Strategic Planning Process

Stakeholder input

Surveys

Focus Groups

SWOT Analysis

Plan Development

**Strategic Goals
Outcomes
Key Outcome Indicators
Performance Targets**

Plan Implementation

Initiatives

Action Plans/Link
to Other Plans

Detailed Workplans

Reporting
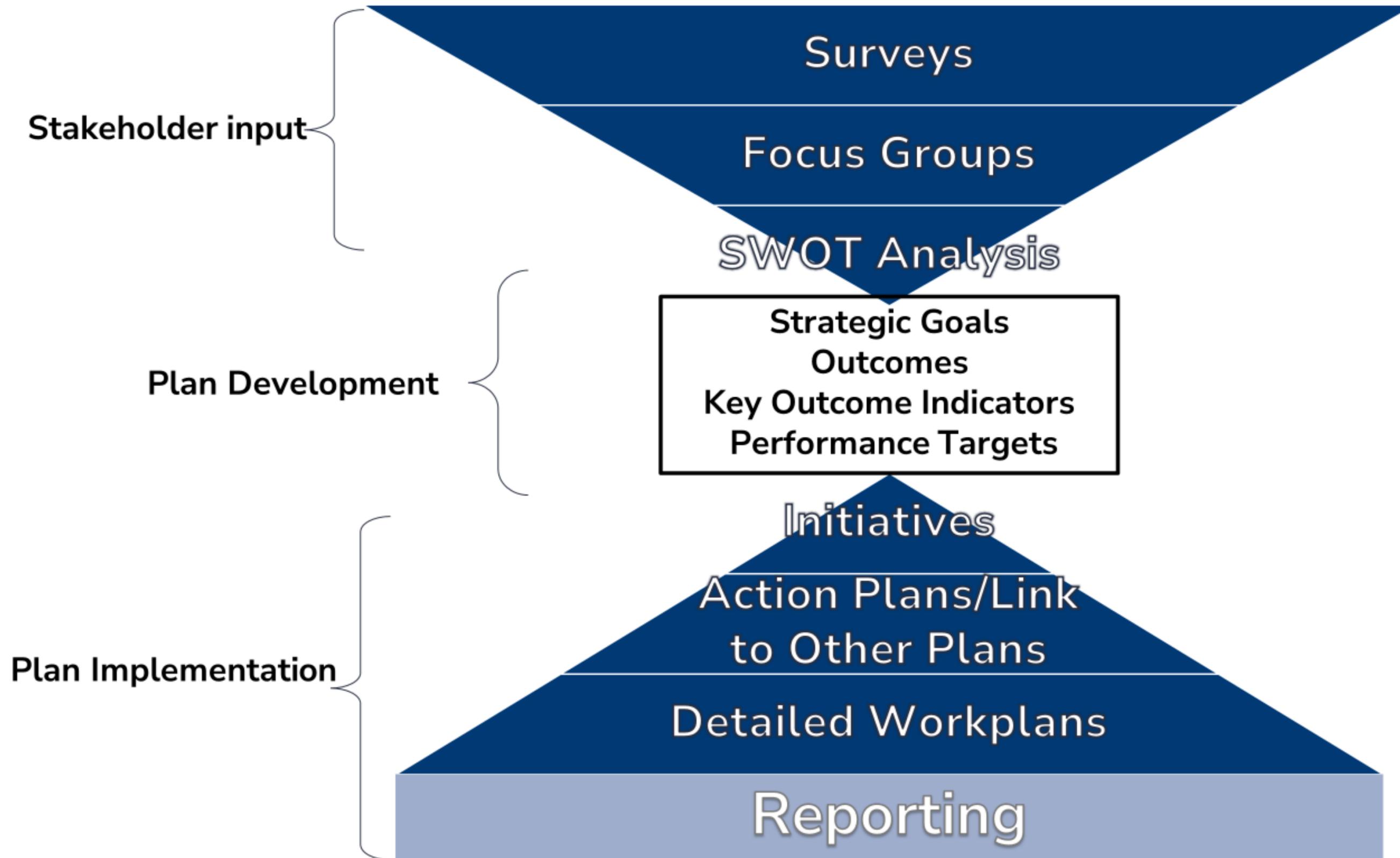
PROJECT MANAGEMENT STARTS BEFORE THE PLAN DOES!

Council & Staff Work Flight Analogy

Purpose & Vision — 50,000 ft

Strategic Goals — 40,000 ft

Priority Action Items — 30,000 ft

Planning and Oversight — 20,000 ft

Projects — 10,000 ft

Day-to-Day Work — Runway

Council Responsibility - (green)
Staff Responsibility - (white)

