

# City of Gainesville

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## Inter-Office Communication

Office of the City Manager

Mail Station 6

334-5010

TO: Hon. Mayor and Members of  
the City Commission

DATE: January 25, 2000

FROM: Wayne Bowers  
City Manager

SUBJECT: Commission Retreat

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The Commission Goals Planning Retreat will be conducted on Friday, January 28, 2000 at the Historic Water Works Building at Boulware Springs. The meeting will begin at 9:00 AM and continue throughout the day until adjourned by the Commission. Coffee, juice, and pastries will be served beginning at 8:30 AM and lunch will be provided at 12:00 noon. In keeping with the informal nature of the planning retreat, dress should be casual.

The morning session will be devoted to Commission goal setting. Jimmie Williams of the Human Resources Department will serve as facilitator for this portion of the meeting. As background information, I have attached the report from the 1999 Commission Goals Workshop. This report lists the Commission goals as discussed during last year's planning session at Poe Springs. Also I have attached a portion of City of Hollywood's Plan of Action which provides a good example of a municipal goal setting process. Since the City's mission statement will also be reviewed on Friday, I have included several sample mission statements. Please be prepared to discuss your goals for City government. The objective of our facilitator will be to assist you in developing general goals for the next two years. Staff will follow up after the retreat by developing specific objectives to accomplish the goals adopted by the City Commission.

In response to a request from Commissioner Hanrahan I have included a status report prepared by the Public Works Department on the Depot Avenue Activities and a report prepared by the Community Development Department which provides information on the West University Avenue corridor.

The second part of the retreat will be focused on City financial matters. During the budget presentations last summer, general government and GRU staffs presented a long range financial forecast which highlighted the potential impacts of electric industry deregulation. At the retreat, staffs will update the Commission on progress made since last summer and present some new information concerning the City's financial future over the next five years. As a part of this financial portion of the meeting, the general government staff will provide some detailed information concerning revenue and expense projections for the upcoming FY 2001 and 2002 budget. The staff will seek Commission guidance as work begins on preparing the next two-year budget this spring.

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the City Commission  
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I have invited my executive staff to attend the workshop. They will be in attendance to listen to Commission comments concerning goals and priorities and also to serve as resources should you have questions about specific areas of City government.

Should you have any questions concerning the arrangements for the retreat, please contact me.

Respectfully submitted,

A handwritten signature in cursive script, reading "Wayne Bowers", written over a horizontal line.

Wayne Bowers  
City Manager

WB/jr

Attachments

cc: Charter Officers  
Direct Reports  
Jimmie Williams  
Heidi Lannon