

AGENDA

CITY OF VAN METER GOAL SETTING SESSION - 2018

**Thursday, March 1
4:30 p.m.-8:00 p.m.
Veterans Reception Center
910 Main Street**

1. Introductions and Opening Comments
 - a. Name, Tenure, and Background
2. General Overview of the Meeting and the Goal Setting Process
 - a. The Ground Rules for this session
3. Review Recent City Accomplishments (2016-2017)
4. Review Issues, Concerns, Opportunities, and Trends
5. Identify On-Going Priorities
6. Programs, Policies, Projects and Initiatives
 - a. Review Results of Questionnaire
 - b. Explanations, clarifications, revisions, deletions, additions of Programs, Policies, Projects and Initiatives
 - c. Ranking of Priorities
7. Organizational Effectiveness
 - a. Review Results of Questionnaire
8. IPA Report to the Mayor and City Council – 2018 Goal Setting Process
 - a. Development of Action Plan
 - b. Importance of Quarterly Updates
9. Questions, comments, and suggestions
10. Adjourn

**CITY OF VAN METER
GOAL SETTING SESSION – 2018
QUESTIONNAIRE**

Introduction

The City of Van Meter’s Goal Setting Session will be held on Thursday, March 1, at the Veterans Reception Center. The purpose of these sessions will be to identify and prioritize the City’s overall goals and objectives for the next two years.

In order to prepare for this session, you are requested to identify key issues and potential objectives that will be reviewed and discussed at the session. Please complete all sections of this questionnaire. If you need additional space, please feel free to attach additional page(s).

I. Major Accomplishments

Please list the major city accomplishments over the past two years. These accomplishments could be as large as a street project or as simple as a newly adopted city policy. The items do not need to be in any particular order.

II. Issues, Concerns, Trends, and Opportunities

Please list specific issues, concerns, trends, and opportunities that affect future city services, policies, finances or operations (for example, loss of population, major new economic development success or resolving a policy question). You do not need to identify potential solutions to your concerns.

III. Significant Initiatives or Programs

Please list any initiatives, programs or policies that you think the City should consider in the next two years (for example, downtown revitalization, updating employee job descriptions, adopting a policy on open burning, conducting an annexation study, reviewing water and sewer rates, etc.)

IV. Organizational Effectiveness

Please list several things that the Mayor/City Council and/or staff could do in the future to improve organizational effectiveness, decision-making process, teamwork and the ability to accomplish the City's stated goals and objectives.

Return of Questionnaire

Please return this questionnaire to Jake Anderson by **Thursday, February 8.**

WELCOME VAN METER

VAN METER GOAL SETTING SESSION – 2018

E = Elected Officials' responses

S = Staff responses

I. Major City Accomplishments

Infrastructure

- Water Plant Pilot Study (E/S)
- Water Treatment Plant Project (E)
- Well Field Exploration (E)
- Planning (E)
- Backup generators for wells and tower (S)

Economic Development

- Excitement about growth and development in Van Meter (E)

Finance/Budget

- Tax Abatement (E/S)
- Water Rates (E)
- Local Option Sales Tax (E)
- Excellent Audits (S)
- Library and Public Safety Fundraising (S)

City Operations/Facilities

- Moved City Hall (E)
- Planning Started for Public Safety and Library Facilities (E)
- Hired 2nd Police Office (E)
- Created Department of Public Safety (S)
- Hired 2nd Police Office (E)
- Created Department of Public Safety (S)
- Property Acquisition (E)
- Joined DSM Partnership representing VM on DC Trip (E)
- Way-Finding Sign in Front of Grover's (E)
- Annexation of Hickory Lodge. (E)
- Easterly Annexation (E)
- Hired 2nd Police Office (E)
- Created Department of Public Safety (S)
- Excellent Staff that care about Citizens, Public Works, Library, Public Safety (S)
- Professionalism (S)
- Organization (S)
- Created Pay Matrix and Benefits Schedule (S)
- Efficiency (S)
- Variety and frequency of library programing and outreach (S)

VAN METER GOAL SETTING SESSION – 2018

II. Issues, Concerns, Trends, and Opportunities

Infrastructure

- Future development and infrastructure needs (E)

