

AGENDA

2013 OLYMPIA CITY COUNCIL RETREAT

January 11 – 12, 2013

LOTT Clean Water Alliance - Board Room

500 Adams St NE
Olympia WA 98501



The times are estimates for meeting management purposes

Friday, January 11

12:00 p.m. – 1:00 p.m.	LUNCH - Guest Speaker Dr. Gerald Pumphrey	
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1:00 p.m. – 1:15 p.m.	Welcome ~ Retreat Overview ~ Goals • Councilmember Interview Themes • Preparation for 2013 ○ Policy Agenda and Priorities ○ Realistic Work Plan for 2013 ○ Calendar and Assignments ○ Communication and Public Outreach • Review of High Performing Council Criteria	Kendra Dahlen, Facilitator, FLT Consulting
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1:15 p.m. – 2:15 p.m.	Individual Intergovernmental Reports • What was your committee experience? ○ Workload • Current and emerging issues: ○ What will impact the City in 2013? • Summary	City Council Kendra Dahlen
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**PART I - 2013 POLICY AGENDA/
DEFINING CITY PRIORITIES**

2:15 p.m. – 3:30 p.m.
[take break as needed]

Break-out Sessions (4 groups of 4)

- Discuss/ distill the issues that will impact the City's 2013 policy agenda:
 - Intergovernmental Issues
 - Council Committee Work
 - Community Issues
 - Emerging Issues

City Council
and
Exec. Team

3:30 p.m. – 4:30 p.m.
[4 groups - 10 min. +
20 min. discussion]

Break-out Session Reports

- Review of issues from each group
 - Current and Emerging
 - Internal /External
 - Priorities
- Common themes from groups
- Emerging priorities for Part II:
 - Saturday discussion and decisions: Part II - Defining 2013 Policy Agenda and City Priorities

Kendra Dahlen

4:30 p.m. – 5:30 p.m.

Process for Committee Assignments

- Prepare for Saturday decision-making
- Options for decision making
 - Pros and Cons
- Determine preferred approach
- Discussion about roles

Kendra Dahlen

6:00 pm

Dinner at Mercato Ristorante

111 Market Street NE
Olympia, WA 98501

- General Discussion
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Saturday, January 12

9:00 a.m. - 9:10 a.m.	Arrive, mingle, refreshments	
9:10 a.m. – 9:15 a.m.	Welcome ~ Overview of Day • Friday Accomplishments • Council Assignments • Council Calendar • Part 2: Goals and Priorities • Continuous Improvement • High Performing Criteria	Kendra Dahlen, Facilitator, FLT Consulting
9:15 a.m. – 10:00 a.m.	Councilmember Assignments • Process per Friday decision • Council Committees • Intergovernmental Liaisons	Kendra Dahlen
10:00 a.m. – 10:30 a.m.	Council Calendar • 2012 Calendar • Ongoing Issues • Considerations • Balance	Steve Hall, City Manager
10:30 a.m. – 10:40a.m.	BREAK	

10:40 a.m. – 11:00 a.m.	2012 Highlights • Council 2012 Priorities and Goals • 2012 Accomplishments	Steve Hall
PART II - 2013 POLICY AGENDA/ DEFINING CITY PRIORITIES		
11:00 a.m. – 12:00 p.m.	Strategy for Establishing 2013 Priorities • Context - 2012 Criteria • Review, Retain, Revise 2012 Priorities • Options for 2013 Priorities • Decide 2013 Priorities	Kendra Dahlen
12:00 p.m. – 1:00 p.m.	LUNCH (Activity)	
1:00 p.m. – 3:00 p.m.	Achieving Council Priorities and Goals • Realistic Goals to achieve Priorities • Define Terms (e.g. Sustainability) • Actions and Activities ○ Timeframes / Years 1, 2 & 3 • Align City Departments ○ Roles and Responsibilities • Partnerships to achieve Priorities • Decide, Implement, Monitor ○ Performance Measurement	Kendra Dahlen, ALL
3:00 p.m. – 3:10 p.m.	BREAK/STRETCH/FRESH AIR	
3:10 p.m. – 4:30 p.m.	Communication and Public Outreach • Internal Communication ○ Lessons Learned ▪ What went well in 2012? ▪ Areas for improvement? ○ Strategies for strengthening internal communication • Public Outreach and Engagement ○ What are the 2013 opportunities to engage public and partners? ○ How do you communicate 2013 priorities, goals and workplan? ○ What do you want to achieve? ○ Align outreach methods and tools with purpose and goals ○ Timeframes and lead agency	Kendra Dahlen, ALL

4:30 p.m. – 5:00 p.m.

Wrap Up

Kendra Dahlen,
Steve Hall

- High Performing Council Criteria
 - How did you do?
 - How will you continue to make progress to become the model of a High Performing City Council?
 - Next Steps to Achieve Priorities & Goals
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**"If we did all the things we are capable of doing,
we would literally astonish ourselves"**

-Thomas Edison