

# Memorandum



**To:** City Council  
**From:** Ken Coleman  
**Date:** April 17, 2015  
**Re:** Manager 2015 Goals

As directed by Council, Bob Drexel and Richard Hagen met with me to formulate my work goals for 2015. In addition to tracking the projects directly related to budget allocations and coordinating the operational aspects of our organization it is felt believed that having specific goals for the City Manager will be beneficial.

The current ambient work load provides many logistical challenges and the unanticipated items that arise are included in my tasks. These are general duties as assigned and to provide some specific goals that can be measured and evaluated is the objective.

Three areas that were identified in our meeting are suggested for further discussion with the entire Council to ensure these are consistent with the entire policy making group.

Creating and implementing a Strategic Planning process is the first recommended goal. This procedure allows an initial step in the annual budget development where Council and staff meet to formulate priorities for our organization. These will determine what further budget items are included to support these set priorities and are incorporated into the work plan.

The second goal discussed is for the manager to research and compile a list of resources for Council training relative to leadership and governing aspects. The scheduling and other logistics on offering educational opportunities was mentioned. Through resources such as CML and DOLA it would be incumbent on the manager to create professional development opportunities. Also explore other potential resources that are available.

The other goal briefly explored is to set an objective of finding a healthy balance between the professional and personal parts of the manager's life.

These initial thoughts are provided to Council for further review and additional input.