

**TAB 2**



# City of Palmetto Agenda Item

**Meeting Date**

4/18/11

**Presenter:** Karen Simpson

**Department:** Finance Department

**Title:**

**Preparation for 2011-2012 Budget - Strategic Planning**

On December 13, 2010 the City adopted its first Budget Policy. This policy provides for the strategic planning process and defines it as a comprehensive and systematic management tool designed to help the City assess the current environment, anticipate and respond appropriately to changes in the environment, envision the future, increase effectiveness, develop commitment to the City's mission and achieve consensus on strategies and objectives for achieving that mission. The strategic plan should provide a long-term perspective for service delivery and budgeting, while establishing logical links between authorized spending and broad organizational goals. The City's objectives for a strategic plan will help determine how the resources available can be tied to the future goals, and assist in the preparation of a long-term financial plan.

The City Commission will establish a strategic plan, along with the City's stated mission and objectives for achieving that mission. The City's stated Mission Statement is "The City of Palmetto is dedicated to enhancing the quality of life of its citizens by providing those services which ensure a safe and healthy community. A 3 - 5 year plan along with goals and objectives needs to be determined to guide staff in the development of next year's budget.

The first step in strategic planning is to determine the long term direction of the city and then decide short term goals and objectives to achieve that direction. Discussion points have been included in Attachment A to assist in the development of the plan, goals and objectives. A plan need not be development for all the points and some may be combined. These points are simply to facilitate the discussion.

This is the first time the City has undertaken the strategic planning process that normally takes some time to develop. Budget packets will be given to the departments before the end of April, and guidelines are needed from Commission to assist in the development of the budget.

**Budgeted Amount:** \$0.00    **Budget Page No(s):**    **Available Amount:** \$0.00    **Expenditure Amount:** \$0.00

**Additional Budgetary Information:**

**Funding Source(s):**    **Sufficient Funds Available:**  Yes  No    **Budget Amendment Required:**  Yes  No    **Source:**

**City Attorney Reviewed:**  Yes  No  N/A    **Advisory Board Recommendation:**  For  Against  N/A    **Consistent With:**  Yes  No  N/A

**Potential Motion/Direction Requested:** No motion necessary

**Staff Contact:**

**Attachments:** Attachment A

**STRATEGIC PLANNING  
BUDGET 2011-2012**

**ATTACHMENT A**

Where do you want to see the city in three to five years or longer with respect to:

Appearance of the city – look, layout, size

Historic preservation – property and heritage

Infrastructure – other than utilities and may include roadways, sidewalks, traffic patterns

Economy – public and private employment levels, tourism, real estate development, commercial business

Services and service levels – parks and recreation, utilities and other government services

Utilities – existing or future utilities and the associated infrastructure

Technology – technology provided and/or used by city government staff and citizens

Individual departments – City Clerk, Police Department, Public Works, CRA