



## City Council

### Approval of Location, Time, Facilitator, and Agenda for the City Council's Mid-Year Retreat - June 20, 2015

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 4.E  
**File Number:** 15-0511

---

**Type:** decision **Version:** 1 **Status:** Passed

---

#### **Title**

Approval of Location, Time, Facilitator, and Agenda for the City Council's Mid-Year Retreat - June 20, 2015

#### **Recommended Action**

##### **General Government Committee Recommendation:**

Approve recommendations for the upcoming Mid-Year Retreat. Recommendation includes a proposed location, time, facilitator, and agenda.

##### **City Manager Recommendation:**

Approve the mid-year retreat recommendations for location, time, facilitator, and agenda.

#### **Report**

##### **Issue:**

Approve the details for the June 20 Mid-Year Retreat.

##### **Staff Contact:**

Steve Hall, City Manager, 360-753-8447

##### **Presenter(s):**

Steve Hall, City Manager  
Jeannine Roe, Councilmember

##### **Background and Analysis:**

The Council holds a mid-year retreat to review its goals and/or focus on other items of interest. The LOTT Board Room has been used the past three years and is available on Saturday, June 20, 2015 (the date selected by the City Council).

The Mid-Year Retreat is normally four to five hours, usually Saturday morning. The City used a facilitator in 2012 and 2013, but not in 2014. A facilitator generally costs \$3,000 - \$7,000 for the retreat, depending on prep work and follow-up.

At its April 20, 2015 meeting, members of the General Government Committee discussed and

recommended a location, time, facilitator, and agenda for the upcoming City Council Mid-Year Retreat. During discussion at the May 12 Study Session, Councilmembers agreed to the recommendations and suggested an addition to the agenda to discuss the 2016 Budget Priorities and Initiatives. This is included under Item 3. - 2015 City Goals.

The main purpose of the retreat is to allow the Councilmembers to engage in policy level conversation about a few strategic priorities for the City. To achieve this, Committee members felt a concise agenda with firm facilitation was needed. The Committee’s proposal is as follows:

Location:      LOTT Board Room (it is available and reserved)

Time:            9:00 a.m. - 1:00 p.m. (working lunch included)

Facilitator:      Kendra Dahlen (General Government Committee recommends Kendra because she is familiar with Councilmembers, City issues, and City processes. Because a retreat agenda is proposed, General Government Committee members did not see the need for pre-retreat interviews or a final report from the consultant. Staff will produce summary minutes for the retreat. These parameters will help keep costs low.)

Proposed Agenda:

1.      New City Council Meeting Format - Review and adjust as needed
2.      City Council Reports - Review and discuss General Government Committee Recommendations
3.      2015 City Goals -- Brief progress report  
   -- Discussion of most important targets for remainder of 2015  
   (including 2016 Budget Priorities/Initiatives)
4.      Reflections of Service - Comments from outgoing Councilmembers concerning highlights, advice, and goals for the City moving forward
5.      Adjourn

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

Consider other options regarding the agenda, location, and facilitator.

**Financial Impact:**

Funding to cover the costs is in the City Council 2015 budget.