


CITY MANAGER'S OFFICE MEMORANDUM
#12-2023

DATE: March 13, 2023
TO: Honorable Mayor Meredith Leighty and City Council Members
FROM: Heather Geyer, City Manager 
SUBJECT: Strategic Planning Approach

PURPOSE

To provide City Council a proposed approach to strategic planning for 2023.

BACKGROUND

Implementation of the City Council 2019-2023 Strategic Plan continues. Staff recommends the following approach to strategic planning:

- One full-day session on a Saturday, 8:30 a.m. to 4:30 p.m. (possible dates are provided below)
- Location will be at a City facility
- Session is held prior to budget kick-off in June 2023
- No outside facilitator
- Staff will be responsible for portions of the session.
- Mayor and Council will be responsible for team-building activities.
- Department Directors and other key staff members will attend.

Below is a recommended overview/agenda for the day:

- Project updates
- Fiscal outlook
- Integration of community survey
- Integration of Comprehensive Plan

Staff is not recommending an update to the 2019-2023 Strategic Plan based on the remaining items to implement and the upcoming November election. Moving beyond 2023, staff recommends City Council engage in strategic planning annually, typically in February, or in March following an election year. This will assist with capturing new ideas for the upcoming budget cycle and address the number of requests outside of the budget process.

BUDGET/TIME IMPLICATIONS

\$25,000 was included in the 2023 Budget to update the 2019-2023 Strategic Plan. Given the recommended shift in approach, this funding will not be used this year. Staff will request funding in the 2024 budget to complete an update of the plan. Meeting expenses for the one-day session can be absorbed in the 2023 Legislative Budget.

Recommended dates for the single strategic planning session include:

- Saturday, May 6 (Justice Center Community Room)
- Saturday, May 13 (Recreation Center Community Room)
- Another date selected by the consensus of City Council in April or May

STAFF RECOMMENDATION

Staff is seeking City Council feedback on the proposed strategic planning approach.

STAFF REFERENCE

If Council Members have any questions, please contact Heather Geyer, City Manager, at hgeyer@northglenn.org or 303.450.8706.