

M E M O R A N D U M

To: Town Commission
From: Howard Tipton, Town Manager
Report date: April 10, 2023
Meeting date: April 17, 2023
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 open to the public, with the Town Clerk in attendance to record and take minutes of the session.

This year, I have included all Department Directors to join me at the Retreat, so they can hear the discussion, help address specific questions as appropriate, understand funding strategies, and then follow up on the final outcome of the discussions. Staff will also be there to help track any necessary follow-up items to the Retreat.

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.

We will have a brief discussion on some of the basics regarding Sunshine Law and Public Records, as well as talk about our current operating approach with the Commission and any opportunities to maintain a consistent and collaborative effort as we look out to FY2024 and beyond.

We will review the current Vision, Mission, and Community Expectations Statement, discuss the recent 2023 Annual Citizen Satisfaction Survey and input received at the April 3rd Goals & Objectives Workshop Meeting with Community Associations. Then we will review the status of the current FY23 workplan and seek Commission direction of the plan for 2024. 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 that are scheduled for May 15, and June 20, 2023 at 9:00 am.

We have provided in advance an 11"x17" hard copy of the FY23 workplan with initiatives identified that either are complete or should be complete by September 30, 2023. We have also provided a DRAFT of the FY24 workplan as a starting point for the Retreat discussion.

Attachments

- A. Mission/Vision/Community Expectations Statements – Current and Proposed (Available in Town Clerk's Office)
- B. FY23 Workplan (Available in Town Clerk's Office)
- C. DRAFT FY24 Workplan (Available in Town Clerk's Office)
- D. DRAFT Long-term Issues Roadmap (Available in Town Clerk's Office)

End of Agenda Item