



# MEMORANDUM

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**To:** Mayor and City Councilors

**From:** Rich Olson, City Manager

**Date:** June 20, 2016

**Re:** **Discussion** – Quarterly Update of City Council Adopted FY2016-2017 Goals & Objectives

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***BACKGROUND:***

During the January 21-22, 2016 Retreat of the City Council, the attending members discussed and deliberated prior years' goals and established an updated list of Goals and Objectives for the City of Elizabeth City. Included among the listed objectives is for the City Manager to provide a quarterly update to the City Council on staff's progress. Because the Council does not hold a Work Session in July, staff is providing this report a month early. The attached represents my second quarter report to the City Council on the newly adopted goals.

***ANALYSIS:***

The attached GO! Report is in matrix format, listing all seven goals and their associated objectives. The first four columns contain pre-generated information – an assigned alphabet to the objective item, the objective stated exactly as created and adopted by City Council, the deadline or timeline assigned to the respective objective, and then the staff person assigned to coordinate the objective. The last two columns will include details of staff's progress and budgetary impact. Generally, most objectives have been reviewed and budgetary projections made. To the degree that staff has been able to identify resources and information toward accomplishing a GO! item without affecting current year or FY2016-17 budget allocations, preparation work has been initiated. Similarly, there are GO! items that cannot be approached until the FY2016-2017 budget is adopted and funding is more or less solidified.

Staff will offer a presentation of the Q2 Update and respond to your questions during the Work Session.

***COUNCIL GOAL & OBJECTIVE:***

This agenda items targets Council Goal No. 5 *Deliver Cost Effective, Quality Services* and Goal C *Present updates on Goals & Objectives quarterly*.

***STAFF RECOMMENDATION:***

Staff seeks comment and direction from City Council on the attached report and the project items listed therein.

RCO/abc