



TOWN COUNCIL WORK SESSION
GOAL SETTING
Monday, August 19, 2019
5:00pm – 9:00pm
Town Hall Council Chambers

5:00pm – Goal Setting

6:00pm – Closed Meeting – Personnel Matters

Motion to Go Into Closed Meeting

I move that Town Council go into Closed Meeting for the purpose of discussion and consideration of the assignment, promotion, performance, and salaries of employees of the Town, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

6:30pm – Goal Setting Continued

9:00pm - Adjourn

GOAL SETTING SESSION – 2019

Monday, August 19, 2019

5 – 9 pm

AGENDA

5:00 – 5:05	Welcome
5:05 – 5:15	Purpose, Process, and Ground rules
5:15 – 5:30	Review Overall Goals and Ranking
5:30 – 5:45	Icebreaker
5:45 – 6:00	Discussion of Goal # 1
6:00 – 6:20	Break
6:20 – 6:35	Discussion of Goal # 2
6:35 – 6:50	Discussion of Goal # 3
6:50 – 7:05	Discussion of Goal # 4
7:05 – 7:20	Discussion of Goal # 5
7:20 – 7:35	Discussion of Goal # 6
7:35 – 7:45	Discussion of Goal # 7
7:45 – 8:00	Break
8:00 – 8:10	Discussion of Goal # 8
8:10 – 8:20	Discussion of Goal # 9
8:20 – 8:30	Discussion of Goal # 10
8:30 – 8:40	Discussion of Remaining Goals
8:45 – 9:00	Wrap-Up

Goal Setting Session – 2019

Goal Area # 1 - Afton Inn

Goal Area # 2 – EDA (EDA lawsuit/project financing/local EDA)

Goal Area # 3 – Streets/Infrastructure Improvements (paving/storm sewer/curb & gutter/sidewalks)

Goal Area # 4 – I & I Issues

Goal Area # 5 – Pedestrian Safety

Goal Area # 6 – Happy Creek Area (housing and road improvements)

Goal Area # 7 – Health Insurance

Goal Area # 8 – Crooked Run West (water request)

Goal Area # 9 – Code Enforcement

Goal Area # 10 - Rt. 522 Corridor Water Reliability/Redundancy Project

Goal Area # 11 – Project Budgets

Goal Area # 12 – Compensation Study (Year 3 implementation)

Goal Area # 13 – Old Town Hall

Goal Area # 14 – Property Maintenance

Goal Area # 15 – Workforce Housing

Goal Area # 16 – Valley Health PILOT

Goal Area # 17 – Parking Meters

Other goal areas:

1. Reduce Town Government Expense
2. Public Relations/Communications
3. Marketing
4. Steele Street Paving Concerns
5. Fleet Management Plan
6. Parking – Main Street

SMART Goal Template

A SMART goal meets the criteria of the terms of the acronym SMART: Specific, Measurable, Attainable, and Relevant.

Acronym	Description	Developing SMART Goals
S	Specific	Goals are clear, detailed and unambiguous. A specific goal will usually answer the five "W" questions: <ul style="list-style-type: none"> • What: What do I want to accomplish? • Why: Specific reasons, purpose or benefits of accomplishing the goal. • Who: Who is involved? • Where: Identify a location. • Which: Identify requirements and constraints.
M	Measurable	This term stresses the need for concrete criteria for measuring progress toward the attainment of the goal. If a goal is not measurable, it is not possible to know whether progress toward successful completion is being made. A measurable goal will usually answer questions such as: <ul style="list-style-type: none"> • How much? • How many? • How will I know when it is accomplished?
A	Attainable	This term stresses the importance of goals that are realistic and attainable. While an attainable goal may stretch the goal-setter in order to achieve it, the goal is not extreme. An attainable goal may cause goal-setters to identify previously overlooked opportunities to bring themselves closer to the achievement of their goals. An attainable goal will usually answer the question: <ul style="list-style-type: none"> • How: How can the goal be accomplished?
R	Relevant	A relevant goal must represent an objective that the goal-setter is willing and able to work towards. A relevant goal will usually answer the question: <ul style="list-style-type: none"> • Does this seem worthwhile?
T	Time Bound	The fifth term stresses the importance of giving goals a target date. A commitment to a deadline helps focus efforts on completion of the goal on or before the due date. Timeliness is intended to prevent goals from being overtaken by the day-to-day crises that invariably arise in an organization. A timely goal will usually answer the question: <ul style="list-style-type: none"> • When? • What can I do 6 months from now? • What can I do 6 weeks from now? • What can I do today?

S.M.A.R.T Goal Planning Form

Specific – WHO? WHAT?

Measureable – HOW?

Attainable– REASONABLE?

Relevant – EXPECTED RESULT?

Timed Oriented – WHEN?