Agenda item 15.a.1
February 8, 2017 Meeting

VILLAGE OF BISCAYNE PARK
Village Commission Agenda Report
REGULAR MEETING

#Item 15.a.1

TO:	Honorable Mayor & Members of the Biscayne Park Village Commission
FROM:	Sharon P. Ragoonan, Village Manager
DATE:	January 10, 2017
TITLE:	Village Manager's Report: Goal Setting and Action Planning

Recommendation

The purpose of this memorandum is to provide the Mayor and Village Commission with the framework to set quarterly goals for the current fiscal year and provide the outline of an Action Planning Workshop to establish the Commission Annual Action Plan for fiscal planning and management.

Background

In an effort to align the Village Manager's Office with the policy directives of the Village Commission, a structured approach to setting goals is provided for review and discussion by the elected body. Phase I ensures the implementation of priorities in each quarter of the fiscal year. Phase II assists in the development of a Commission Annual Action Plan in preparation of the FY2017/2018 budget, and following cycles, and enables us to connect budget requests with the priorities outlined in the Commission Annual Action Plan. This endeavor does not replace a strategic planning process which will be presented at a later date; however provides for a delineation of Commission expectations.

Phase I – Quarterly Goals

1. During the 1:1 with Village Manager, each Commissioner provides the Village Manager with their top goals for the quarter.
2. At the next Village Commission meeting, the Village Manager presents the compiled list of goals to the elected body.
3. At the same meeting, the Village Commission identifies the top 2 to 3 goals for the quarter.
4. Village Manager will prepare the implementation plan for each item and receive further direction or approval by the Village Commission at a Commission Meeting.
5. Village Manager will implement the plan approved by the Village Commission, and provide regular updates, challenges and opportunities to the Village

Commission.

6. At the completion of each quarter, the process begins at step 1.

Phase II – Commission Annual Action Plan

Action Planning Workshop #1 (April 2017)

- Step 1 – Present and discuss each program/project provided by the elected officials and staff.

- Step 2 – Reach a consensus to retain or subtract any program/project from the list.

- Step 3 – Consider and reach a consensus to add other programs/projects to the list.

- Step 4 – Prioritize the revised overall final list.

- Step 5 – Prioritize the overall list by department and functional areas.

- Step 6 – Prioritize the overall list by fiscal years beginning with FY 2018 and ending FY 2022 (5 Years).

- Step 7 – Prepare a final draft Commission Annual Action Plan for review by staff.

Action Planning Workshop #2 (May 2017)

- Step 8 – Present the final draft Commission Annual Action Plan for review and acceptance by Village Commission.

- Step 9 – Implement the Commission Annual Action Plan prioritized programs/projects within the fiscal year.

- Step 10 – Schedule programs/projects for future fiscal years.

Action Planning Definitions

High priority: Urgent projects/programs where time is of the essence, that provides immediate value for the dollars invested, current funding is budgeted or exists, the public is highly engaged, and the program/project implementation results in positive public relations (e.g. current fiscal year).

Medium priority: Important programs/projects where time is available, the value of dollars invested can afford to be delayed, where current funding is partially available, public interest and engagement is limited but understood (e.g. next fiscal year).

Low priority: Programs/projects that are the least urgent or important, the value for dollars invested is not a basis for decision, where time is inconsequential, funding does not exist, and public engagement has not occurred (e.g. future fiscal year).

Not a priority: Not a true program/project, timing is of no consequence, funding is not relevant, no public interest expressed (e.g. a general administrative function or routine task that is daily, weekly, monthly, bi-annual or annual).

Resource Impact

This is no fiscal impact associated with this item.

Prepared by: Sharon P. Ragoonan, Village Manager