

Auburn City Council
Workshop Agenda

Monday, April 10, 2017, City Council Chambers

About the Workshop

The arrival of a new City Manager presents a perfect opportunity for the Council and Mayor to discuss and define the ideal relationship between the Council and Manager. That is the primary purpose of this workshop.

A secondary purpose of the workshop is to discuss and identify City Council goals for the next eight months.

This will be a discussion among Councilors, the Mayor, and the City Manager as equal participants. Department Directors will be on hand as observers and available for questions and clarifications. Each Department Director will have a chance to make a brief comment near the end of the workshop. Members of the public are invited to attend as observers. No formal decisions will be made although conclusions and informal agreements will be encouraged and captured in the notes for later deliberation and action.

So that the meeting is inclusive, efficient, and productive it will be professionally facilitated by Craig Freshley of Good Group Decisions. In addition to planning and facilitating the meeting, Craig will also prepare a Highlights Report of the meeting.

Agenda

- 5:30 **Opening**
- Mayor LaBonte and City Manager Crichton will open the meeting with some introductory remarks.
 - Facilitator Craig Freshley will explain the meeting format and a few ground rules.
 - We will do some quick introductions. As each Councilor says hello they will be asked to complete this sentence: "One key aspect of an ideal Council-Manager relationship is _____." This will serve as a bit of a warm up and get us off to a nice start.

- 5:45 **Roles and Responsibilities**
- We will begin by reviewing some Council/Manager Model Interaction Guidelines that Craig has found useful in his work with other Maine municipalities. See graphic on page 2. We will then work through the following questions and come to conclusions as time allows.
1. What roles and responsibilities would the council like to have, going forward, with respect to the City Manager and staff? Who should do what?

2. What would ideal roles look like played out in specific scenarios?
3. What should be communicated, at what level of detail, between whom, and when?
4. If a Councilor or the Mayor or the City Manager thinks things are not working well, or if there is a conflict, what should happen? How should that be handled?

6:45 **Dinner**

7:15 **Common Goals**

Over the next eight months what should we achieve as a Council? Each Councilor and the Mayor will have a chance to answer this question individually and then we will put all answers up on the wall and organize them. We will discuss, organize, and prioritize our top common goals for the next eight months. As part of our discussion we will consider what would be accomplished in the budget and how other priorities may be addressed post budget.

8:10 **Department Director Comments**

This is a chance for each Department Director to make a brief comment of any type.

8:20 **Councilor, City Manager, and Mayor Closing Comments**

Each Councilor, the City Manager, and the Mayor will have a chance to make a brief closing comment, perhaps a reflection about the retreat or perhaps a specific hope or concern going forward.

8:30 **Adjourn**

Council/Manager Model Interaction Guidelines

