

**City of Indianola
Major Projects & Goals Tracking Document**

Updated June 14, 2018

Item #	Dept	Key Issues	Activities / Milestones	Estimated Timeline	Status/Comments
Strategic Focus Area #1 - Economic Development					
Goal 1: Promote Residential Development					
1-1-a: Review residential abatement program.	CD	Identified as priority by Council. Review of program is a legal process. Funds budgeted for FY 18.	Submitted research and budget recommendation on Nov. 11, 2016	Complete	
			Funding Included in FY18 CIP Budget	Complete	
			Develop Request for Proposals for blight assessment	Complete	
			Present proposal for Council action	Complete	
			Perform windshield evaluation	Complete	
			Determine to continue city-wide evaluation	Complete	
			Complete evaluation and recommend change in ordinance and adoption	9/1/2018	Draft of revised ordinance with legal counsel.
1-1-b: East Euclid Extension	CD	Extension of E. Euclid Will serve Prairie Glynn & Ashton Park subdivisions. Extension of road will create possibility of at least 140+ residential lots.	Presented option for Development Agreement to ED Subcommittee for direction. Direction was to pursue.	Complete	
			Development Agreement approved by City Council at April 3rd meeting	Complete	
			Developers provided bids	Complete	
			Review of bids by staff and city engineer	Complete	
			Installation of public improvements	Complete	
			Council approval of improvements	Complete	
1-1-c: Evaluate development and permit processing	CD	Evaluate process to ensure it is seamless and customer service oriented for residents and developers.	Begin process in conjunction with Comp Plan Update	8/1/2018	
			Review permit and filing fees	9/1/2018	
			Develop team to include city staff, council member, builder and real estate agent	10/1/2018	
			Team will evaluate building codes, subdivision ordinance, site plan, zoning codes and filing fees	1/1/2019	
			Team to make recommendation to city council	3/1/2019	
1-1-d: Work to develop a schedule (and ultimate execution of) for providing an overview of the current comprehensive plan to the Plan/Zoning Commission, as well as the City Council. For the eventual adoption of an updated Comprehensive Plan	CD	Comp Plan is a guiding policy document that establishes a road map for City to prepare for/accomplish growth.	Provide copy or web site link to current Council and P&Z Commission members	Complete	
			Research number of zoning changes, subdivision plat approvals, street extensions and utility extensions since current plan adoption	Complete	
			Develop and share presentation for Council and P&Z Commission	Complete	
			Prepare RFP for Comp Plan Update	Complete	
			Prepare a list of recommended action steps for P&Z and Council consideration and direction	Complete	

1-1-e: Review and adopt International Building Codes	CD	Review current Int'l Residential Code, Building Code, Fire Code, Fuel Gas, Plbg and Mechanical Codes and National Electrical Code	Review current code as well as other metro communities	8/1/2018	
			Invite Department Supervisor review and comments	Sept. 2018	
			Present current codes to Policy Admin. Committee	10/1/2018	
			Present updates to Council	Oct/Nov 2018	
			Present changes to Board of Appeals	Nov/Dec 2018	
			Present final draft to Council	Feb. 2019	
			Adopt new codes	4/1/2019	
			Public education	Ongoing	Develop ways/plans to engage public, businesses and contractors.
Goal 2: Promote Commercial Development					
1-2-a: Conduct meetings with businesses in Industrial Park	CMO	Conduct meetings within Industrial Park to ensure needs are being met and there is an understanding of future plans.	Work with WCEDC to schedule meetings	On-going	Meeting conducted with CemenTech. Follow-up items provided to CEO.
			Conduct follow-ups as necessary	On-going	
1-2-b: Assist landowners as necessary	CMO	Work with landowners in commercial and industrial zoning districts to identify needs and facilitate connections.	Meet with landowners	On-going	
			Provide contacts to landowners	On-going	
			Conduct follow-ups as necessary	On-going	
1-2-c: Missouri Valley Line Shop Site Plan	CD/City Engineer	Work with Missouri Valley Line Shop representatives on site plan (entry point location to coincide with road extension found Comp Plan).	Meet with Executive Director of MVLS.	Complete	
			Conduct site plan review	TBD	
			Review permit applications	TBD	
Goal 5: Undertake strategic planning to target industries/businesses to locate in Indianola					
1-5-a: Update Comprehensive Master Plan	CD	Comp Plan is a guiding policy document that establishes a road map for City to prepare for/accomplish growth.	Secure funding in FY 19 budget	Completed	
			Prepare a draft RFP	Last quarter of FY18	
			Publish RFP for consultant to assist with updating Comprehensive Plan.	7/1/2018	
			Select consultant	9/1/2018	
			Commence process of updating Comprehensive Plan.	10/1/2018	Full schedule to be provided by consultant once selected.

