

# AGENDA

## CITY COUNCIL MID YEAR RETREAT

LOTT Board Room

Saturday, Sept. 15, 2012

8:45 am - 1:00pm

The times are estimates for meeting management purposes

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<b>8:45 a.m. – 9:00 a.m.</b>	<b>Arrive, mingle, refreshments</b>	
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<b>9:00a.m. – 9:10a.m.</b>	<b>Welcome ~ Retreat Goals ~ Agenda Review</b> <ul style="list-style-type: none"><li>• Councilmember Interview Themes</li><li>• High Performing Council Accomplishments</li><li>• Work Plan Achievements and Highlights</li><li>• Goals and Priorities for 2012</li><li>• Revisions to Council Guidelines</li></ul>	Kendra Dahlen, Facilitator, FLT Consulting
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<b>9:10 a.m. – 9:45 a.m.</b>	<b>Small Group Discussion</b> <ul style="list-style-type: none"><li>• High Performing Council Aspirations and Accomplishments</li><li>• 2012 Achievements, Highlights and Goals<ul style="list-style-type: none"><li>○ City Council Perspective</li><li>○ Personal Perspective</li></ul></li></ul>	ALL
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<b>9:45 a.m. – 10:20 a.m.</b>	<b>Discussion Results</b> <ul style="list-style-type: none"><li>• High Performing Council:<ul style="list-style-type: none"><li>○ What's Working Well?</li><li>○ Strategies for Improvement</li></ul></li><li>• Review and Check in on status/progress 2012 Goals and Priorities</li></ul>	Kendra Dahlen, ALL
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<b>10:20 a.m. – 10:30a.m.</b>	<b>Break</b>	
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<b>10:30 a.m. – 11:30 a.m.</b>	<b>Improving Council Guidelines</b> <ul style="list-style-type: none"><li>• Purpose and Objectives</li><li>• Issues Underlying Proposed Changes</li><li>• Major vs. Minor Revisions</li><li>• Review and Discussion</li><li>• Process for Decision - Making</li></ul>	Councilmember Jeannine Roe,  Kendra Dahlen, ALL
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**11:30 a.m. – 12:00 p.m. Lunch, Walk, Compose a Headline**

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**12:00 p.m. – 12:40 p.m. Improving Council Business**

- Agenda Development
- Committee Reports
- Ceremonial Opportunities
- Balance

Kendra Dahlen,  
ALL

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**12:40 p.m. – 1:00 p.m. Wrap Up and Headlines**

- Common Themes
- Priorities
- Decisions
- Consider items for 2013 Retreat
- Reflection

Kendra Dahlen,  
ALL

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**Artists:** Stephanie Lee Fraher with No Limits - Olympia members Carolyn Cox, Ashley Shomo and Pat Starzyk  
From City of Olympia Public Art Collection

*Enjoy the Day!*



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360-753-8447

## Meeting Minutes City Council

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Saturday, September 15, 2012

8:45 AM

LOTT Board Room - 500 Adams St. NE

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### Mid Year Council Retreat

#### 1. ROLL CALL

**Present:** 6 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer and Councilmember Karen Rogers

**Excused:** 1 - Councilmember Jeannine Roe

#### 2. [12-0558](#) City Council Mid-Year Retreat

- Attachments:**
- [1. Agenda](#)
  - [2. 2012 Retreat Notes](#)
  - [3. 2012 Priorities Mid-Year Update](#)
  - [4. Guidelines Proposed Changes](#)

*Mayor Buxbaum opened the meeting and welcomed everyone at 9:00 am.*

*Others Present:  
Facilitator Kendra Dahlen, FLT Consulting  
City Manager Steve Hall  
Assistant City Manager Jay Burney  
Communications Manager Cathie Butler*

*The Council broke into small groups to discuss "High Performing Council Accomplishments."*

*After coming together and discussing the accomplishments, Council agreed on the following:*

*Working Well:*

- Engage in proactive, ongoing communication – avoid unnecessary surprises and acknowledge them when they occur*
- After close vote, remain direct, respectful, connected in our communication – move on and affirm integrity of the process*
- Be realistic about what can and can't be achieved/ avoid making promises we can't keep*
- Treat all citizens with respect and acknowledge the emotions with which they often come to the Council meetings*
- Avoid triangulating with other Council members and staff*
- Manage expectations regarding Council's process and what's realistic*
- Committees are working well, moving forward together. The Downtown Project in Land Use Committee is example an of effective committee work*
- Avoided temptation to "get into the weeds" and remain strategic in decision making-*

- High functioning group that is working well in general
- Good ongoing progress - moving forward together!

*Work in Progress*

- *Communication with one another:*
  - Create more opportunity for interaction*
  - Discuss ideas with one another*
  - Agree on decision-making processes*
  - View disagreements as opportunities to expand on issue*
  - Learn from one another*
  - Share experience and expertise*
  - Awareness of public role as a councilmember and potential impacts of casual public comments*
- *Communication with the public:*
  - Pro-active and ongoing communication*
  - Learn from one another*
  - Share experience and expertise*
  - Clarity about projects, process, goals and context*
  - Explain framework for decision-making*
  - Improve methods of communication:*
    - Involve public as projects evolve*
    - Celebrate collective victories with community!*
- *Managing workload:*
  - Time management*
  - Overwhelming at times*
  - On-going learning and growing*

*Councilmembers then acknowledged the following accomplishments for 2012 to date:*

