

To: City of Ruston – City Clerk and Attorney  
From: Councilmember Jennifer Jensen  
Date: November 28, 2022  
RE: Agenda Item Request – Dec 6, 2022  
Scheduling Ruston City Council Retreat & Budget Workshop - TBD WINTER/SPRING 2023

Dear Ms. Grams and Ms. Robertson,

I respectfully request the addition of an agenda item to the December 6, 2022 Ruston City Council Agenda. Per City of Ruston Municipal Code 1.02.040, I am submitting this request in writing to the City Clerk as well as the City Attorney. I will email as well as send an original to city hall.

Agenda item to be added: Scheduling Ruston City Council Retreat & Budget Workshop - TBD WINTER/SPRING 2023

Background Information:

Attachment – Proposed agenda for a meeting date TBD

Discussion: On November 15<sup>th</sup> I emailed the council the below content. I have only changed proposed dates from previous email to narrow the window of dates to availability of proposed facilitators:

- I want to reopen discussion on scheduling a City Council Retreat. I think adding “Budget Workshop” to the title helps clarify purpose. This is a public meeting.
- I will submit a written request for this topic to be added to the agenda for the first city council meeting in December so that we can discuss in person and come up with a date acceptable to all.
- By scheduling this event in the winter or early spring, we as city leadership can get in front of budget discussions and help the mayor develop the 2023 budget based on priorities presented to him in advance. This should ease the mayor’s workload in the fall while improving budget clarity for leadership as well as residents.
- The purpose of this event is to connect. This means to each other professionally (we should leave the day knowing each other better and what our dreams are for the city). It also means connecting the dots of visions and dreams we have for the city with the current budget realities and potential outcomes.
- I’ve attached a proposed agenda – This needs to be a *daylong event* to accomplish the purpose. A meaningful budget discussion and goal setting will be worth it.
- Some Suggestions:
  - Weekday would allow staff attendance. Weekend might allow more public attendance. Both have value.
  - Sooner is better if we continue to discuss expanding revenue resources.
  - Washington State Legislative session goes from Jan 9 – April 24<sup>th</sup>. Councilmember Hedrick – is it busier towards the beginning or end?
  - January 24 – Tuesday; January 28 – Saturday
  - March 14<sup>th</sup> – Tuesday; March 18<sup>th</sup> - Saturday

Sincerely,



JENNIFER M. JENSEN  
Ruston City Council  
5330 N Highland St  
Ruston, WA 98407

**Ruston City Council Retreat & Budget Workshop**  
**Date TBD WINTER/SPRING 2023**  
**9:00 a.m.**  
**Mary Joyce Community Center**

**Theme: Let's Connect**

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**Retreat Objectives:**

- Connect and Get to Know One Another
- Review Citywide Vision from Long Range Comprehensive Plan
- Understand current financial position: Funds, revenue sources and expenditures
- Identify Council Priorities & Goals 2022-2023

**Agenda**

**Timeline**

- |   |                 |
|---|-----------------|
| ❖ <b>Preliminaries</b>  | <b>9:00 AM</b>  |
| ○ Opening remarks – Mayor?  |                 |
| ○ Review agenda   |                 |
| ○ Roles & responsibilities (Facilitator, Staff + Officials, Spectators) |                 |
| <br>  |                 |
| ❖ <b>Getting to Know Each Other</b>                                     | <b>9:15 AM</b>  |
| ○ Two truths and one lie  |                 |
| <br>  |                 |
| ❖ <b>City Vision - Comprehensive Plan Presentation</b>                  | <b>9:45 AM</b>  |
| ○ Mayor? Rob White?   |                 |
| <br>  |                 |
| ❖ <i>Morning Break</i>  | <i>10:15 AM</i> |
| <br>  |                 |
| ❖ <b>Where are We? Budget Presentation</b>                              | <b>10:30 AM</b> |
| ○ Finance Department / Mayor  |                 |
| <br>  |                 |
| ❖ <i>Lunch (Brown Bag – Drinks Provided)</i>                            | <i>11:30 AM</i> |
| <br>  |                 |
| ❖ <b>Game</b>   | <b>12:00 PM</b> |
| ○ Trivia  |                 |
| <br>  |                 |
| ❖ <b>Where are we going: Vision 2023 (2-years)</b>                      | <b>12:30 PM</b> |
| ○ Headlines   |                 |
| ○ Prioritize  |                 |
| <br>  |                 |
| ❖ <i>Afternoon Break</i>  | <i>1:15 PM</i>  |
| <br>  |                 |
| ❖ <b>How do we get there? Set 2022-23 City Priority Goals</b>           | <b>1:30 PM</b>  |
| ○ Brainstorming   |                 |
| ○ Consolidating   |                 |
| ○ Prioritize  |                 |
| <br>  |                 |
| ❖ <b>Wrap Up Retreat</b>  | <b>2:30 PM</b>  |
| ○ Next Steps: Connect with residents                                    |                 |
| ▪ Communicate Council Goals   |                 |
| ▪ Solicit citizen input: Survey?  |                 |
| ○ Closing remarks – Mayor   |                 |
| <br>  |                 |
| ❖ <b>Adjourn</b>  | <b>3:00 PM</b>  |

***Proposed Facilitators (Volunteers – based on availability):***

***Jeremiah Treacy***



Co-founder, creative director at Resin. Beyond digital storytelling.  
Resident, City of Ruston (5200 Pearl St)

<https://www.linkedin.com/in/jeremiahtreacy>

***Gina Bruce***



Recent Retiree; MPA; avid volunteer  
Resident, City of Ruston (49<sup>th</sup> St)