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**Noel Gallo**  
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## Memorandum

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**DATE:** February 5, 2021

**TO:** City Councilmembers and Members of the Rules and Legislation Committee

**FROM:** Councilmember Noel Gallo, Council District 5

**SUBJECT:** Oakland City Council Planning Retreat 2021-2022

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**Recommendation:** The strategic plan will provide a disciplined approach to governance and will be the cornerstone to succinctly embody the Council's priorities and provide a touchstone to keep both the Council and City staff focused during the year. The development of the City Council's strategic plan will be an on-site strategic planning retreat during which we synthesize our individual ideas with staff recommendations in order to arrive upon broad consensus that serve as a framework for Council's actions in the coming year. The City will hire a professional meeting facilitator to organize and facilitate the Council's retreat in order to maximize the productivity of these sessions and to allow the Council to meet through multiple discussions of complicated topics over the course of approximately 20 hours of meetings, sponsoring over 3 days. The meetings are open to the public and one planned with the expectations that members of the public will be on board.

**Background:** Oakland has a population of approximately 450,000 residents. The governing body is composed of a directly elected mayor, city attorney, city auditor, and 8 city councilmembers. Seven councilmembers are elected by district and one at large. Oakland has approximately 2,000 full-time employees and provides a number of services in-house, including management and administrative services, community and economic development, housing, police and fire, parks and recreation, environmental services, planning, library, public works, and transportation. Historically, our retreats have included sessions with varying combinations of staff and elected officials, with the largest group session including about 20 people.

**Scope of Work:** A selected facilitator will be responsible for working with elected officials and staff to develop a detailed agenda for the 2021-2022 City Council Strategic Planning Retreat, and for planning and facilitating meetings among elected officials and staff in order to deliver a positive retreat experience that results in a clear strategic planning direction for Oakland in 2021-2022. Specific activities include:

*Agenda Planning:* Design a detailed agenda for each day of the retreat, logistics, and other input necessary for a successful series of meetings.

*Pre-Meeting Research:* Meet with Councilmembers and staff to develop the key issues, interpersonal dynamics, and other factors.

*Strategic Plan Development:* In consultation with Council and staff, produce a written document that summarizes the Council's deliberations, including an overview document that lists City Council's priorities in a summary format that may be distributed to the community.

For questions regarding this report, please contact Emilia Ordaz Salto Office of Councilmember Noel Gallo at (510) 238-7005.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Noel Gallo", written over a horizontal line.

Councilmember Noel Gallo, District 5