during council meetings that will help ensure that staff feel safe and secure when coming before council.
- Members want to discuss ways in which issues and problems can be framed as a shared responsibility between administration and the Council.
- Finally, the President will explore if there is value in having an intergovernmental session with the three branches of government to review and discuss the Council agreements and any other suggestions for enhancing ways to work best together.