



SSW CONSULTING

FOREST GROVE RETREAT AGENDA

DATE: SEPTEMBER 11, 2020

TIME: 5 PM TO 8 PM

LOCATION: ZOOM (INSTRUCTIONS TO FOLLOW)

NOTICE: VIDEO CONFERENCE WORK SESSION CHANNEL 30 LIVE

The City Council will convene and be video conferencing remotely during the above-noted work session. The Council will take no formal action during the work session. The public may attend and observe in the Community Auditorium as space allows, 1915 Main Street. Social distancing protocols. However, the Council encourages the public to observe the meeting through technology rather than in person. The work session will be televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE [Channel 30](#) and Live Streamed on MACC TVCTV [YouTube Channel 30](#). For questions/concerns, please e-mail aruggles@forestgrove-or.gov or call 503.992.3235.

DRAFT

Outcomes:

- Improved understanding of the purpose and connection of the Council Rules, Charter, and Council Agreements;
- Improved understanding of Council communication protocols and recommendations for rule updates;
- Clear understanding of Council, Councilor, Mayor, and Council President roles and responsibilities; and
- Build a cohesive team prepared to move forward and address Council goals and objectives.

1. Agenda Overview

- a. Introductions + Role Review
- b. Agenda + Session Outcomes Review
- c. Ground Rules (Review/update from Feb. Council Retreat, review technology use tips and guidelines)

2. Review Background Information

- a. Timeline of Events - what happened, when it happened, and who was involved
- b. Gather questions, comments, points of clarification- this will be an opportunity to have a shared understanding of what happened - address any differing perceptions or assumptions, and gather questions for continued discussion

3. Overview of Charter, Rules, and Team Agreements

- a. Facilitated discussion

4. Council Roles + Responsibilities

- a. Facilitated discussion



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5. Communication Discussion
 - a. Review any existing protocols/identified issues
 - i. External communications: statements to media, use of title, use of website, use of letterhead
 - ii. Interaction with city staff and city attorney
 - iii. Internal communications: serial meetings
 - iv. Others that come up in discussion
 - b. Facilitated discussion
6. Wrap Up + Next Steps