

**CITY OF KENNEWICK
CITY COUNCIL RETREAT MINUTES
MAY 17 & 18, 2024**

Three Rivers Convention Center
Meeting Rooms E/F; 7016 West Grandridge Blvd, Kennewick, WA

CLERK'S NOTE: During both days of the retreat, no formal actions such as motions or votes took place. The minutes provide a summary of the discussions and exercises conducted at the retreat and are not inclusive of all comments or discussions. Details in italics were prepared by the retreat facilitator, Marilyn Beard. Although the agenda was followed, the times listed may not accurately reflect the exact timing of events during the retreat. The retreat was not audio or video recorded.

DAY ONE: May 17, 2024

City Council Present – In Person:

Gretl Crawford, *Mayor*

Chuck Torelli, *Mayor Pro Tem*

Loren Anderson, *Councilmember*

Brad Beauchamp, *Councilmember*

Jason McShane, *Councilmember*

Jim Millbauer, *Councilmember*

John Trumbo, *Councilmember (at 9:13 a.m. with a scheduled late arrival)*

City Staff Present:

Erin Erdman, *City Manager*

Steve Donovan, *Planning Manager*

Christina Palmer, *Mgmt Svcs Director*

Laurencio Sanguino, *Asst City Attorney*

Cary Roe, *Public Works Director*

Chris Guerrero, *Police Chief*

Chad Michael, *Fire Chief*

Nick Farline, *Parks & Planning Director*

Dan Legard, *Finance Director*

Krystal Townsend, *City Clerk*

Dana Dollarhyde, *Lead Communications Specialist/Executive Assistant*

Professional Retreat Facilitator: Marilynne Beard, Consultant, MMBConsulting

9:00 a.m. Welcome, Introductions and Agenda Overview and Overarching Principals and Summary of Council Calls: Mayor Crawford called the meeting to order at 9:06 a.m. and announced Councilmember Trumbo had given advance notice he would be arriving late. Marilyn Beard introduced herself and reviewed the format and agenda for the retreat.

Council Phone Call Interviews: Ms. Beard noted consensus and commonality about what was said during the calls. During the interviews, Ms. Beard reported that all Councilmembers expressed the relationship between members is better. Based on their answers, Ms. Beard noted Council has demonstrated successful compromise and believes Council is well positioned for future success.

9:30 a.m. City Council/City Manager Expectations: City Council members and the City Manager deliberated on their expectations and different framework models to define areas of responsibility and influence. They focused on maintaining a balance while overseeing the city at different levels.

City Council Expectations

*Keep each Councilmember informed with the same information
Be open and honest*

*Push back on City Council if needed
Have regularly scheduled one-to-one meetings in person with Council (1/mo or 2/mo?)*

*Participate in community outreach with staff
Be a “cheerleader” for community leaders
Communicate as needed
Maintain a “firewall” between staff and Council
Keep a 30,000 foot perspective
Push policies forward with a clear path for Council
Council to get honest feedback from staff
Have a long range plan within 12 months
Provide input to Council (not just listen)*

*Implement a 360 performance evaluation for the City Manager
Support economic development and quality of life
Look for new resources
Create a balanced relationship between Council and Executive Team
Put Council to work in the community
Improve lobbying efforts*

City Manager Expectations

*Let City Manager know if Council needs information so she can let staff know
If Council responds to community asks and complaints, copy Council, City Manager and department staff
Go to the City Manager on major policy issues (rather than staff)
If one Councilmember gets information, all Councilmembers get the same information
Initially work within guidelines and adapt as we learn what works*

*No surprises
Honest and ongoing communications
Treat each other with respect
Be available
Determine if and when City Manager should meet one-to-one or one-to-two or three Councilmembers
Have clear, consistent performance expectations of City Manager with consistent annual reviews*

10:30 a.m. BREAK

10:45 a.m. Discussion of Budget Priority Areas and Presentation of Department Accomplishments and Budget Needs for 2025-2026: The City Manager and directors reviewed their priority areas, accomplishments and budget needs and responded to Council inquiries.

The five priority areas (Community Safety, Economic Development, Infrastructure & Growth, Quality of Life, and Responsible Government) were discussed. Ms. Erdman inquired whether they were still relevant and Council discussed to what degree/level Council should manage the priority areas. There was lengthy discussion as to high-level vision leadership (Council role) versus execution/ground level roles (City Manager).

In addition, discussion centered on industrial growth (economic development priority) and needs for a more transparent budget process.

Directors presented brief overviews of their current/recent accomplishments and upcoming budget needs.

12:30 p.m. LUNCH recess.