◀ Long-Range Planning ▶   ◀ Budget / Contract Approval ▶

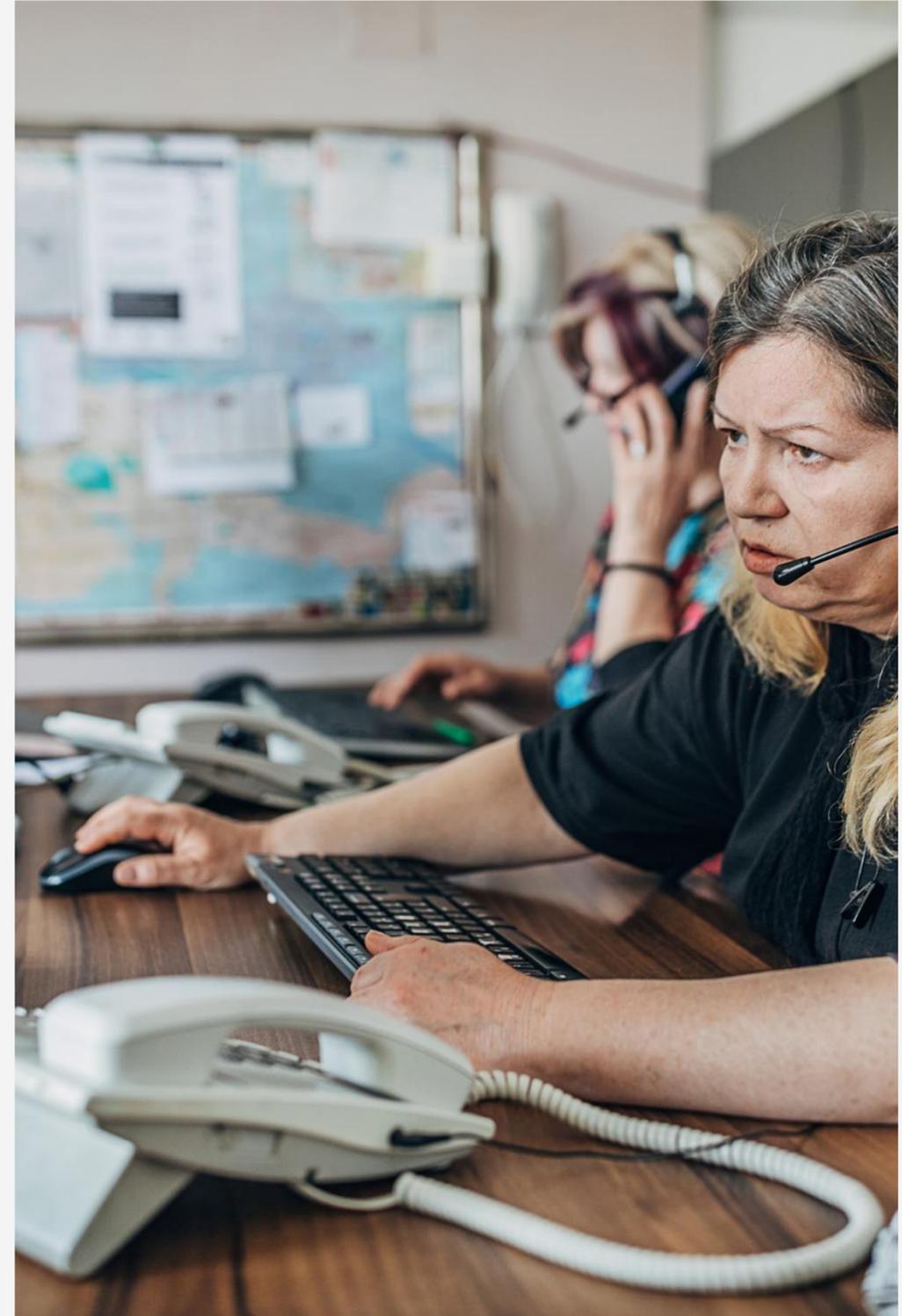|					
Council Role: Affirm Vision/Purpose	Establish Goals	Establish/Prioritize Action Items	Review/Adopt Budget Conduct Meetings	Authorize Contracts (of $15K or more)	Engage w/ Community And Staff
Staff Role: Support Vision/Purpose	Align Goals with Resources	Implement Priority Action Items	Prepare Plans and Oversee Functions	Plan & Complete Projects	Carry Out Day-to-Day Responsibilities

Get Buy-in

Get input before the plan is developed- and make sure to include your front-line staff

COMMUNITY PRIORITIES SURVEY
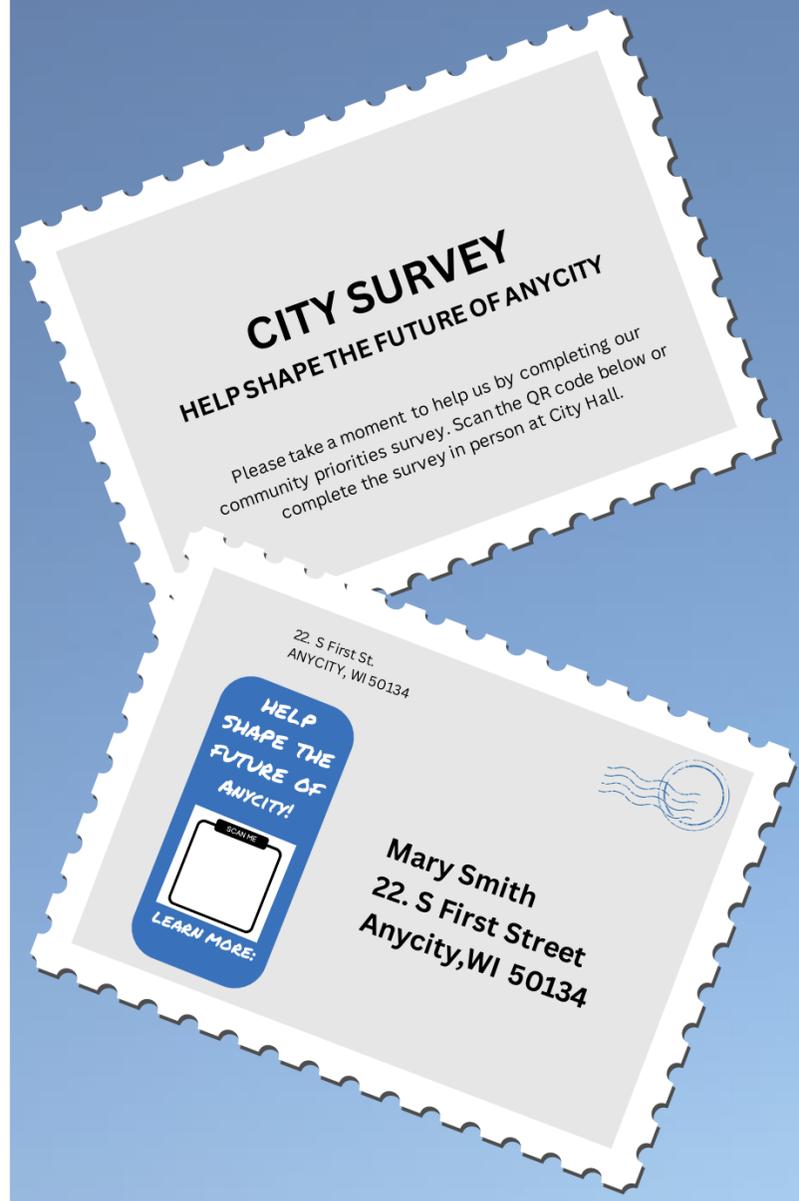
CITY SURVEY

HELP SHAPE THE FUTURE OF ANYCITY

Please take a moment to help us by completing our community priorities survey. Scan the QR code below or complete the survey in person at City Hall.

