



STAFF REPORT

Meeting Date: December 5, 2013
To: Honorable Mayor & City Council
From: Jeffrey C. Kolin, City Manager
Subject: Summary Report – City Council November 5, 2013 Retreat
Attachments: Summary Report

INTRODUCTION

This item transmits the summary report and notes from the City Council workshop held November 5, 2013 and facilitated by Jan Perkins with Management Partners.

DISCUSSION

The City Council conducted a workshop/retreat as a follow up to its last retreat that was held on October 21, 2012. The agenda for the November 2013 retreat is included for reference. The report summarizes the Council activities following the agenda format as indicated below and offers notes based on the information collected by the facilitator during the workshop.

- Workshop Objectives and Agenda
- Icebreaker
- Council Operating Policies and Procedures
- Reflection on Norms
- Bike Rack
- Wrap Up

The Bike Rack was intended to place items that came up during the workshop but were too complex to for full consideration and therefore were deferred for later discussion. One important item placed on the "Bike Rack" is a follow up discussion on the commissions' organizational structure and that includes member appointment, consistency of meeting format and chairperson rotation. That item was also discussed by the Council at its November 19, 2013 meeting and an ad hoc committee was appointed to work with staff on providing recommendations to improve uniformity.

The City Council agreed to hold another follow up workshop to address other issues in further details and asked that it be coordinated within a 6 months period. At this time staff has confirmed Jan Perkins (Management Partners) availability for either one of the April study sessions (April 1 and 22, 2014) and suggest we reserve one of these two regularity scheduled meetings for the next Council retreat and in order to allow adequate

time for discussion and we are recommending that the session begin at 1pm. Unless directed otherwise, staff will coordinate accordingly.

FISCAL IMPACT

None

RECOMMENDATION

This item is for information only.



Jeffrey C. Kolin

Approved By