

# Council Orientation Retreat Agenda

## Wednesday, Dec. 16<sup>th</sup>

### Afternoon – 1:00 p.m. to 4:00 p.m.

Teams Meeting, facilitated by Julie Lancaster; public comment during comment periods only  
Attendance by Mayor, City Council, City Extended Leadership Team

### Overview of City Governance

- Introduction & Welcome & Intention (1:00 p.m. – 1:15 p.m.) (Greg Clifton, Julie Lancaster)
- Overview of City Governance (1:15 p.m. – 2:00 p.m.) (Greg Clifton, Sterling Solomon)
  - The Interplay of Policy, Administration, and Law
  - Home Rule, the City Charter, and the City Code
- Legal Sphere (2:00 p.m. – 2:30 p.m.) (Sterling Solomon, et al)
  - Primer on Open Meetings law
  - Primer on Public Hearing Process
  - Primer on Conflicts of Interest
  - Rules of Procedure

### Break – (2:30 p.m. – 2:45 p.m.)

- Administrative Sphere (2:45 p.m. – 3:15 p.m.) (Greg Clifton, Stacy Saltzburg, Shannon Anderson, Shane Dille)
  - The Organizational Structure
  - The Role of Staff
  - Preparing the Official Agenda; Preparing the Public Record
    - Council Goals (“Community Priorities”)
    - Regular Meetings
    - Work Sessions
    - Executive Sessions
    - Retreats
- Policy Sphere (3:15 p.m. to 4:00 p.m.) (Greg Clifton, Stacy Saltzburg, Sarah Langley, Jessica Drum)
  - The Role of Council
  - Engagement with Staff
    - Allocation of Resources
    - Responding to Citizens
  - Meeting Protocol
    - Time Management
    - CCR & FAIR Items (Rules of Procedure)
  - State and Federal Advocacy

### Public Comment, Wrap-up (4:00 p.m. – 4:30 p.m.)