

City of Waukee, Iowa Goal Setting Report Summary

December 12, 2011

Mayor:
Bill Peard

City Council:
Mike Watts
Casey Harvey
Dan Dutcher
Shane Blanchard
Shelly Hughes

City Staff:
Jeff Kooistra, City Administrator



Facilitated by:
Jeff Schott
Institute of Public Affairs
University of Iowa

CITY OF WAUKEE, IOWA GOAL SETTING SESSION 2012

Introduction

The City of Waukee requested the Institute of Public Affairs (IPA) to assist the city with goal setting. IPA agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify recent accomplishments, issues/trends/concerns, potential new initiatives/programs/policies and suggestions to improve organizational effectiveness.
2. Conduct a goal-setting session with the elected officials.
3. Preparation of this final report.

Goal Setting Work Session

City Council Members and the Mayor held a work session conducted by the IPA on December 12, 2011. In attendance and participating at this meeting were Mayor Bill Peard, and Council Members Mike Watts, Casey Harvey, Dan Dutcher, Shane Blanchard and Shelly Hughes. Also in attendance and participating at this meeting were City Administrator Jeff Kooistra, Assistant to the City Administrator McKinlee Gibson, Director of Finance Linda Burkhart, Director of Public Works John Gibson, Director of Development Services Brad Deets, Parks and Recreation Director Matt Jermier, Fire Chief Clint Robinson and Police Chief Larry Robinson.

A preliminary session with department heads was held on December 7, 2012, to provide input for the City Council's goal setting session. Participating in this meeting were City Administrator Jeff Kooistra, Assistant to the City Administrator McKinlee Gibson, Director of Finance Linda Burkhart, Director of Public Works John Gibson, Director of Development Services Brad Deets, Library Director Erik Surber, Parks and Recreation Director Matt Jermier, Fire Chief Clint Robinson and Police Chief Larry Robinson

Major Accomplishments

The following were identified as major accomplishments during the past two years:

- Successful Grant applications
 - RISE grant related to Alice's Road
 - REAP grant for trailhead project
 - REAP grant for completion of Heart of the Warrior Trail
 - ICAAP grant for fiber optic project
 - Historical development grant
 - Trees Forever grant project from 4th St. to 6th St.
- Improvement and connection of bike trails - Raccoon River Valley Trail extension to Dallas Center
- Alice's Road:
 - Completion of Alice's Road bridge across I80
 - Submission of IJR for Alice's Road interchange
 - Master Plan for Alice's Road corridor
- Public Works Building
- Adopted Sign Ordinance
- Continued residential growth
- Reduction in developer/builder fees
- Steady tax rate
- Proceeding with new/renovated Community Center
- New employee handbooks and job descriptions
- Consistent public communication
- Updating and overhauling city computer system – software and hardware
- Library purchased a new ILS and successfully transferred over to it in March 2011
- Completion of Parks, Recreation and Open Space Comprehensive Plan
- Installation of trail and bridge in Centennial Park
- Employee safety initiatives
 - Formation of Safety Committee and Safety Day
 - Decreasing MOD factor (rate of employee injuries decreasing)
- Formation of City Wellness Committee
- City Hall improvements
- Downtown Design Standards
- Annexation moratorium agreements (Adel, Urbandale, Dallas Center)
- Dale Carnegie training for staff
- City is in excellent financial condition

On-Going Priorities

The following were identified as on-going priorities for the upcoming 24 month period:

- Continue to coordinate with WEDCO to identify and implement programs to promote commercial/economic development
- Alice's Road project:
 - Continue lobbying efforts – county, state and federal
 - Work on project strategy
 - Marketing for economic development
 - Completion from University Ave south to I-80
- City staffing plan
- Continue communications activities
 - Connections to the community
 - Economic development marketing
- Complete Community Center remodeling project
- Finalize codification project
- Continue to review and monitor builder and developer fees
- Move forward with Long Term Economic Development Plan
- Downtown façade renovation

Capital Project Priorities

The following projects were confirmed as capital project priorities for the period designated:

FY13

- Key intersection improvements – Hickman/Alice's Road
- 3rd Street Corene Acres Improvements
- Fire Engine ('93 replacement)
- Sugar Creek Bike Trail – Phase I

FY14

- Centennial Park-Creek improvements
- Key intersection improvements – University/Alice's Road

FY15

- Fire Engine ('00 replacement)

FY16

- Westgate Park

Priority Projects, Programs, Policies and Initiatives

The participants reviewed potential projects, programs, policies and initiatives for consideration and selected the following as priorities for the upcoming 24 month period (listed in priority order):

Top Priority

- 1 Outdoor Recreation and Sports Complex funding
- 2 Funding for park equipment – replacement and additional
- 2 Allocate additional funding for economic development –
 - Could possibly include full-time city staff for economic development
- 2 Review natural gas operations
- 2 Update Fire and Building Code

Medium Priority

- 1 Make a decision regarding Copeland Recreation Complex – Phase I
- 1 Little Walnut Creek lift station