

## M E M O R A N D U M

**To:** Town Commission  
**From:** Tom Harmer, Town Manager  
**Report date:** October 13, 2021  
**Meeting date:** October 18, 2021  
**Subject:** Fall 2021 Town Commission Strategic Planning Retreat

### **Recommended Action**

Provide direction to Manager.

### **Background**

Starting in 2021, the Town Commission requested that we schedule two Strategic Planning Retreats per year. Initially we implemented one annual Strategic Planning Retreat in April after the elections and new Commissioners were seated. That meeting focused on finalizing the initiatives for the upcoming year and identifying Commission priorities so that they could be factored into the overall budget process and become part of the work plan for staff. With the addition of a Fall Strategic Planning Retreat we have now replaced the Regular Workshops in April and October and established them as Strategic Planning Retreats and cancelled those two traditional Regular Workshops.

The format will be similar to those Retreats that have taken place over the past few years. The Retreat is an opportunity for the Commission to meet in an informal session, and to strategically discuss priorities and desired outcomes for the future of the Town. The meeting is not televised, but is opened to the public, with the Town Clerk in attendance to record and take minutes for the record. At this Retreat we will include a few key staff who will be available to provide updates and help answer questions.

The meeting will be hosted at the Sea Place Condominiums Club House, located at 2045 Gulf of Mexico Drive, and will begin at 10:00 am. It is scheduled to wrap up at approximately 3:00 pm and will included a working lunch.

The meeting will focus on how best to leverage unique funding sources and match those funds with projects identified as priorities for the Town. We will initially spend time reviewing our Initiatives, Long-Term Goals, and pending issues. Following that is a review the various funding sources available, with the parameters, restrictions and timelines associated with their use. Due to the nature of these funds the focus would be on one-time expenditures versus recurring operational costs. Our focus will be on opportunities that exist to move projects forward, discuss available options, and seek Commission direction.

Specifically, we will touch on the status of the General Fund Reserve which has some excess capacity available for Town Commission priorities. We will also consider the feasibility of using the Sarasota County Surtax Program funding. As previously discussed, Surtax III is winding down over the next several years, and the County is placing Surtax IV on the November 2022 ballot seeking another 15-year extension. Commission approval of the categories, and key projects, are required to be submitted to Sarasota County by March 15, 2022. We will also review the one-time opportunity associated with the American Rescue Plan Act (ARPA). As we discussed with the Commission, this Federal Act provides one-time funding to the Town in the amount of \$3,654,228. We have received the initial disbursement or 50% of the payment, and 12 months later, we are scheduled to receive the second and final payment.

The feedback and direction received during the Retreat will be factored into planning for these future funding opportunities. No final decisions are necessary at this Retreat but based on Commission discussion and direction staff will be able to work on actual plans for the use of these funds.

We will have an 11"x17" hard copy of the FY22 Strategic Plan Initiatives, Long-Term Issues, ARPA handout, and Surtax IV spreadsheet, as your information packet for use during the Retreat. These documents are also attached electronically for your perusal in advance of the Retreat.

### **Attachments**

- A. 2022 Strategic Plan Initiatives (Available in Town Clerk's Office)
- B. Long-Term Issues 2021-2031 (Available in Town Clerk's Office)
- C. ARPA Handout (Available in Town Clerk's Office)
- D. Surtax IV Planning Spreadsheet (Available in Town Clerk's Office)

**End of Agenda Item**