

# MEMORANDUM

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** ASSISTANT CITY MANAGER CYNTHIA ALAMILLO  
**RE:** 2017 COUNCIL GOALS UPDATE  
**DATE:** AUGUST 3, 2017

## **RECOMMENDED ACTION:**

Continue with the strategic approach to plan City projects.

## **BACKGROUND INFORMATION:**

In February, 2017, City Council met for a goal setting session and selected four goals that are identified as priorities for the City. These goals are initiatives that will give the allocation of resources and City's efforts. In short, these goals are: plan for a new City Hall, develop an emergency preparedness plan, develop a capital improvement plan, and implement a strategic approach to achieve such goals.

Part of the goals can be achieved with existing resources, but there are others that are long term in nature and require additional resources. To reinforce these long-term goals, the City will review them through a strategic approach. This strategic approach entails a set of strategies and action items that will help successfully plan City projects achieve the goals. This initial strategic approach process includes supporting documents that will be constantly updated as the goals and part of goals are accomplished and will be modified as necessary. On a quarterly basis and as part of a regular Council meeting, Council will monitor the progress of attaining each of the goals.

The August Council meeting will be the first time Council will be presented with a quarterly report on the progress of each of the goals. Attached is a summary of the Council goals and an update.

As City Council has started taking actions to start the strategic approach process, below are the next steps:

- 1- Continue conversations on how to improve the strategic approach to reach the Council Goals.
- 2- Continue quarterly reports to monitor the progress of each Council Goal.

Completing these next steps would determine a more detailed timeline for implementing further actions.

# CITY OF MANZANITA

## CITY COUNCIL GOALS & STRATEGIES

### 2017-2018

In conducting its business and pursuing the following goals, the City of Manzanita City Council is committed to informing and listening to residents, second homeowners and businesses in identification of and solutions to community issues. The Council invites and encourages citizen involvement in the development of City programs and services.

#### 2017

#### Update – August 2017

##### GOAL I New City Hall

Identify sites to be considered for a future City Hall; identify revenue sources to finance it; and remodel the foyer at the existing City Hall.



- Identified new site for a future City Hall – Underhill Plaza.
- Foyer will not be remodeled but a service window will be installed at the counter.

##### GOAL II Emergency Preparedness Plan

Assess current City capabilities and resources; identify the gaps between current capacity and preparedness for 21 days. Prioritize next steps. Determine Staff ICS courses required.



- City participated in the Mass Care Plan.
- Will assess current city's capabilities and resources.

##### GOAL III Capital Improvement Plan

Identify projects, equipment and studies needed.



- City staff has initiated conversations to identify infrastructure maintenance needs.

##### GOAL IV Strategic Approach

Develop and implement a long-term and strategic planning process.



- At the August Council meeting, Council will monitor the progress of attaining the City goals.