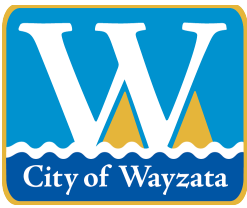




**Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
TUESDAY, MARCH 10, 2020**

WORKSHOP TOPICS FOR DISCUSSION:

1. Strategic Plan Progress Update (6:15 p.m.)



City Council Workshop City Council Agenda Report

MEETING DATE: March 10, 2020	WORKSHOP AGENDA ITEM: 1
TITLE: Strategic Plan Progress Update (6:15 p.m.)	
PREPARED BY: Aurora Yager, Administrative Services Director	
REVIEWED BY: Jeff Dahl, City Manager	

DISCUSSION OBJECTIVE:

To Review the Progress Report Update and provide feedback to staff on its current status.

BACKGROUND:

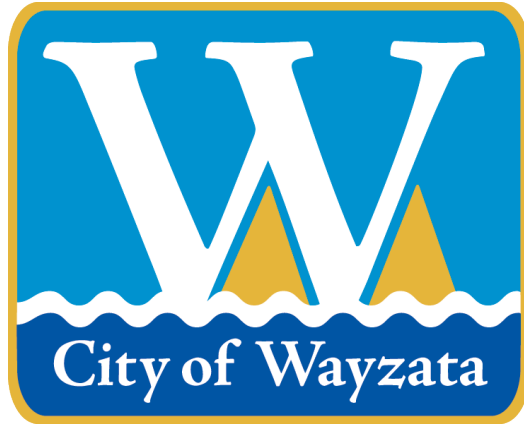
In April of 2019 the City Council began working to create a new Strategic Plan. The City hired a strategic planning consultant, Craig Rapp, to facilitate the process. The updated plan was then approved at the August 20, 2019 meeting.

Since the plan was approved, staff has begun working on many of the components to implement the Council's vision for Wayzata. The attached progress report provides a high level overview of the current status of the plan. While not every initiative has progress to report yet, the City is on track overall. The Strategic Plan is meant to be implemented over a number of years and therefore some initiatives are planned for future years to allow for advanced planning to allocate the appropriate resources.

Staff will walk through the details of the update at the meeting.

ATTACHMENTS:

1. City of Wayzata Strategic Plan Progress Report 1



City of Wayzata Strategic Plan 2019-2022

Progress Report #1

Strategic Priority	Desired Outcome	Key Outcome Indicator	Target	Status	Key
Maintain and Enhance Community Amenities	Clean, connected, welcoming, and safe lakefront	- Panoway plan milestones	- 100% funded & pledged Panoway fund by 12/2022 - Funding & construction of Phase I by 12/2020 - Boardwalk completed by 12/2022	  	✓ Complete ● On Track — Pending ✗ Not Started
	Expanded, connected, safe parks and trail system	- Parks and Trails Master Plan implementation milestones - Gaps in trails	- 3 gaps closed by 2022 - Master plan approved by 12/2019 - Funding & construction of Phase I by 12/2020	 ✓ 	
	Increased awareness and satisfaction of park experience	- Satisfaction results	- Positive satisfaction of park experience at 90% by 2022		

Strategic Initiative Progress

Initiative	Status	What We've Done	Next Steps
Adopt Parks Master Plan	✓	Master plan approved Nov. 6, 2019 City Council Meeting	N/A
Collaborate on Panoway Funding	●	- Completed funding plan for Phase 1 - Lobbied for state bonding funds for Phase 2 - Conservancy fundraising ongoing	- Update TIF reports, begin bonding process, pass reimbursement resolutions for Phase 1 - Continue lobbying efforts for Phase 2 - Conservancy to continue fundraising
Panoway Construction Management & Coordination	●	- Stahl hired as Construction Manager - Completed two Lake Street business engagement meetings - Ongoing Navigate Wayzata Meetings	- Council approval for business mitigation tactics - Continue Navigate Wayzata - Stahl to send manage business owner engagement during construction
Expand Parks CIP	✓	Projects identified in Parks Master Plan incorporated into Parks CIP	Review project priorities and update CIP with 2021 budget process.
Develop Parks Programming	●	Reviewed summer recreation programming with Wayzata Community Ed. to expand park programming.	- Review 2020 programming with Wayzata Community Ed to plan for 2021. - Involve Parks and Trails Board in park programming ideas.
Implementation of Wayfinding Signage Program	—	Parks and Trails Board has discussed park signage.	Determine City-wide wayfinding and signage. Study budgeted for 2020.

