

Team Agreement

The Council reaffirmed their team agreement from 2021 for the year ahead. The team agreement identifies how the Council agrees to work together in alignment with their Council rules and procedures. The purpose of this agreement is to guide the team in working together, establishing trust, and facilitating open communication and accountability.

AGREEMENTS FOR CONDUCTING COUNCIL MEETINGS AND BUSINESS

1. Attendance at Council meetings is the first priority. If unable to attend, please contact the City Recorder.
2. Be on time to meetings.
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. 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.
8. Council meetings are televised live; this requires Council to act professionally by:
9. Speaking in turn and on the issue;
 - Not interrupting;
 - No engaging in side conversations; and
 - Treating the public and each other with courtesy.
10. Information available to one council member will be available to all, in a timely manner.
11. Every effort will be made to adjourn meetings by 9:00 p.m.
12. Council shall interview prospective committee members and advise the Mayor through a public process. Appointments will be made by Mayor and approved by Council.

INDIVIDUAL COUNCIL MEMBER CONDUCT AGREEMENTS

Council Members agree to:

1. Prepare and do our homework by reading staff reports and reaching out with questions in advance to ensure constructive dialogue during meetings
2. Not make assumptions other than assuming positive intentions
3. Being open to having conversations and healthy debate
4. Always be respectful, maintain dignity and humility
5. Hear each other out. Acknowledge contributions and make sure all ideas and voices are heard.
6. Recognize your opinion may not always be shared, be open even if you don't agree.
7. Disagree without being disagreeable. Respect differences of opinion.
8. Follow the rules of order and procedure.
9. Ensure equal access to information.
10. Move on as a team after the decision has been made. Support each other even if we don't agree.
11. Avoid saying or doing anything that would discredit or harm the City.

COMMITMENTS AS A COUNCIL TO THE COMMUNITY

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.

COMMITMENTS BETWEEN COUNCIL AND STAFF TO FOSTER A STRONG PARTNERSHIP

Council will:

- Work as part of one team with Staff
- Trust Staff to implement Council goals
- Communicate with the organization through the City Manager
- Provide questions in advance of meetings to the City Manager
- Support a mutually respectful and professional relationship with the Staff
- Ensure unity of the Council's vision and direct staff accordingly using one voice

Staff will:

- Provide timely facts, information, context and relevant City code information for decisions that come before Council – no surprises
 - Offer the pros and cons for scenarios
 - Provide summary and background information for issues that come before Council
 - Support a mutually respectful and professional relationship with Council
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