

RESOLUTION NO. 2020-37

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL TEAM AGREEMENT
AND REPEALING RESOLUTION NO. 2019-14**

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 15, 2020, and Work Session on March 16, 2020, 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 Resolution No. 2019-14 is hereby repealed.

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

PRESENTED AND PASSED this 13th day of April, 2020.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of April, 2020.



Peter B. Truax, Mayor

Pursuant to Resolution No. 2020-37, 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.



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	Item 9. & 10.
MEETING DATE:	04/13/2020
FINAL ACTION:	RESO 2020-36 RESO 2020-37

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Department Directors and City Manager*

MEETING DATE: *April 13, 2020*

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. Due to unexpected delays associated with the passing of two city councilors, the Retreat was delayed, resulting in the Goals and Objectives being scheduled for the first meeting in April. The purpose of adopting the annual Goals and Objectives is to inform the annual budget process.

Pursuant to the 2019 Retreat and Goals and Objectives, Sara Wilson, owner of SSW Consulting, was hired to develop and scope and public involvement plan for a City vision and values. She was subsequently hired to facilitate the 2020 Retreat to refine and develop the Council’s goals and objectives and to contextualize the vision and values among them.

To accomplish this, Sara conducted one on one interviews with all Councilors and Directors in December and January. This led to a list of priority issues, Retreat format, and clarified expectations. On February 10, a pre-Retreat Work Session was held to update the Council on the 2019 Goals and Objectives.

The all-day Council Retreat was held February 15th in the Light and Power Conference Room. The Retreat yielded an entirely new document outlining the Council’s Goals and Objectives which to the extent possible, incorporated unaccomplished objectives from 2019, albeit categorized and worded differently. The Retreat resulted in 7 Goals and 34 Objectives compared to 2019’s 3 Goals and 21 Objectives. The Draft Goals and Objectives were reviewed and refined by Council in a Work Session on March 16th. They are proposed for adoption at the April 13, 2020 Council meeting.

TEAM AGREEMENT:

The Team Agreement is unchanged from last year. Please note however the inclusion of “WE WILL” in the 2020 Goals and Objectives which speaks to the commitment between City Councilors and states: » Promote civility. » Embrace and encourage diverse backgrounds. » Make decisions as a body, not individually. » Practice active listening. » Provide more opportunities for brainstorming

during work sessions. » Police and enforce team rules. Once a decision is made, we move on. » Respect individual perspectives. » Share the Council workload providing clear assignments that utilize individual strengths while also building capacity for future leadership opportunities. » Attend meetings and be prepared. And, » Respect family first.

Please also note the inclusion of “WORKING TOGETHER” which appreciates the existing collaborative relationship and speaks to the commitment between City Council and City staff to have excellent communication, clear goals and objectives, authenticity, a “one team” concept, trustworthy information, preparedness, and a shared community commitment.

STAFF RECOMMENDATION:

Staff recommends the Council consider and adopt the City Council Goals and Objectives by resolution and separately the Team Agreement by resolution.

If the Council wants to pass the Goals and Objectives and Team Agreement as presented in Exhibit A, it requires a motion, second, and vote. If the Council wants to modify either Exhibit, it requires a motion and a second to adopt; then requires an additional, separate motion and second to amend. Each amendment should be done separately with its own motion. Once the motion(s) are dispensed of 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) 2020 Draft City Council Goals and Objectives
- 2) 2020 Draft City Council Team Agreement
- 3) Resolution adopting Exhibit A, 2020 City Council Goals and Objectives
- 4) Resolution adopting Exhibit B: City Council Team Agreement
- 5) 2019 City Council Goals and Objectives