Strategic Priority	Desired Outcome	Key Outcome Indicator	Target	Status
Maintain and Enhance Infrastructure	Reliable infrastructure systems	-# of breaks/outages	- Systems reliability targets met $\geq$ 80%	
	Sustainable infrastructure systems	-% reduction in energy consumption -City Hall remodel milestones	- Energy consumption reduced by 10% by 2022 - City Hall remodel completed by 12/2020	 
	Improve maintenance and sustainability of parks, trails and streetscapes	-Maintenance standards -Staffing ratio	- Maintenance standards met $\geq$ 95% by 2022 - Staffing ratio met 95% by 12/2022	 

Strategic Initiative Progress

Initiative	Status	What We've Done	Next Steps
Implement Energy and Environment Commission		- Energy and Environment Committee and 2020 work plan established October 2019. Meetings began January 2020. - Applied for Partners in Energy (PiE) program.	- Complete PiE program. - Continue implementing 2020 work plan
Conduct a Wayzata Blvd. Corridor Study		Determined goals, scope, and tentative schedule.	- Complete workshops with City Council and Planning Commission to confirm scope and schedule. - Submit grant application - Complete RFP and select firm - Anticipated completion date of Summer 2021.
Establish Maintenance Standards for Parks and Amenities			Create check list of maintenance standards
Conduct Maintenance Staffing Analysis		Brainstormed possible metrics to complete staffing analysis	Select metrics and conduct survey of other cities for comparative analysis.

Strategic Priority	Desired Outcome	Key Outcome Indicator	Target	Status
Increase Operational Effectiveness	Stable, consistent and well-trained workforce	- Succession plan milestones - Turnover rate - Training targets (licenses, certs, and perf. eval.)	- Succession plans in place by 12/2020 - 100% staff meet City-wide training requirements by 12/2021 - 25% reduction in turnover rate (nonretirement) 2019-22	  
	Support systems meet operating needs	- Support system response metrics	- => 95% services report support systems meet needs by 12/2022	
	Effective and efficient operations	- \$ cost savings - process improvements	- Net decrease of 2 departments' budget by 5% via process evaluation & improvement by 12/2022	

Strategic Initiative Progress

Initiative	Status	What We've Done	Next Steps
Develop Succession Plans		- Police Department succession plan in development now	- Human Resources and Police Department to review succession plan, discuss training and staffing needs, and incorporate into budget and staffing processes - Public Works and Fire Department succession planning to begin later in 2020
Centralize City-Wide Training Coordination			- Consider centralizing training records. - Establish goals for city-wide trainings. - Schedule annual coordinated training.
Conduct Fire Department Analysis		Transition from bylaws to policies underway.	- Policies anticipated adoption in Spring 2020. - Succession plan and department analysis planned for Spring 2020.
Conduct Technology Assessment		- Windows 10 upgrades completed. - Police Department exploring body camera program.	- Security Assessment budgeted for 2020. - Body Camera pilot program planned for Spring 2020.
Prepare Staffing and Support Analysis		Brainstormed possible metrics to complete staffing analysis	- Select metrics and conduct survey of other cities for comparative analysis - Will be completed in conjunction with succession planning

Initiative	Status	What We've Done	Next Steps
Process Improvement Evaluation & Implementation	●	- Investigated new Police Department camera system to increase efficiency of records requests - Started implementation of electronic payroll - Identified city-wide records management project - Identified opportunities to streamline the use of Permitworks across departments	- Implement new camera system - Transition to electronic payroll completed April 2020 - Investigate and budget for new accounting/finance system by December 2020 - Implementation of streamlined use of Permitworks anticipated in 2021 - Identify additional areas to streamline and reduce paper processes - Studies budgeted for 2020, 2021, and 2022 for further exploration

Strategic Priority	Desired Outcome	Key Outcome Indicator	Target	Status
Manage Thoughtful Development	Redevelopment consistent with character and scale	- City guidelines for character and scale	- All developments consistent with city-defined character and scale with no variances	
	Managed redevelopment of Wayzata Blvd.	- Project plan time lines - Development applications and milestones - # of moderately priced housing units	- One mixed use development east of Central by 12/2022 - Conversion of Park & Ride to mixed use-underway by 12/2022 - 20 additional units of moderate priced housing by 12/2022	  
	Healthy commercial/retail sector	- Vacancy rates	- 85% occupancy rate - Commercial – Residential ratio increased from 19% to 20% by 12/2022	 

Strategic Initiative Progress

Initiative	Status	What We've Done	Next Steps
Update Zoning Code		- 2040 Comprehensive Plan Update submitted and complete for review - Zoning Study goals, scope, and tentative schedule established	- 2040 Comprehensive Plan update planned for May approval by City Council - Complete workshops with City Council and Planning Commission to confirm Zoning Study scope and schedule - Draft code changes and conduct public hearings - Anticipated Zoning Study completion date of December 2020
Evaluate Wayzata Blvd Redevelopment Project		Included in drafted scope for Wayzata Blvd corridor study	Anticipated completion date of Summer 2021
Conduct Downtown Parking Study		Completed Phase 1 Utilization Survey between Superior Boulevard and Walker Avenue in 2019	- Complete Phase 2 – Utilization Survey from Ferndale Road to Circle Drive in 2021 - Complete Phase 3 – Research and Planning based on Results of Utilization Surveys in 2021 - Complete Phase 4 – Implementation in 2021-2022
Explore City Role in Economic Development and Redevelopment		Included in drafted scope for Wayzata Blvd corridor study	Anticipated completion date of Summer 2021