

## CITY OF YACHATS

### ADMINISTRATIVE POLICY NO. 1

### ANNUAL GOAL SETTING

#### OBJECTIVE

To facilitate an orderly process for handling short and long-term projects and concerns within the City's jurisdiction and to lay a basis for the new year's budget.

#### SCHEDULING

At the beginning of each calendar year, the City Council shall hold a public Goal Setting Work Sessions in conjunction with the appropriate City Department Heads. City Council shall meet in January.

#### PROCEDURES AND OBJECTIVES

1. **Goal Input.** During the proceeding November, the City shall solicit comments from Commissions, staff, and the community for additions to and amendments to City goals.
2. **Review.** The City Council shall consider community strategic needs, review existing goals as they relate to those needs, and revise goals as appropriate.
3. **Scope of Considerations.** Goals may be both short-term (1-5 years), and long-term (5-20 years). Council shall rank the goals in priority order.
4. **Budget Considerations.** Adopted goals shall serve as preliminary groundwork for proposed budget recommendations.
5. **Timetables.** The council shall set realistic timetables for accomplishing goals after consultation with appropriate commissions and staff.
6. **Implementation.** Appropriate Commissions and Department Heads shall prepare implementation plans for each City Goal Action and written evaluations shall be conducted every six months to measure progress.
7. **Mid-Year Review.** In June or July, staff and commissions shall review progress on goals and make adjustments and recommendations as needed.