



**To:** Mayor and City Council Members  
**From:** Brian Phillips, Assistant City Manager  
**Date:** January 18, 2022  
**Subject:** Preparation for City Council Goal-Setting Session

The Council Goal Update Session is scheduled to take place on January 22<sup>nd</sup> in the Homewood Golf Course Clubhouse. **Call to order is at 8:30 a.m.** We will eat breakfast during the opening comments and activities. Please arrive with enough time before 8:30 to get settled.

**The task before the Council this Saturday is outline a set of values and goals (and tasks, if time allows) for the next two years.** These may reflect the previous values, goals, and tasks, or they may take different directions. As a reminder, the definitions of values, goals, and tasks are:

- Values: Principles that guide the Council's decision-making at all times
- Goals: Specific future accomplishments that can be achieved and reflect the adopted values
- Tasks: Detailed action steps undertaken by staff or the Council to complete the goals

**Because the needs and interests of the community are constantly changing, it is not assumed that the City Council will carry forward the 2020-2021 values, goals, and tasks into the next two years. Therefore, the existing values, goals, and tasks should be considered dropped unless the Council takes action in the goal-setting portion of the meeting to re-prioritize them.**

This year, we are requesting that the Council Members focus their preparation on the following questions:

**What are the top two critical issues in the community that must be addressed in the next two years?**

- What is the Council's role in addressing these issues?
- What initiatives can the Council or staff undertake to address these issues?

We will discuss the critical issues you identify and there will be an opportunity for you to ask questions of one another regarding why these are critical issues, what is within the Council's control to address, and so forth. Once the issues have all been presented, the group will work to organize them into the value and goal framework and discuss what it would look like to address each issue. If there is not passion from most of the Council to pursue a critical issue, it may not make it into the Council's final list.

**In addition to identifying your two critical issues, please also consider the following before Saturday:**

1. **Previous Values/Goals/Tasks (attached)** – These include the most recent updates to the tasks. Remember, we will consider these previous values, goals, and tasks to be dropped from the next update unless they are reflected in the Council's final list of top critical issues facing the community in the next two years.
2. **Pending Council Referrals to Staff and Planning Program of Work (attached)** – Referrals that are complete have been removed from the Pending Referrals list, so only outstanding items remain. We will discuss if any of these items should be clarified, removed, or re-prioritized. The Planning Program of Work includes active, completed, and non-prioritized tasks.
3. **Notes From the Effective Decision-Making Discussion (attached)** – At the 2020 goal-setting retreat, the Council Members discussed this list of actions to take to be the most effective decision-makers. Yellow highlighted items were emphasized by the group. This list was reviewed at the 2021 retreat and not changed.
4. **What the Staff Can Do to Help the Council Become a More Effective Governing Body (attached)** – We will hold a refresher discussion regarding this document. Please review prior to Saturday.
5. **Mayor and City Council's Interaction Policy (attached)** – The Mayor has gathered many long-standing Council customs and best practices and will lead a discussion of the points outlined in this document.
6. **Consider What Apprehensions You Had When You Were First Elected, How These Were Overcome, and Lessons Learned (no attachment)** – At the start of the goal-setting session, there will be a brief discussion of the apprehensions you each may have had when you first became Council Members. What helped you overcome these apprehensions? Did they ever go away? What lessons did you learn? These insights can be very helpful to newer Council Members as they navigate their roles. Please give some thought to these before the discussion on Saturday morning.

### Goal-Setting Session Working Agenda:

- 8:30 a.m. Call to Order, Breakfast
- 8:30 – 8:35 a.m. Welcome (Mayor)
- 8:35 – 8:40 a.m. Review Agenda (Mayor)
- 8:40 – 9:15 a.m. Sharing: Apprehensions Council Members Had When First Elected, How These were Overcome, and Lessons Learned (Mayor)
- 9:15 – 9:30 a.m. Effective Decision-Making Body (Steve)
- How have we done at this?
- 9:30 – 10:20 a.m. Different Roles of the City Council/City Staff:
- a. What is the role of Council?: (Mayor)
    - i. Policy Maker vs. Manager
    - ii. Representative Democracy vs. Direct Democracy
    - iii. Respecting the Roles of our Partners
  - b. Interactions with the Public (Mayor)
  - c. Council Member Interactions with Each Other (Mayor)
  - d. Interactions with the Staff (Steve, Deb, and Brian)
  - e. What Can the Staff Do to Help the Council Become a More Effective Governing Body? (Steve)
- How have we done in each area? (Mayor)
- 10:20 – 10:30 a.m. BREAK
- 10:30 – 11:20 a.m. Review Previous Values, Goals, and Tasks and Planning Program of Work (Deb and Brian)
- 11:20 – Noon Review the critical needs of the community submitted by Council Members; answer questions (Steve, Deb, and Brian)
- Noon – 12:30 p.m. LUNCH
- 12:30 – 2:45 p.m. Identify and agree on values and goals (and tasks if time allows) that respond to these critical needs (tasks may need staff follow-up after the session) (Steve, Deb, and Brian)
- Final 15 minutes (adjourn by 3:00) Wrap Up and Discuss Next Steps (Mayor)