



CITY COUNCIL STAFF REPORT

From: City Manager
Report Type: CONSENT REPORT
Lead Department: City Manager

Meeting Date: January 23, 2023

TITLE

Approval of Recommendations on Process for 2023 Council Priority Setting Retreat

RECOMMENDATION

Staff recommends that the Council approve the recommended process for the Council 2023 Priority Setting retreat.

BACKGROUND

In October 2012, the City Council approved Priority Setting Guidelines (CMR #3156)¹ and outlined the role of the Policy & Services Committee in this activity. Item 3, listed in the Process section of the Guidelines states:

The Policy and Services Committee, each year at its December meeting, shall make recommendations about the process that will be used at the Annual Retreat paying particular attention to the number of priorities suggested by Council members. The recommended process is to be forwarded to Council for adoption in advance of the Council retreat.

This report outlines the recommended process.

ANALYSIS

At its December 13, 2022 meeting, the Policy & Services (P&S) Committee reviewed the 2022 Priorities and proposed 2023 Priority Setting process for reviewing and selecting Council priorities. Staff presented a general outline of the process, including community engagement opportunities and program for the annual retreat.

¹ City Council October 1, 2012; CMR #3156: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/reports/city-manager-reports-cmr3/year-archive/2012/mini-packet-3156.pdf>

Through its discussion, P&S members expressed interest in discussing meeting efficiency as well as committee workplans as part of the retreat. Review of committee workplans has therefore been added to the recommended program below. Discussion of meeting efficiency is not explicitly identified, since subsequent to the P&S meeting the Council continued discussion of Council's Procedures and Protocols Handbook. The Council will have the opportunity to discuss meeting efficiency as part of the Procedures and Protocols Handbook review planned for January 30th.

Also discussed at the Policy & Services Committee, was the importance of reiterating and being mindful of the Council adopted values (CMR #14731)² and value statement (CMR #14912)³ in advance of the Council retreat, the statement and core values state:

The Palo Alto City Council has universally shared values that help guide our decisions and the work we do. These values include:

1. We will make decisions that balance revenues and expenses, now and in the future.
2. We will make decisions that are environmentally sustainable, now and in the future.
3. We will integrate equity into our decisions, considering how decisions affect people differently based on their identity or circumstances.
4. We will make decisions that create a healthy, safe and welcoming community for all.
5. We will safeguard public trust through transparent practices and open communication.
6. We embrace innovation.

Recommended Annual Retreat Program:

1. Roll Call & Welcome from Mayor, Council Retreat Overview and Discussion

² Policy & Services Committee September 13, 2022; CMR #14731: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendasminutes/policy-and-services-committee/2022/20220913/20220913ppsr.pdf> ; Minutes: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/policy-and-services-committee/2022/20220913/20220913ampr.pdf>

³ City Council November 7, 2022; CMR 14912: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/citycouncil-agendas-minutes/2022/20221107/20221107pccsm-amended-linked-q.a-2.pdf>; Minutes: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/citycouncil-agendas-minutes/2022/20221107/20221107amccsm.pdf>

2. Overview of Community Survey Results
3. Staff presentation on the Status of 2022 Council Priorities
4. Public Comments
5. Reflections on 2023 City Council Priorities
6. 2023 Standing Committee Topics
7. Retreat Debrief, Take Away and Next Steps
8. Adjournment

The City Council 2023 Priority Setting retreat is scheduled for Saturday, January 28, 2023 at the Mitchell Park Library El Palo Alto Room.

FISCAL/RESOURCE IMPACT

The Council's annual priority setting process is included within the City's annual work program.

STAKEHOLDER ENGAGEMENT

The Policy & Services Committee discussed the 2023 Council Priority Setting retreat process at its December 13, 2022 meeting, there was no public comment pertaining to the process. Further community engagement and feedback on Council Priorities will be summarized in the January 28, 2023 retreat report to Council.

ENVIRONMENTAL REVIEW

Council action on this item is not a project as defined by CEQA because the process for the Council Priority Setting retreat is a continuing administrative or maintenance activity. CEQA Guidelines section 15378(b)(2).

ATTACHMENTS

None

APPROVED BY:

Ed Shikada, City Manager

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