

**CITY OF PACIFIC GROVE
CITY COUNCIL POLICY**

Policy Governing	Policy No.	Effective Date	Page
Council Goals	000-26	November 17, 2021	1 of 1

I. PROCEDURE

1. Following a general election all newly elected Councils will prepare a set of Council goals and accompanying strategies during the first quarter, i.e. January 1 – March 31.
2. Council goals will normally build on prior Councils' goals but reflect changing city priorities.
3. Ideally Council goals are SMART (**S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-Bound).
4. Council goals should be reviewed by City Manager for achievability. For example, goals may require additional resources.
5. Council goals form the basis for the City's spending plan priorities - the adopted annual fiscal year budget.
6. City Manager is responsible for providing direction to City staff to determine the implementation process.
7. City Manager in coordination with staff creates a corresponding work plan to measure progress and provide a "scorecard" of the effort.
8. City Manager provides periodic work plan updates to Council.