



**COUNCIL SUBCOMMITTEE ON
GOAL-SETTING**

AGENDA

NOTICE AND AGENDA

SPECIAL MEETING – TUESDAY, NOVEMBER 1, 2016
CITY CLERK CONFERENCE ROOM AT CITY HALL – 500 CASTRO STREET
9:30 A.M.

1. **CALL TO ORDER**
2. **ROLL CALL** – Subcommittee members McAlister, Rosenberg, and Chair Showalter.
3. **MINUTES APPROVAL** – None.
4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the agenda. Speakers are limited to three minutes. State law prohibits the Committee from acting on nonagenda items.

5. **UNFINISHED BUSINESS** – None.
6. **NEW BUSINESS**
 - 6.1 **GOAL-SETTING PROCESS FOR FISCAL YEARS 2017-18 AND 2018-19**

The Subcommittee will meet to establish the timeline for Fiscal Years 2017-18 and 2018-19 Council goal-setting, and the format for the City Council Study Session to be held in February 2017.

- 6.2 **POTENTIAL TEAM BUILDING FOR NEW CITY COUNCIL**

The Subcommittee will discuss whether or not to recommend to the Council a team building retreat in early 2017 and, if so, whether it should be professionally facilitated.

7. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS

No action will be taken on any questions raised by the Committee at this time.

8. ADJOURNMENT

ASR/LS/3/MGR

602-11-01-16A-E

AGENDAS FOR BOARDS, COMMISSIONS, AND COMMITTEES

- The specific location of each meeting is noted on the notice and agenda for each meeting which is posted at least 72 hours in advance of the meeting. Special meetings may be called as necessary by the Committee Chair and noticed at least 24 hours in advance of the meeting.
- Questions and comments regarding the agenda may be directed to Kimbra McCarthy, Deputy City Manager, at 650-903-6215.
- Interested persons may review the agenda and staff reports at the City Manager's Office, 500 Castro Street, Third Floor. Staff reports are also available during each meeting.
- **SPECIAL NOTICE – Reference: Americans with Disabilities Act, 1990**
Anyone who is planning to attend a meeting who is visually or hearing-impaired or has any disability that needs special assistance should call the City Manager's Office at 650-903-6301 48 hours in advance of the meeting to arrange for assistance. Upon request by a person with a disability, agendas and writings distributed during the meeting that are public records will be made available in the appropriate alternative format.
- The Board, Commission, or Committee may take action on any matter noticed herein in any manner deemed appropriate by the Board, Commission, or Committee. Their consideration of the matters noticed herein is not limited by the recommendations indicated herein.
- **SPECIAL NOTICE –** Any writings or documents provided to a majority of the Council Subcommittee on Goal-Setting regarding any item on this agenda will be made available for public inspection in the City Manager's Office, located at 500 Castro Street, during normal business hours and at the meeting location noted on the agenda during the meeting.

ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE

- Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Chair.
- Anyone wishing to address the Board, Commission, or Committee on a nonagenda item may do so during the "Oral Communications" part of the agenda. Speakers are allowed to speak one time on any number of topics for up to three minutes.



MEMORANDUM

City Manager's Office

DATE: November 1, 2016

TO: Council Goal-Setting Subcommittee

FROM: Audrey Seymour Ramberg, Assistant City Manager
Daniel H. Rich, City Manager

SUBJECT: Goal-Setting Process for Fiscal Years 2017-18 and 2018-19

The purpose of this Council Goal-Setting Subcommittee meeting is to establish the timeline for Fiscal Years 2017-18 and 2018-19 Council goal-setting, as well as the format for the Council Study Session to be held in February 2017.

The most recent goal-setting process consisted of the Council identifying three high-level thematic two-year goals ("major goals"), with specific projects and initiatives identified by departments that fulfill those goals.

Staff proposes to use the same goal-setting process for Fiscal Years 2017-18 and 2018-19 with the following milestones:

- Conduct a team building exercise in January 2017 with the new Council;
- Hold a Study Session in February 2017 to identify major goals/high-level themes. This will include receiving an update on the current status of the City's existing goals;
- Receive feedback from Council advisory bodies and department heads in March 2017 on specific ideas for actions that support the goals;
- Hold a second Study Session in April 2017 to finalize major goals and review specific action items that support the goals; and
- Council formal adoption of goals in June 2017.

Based on the prior goal adoption process, staff proposes to frame the February 2017 Study Session as follows:

- A two- to four-hour session led by staff;
- Staff presentation summarizing the purpose of the session, desired outcomes, and description of the process, and background information on priorities/projects currently under way;
- Time for Council to discuss the desired outcomes for the process and ask questions;
- Councilmembers briefly discussing and then writing short thematic goals on sheets of paper that will be attached to a wall and then sorted into groups by determining and naming the broader theme that is shared by each group of goals; and
- Following the sorting, identification of themes, and Council dialogue, if there are more than two to four themes and consensus cannot be reached on the highest priorities, a dot-voting exercise will be conducted to determine the priority themes.

ASR-DHR/LS/3/MGR

602-11-01-16M-E

Attachment: 1. Draft Agenda for Goal-Setting Study Session

**DRAFT AGENDA
COUNCIL GOAL-SETTING STUDY SESSION
FISCAL YEARS 2017-18 AND 2018-19**

1. **STAFF PRESENTATION** *15 min.*
 - 1.1 Purpose of Goal-Setting Exercise, Desired Outcomes, and Goal-Setting Process Overview
 - 1.2 Roles
 - 1.3 Brief Review of Background Information from Staff Report
 - Fiscal Years 2015-16 and 2016-17 Goals and Major Projects/Initiatives
 - Other Major Projects/Initiatives

2. **GOAL-SETTING EXERCISE**
 - 2.1 Review Agenda and Ground Rules *15 min.*
 - 2.2 Council Questions About Exercise and Desired Outcomes *15 min.*
 - 2.3 Public Input on Council Goals
 - 2.4 Conduct Part 1 of Exercise: Councilmembers Introduce Suggested Goals; Entire Council to Group Goals *45 min.*
 - 2.5 Break *10 min.*
 - 2.6 Conduct Part 2 of Exercise: Create, Refine, and Prioritize Themes *60 min.*
 - 2.7 Review and Confirm Results *10 min.*