22. S First St.
ANYCITY, WI 50134

HELP SHAPE THE FUTURE OF ANYCITY!

SCAN ME

LEARN MORE:

Mary Smith
22. S First Street
Anycity,WI 50134
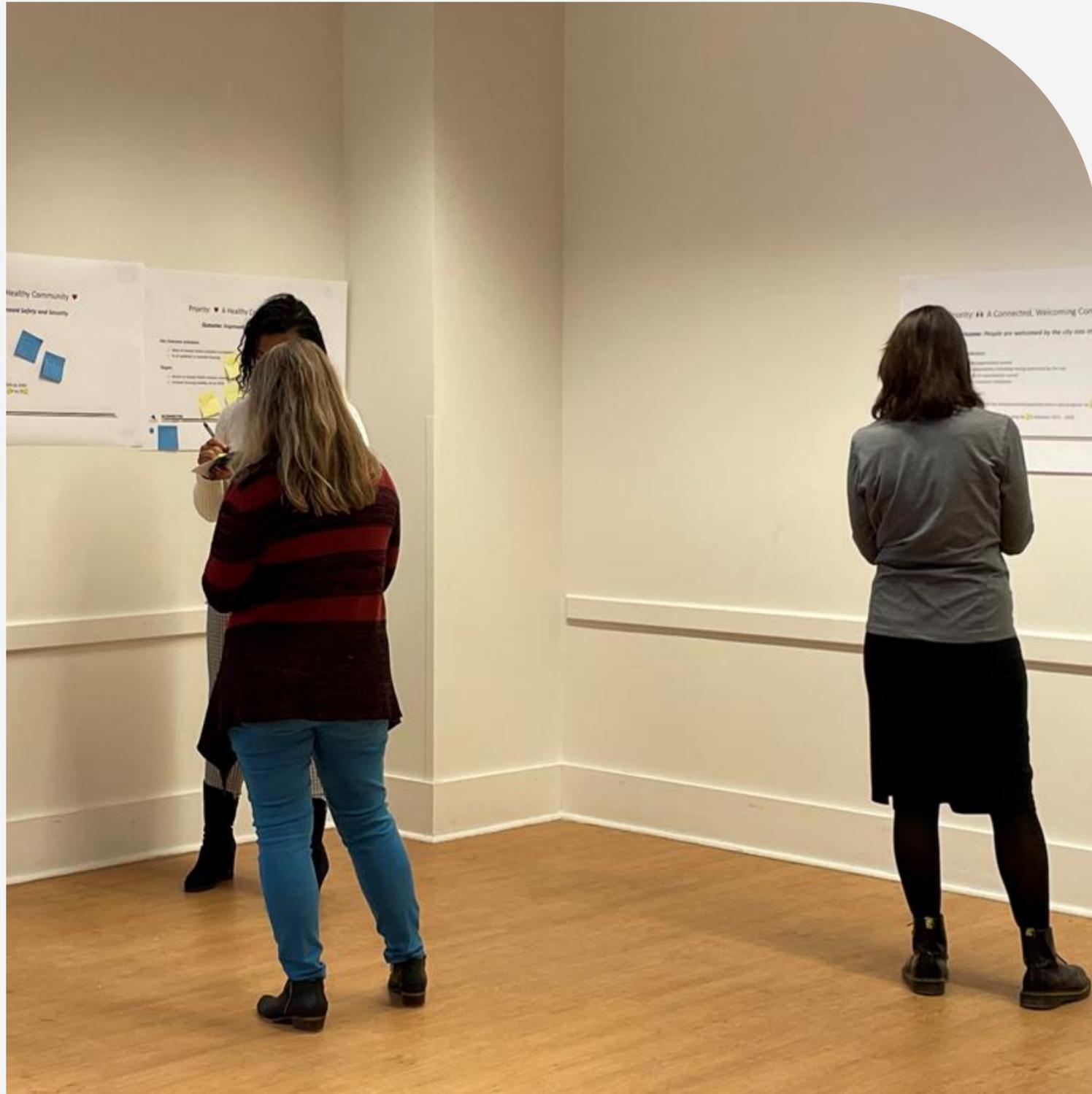
Redefine "Performance Measures" for your organization

Confirm Performance Measures

Determine the Scale of the Plan in Advance

UNDERSTANDING ORGANIZATIONAL CHALLENGES FOR IMPLEMENTATION

Develop Cross-Functional Teams

Get People Involved in the Right Way

Responsible
- The person who actually carries out the process or task assignment
- Responsible to get the job done

Accountable
- The person who is ultimately accountable for process or task being completed appropriately
- Responsible person(s) are accountable to this person

Consulted
- People who are not directly involved with carrying out the task, but who are consulted
- May be stakeholder or subject matter expert

Informed
- Those who receive output from the process or task, or who have a need to stay informed

The Work Breakdown Schedule

A Work Breakdown Schedule (WBS) serves as a central document that defines an action plan

A WBS lists all activities that are intended to implement the plan

The goal is a document (or series of documents) that provides a comprehensive list of planned activities

