

ANNUAL COUNCIL PLANNING RETREAT

City of Olympia

February 3 & 4, 2012

LOTT Clean Water Alliance - Board Room

500 Adams St. NE

Olympia, WA

PRE-RETREAT READING

- 2012 Policy Agenda
- Council Handbook – Values and Operating Protocols
- Worksheet and Matrix for Committee and Interjurisdictional assignments, calendar
- Reading – *Does Your Leadership Reduce Learning?* By Roger Schwarz

RETREAT GOALS

- Build a foundation for respectful and productive working relationships among Council members
- Agree on a limited number of Council priorities for 2012
- Clarify roles and responsibilities of Councilmembers, Mayor, and Mayor Pro Tem
- Decide on committee and interjurisdictional assignments

Agenda

FRIDAY, FEBRUARY 3, 2012

12:00 Lunch (*Catered*)

1:00 Welcome and Stage-Setting

- Retreat purpose and goals
- Overview of agenda, agreements, and roles for the retreat
- Ground rules, requests and commitments for the meeting

1:30 Envision a High-Performance Council

- Envisioning ourselves as a *high-performance council*, what are the behaviors that if we consistently model, will create a high level of trust, creativity, and productivity?
- What would be on the Council's high-performance "scorecard" if we had one?
- What are the factors that could undermine our ability to perform at this level?
- What can and can't we influence? How do we support one another?

2:30 Commit to Shared Expectations and Protocol

- What are our shared values and operating protocol related to working with one another? The public? Staff?
- How will we handle disagreement and disappointments, particularly in the face of strong convictions and constituent pressures?

- What mechanisms are and are not available to us for communicating, meeting, learning, and thinking creatively together?
- What is the procedure for putting an item on the Council agenda?

4:00 Break

4:15 Agree on Council Priorities (Part 1)

- What are the primary issues, opportunities, and challenges faced by the City?
- What are the implications for the Council?
- Where do council members see these issues similarly? Differently? Why?
- As we think about 12-month goals, what criteria should Council use to determine what is higher vs. lower priority?

6:00 Explore Individual Differences and Similarities
Skill building activity.

6:45 Debrief the Day and Preview Tomorrow

7:00 Dinner and Evening Activity (*7:15 reservations at Waterstreet Café*)
Councilmembers will have dinner together and participate in a teambuilding activity.

SATURDAY, FEBRUARY 4, 2012

9:00 Welcome and Overview of Day – [Bagels/Cream Cheese/Fruit - Healthy](#)

9:15 Agree on Council Priorities for 2012 (Part 2)

- In one year what are the 2-3 outcomes Council must be able to point to in order to say “we served the City well in 2012?”
- How will we know we have accomplished these?
- How do these relate to the criteria we established?

10:45 Break

11:00 Identify Preliminary Strategy for Achieving Council Priorities

- What are Councilmembers’ preliminary thoughts on how best to pursue these priorities in 2012?

12:00 Lunch Break – Informal Table Dialogue with Department Managers (*Lunch Catered*)
Table Discussion: Reflect on an experience where something really remarkable was accomplished because department heads and council members collaborated well together. What were the key factors that contributed to this high point? What can we learn from this as we move into 2012?

1:15 Inter-Cultural Experience

Reiko Callner with the Olympia Chapter of the Japanese American Citizens League, will demonstrate a portion of a dance that celebrates new beginning.

2:00 Clarify Roles and Responsibilities

- What is and is not the role of the Mayor, both inward and public facing? Mayor Pro Tem?
- Who will serve as Mayor Pro Tem in 2012?

3:00 Decide on Councilmember Assignments for 2012

- What are the principles and criteria that should guide Councilmember assignments?
- In light of these principles, who should serve on each committee and inter-jurisdictional group in 2012?
- What processes and mechanisms do we need in place to support the people in these assignments?

4:15 Next Steps and Logistics

- Where do we go from here?
- Council Vacation Dates for 2012

4:45 Wrap-up

- Summary of decisions and commitments
- Reflections on the retreat

5:00 Adjourn