

Morgantown Riverfront Revitalization Task Force

Group Structure and Norms (revised 1/15/2020)

INTRODUCTION

The City of Morgantown has engaged the Morgantown Riverfront Revitalization Task Force (Task Force) to offer input on enhancement of the City's riverfront for recreation, economic growth, aesthetics, public health, and ecological productivity. The purpose of the Task Force is to coordinate various plans and interests surrounding the City of Morgantown's Monongahela Riverfront and serve as a unified advising voice to City Management.

These Ground Rules are the protocol for Task Force interactions and communications with the prescribed individuals and categories of people it directs, interacts with, and serves. These rules are not intended to discourage free discussion and communication with the Task Force or individual members thereof. Rather they establish a code of decorum intended to facilitate and enhance the effectiveness of those communications, and to ensure that the policies and directives of the Task Force are carried out timely, accurately and efficiently.

TASK FORCE

Group Creation and Development

The Task Force was created under the direction of City Management, with support of a Council Resolution on Riverfront Revitalization on July 13, 2017. City Council reaffirmed its commitment to riverfront revitalization at a meeting on January 7, 2020. All updates to group structure, conduct, etc. shall occur based on the discretion of City Management.

Role of the Task Force

The job of the Task Force is to advise the Morgantown City Management towards an appointed vision and set of goals for the revitalization of the City's Monongahela Riverfront. The vision and goals shall be set by the Task Force. The Task Force's vision and goals shall reflect the needs of the Morgantown community as related to the City's activities and scope of influence. The Task Force is the linkage between the City of Morgantown and the community's riverfront stakeholders.

The role of the Task Force is separate and distinct from the role of the City Manager, City Council, and City Staff, insofar as the Task Force's vision and goals are derived by looking outwardly to the needs and interests of local riverfront stakeholders, while careful consideration and implementation of the Task Force's vision and goals are the responsibility of the City Manager.

The Task Force acknowledges the roles and statutory responsibilities of the City's other Elected and Appointed Officials, as well as the Task Force's duty to suggest reasonable actions to take advantage of riverfront development and programming opportunities.

Guiding Principles of Communication

The Task Force shall adhere to high levels of professionalism and ethical standards, both individually and as a collective group, in all communications and interactions both formal and informal within their official capacities. These communications will be guided by the following general principles:

- The Task Force commits to treat all individuals who appear before them or do business with or on behalf of the City with respect, courtesy, honesty and integrity.

- The Task Force shall strive for complete transparency and accountability in its decision making and conduct.
- Individual participants of the Task Force shall not attempt to exercise independent authority over the City Manager, City Council, or City Staff.

Task Force Meetings

The City of Morgantown encourages representatives of private and public local riverfront stakeholder groups to participate in the Task Force. The Task Force shall meet on the 3rd Friday of each month from 9 am to 10 am at the Sunnyside Up Office in the Seneca Center. Task Force meetings provide a time and place for the City and stakeholder groups to contribute to and participate in the process of creating a formal plan for development along the Riverfront and to communicate project needs that require group input or participation.

Task Force participants are encouraged to meet outside of official Task Force meetings to work through specific project details. However, miniscule project details and “chatter” shall be kept to a minimum at Task Force meetings.

TASK FORCE CHAIR – Jessica McDonald

Role of the Task Force Chairperson

A Task Force Chairperson shall be appointed by the City Manager and shall serve as a project manager of all Task Force meetings and activities. The Task Force Chairperson shall be the main Task Force Contact and manage group communication between meetings. He or she shall collect updates and items for discussion between meetings and serve as the facilitator of Task Force Meetings.

TASK FORCE SECRETARY – Carol Allen

Appointment and Role of the Task Force Secretary

A Task Force Secretary shall be appointed by the City Manager. The Task Force Secretary will keep minutes at Task Force meetings and share them with Task Force Participants between meetings.

CITY MANAGER

Role of City Manager

The Task Force’s official connection to City organizational operations shall be through the City Manager. Implementation of operational policies and ancillary decision making, consistent with the Task Force’s vision and goals, is then the responsibility of the City Manager to implement as effectively and efficiently as is reasonable.

Duties of the City Manager

With the Task Force serving an advisory role, implementation and subsidiary decision making is delegated to the City Manager.

Development Decisions – The City Manager is not required to implement recommendations provided by the Task Force or its participants. However, recommendations will be considered alongside other public and budgetary priorities and implemented as is reasonable.

Communication - The City Manager is responsible for communicating the Task Force’s vision, goals and specific recommendations to the City’s elected officials, department directors,

employees and citizens when necessary to guide decision making processes. Information that impacts the City's ability to effectively implement Task Force visionary policies and goals must likewise be communicated by the City Manager to the Task Force.

Relationship with the Task Force

The Task Force's interaction with the City Manager must recognize and be respectful of the authority that must be necessarily be vested in the City Manager to enable him/her to perform the functions and duties of that position. The City Manager is accountable only to the Task Force as a whole, and not to individual Task Force members. Therefore, no individual member of the Task Force has authority over the City Manager. Information may be requested by individual Board members, but if such request, in the City Manager's judgment, require a material amount of resources or is detrimental to other necessities, the City Manager is not required to respond. Except for the purpose of inquiry, Task Force participants shall deal with individual project management functions, solely through the City Manager. Task Force participants shall not give orders or direction to any of the subordinates of the City Manager or City Attorney.

The City Manager has general authority over all City departments and Department Directors under City Council. This authority shall include supervision and oversight of structural, budgetary, and day to day functions and management decisions which may or may not satisfy requests made by the Task Force.

City Council

Role of City Council Member Participation on Task Force

City Council Member participation on the Task Force is beneficial and is encouraged. Individual Council Members may only speak on behalf of City Council in a matter that is compliant with City Council's official guidelines. Further, Council members shall relay discussions, goals, and suggested actions of the Task Force at City Council Meetings to obtain Council project support.

Stakeholder Organization Representatives

Representatives of several area riverfront stakeholder groups have been invited to participate in the Task Force. Representatives of additional organizations who would like to participate are encouraged to contact the Task Force Chairperson.

As stakeholder organizations advance various redevelopment and programming efforts related to the Morgantown Monongahela Riverfront within each organization's capacity, representatives willing to participate in the Task Force are encouraged to communicate project updates and needs at Task Force meetings, for the Task Force to effectively coordinate various development and programming efforts relating to the City's riverfront. Updates and needs communicated at Task Force meetings shall be brief, direct, and related to the Task Force Vision and Objectives.