WBS COMPONENTS

- **Personnel competencies (NOT specific personnel)   needed to complete the task**
- **Budgets**
- **Schedule (milestones, delivery dates, etc.)**
- **Reporting (when and to whom)**
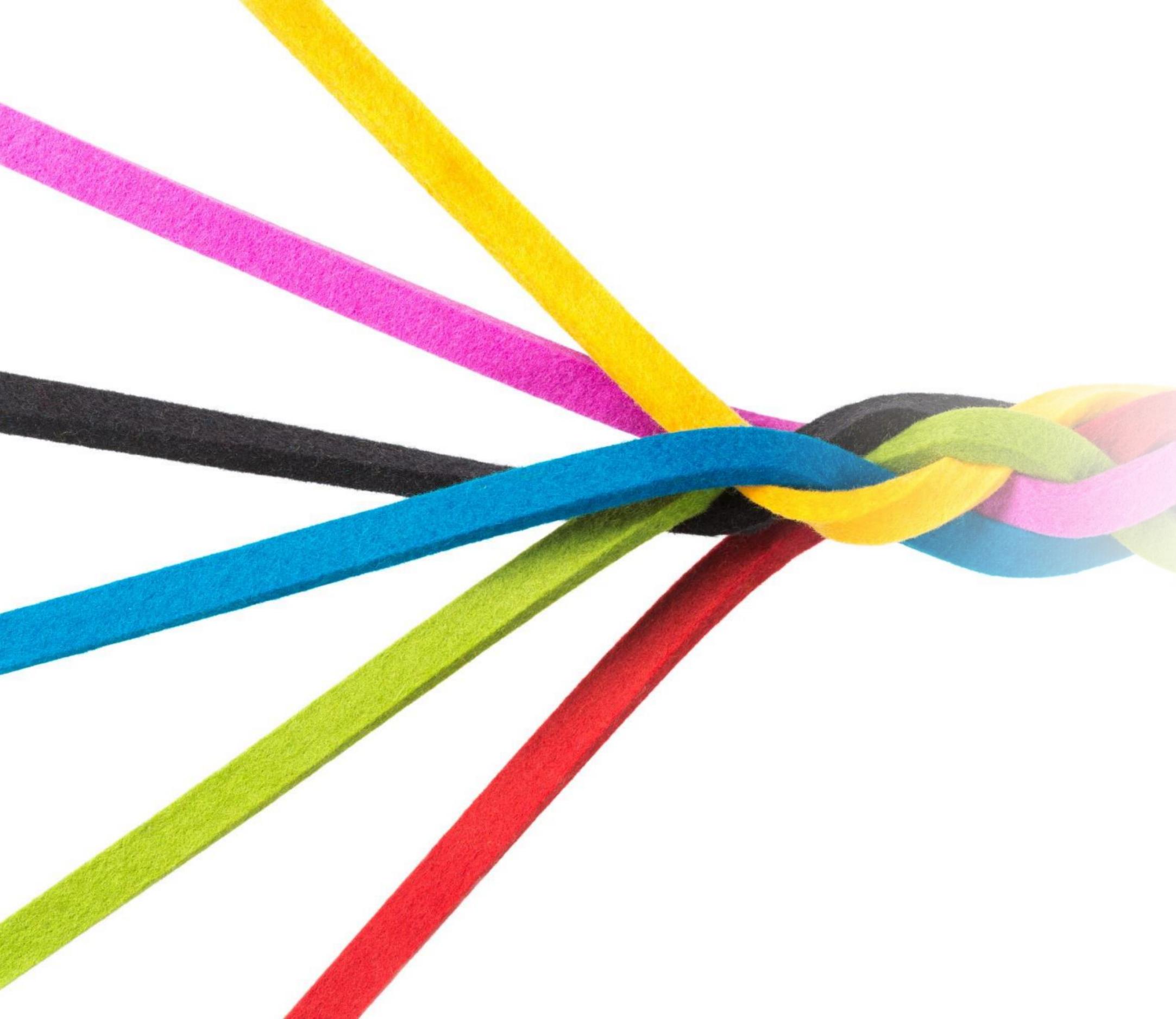
Developing WBS Components

- **Tasks – iterative brainstorming**
- **Schedule – experience, experimentation, and consultation**
- **Dependencies – an advanced topic**

Reporting

- Which tasks do you need to report to whom and with what frequency?
- Does reporting just mean a memo? a presentation?
- A Danger: Quasi-resolution of conflict

Tools for Work Breakdown Schedules

- **Traditional approaches – GANTT charts**
  - **Online Gantt (a free tier)**
  - **MS Project and basically the sky's the limit**
- **Agile approaches – Kanban boards**
  - **Trello (a free tier)**
  - **Jira (the industry standard)**

TYING IT ALL
TOGETHER:
SHOWING
PROGRESS
MATTERS

AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	
Presenter & Title:	
Date:	Click or tap to enter a date.

Please Check Appropriate Box:			
☐	Committee of the Whole Meeting	☐	Special Committee of the Whole Meeting
☐	City Council Meeting	☐	Special City Council Meeting
☐	Public Hearing	☐	Other -

Associated Strategic Plan Goal/Objective:

Estimated Cost: $	Budgeted? ☐ Yes ☐ No	Other Funding? ☐ Yes ☐ No

If "Other Funding," please explain how the item will be funded:

Executive Summary:

AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	
Presenter & Title:	
Date:	Click or tap to enter a date.

Please Check Appropriate Box:			
☐	Committee of the Whole Meeting	☐	Special Committee of the Whole Meeting
☐	City Council Meeting	☐	Special City Council Meeting
☐	Public Hearing	☐	Other

Associated Strategic Plan Goal/Objective:

Estimated Cost: $	Budgeted?	☐ Yes ☐ No	Other Funding?	☐ Yes ☐ No

If "Other Funding," please explain how the item will be funded:

Executive Summary:

UNDERSTANDING THIS DOCUMENT

Performance Indicators

Indicator	2015	2016	2017	2018	2019	2020	Target	Status
Indicator Title	$7,131,029	$7,343,971	$7,504,115	$8,056,513	$9,765,936	$8,334,141	Increase	🔴
Indicator Title	21,795	21,910	22,012	21,899	21,809	21,393	Increase	🔴
Indicator Title	$918,960,793	$978,064,190	$1,010,041,569	$1,047,796,274	$1,072,103,159	$1,090,050,433	Increase	🟡
Indicator Title	$5,354,013	$5,623,035	$5,698,572	$5,893,341	$5,852,897	$5,894,950	Increase	🟢
Indicator Title	-	$7,361,518	$7,476,013	$7,702,354	$8,149,741	$8,268,687	Increase	🟢

Data for each indicator displayed here. See "*" for information on special circumstances and reporting periods.

A descriptive title of the performance indicator for each respective Vision.

