



**AGENDA ITEM  
CITY COUNCIL MEETING DATE – MARCH 9, 2018  
BUSINESS ITEM**

**TO** : City Council

**FROM** : City Manager

**SUBJECT** : **City Council Goal-Setting 2-Day Workshop 2018**

**EXECUTIVE SUMMARY:**

Holding annual opportunities for the City Council to discuss and set its priorities for the next fiscal year is a best practice. It's been some time since the Benicia City Council held such a workshop and as such this one restarts the practice in a new way. During Day One, the Council and I will engage in exercises designed to strengthen our working relationships and get to know each other better. On Day Two, the Executive Management Team (comprised of me, department directors, and the City Attorney) will join us in participating in a process designed to develop into a work plan of projects and initiatives for the next fiscal year, 2018-19. The Council will review and approve the work plan before July 1 and quarterly progress reports will be provided by the staff. The process will be repeated annually.

**RECOMMENDATION:**

Engage in the process and end Day Two with a list of high priority projects and initiatives, ranked in order of importance by the Council, that will be developed into a work plan for Fiscal Year 2018-19.

**BUDGET INFORMATION:**

There is no impact on the budget at this time. Any budget impact associated with the projects and initiatives included in the work plan will be described at the time the work plan is approved by the City Council at a separate meeting.

**BACKGROUND:**

Holding annual opportunities for the City Council to discuss and set its priorities for the next fiscal year is a best practice. It's been some time since the Benicia City Council held such a workshop and as such this one restarts the practice in a new way. During Day One, the Council and I will engage in exercises designed to strengthen our working relationships and get to know each other better. On Day Two, the Executive Management Team will join us in participating in a process designed to develop into a work plan of projects and initiatives for the next fiscal year, 2018-19. The Council will review and approve the work plan before July 1 and quarterly progress reports will be provided by the staff.

**Day One – March 9**

Teamwork is important for any City Council to function and serve the community to the best of its ability. One part of the City Manager's role is to support the Council's ability to work as a team. We will spend Day One of the workshop engaging in exercises with a professional facilitator designed to strengthen our sense of teamwork.

## **Day Two – March 10**

The structure of Day Two includes the Executive Management Team with the City Council—the two groups together form yet another team. The professional facilitator will lead team-building exercises in the morning to help us get to know each other better.

As a second part of the day, the staff will work with Council to develop a set of high priority projects and initiatives that will become a written work plan for Fiscal Year 2018-19. The process will include each Council member reviewing a master list of projects and initiatives that are already underway or are new. Examples include things such as:

- Finishing the cannabis business permitting process including preparing a tax measure for voter consideration;
- Completing the update of the historical preservation guidelines;
- Continuing the Park Road Pedestrian and Bicycle Improvement Project;
- Raising the Pavement Condition Index;
- Developing an Industrial Safety Ordinance;
- Conducting a Citizen’s Survey;
- Creating an implementation plan for the Climate Action Plan;
- Pursuing a port tax; and
- Making progress with conditioning the lower level of the Benicia Library.

It’s an eclectic list designed to represent the broad range of activities that we could be engaged in.

In choosing their top priorities, each Council member will be asked to consider how each project and initiative helps achieve the five results included previously in the Strategic Plan and recently confirmed by Council for use in the Priority-Based Budgeting process; they are:

1. Maintain and Enhance a High Quality of Life
2. Preserving and Enhancing Infrastructure
3. Protecting and Enhancing the Environment
4. Protecting Community Health and Safety
5. Strengthening Economic and Fiscal Conditions

Other criteria will also be offered for Council consideration in question form such as “what portion of the community does the project/initiative benefit?”, “is funding available for it?”, “will it enhance safety?”, etc. After deciding on the top ten highest priority projects and initiatives as individual Council members, the Council as a whole will be asked to combine the individual preferences into a single, ranked by importance, list.

### **NEXT STEPS:**

The work completed by the City Council at the end of Day Two will be reformatted and brought back to the Council at a regular Council meeting for approval as the work plan for Fiscal Year 2018-19.

<b>General Plan</b>	The overarching goal of the General Plan is sustainability.
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<b>Strategic Plan</b>	<p>Strategic Issue #1: Protecting Community Health and Safety</p> <p>Strategic Issue #2: Protecting and Enhancing the Environment</p> <p>Strategic Issue #3: Strengthening Economic and Fiscal Conditions</p> <p>Strategic Issue #4: Preserving and Enhancing Infrastructure</p> <p>Strategic Issue #5: Maintain and Enhance Quality of Life</p>
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<b>CEQA Analysis</b>	This report is exempt from CEQA under Section 15061(b)(3) the “general rule” exemption, which states that where it can be seen with certainty that there is no environment, the activity is exempt from CEQA.
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