1:00 p.m. Financial Forecast and Capital Budget Funding Sources: Council concurred that additional financial data with specificity is helpful when understanding how to prioritize major projects and understand the value added benefit of each.

2:00 BREAK

2:15 p.m. Council Prioritization of Major Facility Projects: The council deliberated on the factors affecting the prioritization of significant facility projects. Subsequently, they engaged in a hands-on activity to

collectively rank the key potential projects. This approach will assist with allocating resources (financial and time) towards projects that ranked the highest.

During the exercise, each Council member received four green dots and one red dot to allocate among the six identified priorities. The red dot represented the most critical project for each Council member. Notably, the dots were not marked or numbered to show which priorities each Council member selected.

Following are the results of the ranking exercise:



3:30 p.m. Discuss Results of Project Priorities:

Council continued their discussion of priority projects; Ms. Beard captured the following:

Criteria for Evaluating Importance and Urgency

Broadest benefit to community (economic and jobs)
 Urgency
 Safety
 Cost/benefit
 Risk

City employees
 Quality of life
 Feasibility
 Investment and return on investment
 Health and well-being

Economic Development - Benefits of Economic Development

- Prosperity
- Stability of jobs, businesses, and destination activities
- Provide an understanding of community services and gaps
- Looking ahead
- Recruitment and retention
- Availability of goods
- Creating opportunities
 - Populating vacant properties
 - Redevelopment
- Policies and incentives that support economic development
- Opportunities and limitations – UGA and Vista Ridge

ADJOURN: at 4:30 p.m., Mayor Crawford adjourned the meeting until Saturday, May 18 at 9:00 a.m. in the same location.

May 18, 2024:

City Council Present – In Person:

- Gretl Crawford, *Mayor*
- Chuck Torelli, *Mayor Pro Tem*
- Loren Anderson, *Councilmember*
- Brad Beauchamp, *Councilmember*
- Jason McShane, *Councilmember*
- Jim Millbauer, *Councilmember*
- John Trumbo, *Councilmember (at 9:08)*

City Staff Present:

- Erin Erdman, *City Manager*
- Steve Donovan, *Planning Manager*
- Christina Palmer, *Mgmt Svcs Director*
- Laurencio Sanguino, *Asst City Attorney*
- Cary Roe, *Public Works Director*
- Chris Guerrero, *Police Chief*
- Chad Michael, *Fire Chief*
- Nick Farline, *Parks & Planning Director*
- Dan Legard, *Finance Director*
- Krystal Townsend, *City Clerk*
- Dana Dollarhyde, *Lead Communications Specialist/Executive Assistant*

Professional Retreat Facilitator: Marilynne Beard, Consultant, MMBConsulting

CALL TO ORDER: Mayor Crawford called the meeting to order at 9:03 a.m.

9:00 a.m. Recap of Previous Day and Agenda Overview Ms. Beard facilitated a review of the Council's perceptions from the previous day's discussions and activities, focusing the conversation on economic development. She summarized the key points as follows.

Conditions that Help and Hinder Economic Development

<i>Helps</i>	<i>Hinders</i>
<i>Economic development for small businesses works well (e.g. development rules)</i>	<i>Lack of unified voice from City</i>
<i>Taking advantage of larger programs</i>	<i>Availability of utilities in undeveloped areas</i>
<i>Have a good environment for businesses</i>	<i>Need better state and federal presence</i>
<i>Association of Washington Cities connections</i>	<i>Lobbying through AWC alone isn't adequate</i>
<i>Incentivize development</i>	
<i>Work with property owners</i>	
<i>Visibility in community</i>	
<i>UGA</i>	
<i>Unified vision</i>	

10:30 a.m. BREAK

10:45 a.m. Leveraging Regional Relationships and Opportunities: Council discussed the role of area, state, and regional partners. Ms. Beard captured the following list:

City Partnerships Needed for Success

- Benton County*
- Port District*
- Port of Kennewick*
- State and federal legislators*
- School district*
- Fire District #1*
- Tribes*
- Community members*
- Higher education institutions*
- Railroad*

*Council of governments
Hospital district
Tri Cities/Quad Cities
Property owners
Downtown historic district
Benton County PUD*

*Columbia irrigation district
TRIDEC
Housing authority
Transit Agency
Public Facilities Districts*

11:30 a.m. Recap of Retreat Discussion and Follow-up: Ms. Beard led a discussion summarizing the insights from the retreat.

ADJOURN: at 12:00 p.m., Mayor Crawford concluded the meeting.



Krystal Townsend, CMC, CPRO
City Clerk