

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
July 28, 2020 – WORK SESSION

City Building
55 South State Street
Multi Purpose Room
Second Floor
Clearfield City, Utah

Public meetings will be held electronically in accordance with Executive Order 2020-1 Suspending the Enforcement of the Provisions of Utah Code 52-4-202 and 52-4-207 due to Infectious Disease COVID-19 Novel Coronavirus issued by Governor Herbert on March 18, 2020. **The physical meeting location will NOT be available for the public.** The public may monitor or listen to the open portions of the meeting electronically by following the instructions below.

Zoom Meeting
Join Zoom Meeting
<https://us0web.zoom.us/j/89868847022>

Meeting ID: 898 6884 7022

Dial by your location
+1 346 248 7799
+1 669 900 6833

6:00 P.M. WORK SESSION
Review of previous retreat discussions

****ADJOURN AS THE CITY COUNCIL****

**The Regular City Council Meeting
scheduled for Tuesday, July 28, 2020
at 7:00 p.m. has been
CANCELLED.**

**The next regular meeting will be held
Tuesday, August 11, 2020 at 7:00 p.m.**

Dated this 22nd day of July, 2020.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.



STAFF REPORT

TO: Mayor Shepherd and City Council
FROM: JJ Allen, City Manager
MEETING DATE: July 28, 2020
SUBJECT: Then & Now

RECOMMENDED ACTION

Discussion only.

CORRESPONDING POLICY PRIORITY (IES)

This discussion is fundamental in nature and applies to all three of our Policy Priorities:

- Providing quality municipal services
- Improving Clearfield's image, livability, and economy
- Maintaining a highly-motivated and well-trained workforce

DESCRIPTION / BACKGROUND

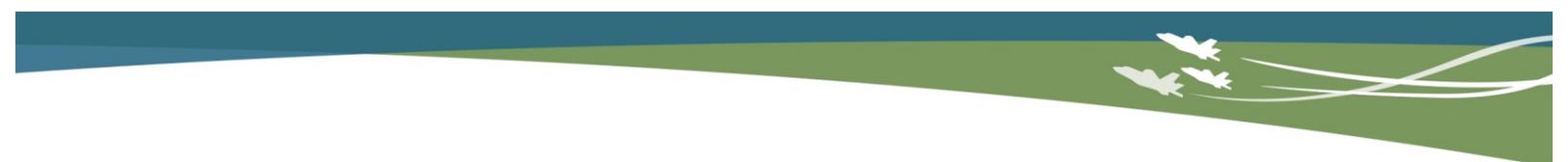
This is a discussion that we would have held in our mid-year retreat. However, given the current status of the pandemic, we felt that gathering for an entire day would not be the best course of action, especially if all would not be able to attend in person (or would feel uncomfortable doing so).

The purpose of the discussion is to review some of the key concepts from previous retreats—a “back to basics” approach, in a way. We’ll look back on where we were a few years ago, where we are now, and whether we’ve made any progress—not necessarily with projects, per se, but more especially as a team and as an organization.

In preparation for this discussion, please complete the Team Assessment (to be sent out in conjunction with this staff report) and submit it to Summer by noon on Monday, July 27. You’ll recall that we did this same assessment in early 2019. It will be very interesting to see how the aggregate scores compare now—a year and half later and in the middle of a pandemic and some pretty monumental efforts!

Also, be thinking about the following:

- What is the team doing well?
- Where is the team falling short?

- 
- In regards to the pandemic:
 - What has been challenging for you?
 - How has the team struggled?
 - Do you individually have expectations that are not being met? If so, what are they?
 - It may be worth discussing if the Council as a body shares those same expectations, so that the team can work together toward a solution.
 - Do you have ideas for things that we should consider not doing anymore (in order to better focus on our hedgehog concept)? In-depth discussion of these items will likely be reserved for a future work session.

FINANCIAL IMPACT

N/A

ALTERNATIVES

N/A

SCHEDULE / TIME CONSTRAINTS

- Submit the Team Assessment to Summer by Monday, July 27, at noon.
- Other components of the mid-year retreat are tentatively scheduled for work sessions on August 18 and September 1.

