

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: C-3
DATE: February 11, 2010
SUBJECT: City Council Retreat Agenda
CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the city council is to review the draft retreat agenda for Saturday, February 20, 2010.

STAFF RECOMMENDATION:

Review and approve the proposed retreat agenda (Attachment A).

City staff will finalize and published the agenda on Friday, February 12, 2010 due to staff schedules and President's Day holiday on Monday, February 15.

SUMMARY:

The city council has scheduled Saturday, February 20, 2010 as the date for its council retreat. The purpose of this retreat is to offer the City Council an opportunity to meet together as an executive board to drive problem solving and generate solutions to business issues facing the Sultan community.

Staff has prepared a proposed agenda (Attachment A) for the retreat. The agenda outlines some options for Council consideration. There are certainly more topics for discussion than time available. Staff is seeking Council direction to fine-tune the retreat format and discussion topics.

The proposed retreat agenda assumes an full-day retreat from 9:00 AM to 2:30 PM with a morning break, a half-hour for lunch, and an afternoon break.

Staff recommends the Council meet "off-site" at the Monroe Library meeting room. The council has used this facility for several retreats and it works well. There is no charge for using the library facility. The room has been reserved. The benefit to meeting off-site is to provide a "change of scenery" and encourage fresh and creative thinking.

ANALYSIS:

The Council's retreat sets aside time for Council members to clarify their thinking on the future of the City and identify the primary goals and policies in the upcoming year to achieve the City's vision. A retreat is a rare opportunity for the City Council to focus quality time on a limited number of important issues facing the community. The main purpose of a retreat is to offer the City Council an opportunity to accomplish work that can't be done through routine meetings.

There are more topics for discussion than can be reasonably covered in a one-day meeting. The Council should narrow the agenda to two or three primary topics and direct staff to prepare discussion materials for the retreat. The Council should consider adding more time to the retreat (e.g. Friday evening on February 19) if there are more topics the Council would like to discuss.

FISCAL IMPACT:

Food and beverages would include a light continental breakfast, beverages and snacks. Last year, the council opted for a potluck lunch. This seemed to work well – city staff recommend continueing the potluck tradition. Funding for the three council retreats is available in the Council's travel budget.

Facilitator:	\$0
Meeting Room:	\$0
Breakfast/Drinks:	\$100 (20 people x \$5)
Total	\$100

RECOMMENDED ACTION:

Review and approve the proposed council retreat agenda and give direction to staff on the format and discussion topics.

ATTACHMENT

A – Proposed retreat agenda

Proposed Council Retreat Agenda
Saturday, February 20, 2010
9:00AM-2:30PM
Monroe Library, 1070 Village Way

Mayor welcome and introduction **9:00 to 9:30**

Public records training **9:30 to 10:15** **Laura/Attorney**

The city attorney and city clerk, Laura Koenig will briefly review the city's public records requirements and answer questions about handling public records particularly electronic records and e-mails.

Break **10:15 to 10:30**

2010 Work plan and 3-year plan **10:30 to 11:35** **Deborah**

City staff are seeking feedback on the proposed 2010 Work plan. This will follow with a discussion of the 3-year financial forecast and priorities for 2011, 2012 and 2013. Outcomes will be the foundation for the budget retreat in June.

Facility Assessment Report **11:30 to 12:00** **Connie**

The council accepted the facility assessment report in November 2009. The assessment identifies a number of safety issues at the post office, boys and girls club and food bank that should be addressed. There is funding in the 2010 budget to make some of the necessary repairs. Staff is seeking council direction on priorities.

Lunch **12:00 to 12:30**

City's role in business development **12:30 to 1:15** **Bob**

The 2009 citizen survey identified economic development as a priority. Should Sultan stay out of the "marketplace", take a leadership role in promoting economic development or something in-between? Responses will drive the city's economic development goals and policies in the comprehensive plan and the three-year plan (above).

Break **1:15 to 1:30**

Branding **1:30 to 2:15** **Donna/Mayor**

This is not Leavenworth. Rather, the question is whether the city wants to develop a common statement about who we are as a community - Sky's the Limit, A Community of Volunteers or what? – that will attract visitors and residents. Responses will shape the city's economic development goals and policies in the comprehensive plan and the three-year plan (above).

Wrap up **2:15 to 2:30**