



Legislation Text

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**File #:** 18-305, **Version:** 1

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**City Council Meeting Date:** June 12, 2018

**To:** Mayor and City Council

**From:** Ben Martig, City Administrator

Review of Strategic Plan (2018-2022): Action Plan 2018 Quarter 1 Report (June 12, 2018).

**Action Requested:**

Discussion only.

**Summary Report:**

Staff presented a draft of the Strategic Plan (2018-2022): Action Plan 2018 Quarter 1 Report on May 8, 2018. This report has been updated and is included in the attachment. This is a much improved document from the May version but I want to emphasize this is still a work in progress and still has updates necessary. The action report in particular still has Actions, Action Measures, Action End Dates and in particular the Action Percent Complete that are still being worked on. This report will also be posted on our [strategic plan](#) <<https://www.ci.northfield.mn.us/1148/City-Strategic-Plan>> section of our landing page on the City website. The following includes some areas of note for the report:

- A. *Table of Contents:* There is a table of contents referencing the various components of the report.
  - *Cover Page*
  - *Strategic Plan Summary 2018-2022*  
Adopted summary page adopted by council on August 2017 for reference.
  - *Strategic Plan Summary*  
This report is summary report that gives an illustration of a look at the format of the summary 1-page document with project status updates.
  - *Action Report:*  
This is the more detailed report with actions and anticipated schedules. Staff owns the action plans, methods and performance of these areas. The columns of Actions, Action Measure of Success, Action End Date, Action Percent Complete. They are changed by staff as needed to make this a realistic, integrated and achievable work plan.
  
- B. *Project Status Indicators:* There are status indicators on each of the Strategic Initiatives in the shape of colored arrows.
  - *Green "up" Arrow* = "On Target" - This indicates staff sees this item in good shape and on-task.
  - *Yellow Box* = "Caution" Staff sees some areas are probably in good shape others may be slipping. The item needs some attention.
  - *Red "down" Arrow* = "Below Plan" The item is definitely not on track and either needs

attention or possibly represents a lower priority or staff for some reason. There should be understanding of “why” this item is in its status.

- *Blue Circle - No Information* = The item hasn’t been filled out by the user of the software. The status indicator should be completed by staff.

Staff is working on preparing a presentation that would include some focus on strategic targets for Tuesday evening then generally just looking for feedback on the format of the plan and any questions from the overall report. The focus area of the policy discussion will be related to looking at the “Target’s” that are in development. These areas need to be a priority area and Council owns these as the primary area of defining success. They will need to be actually approved by Council when ready. Now that the software and reporting is starting to be more effectively put together, staff will begin focusing on these areas more specifically.

Staff is not intending to walk through the Action Report. We focused on a “deep dive” for the Q1 Report on May 8, 2018 for the following areas:

- Affordable Housing: “Develop Southbridge Property,”
- Diversity, Equity, and Inclusion: Strategic Initiatives: b) Develop and implement the Racial Equity Plan; c) Develop a recruitment plan for volunteers, board/commission members, interns; and d) Implement recruitment, hiring, and retention plan for City staff positions.
- Economic Development: “Riverfront Enhancement.”

Related to the Action Report section areas, although staff does “own” these sections areas for Council to consider is looking at the processes for feedback on clarifications or questions. The Mayor and Council does get involved as it relates to creation of committees as part of process considerations. Additionally, there may be questions related to the schedules of actions as its Council’s role of providing accountability on our performance of the action plan.

The worksession of June 12 also has strategic plan related focus areas in the budget items, special referendum agenda item and the transit hub item.

Staff is preparing for the July 19, 2018 Strategic Plan (2018-2022): Action Plan Quarter 2 Report. This document will be enhanced for that meeting to complete the updated action steps.

As noted earlier, this is an ongoing working document and there are sections still being worked on. Staff is making substantial strides in moving the Strategic Plan implementation along with the Council and Advisory Boards and Commissions and Special Committees. Please feel free to share any areas that you note that require editing outside of the meeting if you notice any areas.

**Alternative Options:**

Not applicable.

**Financial Impacts:**

Not applicable.

**Tentative Timelines:**

- July 10, 2018 - 2019-2020 Budget Worksession (strategic priorities).

- July 19, 2018 - Strategic Plan (2018-2022): Action Plan Quarter 2 Report.
- August 6, 2018 - 2019-2020 Budget Worksession (strategic priorities).