

RESOLUTION NO. 2019-14

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL TEAM AGREEMENT
AND REPEALING RESOLUTION NO. 2018-37**

WHEREAS, the Forest Grove City Council is the duly elected governing body for the City of Forest Grove; and

WHEREAS, the City Charter, Section 10, specifies that the City Council shall determine its own set of rules to govern its meetings and proceedings beyond those specified in the Charter; and

WHEREAS, the Council Rules of Procedures, Section 5, specifies the rules of decorum and order; and

WHEREAS, the City Council met in Council Retreat on February 2, 2019, and Work Sessions February 11 and February 28, 2019, and collectively reviewed and discussed their Council Team Agreement; and

WHEREAS, the City Council desires to adopt their Council Team Agreement attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the City of Forest Grove City Council hereby adopts their City Council Team Agreement attached as Exhibit A.

Section 2. Resolution No. 2018-37 is hereby repealed.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

TABLED at the Council Meeting of March 18, 2019.

PRESENTED this 8th day of April 8, 2019.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of April, 2019.



Peter B. Truax, Mayor

Pursuant to Resolution No. 2019-14, the Agreement for City Council Conduct

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize Councilors when indicating they wish to speak.
6. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
7. Council meetings are televised live; this requires Council to act professionally by:
 - Treating the public and each other with courtesy;
 - Speaking in turn and on the issue;
 - No interrupting;
 - No engaging in side conversations; and
 - No personal communication on electronic devices while conducting business at the dais.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other Councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort shall be made to adjourn meetings by 9:30 p.m. Council recess shall be called if meeting extends past 9:30 p.m.
14. Councilors may request on their own accord one-on-one meetings with the Mayor.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.
- Cordial, courteous behavior in and outside of meetings.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>4-8-19</u>
FINAL ACTION:	<u>Reso 2019-13</u> <i>* as amended by Council</i> <u>Reso 2019-14</u> <i>* accepted amendment</i>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 8, 2019 (Tabled March 18, 2019)*

SUBJECT TITLE: *City Council Goals & Objectives and Team Agreement*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

BACKGROUND:

Per Section 16.1 of the City Council Rules of Procedure, the Council will consider adoption of its annual Goals and Objectives at the first meeting in March of every year. The purpose of adopting the annual Goals and Objectives is to inform the annual budget process in April-June of every year.

The annual Goals and Objectives were the subject of the Council Retreat on Saturday, February 2, 2019, and Work Sessions on February 11 and 28. During this time, there was Council consensus to remove five completed objectives and add four objectives for an overall total of 21 objectives.

During the February 28th Work Session, there was consensus to replace “CCI” with “All” to reflect that all B/C’s may participate in sesquicentennial planning. The only other changes were two staff-recommended formatting changes.

The first formatting change placed the “Action” column to the left of the “B/C” column. The “Action” is the responsibility of staff and the previous format could inadvertently imply the “Action” was the responsibility of the “B/C”.

The second formatting change moved the “Actions” pertaining to the Urban Renewal Agency in Objective 1.4, Implement Town Center Program, from the City Council Goals and Objectives to the Urban Renewal Agency Goals and Objectives.

Please recall the “B/C” column was added to reflect the primary and applicable B/C for that objective. It is not intended to convey the objective must be considered by the B/C or the objective is limited to only those B/C’s that are listed.

The proposed final Goals and Objectives are contained in Attachment 3, Exhibit A.

As noted during the work sessions, the Goals and Objectives were reformatted in an effort to communicate them more clearly, easily, and transparently. In addition, the new format listed

timelines, Boards/Commissions, Actions, and the responsible Department(s). Staff would like to express its appreciation to Council for their patience during this transition.

The new format made it difficult to utilize track changes to compare 2018 and 2019. If you wish to compare 2018 and 2019, please Attachment 1, City Council Goals and Objectives from 2018.

Council also arrived at a consensus to amend the Council Goals as follows:

EXISTING GOAL 1:

Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic, Green City

PROPOSED GOAL 1:

Provide Safe, Livable, and Sustainable Neighborhoods

EXISTING GOAL 2:

Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City

PROPOSED GOAL 2:

Manage an Effective Financial Plan to Provide Quality Service Levels

EXISTING GOAL 3:

Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs

PROPOSED GOAL 3:

Advance the Interests of Forest Grove in Local, State, and National Affairs

CLARIFICATIONS:

Subsequent to the February 28th Work Session, the following clarifications came to staff's attention for Council consideration:

Approved amendments

- Objective 1.1: Replace “city land” with “Light and Power land”. The solar study only covers Light and Power land, not City land.
- Objective 1.3: Remove “East Side Park” from 2020+. With the addition of the 2019 Action to have the Parks and Recreation Commission review an East Side Park, it was questioned whether this should remain as a 2020+ Action item.
- Objective 1.7: Change “Conduct annual severe rent burden meeting” to “Assure compliance with HB 4006 re: severe rent burden households”. The intent is this would more accurately reflect the requirements of HB 4006, one of which is a public meeting.
- Objective 2.11: Add “CCI” to “PSAC” under the B/C column. CCI was discussed as potentially playing a role in the public outreach plan via an open house or ATM.

TEAM AGREEMENT:

During the Work Sessions, the Council also arrived at a consensus to change the City Council Team Agreement to include: *Cordial, courteous behavior in and outside of meetings*. The City Council Team Agreement from 2018 is Attachment 4. The proposed City Council Team Agreement for 2019, with the above change, is Attachment 6, Exhibit A. Please note the new language in the City Council Team Agreement for 2019 is denoted in Red. The Red language will revert to black upon adoption.

STAFF RECOMMENDATION:

Staff recommends the Council consider and adopt the City Council Goals and Objectives by resolution. If the Council wants to pass the Goals and Objectives as presented in Exhibit A, it requires a motion, second, and vote.

If the Council wants to modify Exhibit A with the above Clarifications, or other clarifications, it requires a motion and a second to adopt Exhibit A. It then requires an additional, separate motion and second to amend Exhibit A with the above clarifications or other clarifications. Each clarification can be done separately with its own motion or multiple clarifications can be combined into one motion. Once this motion or motions are dispensed by a vote, the original motion as amended is dispensed by a vote.

Staff also recommends the Council consider and adopt the Team Agreement by resolution.

ATTACHMENT(s):

- 1) City Council Goals and Objectives from 2018
- 2) Resolution adopting Exhibit A, City Council Goals and Objectives
- 3) Exhibit A: City Council Goals and Objectives
- 4) Resolution adopting Exhibit A, City Council Team Agreement
- 5) Exhibit A: City Council Team Agreement
- 6) City Council Team Agreement from 2018



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CITY COUNCIL TEAM AGREEMENT

Pursuant to Resolution No. ~~2018-37~~2019-14, the Agreement for ~~Conducting~~ City Council Conduct Meetings and Business

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- ~~6. Put a time limit on audience testimony and ask them not to repeat previous speakers.~~
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
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