Economic Development

- Development Land Prices and Availability, Lack of Commercial Development (E)
- Annexation: before development, Encroachment of WDM and Waukee (E/S)
- Lack of affordable housing for moderate income families (E)

Budget/Finance

- Tax abatement (E/S)
- Water Treatment Plant Cost (E)
- Lack of Funding, Uncertainty of Backfill (E)
- Grow tax base: Commercial and Residential
- Establish a Storm water utility (E)

City Operations/Facilities

- Encroachment on Home Rule (E)
- Lack of Project Champions (E)
- Lack of time, for Mayor, Council, and Staff to move projects forward (E)
- Lack of Vision and Plan (E)
- Turnover of elected officials (E)
- Getting everyone on the same page and pulling in the same direction (E)
- Planning and Fundraising for new Public Safety and Library Facilities (E)
- Inability to work with School District (E)
- Keep City Website Up to Date (E)
- Develop a snow removal plan/map(E)
- Develop a mowing plan/map (E)
- Recreation Facility is needed (E)
- Water Trail Head Development (E)
- Parks and Trails Development (E)
- Update code and plan reviews to include requirements for parks, trails, telecommunications etc. (E)
- As we grow our expectations of staff grow but recognition of staff and compensation and benefits stagnate or decrease (S)
- Staff isn't added as needed (S)
- Enforce Snow Ordinance (S)
- Need written plans (S)
- Plan for the next 10-15 years (S)

VAN METER GOAL SETTING SESSION – 2018

III. On-Going Commitments/Obligations (leave 2 pages blank)

VAN METER GOAL SETTING SESSION – 2018

IV. Significant *NEW* Initiatives, Programs, Policies, or Actions

- Conduct a community survey (E/S)
- Infrastructure needs assessment (S)
- Establish a storm water utility (E)
- Establish plan for curb/gutter/storm run-off for street (E)
- Install a little curb and gutter each year (E)
- Street Repair Plans (S)
- Explore shared water treatment plant negotiations (E)
- Piping in the downtown (E)
- Fix sump pumps that connect to the sanitary sewer (E)
- Update Comprehensive Plan (S)
- 50,000 Foot Overview of City, City Planning Effort for Future Growth (E)
- Develop Goals and Path Forward for achieving them (E)
- Completion of Water Treatment Plant (E)
- Annexation - Appropriate to establish borders with WDM and Waukee, aggressively pursue, develop a plan (E/S)
- Annexation study (E)
- More residential development and commercial sites (E)
- Update and upgrade gateway corridor (E)
- Parks and Trails (E)
- Get Rid of Tax abatement (E)
- Focus on developing F90 Corridor (E)
- Job manuals for all employees describing how to do all functions of their job (E)
- Find solution for public safety and library space (E)
 - Public Safety and Library Building Projects
- Recreation. City Trail Plan, Indoor Rec Facility (E)
- Pay out sick leave or raise number of hours that can be banked
- Tree Removal Plans

VAN METER GOAL SETTING SESSION – 2018

V. Organizational Effectiveness

- Weekly staff meetings (E/S)
- Governance (E)
- Move forward – Once the Council votes, don't rehash the same issues (E)
- Don't argue about past events or how it used to be done (S)
- Reconcile Growth agenda with Public Desire for small town atmosphere (E)
- Need more Council Work Sessions (E)
- Need more Committee Meetings (E)
- Continue to foster a good working relationship with the school
- Develop relationships with other organizations to create sharing opportunities
- Set goals and develop plan to accomplish goals (E)
- Get everyone on the same page and don't squabble over small details (E)
- Realize we all want to do what is best for Van Meter (E)
- Hold an Annual or bi-annual "Open Forum" for VM Citizens (E)
- Stay on Task with Goals and Objectives (E)
- Multitask – annex, grants, planning, etc. (E)
- Mayor and Council contact info on Website and Newsletter (E)
- Weekly staff reports/updates to Mayor and Council (E)
- Here to do whatever Council wants done (S)
- Communication (S)
- Work with Staff to get jobs done (S)
- Change with the times (S)
- Communication/Team Building (S)