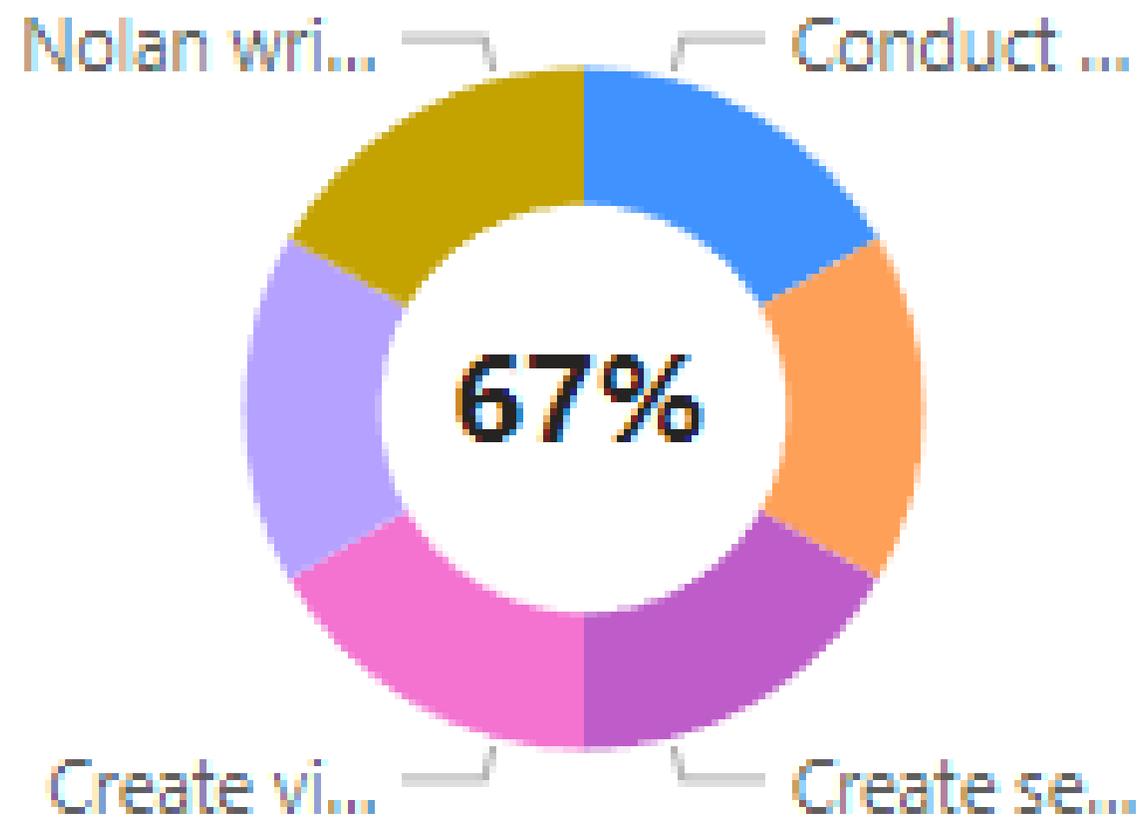This category indicates what trend is desirable and is used to determine the status.
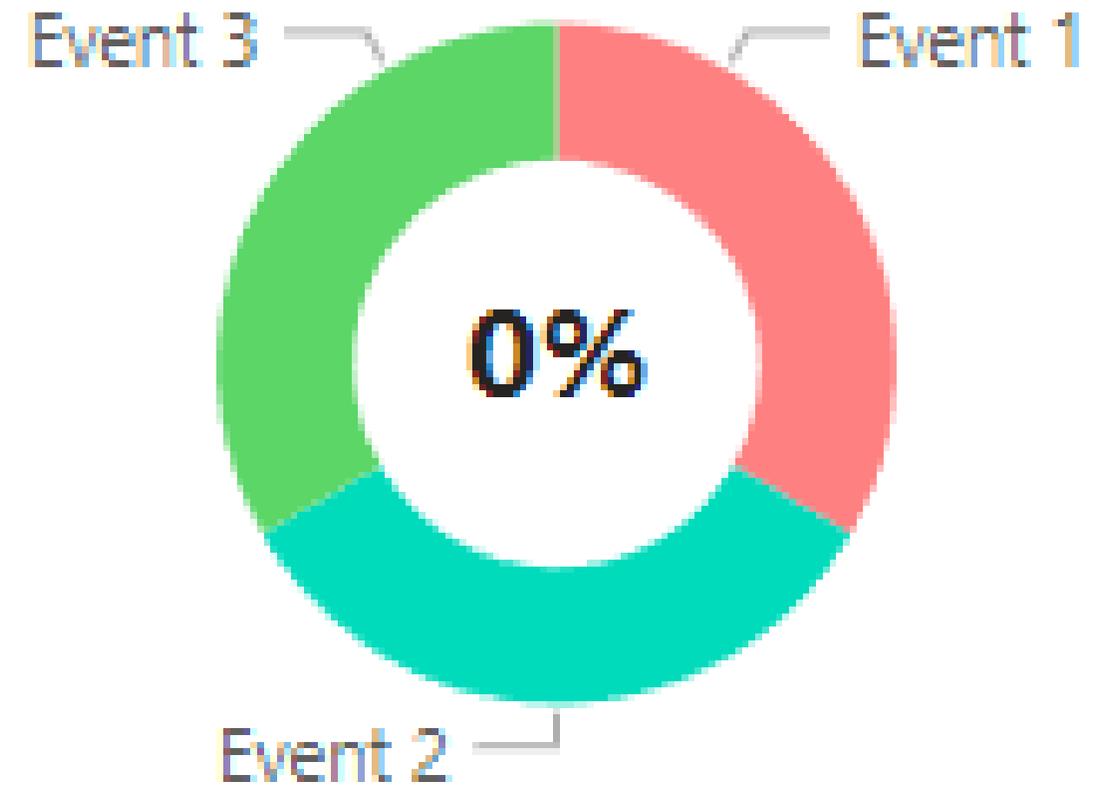
🔴 Negative Trend

