

MEMORANDUM

To: MCWD Board of Managers
From: Becky Christopher, Lead Planner & Project Manager
CC: James Wisker, Planning & Projects Director
Date: February 26, 2015
Re: Information Item – Comprehensive Plan Self-Assessment

Purpose:

This memo is being provided as an update on the Self-Assessment for the Comprehensive Plan. Staff will be working with Wenck Associates, Inc. to complete the Self-Assessment. The cost for the work will be less than \$5,000, therefore Board authorization is not required.

Background:

The Comprehensive Plan update will be informed by a self-assessment of the progress made toward meeting the goals of the 2007 Plan. The objectives for the self-assessment are as follows:

- Assess progress toward 2007 Plan goals and implementation activities
- Identify changes that were made to program goals, priorities, and approaches and why
- Evaluate how programs work together internally to achieve District goals
- Evaluate how programs work with communities and partner agencies

The Self-Assessment will be more than a simple checklist of what the District did or did not accomplish during the last plan cycle. It will evaluate how well the District performed during that period, how we adapted to new information and challenges, how programs are aligned to complement and support each other, and how the District adds value to its member communities.

The Self-Assessment will be completed in three phases, beginning with internal review by the staff and Board of Managers. First, the consultant will meet with staff from each of the District programs. The intent is to understand the strengths and weaknesses of current operations and programming and begin to evaluate whether adjustments should be considered in the Plan update. Next, the consultant will facilitate a discussion with the Board of Managers to present the findings of the staff assessment and ask questions of the managers to gain a policy perspective.

In the second phase, the consultant and staff will facilitate a discussion with the Comprehensive Plan Technical Advisory Committee. The purpose will be to obtain external feedback on the District's programs from those stakeholders who work most closely with the District and to learn about current perceptions of the relationship between the District and its member cities, agencies, and other stakeholders.

Finally, the consultant will compile and synthesize the input received and report the findings in the form of a technical memorandum. In addition to the results of the facilitated meetings, other information will be used to assess progress. District staff is compiling data about projects completed and program results achieved, and determining the status of the actions identified in the 2007 Plan. The results of the public opinion survey will also be taken into consideration.

Next Steps:

The meetings with program staff will begin in early March. The meeting with the Board of Managers is expected to take place in April, either at a joint committee meeting or the Board retreat. Staff anticipates delivery of the final report by the end of June 2015.

If there are questions, please contact Becky Christopher at bchristopher@minnehahacreek.org or 952-641-4512.