



STAFF REPORT

DATE: January 3, 2017

REGULAR

ITEM #: 18

AGENDA ITEM: 2017 Goal Setting Session

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

Although not completed for the past couple years, in prior years the City Council adopted a plan of work each year. It outlined the City's mission in areas such as Taxpayer Services, Land Use Planning, Municipal Code/Recordkeeping, Finance, Public Safety, Streets & Utilities, Sustainable Growth, Transportation, Parks & Recreation, Groundwater/Stormwater, Process/Procedures, Library and Human Resources. Within each mission area specific goals and objectives were established for the year. While these were the areas of focus in previous years, the Council may choose other objectives to focus on in 2017.

Each year the Planning Commission and Parks and Recreation Commission also recommended annual work plans to guide their commissions. In Nov/Dec of 2016 they worked on developing plans for 2017 which will be brought to the Council to help inform the City's work plan for 2017.

ISSUE BEFORE COUNCIL:

When should the City Council hold a goal setting session for 2017?

PROPOSAL:

City staff reached out to LMC staff for suggestions on goal setting meeting facilitators. One of the names suggested was Phil Kern. Staff obtained a proposal from him which is included in your packet.

Staff had suggested the meeting date of January 24th as it is the fourth Tuesday in the month and past practice has shown Tuesdays to be the preferred day of the week since Council already meets on three Tuesdays a month. Further, staff has heard in the past that it is challenging for council members to give up another night a week and on occasion meetings have been held during the day so staff proposed an afternoon start time for the meeting (1 or 2pm). Mr. Kern would also be available on Tuesday, January 31st but would need to leave Lake Elmo by 6pm.

OPTIONS:

- 1) Hold a special work session on Tuesday, January 24th at 2pm and approve the facilitation services of Phil Kern
- 2) Hold a special work session on Tuesday, January 31st at 1pm and approve the facilitation services of Phil Kern.
- 3) Do not hold a special work session for goal setting purposes

RECOMMENDATION:

"Move to hold a special work session on January 24th at 2pm and approve the facilitation services of Phil Kern."

ATTACHMENTS:

Kern Proposal

December 16, 2016

Ms. Kristina Handt
City Administrator
City of Lake Elmo

Delivered electronically: khandt@lakeelmo.org

RE: Facilitated Goal-Setting Session January 24, 2017

Dear Kristina:

Thank you for the invitation to submit the attached proposal for facilitation services for your 2017 Goal Setting meeting. As submitted, the proposal contemplates a 3-4 hour session as you previewed, focusing on an organizational assessment and goal setting.

If selected by the City of Lake Elmo, I would look forward to talking with you further regarding the session and refining the process to fit the city's needs. While there are critical elements in the development of effective goals, every community is different and I'm happy to tailor the facilitation accordingly to meet your objectives.

Please let me know if you need anything further from me as part of the proposal. I can be reached at kern.delano@gmail.com or by phone at 763-286-3991.

Sincerely,

A handwritten signature in blue ink, appearing to read "Phil Kern", written in a cursive style.

Phil Kern

City of Lake Elmo

2017 Goal Setting Session

Mayor and City Council -

It is my pleasure to submit to you this proposal for facilitating the City of Lake Elmo 2017 Goal Setting Session.

Spending time dedicated to mission, values of the organization, and goals is a critical step in developing and maintaining organizational excellence. In my role as a City Administrator and also as a facilitator for other organizations, I have witnessed the success many governing bodies have had by following this important process. Most recently I have worked with the Mayor, Council, and leadership staff from the City of Buffalo to develop a goals program and refine its organizational objectives. I look forward to the opportunity to work with City of Lake Elmo as it tackles this critical task.

My proposal would consist of three elements to be conducted in a 3-4 hour session:

1. Examination of the organization's mission and core values.
2. An assessment of the status of the organization – strengths, weaknesses, opportunities, and threats.
3. Development of a goals program.

The session would be focused on facilitating a small group consisting of the Mayor and City Council, with participation of staff members as determined by the City Council. A variety of viewpoints from within the organization – governing body, management staff, and service delivery staff – are encouraged.

The fee for facilitation services included in this proposal is \$1,200. Facilitation services will include preparation of agenda and materials for the session. All materials will be provided to the City Administrator electronically at least three working days prior to the session. Additionally, a final report containing the outcomes of the session will be provided electronically no later than five days after the completion of the session. The City shall be responsible for providing the necessary copies of materials for participants and any requested by members of the public. Payment shall be remitted within 30 days of submission of the final report.

Thank you for the opportunity to submit this proposal and I look forward to working with the City of Lake Elmo.

Respectfully submitted,



Phil Kern