🟡 Neutral Trend

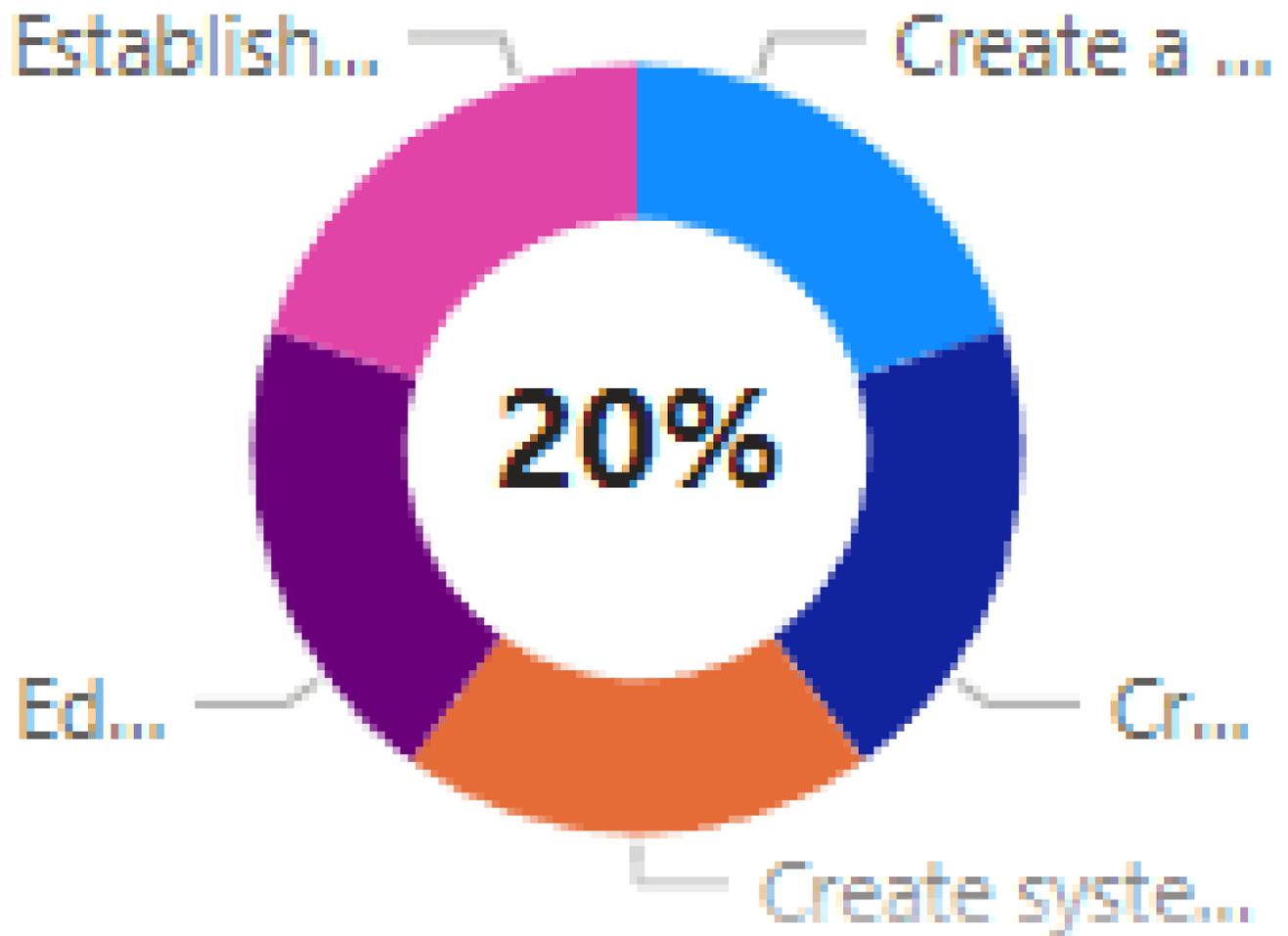🟢 Positive Trend

Increased Public Understanding and Trust

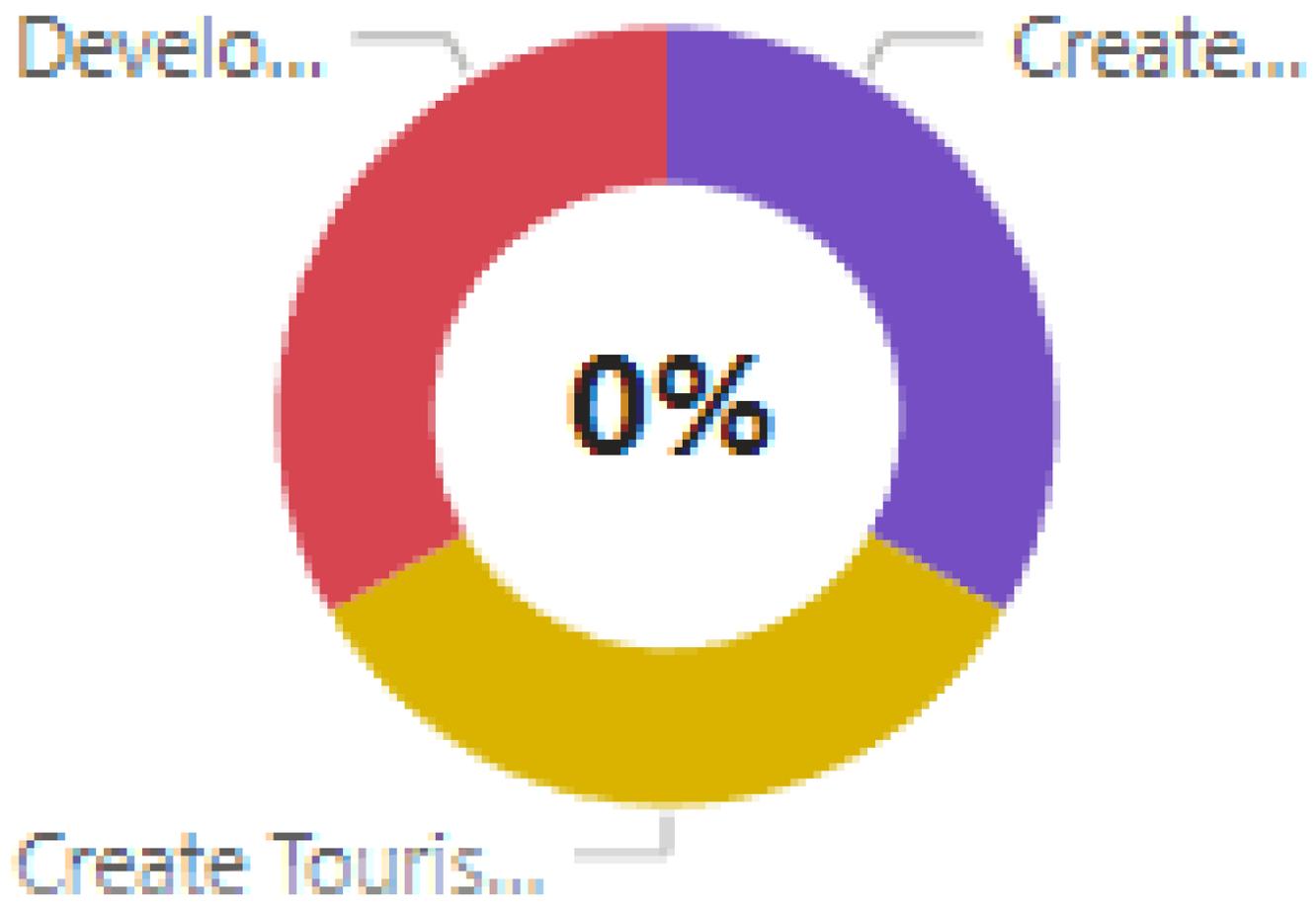10% increase in positive public trust survey results annually

