

Goals and Objectives Process

City of Westlake

Introduction:

The Goals and Objectives process is designed to accomplish the following:

- Allows the City Council to identify a specific set of goals that they wish to accomplish over the coming year;
- Gives the City Staff three to five goals from which to build an annual work plan to accomplish the goals;
- Allows the City Council to focus the City's financial and staff resources to accomplish the goals the Council desires to have completed;
- Provides a good tool for measuring the performance of the City Staff/Inframark by holding them accountable for the completion of the City Council's goals.

The Process:

- Each Council member provides three to five (broad goals), individually to Inframark;
- Inframark then takes the goals provided individually and consolidates all responses. The responses are placed into like categories and presented to the City Council;
- Once the City Council reviews the results of the individual responses and agrees on a set of three to five goals, Inframark then takes the results of the City Council input and creates the proposed Goals and Objectives for the City for City Council approval.
- After approval of the Goals & Objectives, Inframark creates an annual work plan for accomplishing the goals. From the City Council goals, Inframark develops a specific set of action items (objectives) for accomplishing each goal.
- As part of the development of the set of objectives, Inframark will identify any resources that may be required to accomplish the goals set forth by the City Council. The resource analysis will be presented to the City Council along with the final Goals and Objectives document.
- The final Goals and Objectives document will be brought to the City Council for final approval and to address any resources needed as part of implementation of the Goals and Objectives process.
- Once the City Council approves final document, the City Staff/Inframark will move forward with the implementation of the objectives.
- The City Staff/Inframark will provide a quarterly report on the progress of implementation of the Goals and Objectives.