

# Council/Staff Planning Session

## Council Chambers, City Hall

1. Meeting Date And Time
  - 1.I. November 9, 2016 5:30 P.m.
2. Call To Order
3. Introductions And Opening Comments
4. General Overview Of The Meeting
5. Review On-Going Commitments/Obligations
6. New Programs, Policies, Projects And Initiatives
  - a. Review Results of Selection of Priorities of Questionnaire
  - b. Discuss Implementation Issues

Documents:

[CHARLES CITY - FLIP CHART - CC 11-9-16.PDF](#)

7. Organizational Effectiveness
  - a. Review Results of Questionnaire
8. IPA Report To The Mayor And City Council - 2016 Goal Setting Process
  - a. Development of Action Plan
  - b. Importance of Quarterly Updates
9. Adjourn

**WELCOME (AGAIN) CHARLES CITY**

## ***I. On-Going Commitments/Obligations***

- Street reconstruction program/Street crack and seal program
- Waste Water Treatment Plant expansion planning
- Pavement Management Program
- Maintain financial stability of city
- Proactive enforcement of city nuisance ordinances
- Scanning city records
- Implement GIS program
- Continue participation in regional flood mitigation initiative
- Development of city-wide Capital Improvements Program/Equipment Replacement Schedule
- Continue support of economic development activities and programs
- Determine city role with respect to Middle School repurposing
- Continue to promote communication and collaboration between city, other local governments, non-profits, etc. on issues of key importance
- Installation of Permeable Pavement Street - 9<sup>th</sup> St (E)
- Victory Park trail lighting
- Update Comprehensive Plan
- McQuillen Place long-term construction financing participation
- Water meter change-out program
- Continue to Support Charitable Solicitations/Endowment Building Programs
- Study feasibility of providing local/regional fiber network as a municipal utility
- Study Jail construction/Law Enforcement Center Expansion

## **II. Significant *New Initiatives, Programs, Policies, Actions***

(Vote received in parentheses)

- City Hall Renovation/Relocation/use of building (5)
- Wayfinding signage funding (5)
- Acquisition of land and development of Certified Industrial Site (3)
- Reevaluate city's economic development guidelines/matrix (2)
- Implement Joint Law Enforcement Center (2)
- Develop storm water/watershed management plan for the city (2)
- Expand nuisance policy to hold landlords accountable for tenant behavior (2)
- Nuisance properties due to multiple police calls (2)
- Washington watershed study (2)
- Housing tax abatement program (2)
- Study ways to mitigate future flooding issues at WWTP (1)
- Adequate funding by city for marketing efforts (1)
- Sidewalk replacement/Sidewalk installation program/implementation of ADA transition plan (1)
- Sanitary Sewer System - Smoke testing, sump pump inspection and cross connection elimination (1)
- Survey of Community Needs (1)
- Credit card acceptance at City Hall (1)
- Action Plans for STAR Community Program Goals and Objectives (1)
- Ash Tree Removal (1)
- Conduct feasibility study regarding city taking over Ambulance Service (1)
- Healthy Iowa Program (0)
- Develop a program to enhance senior citizen services/activities/Livability Index - Senior Citizen Initiatives (0)
- Develop Avenue of Saints Regional Economic Development brand/marketing efforts (0)
- Establishment of additional river lighting (0)
- Review possible additional revenue sources - franchise fee (0)
- Study bicycle rental program (0)
- Water trails (0)
- Back-up power options - lift stations (0)
- Reconstruct & elevate Chautauqua lift station (0)
- Update Zoning Ordinance (0)
- Rental housing rehabilitation program (0)
- Water and Sewer Service Line insurance program (0)
- Control of leaf pickup, incorporate bags (0)

## CHARLES CITY GOAL SETTING SESSION - 2016

---

- Conduct employee compensation study; update employee pay scale as necessary (0)
- Acquisition of land for police firearms range (0)
- Trail lighting (0)
- Research potential annexation possibilities (0)
  - Golf Course status
  - Maple Heights
  - East side of town
- Conduct study regarding relocation of Fire Station outside of flood plain (0)
- Information kiosk downtown (0)
- Parklet for downtown (0)
- Gilbert/Grand corridor trail (0)
-

# CHARLES CITY GOAL SETTING SESSION - 2016

---

## ***Organizational Effectiveness***

### **2013 Initiatives**

- Continue to include department heads for input/goal setting
- Transition to on-line bill paying
- Keep city web site updated
- Upgrade employee evaluation system; incorporate more performance measurement/outcomes analysis
- Incorporate adopted priorities into council decision-making processes
- Review and update city employee handbook and job descriptions
- Succession planning

### **2016**

- Budgeting for Performance/Outcomes (E)
- Employee evaluations (E)
- City Council stepping up and pro-actively leading the community (E)
- Building goals most of group can work towards and be on same page (E)
- Review possible additional revenue sources (E)
- Ensure that information coming to council is thoroughly researched so timely decisions can be made (E)
- Use of social media/modernize City Hall; use of technology (E)
- Need for more sharing/creation of joint entity projects/working with County and school (E)
- Continue to promote communication and collaboration between city, other local governments, non-profits, etc. on issues of key importance <OE?>
- Review city services to look for overlap and efficiency opportunities (E)
- Continue to adopt cutting edge removal of out-of-date programs as part of budget process (E)
- Research need for additional standing committees for promotion, community partnerships, fund-raising to match opportunities in the community (E)
- Use Budget to determine what programs need to be added and what programs need to be eliminated (E)
- Continued smooth running of City/running good as is (E)
- Allow increased autonomy of Housing Department (S)
- Program for succession planning (S)
- Post our goals and objectives physically in council chambers so they are readily visible (S)
- Flood preparedness guide to streamline procedures (S)
- City-wide Capital Improvement Plan/5-year with listed goals included (S)
- Comprehensive plan completion (S)

## CHARLES CITY GOAL SETTING SESSION - 2016

---

- Paperless work orders (S)
- Incorporate goal achievement in with action being taken with council via motion, resolution or ordinance. Include with Agenda Information Sheet (AIS) (S)
- Hold Bi-annual review of the goals and objectives with council at planning session (S)
- Re-initiate Safety Committee/address workplace safety programming & training (S)
- Elected official - department shadowing/orientation/on-site visits (S)
- Complete Personnel Policy/Handbook update (S)
- Update Job Descriptions (S)
- New Employee orientation - meet other City employees, city programs (S)
- New Department Head training (S)
- Revise procurement policy for Housing to meet Fed requirements (S)
- City staff picnic/Christmas party (S)
- Town Hall Meetings with citizens to discuss city issues (S)
- Keep up good working relationship between staff and council (S)
- City Facebook/Twitter presence - Start City Page or migrate use of Police Department page (S)