≥3 in person events annually

67%

- Nolan wri...
- Conduct ...
- Create vi...
- Create se...

0%

- Event 3
- Event 1
- Event 2

Land use regulations revised by 4/24

Establish... Create a ...

Ed... Cr...

Create syste...

20%

Repurposed sites increased by 10 % by 12/25

Develo... Create...

Create Touris...

0%

Based upon the community's strategies and values, it was decided that **Increased Safety and Security** is foundational for a healthy community. For this cycle of the BTT, the City of Bloomington has decided Safety Hazards, Drug Overdoses, and Traffic Injuries are major threats to the security of the community. We will track and improve on the measures within these categories. Initiatives for this Outcome focus on promoting feelings of safety through positive interaction in addition to improving safety through measurement.

Description	Progress	Status

Implement a Traffic Injury Reduction Plan

A common threat to all community's safety is traffic accidents. Severe incidents lead to injuries, sustained trauma, and sometimes death. For the BTT, the City will implement a Traffic Injury Reduction Plan following the National Roadway Safety Strategies as well as new methods to:

- Reduce the Number of Traffic Injuries in Bloomington
- Reduce the Number of Intersections with High Injury Rates
- Trend Towards 0 Traffic Deaths

12%

Minor Disruption

Checklist:

- [x] Create Collaborative Traffic Reporting Team with PD, Admin, and Engineering by March 2023
- [ ] Join the National Roadway Safety Strategies Commitment to Action by July 2023
- [ ] Develop Intersection Injury Rate Framework for Priority Reporting by December 2023
- [ ] Create Public Information Campaign on Safe Drivers: Reduce OWI's, Increase Seatbelt Wearing, Reduce Speeds by January 2024
- [ ] Standardize Annual Priority Reporting of Traffic Data by July 2024
- [ ] Develop a Post-Crash Care Strategy to Reduce EMS Response Time by January 2025
- [ ] Implement Speed Reduction Strategies in Neighborhood Traffic Management Plan by 2025.
- [ ] Implement NRSS Proven Safety Countermeasures for 5+ High Priority Crash Areas by January 2028

Latest Update:

What were the <u>Highlights</u> of your work this past quarter?

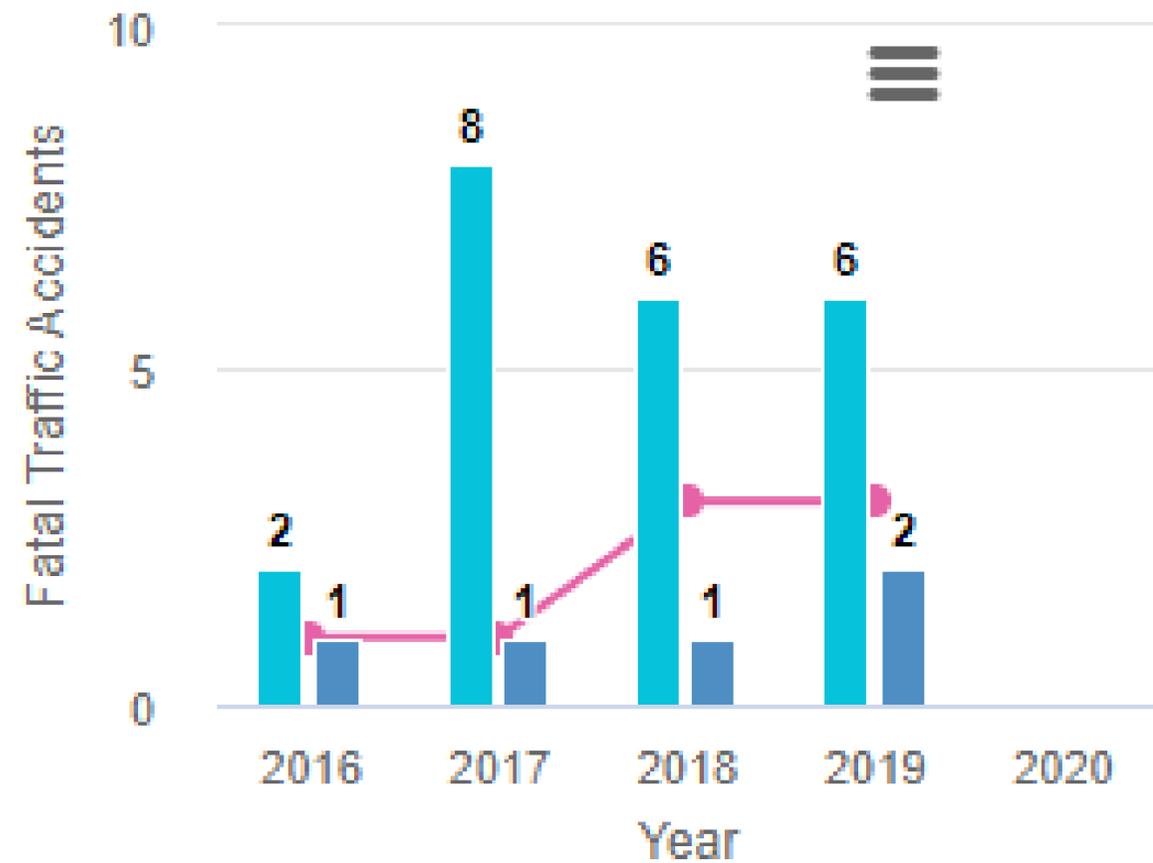- Presenting to the Executive Leadership Team on the Initiative

