



## Legislation Details (With Text)

**File #:** ID#16-2995    **Version:** 2    **Name:** Approve Revision of City Council Policy 21M  
**Type:** City Manager Verbal Report    **Status:** City Manager Report  
**File created:** 11/14/2016    **In control:** Council Work Session  
**On agenda:** 12/1/2016    **Final action:** 12/1/2016  
**Title:** Approve Revision of City Council Policy 21M, Strategic/Direction Planning, regarding timing of an annual strategic planning session and provision for annual objectives.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Council Policies - as approved 5-5-16.pdf, 2. Excerpt of Commission Meeting Implementing Basis for CM CA Annual Objectives.pdf, 3. Excerpt of Oct 17 work session re discussion re policy.pdf

Date	Ver.	Action By	Action	Result
12/1/2016	2	City Council		
11/29/2016	1	Council Work Session		

**SUBJECT/RECOMMENDATION:**

Approve Revision of City Council Policy 21M, Strategic/Direction Planning, regarding timing of an annual strategic planning session and provision for annual objectives.

**SUMMARY:**

City Council Policy 21M states:

"Each year prior to the development of the City Manager's proposed budget, the City Council shall meet in a strategic direction/planning session(s). The meeting(s) will review the five year forecast, and update as necessary the City's Vision, Mission, Values, and Strategic Direction (Goals). From these documents a five-year strategic plan will be updated. The five-year strategic plan will become the basis for the annual City Manager and City Attorney Objectives and City's annual budget process for the next fiscal year."

In October 2016, staff requested City Council to clarify timing of the strategic planning session anticipated in Policy 21M. As discussed, staff's recommendation is that the review and update of five-year financial forecasts and strategic plan be scheduled each year as a pre-budget exercise, not in October during the City Manager and City Attorney evaluations. Additionally, City Council has not historically followed the policy provision relating to annual objectives for the City Manager and City Attorney. To better align the policy with practice, Council is asked to modify the policy as follows:

"Prior to June 1<sup>st</sup> of eEach year and prior to the development of the City Manager's proposed budget, the City Council shall meet in a strategic planning session(s) to.~~The meeting(s) will~~ review the five-year financial forecast and update as necessary, the City's Vision, Mission, ~~Values~~ and Strategic Direction (Goals). From these documents a five-year strategic plan will be updated.~~The five-year strategic plan will become the basis for the annual City Manager and City Attorney Objectives and the City's annual budget process for the next~~

fiscal year.”

For ease of reference, the revised policy would read:

“Prior to June 1<sup>st</sup> of each year and prior to the development of the City Manager’s proposed budget, the City Council shall meet in a strategic planning session(s) to review the five-year financial forecast and update as necessary, the City’s Vision, Mission and Strategic Direction (Goals). From these documents a five-year strategic plan will be updated.”

**APPROPRIATION CODE AND AMOUNT: N/A**

**USE OF RESERVE FUNDS: N/A**