

**To: HONORABLE MAYOR AND CITY COUNCIL.**

**FROM: Dave Maroney, City Administrator.**

**SUBJECT: City Council Workshop Discussion.**

**DATE: February 14, 2019.**

**BACKGROUND.**

The City Council has expressed interest in scheduling time to discuss goals and priorities (*“Do” wants and “Don’t” wants*) for 2019 and beyond. To expedite the conversation, my thought is to have Staff prepare a format and plan for a goal-setting discussion rather than engage a consultant or facilitator, at least initially? If the Council agrees, perhaps we could schedule time to meet immediately following the March 5<sup>th</sup> and March 19<sup>th</sup> meetings of the City Council – workshop gatherings, approximately 60-minutes each?

The general format that I am envisioning suggests: (1) two (2) working groups comprised of Councilors and Department Supervisors – each group with seven (7) participants; (2) Lanell and I will serve as “Group Leaders” and be available to facilitate the discussion and provide technical assistance relating to matters of “finance” and “development”, respectively; (3) the initial meeting on March 5<sup>th</sup> will provide the opportunity for each group to discuss and identify “Do” wants and “Don’t” wants for Cannon Falls; (4) the two groups will meet separately for approximately 20-minutes, one with Lanell and the other with me; and (5) prior to adjourning for the evening, the two groups will meet together to present their findings.

The second meeting on March 19<sup>th</sup> will provide the opportunity to “Prioritize” the “Do” wants and the “Don’t” wants. Prior to this meeting and to aid discussion, Staff will prepare and distribute a written transcript from the March 5<sup>th</sup> meeting. Similar to the format for March 5<sup>th</sup>, the two groups will meet separately for approximately 20-minutes and thereafter report their respective priorities to the entire group. The entire City Council will then consider the priorities presented by both groups and by consensus identify the most important goals, at least for the current year.

Simply stated, these efforts are intended to facilitate a process and assist us with defining goals and priorities for Cannon Falls. Following completion of this goal-setting exercise Staff will prepare an action plan (*who does what, when and how*) for each goal – results to be presented to the Council on April 2<sup>nd</sup>.

**REQUESTED COUNCIL ACTION.**

The City Council is requested to review the suggested format and provide input and direction to Staff as to how they wish to proceed.