What are <u>Barriers</u> that have effected your work, or will effect your work, this upcoming quarter?

- Reassigning responsibilities to a new Project Manager within Public Works. New Initiative Owner has been identified, but this may risk changes to project scope.

What <u>Progress</u> do you expect to see this upcoming quarter?

- Expected progress includes refining the action plan and developing interest amongst staff and leadership on this initiative.
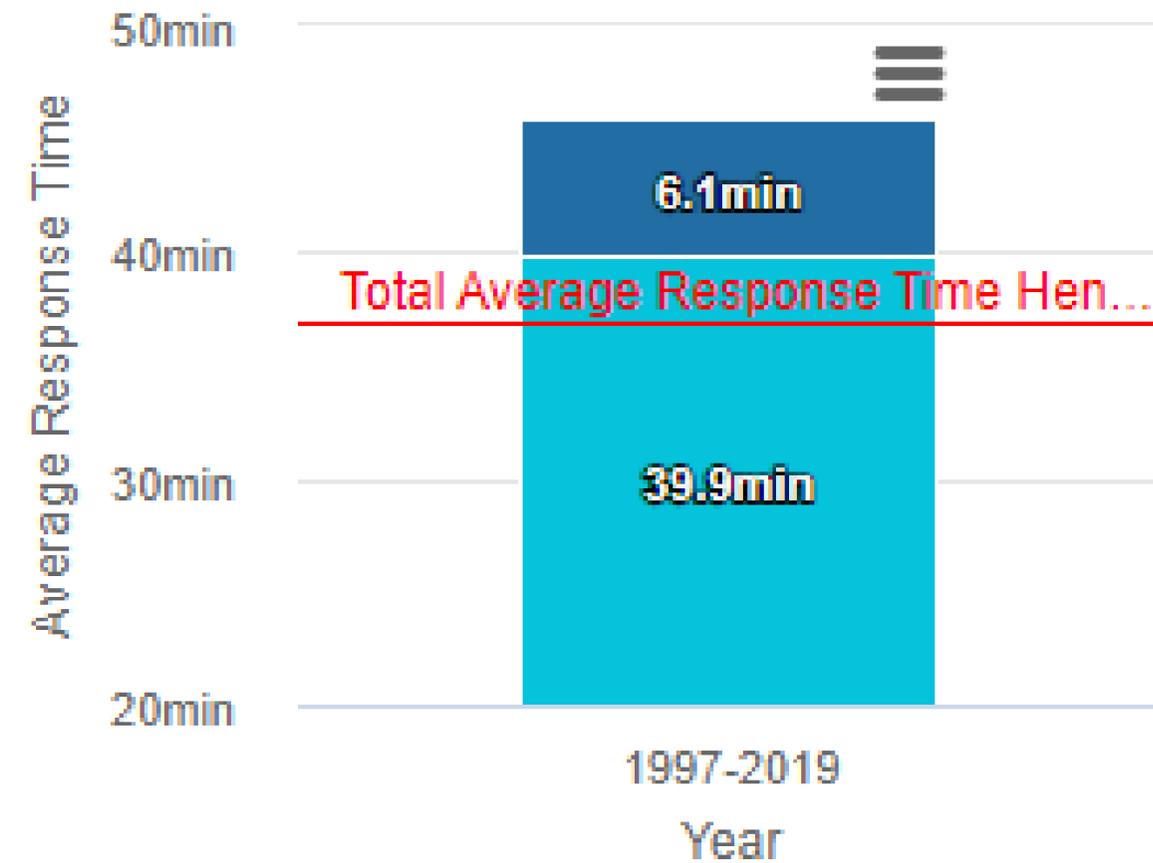
Fatal Traffic Accidents

Fatal Traffic Accidents (Y-axis)
Year (X-axis): 2016, 2017, 2018, 2019, 2020

- Total Fatalities: 2016=2, 2017=8, 2018=6, 2019=6
- Pedestrians in Fatal Accidents: 2016=1, 2017=1, 2018=1, 2019=2

- → Fatal Accidents with Drunk Driver
- ● Total Fatalities
- ● Pedestrians in Fatal Accidents

Traffic Accident Response Times

Average Response Time (Y-axis): 20min–50min
Year (X-axis): 1997-2019

- Average EMS Response Time: 6.1min
- Average Hospital Transport Time: 39.9min
- Total Average Response Time Hen...

- ● Average EMS Response Time
- ● Average Hospital Transport Time
- ● Total Average Response Time Hennepi...

Best Practices

- **Measure Performance, not People**
- **Report out Regularly**
  - **Board**
  - **Staff**
  - **Public**
- **Keep Projects on Track with External Accountability**
- **Track and Document Changes**
- **Get the Right People involved at the Right Time in the Process**
- **Link the Strategic Plan to Annual Budget, Agenda, and other plans (CIP, Comp Plan, etc)**

QUESTIONS