



Memorandum

Date: December 2, 2016

To: Honorable Mayor and Members of the City Council
Howard Lazarus, City Manager

From: The Novak Consulting Group

Re: December 12 Council Planning Session Preparation

The purpose of this memorandum is to help you prepare for the Council Planning Session and to share the agenda.

Schedule

The Council Planning Session will be on Monday December 12 from 4:00 PM to 9:00 PM in the lower level multipurpose room at the Ann Arbor Downtown Library.

Preparation

In addition to completing the online survey, (<https://www.surveymonkey.com/r/2016AnnArbor>) please consider if there are emerging priorities and initiatives that you want to discuss incorporating into the organizational workplan. The following matrix will allow you to consider the Sustainability Framework and Goals as you consider new initiatives.

Sustainability Framework Theme Areas	Sustainability Framework Goals	Emerging Priorities and Initiatives
Climate and Energy	Sustainable Energy	
	Energy Conservation	
	Sustainable Buildings	
Community	Engaged Community	
	Diverse Housing	
	Human Services	
	Safe Community	
	Active Living & Learning	

	Economic Vitality
Land Use & Access	Transportation Options
	Sustainable Systems
	Integrated Land Use
Resource Management	Clean Air & Water
	Healthy Ecosystems
	Responsible Resource Use
	Local Food

Council Planning Session Norms/Groundrules

- Listen with respect
 - Let others finish before you start talking
 - Be attentive to the speaker
 - Disagree agreeably
- Be:
 - positive and realistic
 - candid and honest
 - engaged and fully present
 - patient
- Look for opportunities to agree
 - Remember “if” & “and”

Council Planning Session Purpose:

- Discuss roles and expectations for governing
- Receive an update on the Budget Process
- Discuss progress on prior priorities and brainstorm emerging priorities for consideration

Agenda

Introductions

- Welcome and Introductions
- Agenda Review
- Norms and Expectations for the Council Planning Session

Agenda Item Outcome: Create a safe environment for honest exchange of ideas.

Governing Body Roles and Effectiveness

- We will debrief the pre-Planning Session survey and discuss how the Council can focus its energy to maximize effectiveness.
 - What is working well and how can the Council govern (even) more effectively?

Agenda Item Outcome: Identify strategies to raise awareness and improve governance.

Setting the Stage

- Presentation on update on prior year priorities from City Administration
 - Budget Process Update
 - Council Priorities and the Sustainability Framework
 - Repair/reconstruction of roads
 - Allen Creek Greenway
 - Safe systems for auto, pedestrian and bike users
 - Rebuild forestry program
 - Accessory Dwelling Units
- Reflect on the update on priority areas provided by the administration
- What questions or concerns do members of the governing body have?

Agenda Item Outcome: Developed a shared understanding of progress on existing priorities and understand needs identified by the Executive Staff.

The Council Priorities

- What emerging priorities do you see that the City needs to address?
- Within the context of the Sustainability Framework, what specific initiatives would you like to focus organizational resources on in the upcoming year?

Agenda item Outcome: An understanding of Council priorities and direction for the administration.

Closing/Next Steps

- What support does the governing body need in the coming year?

Agenda Item Outcome: Clarity regarding the path forward.