

# City of Olympia 2022 Council Retreat: Draft Agenda

Day One: January 14, 2022 (Council, City Executive Team)

**8:00 – 8:30 Set up**

**8:30 – 9:00 Breakfast and coffee/Warm up**

**9:00 – 9:30 | Welcome/Session overview**

- Agenda Overview
- Meeting Roles and Responsibilities (Council, Exec Team, Facilitators)
- Short introductions
- What we heard: Summary of pre-retreat feedback/goals
- Meeting Ground rules

**9:30 – 10:15 | Getting to Know You**

- Introductions: *Name, role, background, what's important to me as a professional (councilmember, leadership team member) and how that influences how I will work with the Council/the City, what you need to know about me to work best with me as a partner*
- StrengthsFinders: Preview of future discussion

**10:15 – 11:00 | The 'Re-Set': New Council and New Relationships**

- The year in review: Where we succeeded; where we need to improve
- Dynamic Homeostasis: A human system's ability to reach a new level of equilibrium in response to changes in the environment.
- Onboarding Dontae Payne: Information Sharing

**11:00 – 11:15 | BREAK**

**11:15 – 12:15 | Relationship Management: Intentionality in Rules of Engagement**

- How do we want the Council to be perceived by and what does this mean for how councilmembers work with each other?:
  - The community, staff, the Council itself
- Rules of Engagement: Redux

**12:15 – 1:30 | Lunch 'Perspective Scavenger Hunt' (lunch with City team – assignment before lunch)**

**1:30 – 2:00 | Scavenger Hunt Report Backs**

- Significant learnings (3 things in 3 minutes – 3 min/group)

**2:00 – 3:15 | Needs and Expectations: Council and Executive Team**

- Definition of Success
- Needs from the Other Group
- What you are willing to Invest

**3:15 – 3:30 | BREAK**

**3:30 – 5:15 | City and Council Priorities**

- Council and City Priorities: Review of priorities (new and existing)
- Evaluation of priorities: Difficulty, cost, risk, staff time
- Metrics for 2022 (Where should we be at the end of the year or each priority)
- Departmental Priorities: Staff Direction
- Preliminary 2022 work plan

**5:15 – 5:30 | Closing Comments and Next Steps**

**6:00 – 8:30 | Council Dinner**

## Day Two: January 15, 2022 (Council and City Management Team)

### 9:00 – 9:30 | Session Overview

- Recap of Day One: Overnight thoughts, takeaways, and needs
- Agenda Overview
- Meeting Roles and Responsibilities (Council, City Management Team, Facilitators)

### 9:30 – 10:45 | 2022 Work Plan

- Plan for achieving priorities
- Roles and responsibilities
- Barriers to success and potential resolutions
- Expectations

### 10:45 – 11:00 | BREAK (can take any time in above)

### 11:00 – 11:45 | Getting to Know You: Reprise

- **StrengthsFinders:** Leading from your strengths: *My strengths (see StrengthsFinders) and how they influence my work City; how I work and learn; best way to work with me*
- **Leading from our Strengths:** What organizations need from leaders: Trust, Stability, Compassion, Hope
- How that relates to the City of Olympia

### 11:45 – 12:30 | Lunch (working lunch; can continue morning discussions as needed)

### 12:30 – 1:30 | Committee Assignments and Mayor Pro tem

- Role of Mayor Pro tem: What does this role do/expectations?
- Future vision: How should the Mayor Pro tem be selected and for how long?
- Mayor Pro tem selection
- Committee values: What does the Council value relative to committee assignments?
- Future vision: How should committee assignments work relative to these values? How long should a councilmember be on any committee?
- Committee selection/assignment exercise and documentation

### 1:30 – 1:45 | BREAK (can take any time in below)

### 1:45 – 2:45 | Communication, Decision-Making, Dispute Resolution

- Development of Operational Agreements
  - How the Council communicates internally
  - How the Council makes decisions
  - How the Council resolves disputes

### 2:45 – 3:00 | Closing Remarks and Next Steps