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TO: Honorable Mayor Powell and Members of the City Council

SUBJECT: **Council Retreat Documents**

THROUGH: Mark Danaj, City Manager

FROM: Nadine Nader, Assistant City Manager

DATE: March 6, 2015

The following report provides a summary of the content of the Council Retreat, to be held on March 12 and 13, 2015. The attachments are meant to serve as reference materials for the discussion. Dr. John Nalbandian will be the facilitator for the Council Retreat.

Background:

In August 2014, the City Council held a two-day retreat to discuss several topics, including the mutual expectations of the new City Manager and the City Council. On October 7, the City Council adopted those expectations, re-affirmed the list of attributes of a high-performing governing body which was developed during the retreat, and also noted the top-five priority areas the Council discussed in the discussion on dreams and fears.

A great deal has occurred over the last 8 months, including the approval of the Manhattan Beach Village Mall Expansion, the Urban Land Institute engagement, the approval of a Downtown Specific Plan, increased civic engagement opportunities such as the launching of a new budget process, historic preservation ordinance discussions, and increased employee engagement, to name a few.

All of these very important initiatives have come with hours of staff policy development and an equal amount of time and effort devoted by the Council for the policy discussion and direction. These discussions have not always been easy.

With all of this said, we have put together an aggressive Council Retreat Agenda, with opportunities for the Council to discuss their roles and responsibilities as well as revisit the topic of high-performing governing body attributes and governance. In addition, the Council will receive the results of the community survey and budget priority meeting; a FY 15/16 overview, with a discussion on the major drivers of workload, and finally; the Council will have the opportunity to discuss desired outcomes of strategic planning.

Again, the information and various documents attached to this report are meant as reference materials for the Council to review in preparation for its discussions at the retreat.

Discussion:

- 1. Council Report: August City Council Retreat Outcomes:** As noted above, the attached report was adopted in October 2014. This is being included as a reminder of what was discussed at the August 2014 Council Retreat and consequently adopted by the Council in October 2014. (*Attachment A*)
- 2. Various Examples of Council Powers, Roles and Responsibilities and Protocols:** We have included some examples from various cities. It should be noted that some cities have the City Council Roles and Responsibilities documented in the municipal codes while others have it in the form of a council policy. Also included with this packet is the City of Manhattan Beach's Municipal Code section related to the city council. (*Attachment B*)
- 3. Community Survey and Community Priority Budget Meeting:** Both FM3 and Management Partners will be present at the Council Retreat to review the results of the community survey as well as the outcomes of the Community Budget Priority Meeting, held on March 5, 2015.
- 4. Budget Overview:** While the Fiscal Year 2015-2016 budget is still being developed, it is on-track to meet the established timelines. The Finance Director will provide a brief review of status, as well as high level trends. Additionally, the 35-year historical staffing information, pension information, past program service level changes in response to organizational and community needs, and other budget-related information will be discussed. This information, coupled with the community survey and budget priority meeting results, will assist the Council and staff during this upcoming year's budget development.
- 5. Major Drivers of Workload:** The attached diagram (*Attachment C*) identifies the various sources that drive the City's workload. It is not a complete list, but provides a snapshot of the multiple sources (e.g., diagram's workload driver circles) that initiate workload demands onto the organization. This begins to illustrate how these workload drivers collectively impact the capacity of the organization to meet competing demands in the short- and long- term. This review is an essential part of an effort to align workload to existing capacity.

The goal of this portion of the City Council Retreat is to discuss these major drivers of workload in the context of aligning workload expectations to the organizations capacity, and surface tools and practices that will be implemented on an ongoing basis to help manage this very challenging reality.

These may include:

- Use of Workload Assessments when appropriate
- 6-month review of the City's workplan
- Development of Committee workplans
- Constant communication with the Council on priorities

Staff has also included a summary of the Major Projects Underway by department (*Attachment D*). Staff is working on updating the current workplan and will distribute to the Council once completed.

6. Strategic Planning Outcomes: This portion of the retreat will focus on the desired outcomes of the upcoming strategic planning process. An RFP has been developed and released. The RFP provides the Council with the ability to adjust the scope for more or less engagement meetings. The Council may also discuss the possibility of appointing a subcommittee of the Council to assist with the interview and selection process.

Staff has included a couple samples of strategic plan documents (*Attachment E*), which range in detail and depth. These include:

- Bellevue, Washington
- City of Cerritto

Both of these are very good examples of products that have resulted from strategic planning processes.

Attachments:

Attachment A:	Recap from August 2014 Council Retreat
Attachment B:	Samples of Council Roles/Responsibilities from other municipalities
Attachment C:	Major Drivers of Workload
Attachment D:	Major Projects Underway
Attachment E:	Examples of Strategic Plans