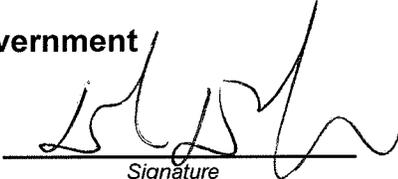


**STAFF REPORT**  
**COUNCIL MEETING DATE:**  
**December 10, 2012**

**ITEM FOR COUNCIL CONSIDERATION: Schedule and approach to annual work program and strategic planning.**

**Department: General Government**

**City Manager:**



Signature

**ACTION ITEM X ; NON-ACTION ITEM**

**STAFF RECOMMENDATION: Set the special meeting date of Saturday, January 26, 2013, 8am – 1pm, for consideration of the Annual Work Program and update of the City's Strategic Plan.**

**Motion: I move to set a special meeting for Saturday, January 26, 2013, from 8am to 1pm, for the purpose of considering the 2013 Annual Work Program/Strategic Plan.**

**I. BACKGROUND/DISCUSSION**

Each year in late January, the City Council, City Manager and staff Department Heads meet to discuss strategic issues and the annual work program. This year the meeting is proposed to be scheduled for Saturday, January 26, 2013, from 8:00 AM to 1:00 PM in the Council Chambers. The draft Annual Work Program will be distributed to the City Council and made available to the public on January 18.

The Annual Work Program document is the primary document that guides new or significantly modified staff work for the coming year. The document includes a brief description of all Departments, including a mission statement, and a description of the proposed annual projects and programs. Each project and program is described on a separate page and contains the following information:

- Project Description
- Objective and Policy Consistency
- Products/Completion date
- Staff Requirements

- Previous and Ongoing Work
- Budget & Funding Source
- Tasks

The Annual Work program also includes the identification of strategic issues facing the City, a discussion of the proposed approach to addressing these issues, and implementation measures set out through the work program. In order to stimulate strategic thinking, we have provided each City Council member with a questionnaire, attached, for your use. It is simply a tool to assist your City Council in thinking about where the City is at now and how to continue in the direction that the City Council is interested in moving. Use it, or any other form you are comfortable with, to provide the City Manager comments on issues and/or project and program ideas. These ideas will be vetted by staff in preparation for discussion at the workshop.

**II. LEGAL ISSUES:**

The Annual Work Program and Strategic Planning meeting is proposed annually as a special meeting (CMC 2.04.020) of the City Council and staff is seeking the City Council's agreement to schedule the special meeting for Saturday, January 26, 2013, from 8am to 1pm. The meeting is open to the public and will be noticed as usual by posting of the agenda and making the materials provided to the City Council available in advance of the meeting through the office of the City Clerk's and posted on the City's web site.

**III. FINANCIAL ISSUES:**

The Work Program is an important component for the drafting of the upcoming fiscal year budget, i.e., 2013-2014. Through the budget process, which begins in March and concludes with City Council budget adoption in June, it will be determined what projects and programs are to be funded, and the basis for determining program/service effectiveness (performance measurement).

**IV. ATTACHMENT:**

Questionnaire

# Work Session Questionnaire 2013

The purpose of this questionnaire is to stimulate strategic thinking and assist Council members in preparing for deliberation about the City's annual work plan and priorities, and to provide City staff with information to assist in preparing for the annual work program meeting.

A. The following three questions are an initial prompt intended to stimulate strategic thinking. They do not require a written response.

What is the community like now?

What will the community be like in 10 years if no action is taken by the City?

What will the community be like in 10 years through effective City stewardship, projects, programs and services?

B. The following questions are a part of a traditional Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis for strategic thinking. (Separate sheets may be used to respond if more space is needed).

1. What do you see as the City's greatest strengths (e.g., fiscal condition, open government, etc.)?

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2. What do you see as the City's best opportunities for improving the Carpinteria community (e.g., proactive neighborhood preservation policies, community center, etc.)?

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3. What do you see as the City's greatest weaknesses (e.g., limited revenue sources, condition of infrastructure, etc.)?

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4. What do you see as the greatest threats to the City promoting its vision and mission (attached)?

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C. Are new and/or changed projects, programs and/or services needed to address the things you've identified above? If so, describe them here:

1.

2.

3.

4.

5.