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MEMORANDUM

DATE: May 12, 2015
TO: Mayor Troxell & City Councilmembers
FROM: Darin Atteberry, City Manager *RIA for DA*
RE: Council Retreat Agenda, May 16 & 17, 2015

Attached is the agenda for the Saturday night and Sunday Council Retreat. This product is a result of individual meetings Facilitator Julia Novak had with each of you, as well as discussions with Mayor Troxell, Mayor Pro Tem Horak, and me.

Please call me if you have any questions or concerns.

Thank you.



Memorandum

Date: May 6, 2015

To: Honorable Mayor and Members of the City Council
Darin Atteberry, City Manager

From: Julia D. Novak, Retreat Facilitator

Re: Retreat Preparation and Agenda

I appreciate the time you each spent with me discussing your hopes and expectations for the upcoming City Council Retreat. The purpose of this memorandum is:

- Clarify the goals and purpose of the retreat
- Identify what needs to be done to prepare for the retreat; and
- Share the agenda.

The Council Retreat provides an opportunity to set the stage for productive governance and develop a shared workplan for the next 12 to 24 months.

The Strategic Plan provides an important framework for harnessing the resources of the organization. A copy of the strategic plan is attached to this document. Please review the strategic outcomes and the individual objectives so you are familiar with current priorities. The strategic outcome areas articulated in the strategic plan become the framework for identifying initiatives and priorities.

I have also attached an article called from the State and Local Government Review titled “What Makes Municipal Councils Effective.” The article identifies some behaviors which you may find useful to consider as you contemplate what it will mean to “govern together” for the next two years.

Preparation

In addition to reviewing the materials mentioned above, there are two specific agenda items you should reflect upon prior to the retreat in order to come prepared – they are Governing Together and Initiatives and Priorities. Instructions and questions you should consider follow.

Governing Together

We will discuss what it means to “govern together.” Please come prepared to discuss the following questions.

- What does good governance look like to you?
- What values are important to you in governing?

- What is important to remember when your position is the prevailing decision and what is important to remember when your position is not the prevailing decision?
- What type of relationship do you hope to have with your colleagues on the Council?
- What type of relationship do you hope to have with the City Administration?
- What do you hope this City Council will be known for?

Initiatives and Priorities:

Each Councilmember will be an opportunity to share the most important policies and initiatives they wish to pursue to advance towards the City's vision: *To Provide World-Class Municipal Services through Operational Excellence and a Culture of Innovation.*

- This is your chance to be BOLD and share your ideas with your colleagues and set the stage for developing a shared workplan.
- Be clear about how to categorize your initiatives and priorities: are they new policies, projects or adjustments to existing policy or practice (think Policy, Project or Adjustment)
- Remember to share not only "what" is important, but also "why" it is important to you and ultimately to the community.
- Think of framing the importance of each initiative in the context of the "problem being solved" or "opportunity being seized" and being clear about what success looks like.
- A worksheet to use for your own brainstorming is also included.

Initiatives and Priorities

Strategic Outcome Area	Policy	Project	Adjustment
Economic Health			
Transportation			
Safe Community			
Community and Neighborhood Livability			
Culture and Recreation			
Environmental Health			
High Performing Government			

FORT COLLINS, COLORADO CITY COUNCIL RETREAT AGENDA

Retreat Goals:

- Set the stage for productive governance
- Develop a workplan for Council priorities for the next 12 to 24 months to guide the City organization

Norms for the retreat:

- Listen with respect
 - Let others finish before you start talking
 - Be attentive to the speaker
 - Disagree agreeably
- Be:
 - **BOLD**
 - positive and realistic
 - candid and honest
 - patient and respectful
 - engaged and fully present
- Strive for consensus
 - Look for opportunities to agree
 - Remember the power of “i” and “and”
- Have fun!

SATURDAY, MAY 16, 2015 – 5:00 PM – 8:00 PM

Setting the Stage

- Welcome and Introductions
- Agenda Review
- Norms and Expectations for the retreat

Agenda Item Outcome: Create a safe environment for honest exchange of ideas.

"Governing Together..."

- We will explore a series of questions about governing the community together.

Agenda Item Outcome: Develop an understanding of the various hopes of individual members for the success of the governing body.

Procedural Review

- Council Meetings – discuss formality/informality and understand how the style of a new Mayor will translate to meetings.
- Worksessions – what about our worksession format is working well? What adjustments should we consider to make the process more effective?

- **Planning Calendar** - The Staff maintains a planning calendar that includes a tentative schedule for when items will be presented for Work Sessions and City Council Meetings. We will review this existing calendar.
- **Rule of Three** – Discuss the current practice of making requests of the City Manager and make adjustments as appropriate.

Agenda Item Outcome: Care for procedural needs to ensure the City Council can govern most effectively.

Expectations

- Identify and discuss mutual expectations
 - What do you expect from your colleagues on the Council as you govern together?
 - What additional expectations do you expect for the Mayor?
 - What expectations do we have for the public as they interact with us in formal settings?

Agenda Item Outcome: Articulate and agree on mutual expectations for members of the governing body.

Closing

SUNDAY, MAY 17, 2015
8:30 AM – 4:00 PM (BREAKFAST AVAILABLE AT 8:00 AM)

Check-in/Agenda Review

- Welcome the City's Executive Team to the retreat
- Share key information from Saturday evenings session with the City's Executive Team
- Make schedule adjustments/course correction as necessary

Agenda Item Outcome: Set the stage for a productive day together.

Strengthening the Council/Staff Partnership

- Discuss how to best support the City Council in the process of governing and how best to provide input and questions to staff?
 - *What is helpful to Council in terms of presentations, staff reports?*
 - *What staff finds helpful in terms of receiving input and questions, etc.?*

Agenda Item Outcome: Provide clarity and support to one another.

Council Initiatives

- Each Councilmember will be asked to discuss the most important policies and initiatives they wish to pursue to further the City's vision: *To Provide World-Class Municipal Services through Operational Excellence and a Culture of Innovation.*

Agenda Item Outcome: Understand one another's individual interests in advancing the City.

Setting Priorities in the Context of the Strategic Plan

- The City Manager will provide an overview of the relationship between the Strategic Plan, the Budget and the Council Workplan
- Explore key initiatives in the context of the Strategic Outcomes identified in the City's Strategic Plan.
 - Economic Health
 - Transportation
 - Safe Community
 - Community and Neighborhood Livability
 - Culture and Recreation
 - Environmental Health
 - High Performing Government
- Reflect on the potential initiatives and identify the collective priority of the governing body, and refine the direction staff.

Agenda Item Outcome: Identify the City Council's priority work plan for 2015 – 2017.

Closing/Next Steps

- Review the work and agree on next steps

Agenda Item Outcome: Agree on how the Council's workplan will be finalized and supported in the coming year.