

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: C-8
DATE: May 27, 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, June 5, 2010.

STAFF RECOMMENDATION:

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

City staff will finalize and published the agenda the Friday, May 28, 2010 due to the Memorial Day holiday.

SUMMARY:

The city council has scheduled Saturday, June 5, 2010 as the date for its council budget retreat. The purpose of this retreat is to set the stage for the 2011 budget deliberations.

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 half-day retreat from 9:00 AM to 2:00 PM with a morning break and a half-hour for lunch.

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 for 2011 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 June 4) 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, June 5, 2010
9:00AM-2:00PM
Monroe Library, 1070 Village Way

Mayor welcome and introduction 9:00 to 9:30

2011 Budget Themes 9:30-10:30 Management Team
City staff are seeking feedback on the proposed 2011 budget themes. Outcomes will be the foundation for preparation of the 2011 budget between July and October.

Break 10:30 to 10:45

Council Laptops and other Electronic Equipment 10:45-11:30 Laura
The city council discussed purchasing laptops and/or other electronic equipment for accessing council e-mail and paperless agenda packets. Council directed staff to return with alternatives and costs for the 2011 budget.

Parliamentary Procedure 11:30 to 12:30 Carole Etgen
The city council has expressed an interest in better understanding parliamentary procedure. Carol Etgen, city clerk for Bremerton will provide an overview of parliamentary procedure and answer council questions.

Carol is a member of the National Association of Parliamentarians and belongs to the Evergreen Chapter of the Washington State Association of Parliamentarians. She is currently serving as the 1st Vice President for the group, which means she has been responsible for the monthly trainings. She is the Unit Representative for the State Board and provided training to the Bremerton council and planning commission.

Lunch 12:30 to 1:00

Park Maintenance/Operations 1:00-1:45 Connie/Deborah
The city council has discussed using the city's park system as a tool for economic development. The 2009 citizen survey and PROS Plan park survey identified parks maintenance and safety as primary issues the city should address. City staff recommend focusing more staff and financial resources to improve park maintenance and safety as part of the city's long-range economic development strategy. Staff are seeking direction from council.

Wrap up 1:45-2:00