

M E M O R A N D U M

To: Town Commission
From: Tom Harmer, Town Manager
Report date: April 13, 2022
Meeting date: April 18, 2022
Subject: Strategic Planning Retreat

Recommended Action

Provide direction to Manager.

Background

This year's annual Town Commission Strategic Planning Retreat will be similar in format to the past several years. The Retreat is an opportunity for the Commission to meet with their two employees (Town Manager and Town Attorney) in an informal session, and to strategically discuss how things are going and what the priorities are as we look to the future. The meeting is not televised, but is opened to the public, with the Town Clerk in attendance to record and take minutes of the session.

This year, I have included our Public Works Director and Finance Director to join me at the retreat so they can help address specific questions as appropriate about some of our capital initiatives and funding strategies. Our Support Services Director Carolyn Brown will also be there to help track any necessary follow-up to the retreat as it relates to the Strategic Plan and the 2023 Initiatives.

The meeting will be hosted at the Sea Place Condominiums Club House and will begin at 10:00 am. It is scheduled to wrap up at approximately 3:00 pm and will include a working lunch.

All members of the current Commission have attended the Spring and Fall retreats in 2021 so we will not schedule a specific overview on some of the basics regarding sunshine and public records, but we do anticipate some discussion about our current operating approach with the Commission and any opportunities to maintain a consistent and collaborative effort as we look out to 2023 and beyond.

We will review the current Vision, Mission, and Community Expectations Statement, discuss the recent 2022 Annual Citizen Satisfaction Survey and input received at the April 4th Goals and Objectives Workshop Meeting with Community Associations. Then we will review the status of the current FY22 workplan, and seek Commission direction and prioritization of the Plan for 2023. In addition, we continue to update the Long Term Issues component that we will review and update based on input at the Retreat.

The feedback and direction received during the Retreat will be factored into planning for the upcoming budget workshops.

We have provided in advance an 11"x17" hard copy of the FY21 workplan with initiatives identified that either are complete, or should be complete by September 30, 2022. We have also provided a DRAFT of the FY23 workplan as a starting point for the Retreat discussion.

Attachments

- A. Mission/Vision/Community Expectations Statements (Available in Town Clerk's Office)
- B. FY22 Workplan (Available in Town Clerk's Office)
- C. DRAFT FY23 Workplan (Available in Town Clerk's Office)
- D. DRAFT Long-term Issues Roadmap (Available in Town Clerk's Office)

End of Agenda Item