- *Isthmus and Capitol Center Tower Decisions:*
  - The Council's acquisition decision making process was clearly articulated, thoroughly considered and generally supported*
- *Group Dynamic:*
  - The council is working well together and continues to build on experience and strengths*
    - Fortunate to be where we are!*
- *Smith Building:*
  - Community needs will be well- served*
  - Needs were clearly articulated*
  - Communication with public was inadequate*
- *Farmers Market Solar Panels*
- *Downtown Ambassador Program*
- *Walking Patrol Enhancements*
- *Alcohol Impact Area*
- *Public Safety Ballot Proposal Decision:*
  - Represents community values*
- *Squaxin Island Canoe Journey:*
  - An example of the way things should work – great organization and good partnerships!*
- *New Council Dais*
- *Neighborhood Association MOU*
- *Investing in Downtown Project is a Holistic and Multifaceted Approach:*
  - Public Safety*
  - Development /Redevelopment Incentives*
  - Social Services*

*Partnerships*

- *Inspiring / Improving Relationships:*
  - Inter-jurisdictional*
  - Advisory Committees*
- *East Bay Plaza:*
  - Wonderful public space!*

*Council acknowledged other items in progress:*

- *Sustainable Budget – Finance Committee*
- *Community Development Improvements*
- *Communication and Community Involvement:*
  - Improve communication with public*
  - Celebrate accomplishments with public*
  - Build civic pride*

*Councilmember Cooper provided an overview of proposed revisions to the City Council Guidelines and Procedures. He said revisions address the following areas of operation:*

*SHARED LEADERSHIP OPPORTUNITIES*

- *Appointment to committees*
- *Selection of committee chairs*
- *Appointments to inter-local boards*

*SHARED POLICY AND COUNCIL BUSINESS RESPONSIBILITY*

- *City Manager performance review*
- *Council agenda scheduling, review and approval of items and priority*
- *Scrutiny of Consent Calendar as proposed by City Manager*

*PROCEDURAL*

- *Clarify Committee of Chairs role and necessity*
- *Establish Retreat dates*
- *Evaluate annual meeting schedule – election week*
- *Forwarding committee recommendations*
- *Inclusive agenda setting process for all members*
- *Considering referrals within 90 days*
- *Special Recognition – 1 per meeting*
- *Preferred time for Executive Session (early, not late)*
- *Televised Study Sessions (as practical)*
- *Councilmember reports (be succinct)*
- *Councilmember questions directed to staff for response*

*Councilmembers recommended that further discussion of proposed revisions occur at a later date when all members are present. December 2012 or the City Council 2013 Retreat are potential timeframes for consideration of revisions to Council Guidelines and Procedures.*

*Councilmember Rogers left after the morning session.*

*IMPROVING COUNCIL BUSINESS*

*Councilmembers discussed the following:*

- *Agenda Development*
  - Criteria for agenda setting:*
    - Time sensitive deadlines and decision-making timeframes drive timing, priorities, and topics*

*Status (ready to go) – items must be complete and ready for agenda inclusion  
Balance and consideration of time allocation and availability at a given meeting  
Staff develops first draft of agenda for review by Mayor and Mayor Pro Tem*

*- Mayor and Mayor Pro Tem agenda considerations:*

*Timing of decision-making on issues and related impacts to involved parties or projects*

*Who needs to be involved?*

*Pros and cons of complex situations – how to best proceed to achieve results*

*Balance of limited time with number and complexity of issues*

*Feedback to staff for additional information and revisions*

*- Councilmember Involvement:*

*Opportunities for additional members to participate in agenda setting:*

*Substitution when Mayor or Mayor Pro Tem are absent*

*Schedule one Councilmember to participate as observer*

*Councilmembers request agenda items*

*- Objectives for Council Agendas:*

*Communication*

*Policy direction*

*Transparency*

*Trust*

*- Ceremonial Opportunities*

*Volume of requests overwhelming*

*Balance and prioritize requests*

*Align participation with relevant experience and interests of Councilmembers*

*Recognize that the Mayor and Mayor Pro Tem are often the preferred participants*

*Share the ceremonial opportunities among Councilmembers and with staff when appropriate*

*- New Ways of Doing Things*

*Work in progress – working well together and making great progress on priorities*

*Council Study Sessions:*

*- Balance the challenge of too many Study Sessions with need and value of Study Sessions*

*Communication with the public is high priority:*

*- Build relationships*

*- Educate and “tell the story”*

*Actions that achieve visions, goals, objectives*

*- Empower citizenship*

*- Celebrate success!*

*Community Development:*

*- Foster new culture of proactive planning and community development*

*- Support pro-active engagement and problem solving:*

*Anticipate “hot spots”*

*- Encourage community partnerships*

**RETREAT THEMES**

*- The City Council is making good progress on long and short term goals*

*- The group dynamic is very good – the Council is working well together*

*- Councilmembers wish to have more occasions to get together:*

*Opportunity to learn from one another*

*Opportunity to discuss ideas and issues*

*Improve communication with one another*

- The Council achieves many of the traits of a high performing Council and is working on others:

*The Council will continue to re-visit high performing criteria in subsequent retreats*

*Of particular value for future retreats : Notes from City Council Retreat, February 3 & 4 2012, pg 4 "What can and can't we influence? How do we support one another?"*

- Communication with the public is a high priority and an area for ongoing improvement:

*Involving and communicating with the public is not as robust as desired  
Important to admit our mistakes and move forward*

- 2012 Accomplishments have exceeded expectations!

- The Council is "inventing" new ways of conducting business

- Managing the workload to achieve balance is a challenging work in progress

- Councilmembers greatly appreciate the quality, integrity and productivity of staff!

*Potential Topics for 2013 Retreat*

- Improving Public outreach and communication – clearly tell the story

- Conduct a Smith Bldg Case Study – of process, public engagement, and decision making

- Revisions to Guidelines and Procedures

- Improving Council Business – Follow-up from Mid Year Retreat

**The report was received.**

### **3. ADJOURNMENT**

*The meeting adjourned at 1:18 pm.*