LIST OF ATTACHMENTS

- The Five Dysfunctions of a Team – Team Assessment

The Five Dysfunctions of a Team Assessment

INTRODUCTION

The primary purpose of this assessment is to provide you with a sense of your team's unique strengths and areas for improvement. For a more accurate and holistic analysis, we encourage your entire team to complete the assessment. While the assessment itself provides an interesting perspective, its most important aspect is the discussion it may provoke around specific issues.

INSTRUCTIONS

Please assign a rating to each statement. It is essential to the accurate scoring of this instrument.

Please evaluate the statements honestly and be as objective as possible. Be thoughtful about your responses, but don't agonize over each response. Your initial "gut feel" is usually best.

Use the scale at the top of each page to indicate how each statement applies to your team.

Please remember to use the entire scale (1 to 5) to represent your most accurate response.

The assessment should not take more than 15 minutes.

Please email your assessment to Summer Palmer no later than Monday, July 27th.

THE RATING SCALE:

1=Never 2=Rarely 3=Sometimes 4=Usually 5=Always

| YOUR RATING | ASSESSMENT QUESTIONS | | | |
|------------------------------------|---|------------|----------------|---------|
| | 1. Team members admit their mistakes. | | | |
| | 2. Team members are passionate and unguarded in their discussion of issues. | | | |
| | 3. Team members are quick to point out the contributions and achievements of others. | | | |
| | 4. Team meetings are interesting and compelling (not boring). | | | |
| | 5. During team meetings, the most important and difficult issues are discussed. | | | |
| | 6. Team members acknowledge their weaknesses to one another. | | | |
| | 7. Team members voice their opinions, even at the risk of causing disagreement. | | | |
| | 8. Team members point out one another's unproductive behaviors. | | | |
| | 9. The team has a reputation for high performance. | | | |
| | 10. Team members ask for help without hesitation. | | | |
| | 11. Team members leave meetings confident that everyone is committed to the decisions that were agreed upon. | | | |
| | 12. During discussions, team members challenge one another about how they arrived at their conclusions and opinions. | | | |
| | 13. Team members ask one another for input regarding their areas of responsibility. | | | |
| | 14. When the team fails to achieve collective goals, each member takes personal responsibility to improve the team's performance. | | | |
| | 15. Team members willingly make sacrifices in their areas for the good of the team. | | | |
| | 16. Team members are quick to confront peers about problems in their respective areas of responsibility. | | | |
| | 17. Team members acknowledge and tap into one another's skills and expertise. | | | |
| | 18. Team members solicit one another's opinions during meetings. | | | |
| | 19. Team members end discussions with clear and specific resolutions and calls to action. | | | |
| | 20. Team members question one another about their current approaches and methods. | | | |
| | 21. The team ensures that poor performers feel pressure and the expectation to improve. | | | |
| | 22. Team members willingly apologize to one another. | | | |
| | 23. Team members communicate unpopular opinions to the group. | | | |
| | 24. The team is clear about its direction and priorities. | | | |
| | 25. Team members are slow to seek credit for their own contributions. | | | |
| | 26. All members of the team are held to the same high standards. | | | |
| | 27. When conflict occurs, the team confronts and deals with the issue before moving to another subject. | | | |
| | 28. The team is aligned around common objectives. | | | |
| | 29. The team consistently achieves its objectives. | | | |
| | 30. The team is decisive, even when perfect information is not available. | | | |
| | 31. Team members value collective success more than individual achievement. | | | |
| | 32. Team members are unguarded and genuine with one another. | | | |
| | 33. Team members can comfortably discuss their personal lives with one another. | | | |
| | 34. The team sticks to decisions. | | | |
| | 35. Team members consistently follow through on promises and commitments. | | | |
| | 36. Team members offer unprovoked, constructive feedback to one another. | | | |
| | 37. Team members place little importance on titles and status. (A high score on this statement indicates that titles and status are NOT important to team members.) | | | |
| | 38. Team members support group decisions, even if they initially disagreed. | | | |
| YOUR TEAM ASSESSMENT SCORES | | | | |
| TRUST | CONFLICT | COMMITMENT | ACCOUNTABILITY | RESULTS |
| 0 | 0 | 0 | 0 | 0 |