Goal 6: Continue the marketing/branding initiative

1-6-a: Continue to market the community as a place to live, work and play.	CM	Ensure that developers, businesses and potential residents are aware of Indianola's quality of life, proximity to DSM and other attractions.	Develop a marketing video that highlights the community's commitment to residential growth.	Completed	
			Continue to work with community partners on marketing community	Ongoing	
			* worked with DMMO, Chamber, Warren County Fair, WCEDC, NBC on jointly participating in a digital marketing campaign to advertise the community's plethora of summer events.	Completed	
			* working with Greater DSM Partnership on modifying the marketing video to be utilized in community partners' digital marketing campaign.	Completed	
			* working with Greater DSM Partnership on modifying the marketing video to be utilized in community partners' digital marketing campaign.	Completed	
			* working with CVB and NBC to highlight/increase exposure of community and the Classic via the "Flight Over Des Moines"	Completed	Flight over DSM to occur on 7/24/17.
			* continue to participate in events and meetings with developers and economic development groups	Ongoing	continue to participate in events in order to ensure Indianola is a visible name at key events. Also continue to meet with key regional economic and development groups (i.e. CVB, Partnership, Homebuilders Association).

Strategic Focus Area #2: Infrastructure

Goal 1: Continue to move forward with Waste Water System Updates

2-1-a: New WWTP Facility	WPC	Strategic Plan goal	Facility Plan sent to DNR for review/approval	Completed	
			Met with DNR officials for questions	Completed	
			Met with DNR to discuss Anti-Degradation	Completed	
			Meet with DNR for further discussion	Completed	
			Anticipate final review completion	7/1/2018	
			Preliminary design of site layout	July to Sept. 2018	Contract approved with HR Green
			Development of public engagement plan	8/1/2018	Schedule being developed with staff and HR Green representatives for presentation to City Council.
2-1-b: Morlock Lift station	WPC	Upgrades needed to the 40 year old facility in order to handle growth on east side.	Bids received	Completed	
			Bids presented to Council	Completed	
			SRF funding application prepared/ready	Completed	
			Project begins	Completed	
			SRF funding application prepared/ready	Completed	
			Completion - Force Main-Lift Station	7/2/2018	
			Completion - Gravity Portion	7/2/2018	
2-1-c: Inflow/Infiltration	WPC	Working to eliminate I/I will assist in ensuring operating costs are held in check.	Time of Sale Ordinance passed	Completed	Legislature will prohibit this ordinance.
			50,000 ft. of sewer cleaned & televised	Completed	
			20,000 ft. of sewer smoke tested	Completed	
			1,038 ft. sewer lined / 11 Laterals Lined	Completed	Clean, TV, Smoke Testing
			FY18 Clean, televising completed August 2017	Completed	20,000 feet
			FY18 Smoke Testing in mid September	Completed	20,000 feet
			FY18 13 Manholes Lined	Completed	
			FY18 1,330 ft. sewer lined / 13 Laterals Lined	06/18	Sewer mains done, waiting on Lateral Lining
FY19 Sewer Location Maps given to CIT	07/18				
2-1-d: McCord Lift Station Generator	WPC		Engineer working on RFP	Complete	
			RFP's sent out May 4, 2017	Complete	
			Meet with HR Green May 25th to review RFP's	Complete	After reviewing bids, recommending Van Maanen
			Recommendation to Council 6-5-17	Complete	
			Pre Con Meeting in July	Complete	
			Start Date (Tentatively Middle of Sept.)	Complete	
Final Completion October 1, 2017	Complete				

2-1-e: 15th St & HWY 92 Sewer	WPC		Start reviewing project scope w/HR Green	Completed	
			Review Plans w/Joe Frankl HR Green	Completed	
			Design	06/18	Estimated Date
			Easements	07/18	Estimated Date - Rich Parker working on these
			RFP's	07/18	Estimated Date
			Bid Opening	08/18	Estimated Date
			Pre Con Meeting	09/18	Estimated Date
Completion	10/18	Estimated Date			
2-1-f: Lift Station Study	WPC	To help in focusing repairs and maintenance on lift stations and respective equipment.	3 Lift Stations Inspected	Completed	
			Other 3 Lift Stations Inspected	07/18	
			Recommendation to Council	09/18	
2-1-g: Fixed Film Reactor Bypass	WPC	Emergency repairs needed to ensure no violation of DNR permit.	Memo from HR Green w/plans to bypass	Completed	
			Resolution Council Approving Emergency Repairs	Completed	
			Recommendation to Council 9-18-17	Completed	Joiner Const. awarded Project
			Underground work completed Fall '17	Completed	
2-1-h: McCord / Plainview Lift Station Controls	WPC	Upgrade the contols and install VFD's on all the pumps.	Replace Sidewalk/Seeding	Completed	
			Engineer working on contract documents	Completed	Bidding w/ Plainview project
			Bid Opening	08/18	Estimated Date
			Pre Con Meeting	09/18	Estimated Date
			Completion	05/19	Estimated Date
Goal 2: Develop street repair/maintenance and financing plan					
2-2-a: Develop street repair/maintenance program	Streets		Snyder & Associates is conducting a five year comprehensive pavement indexing exercise	Oct. 2022	This is a five-year project.
			Present survey results to City Council	Sept. 2018	Presentation of two-year results.
			City staff and Engineer to review data in conjunction with CIP budgeting	Sept. - Nov. 2018	
			Develop a prioritized schedule of projects.	Sept. - Nov. 2018	
			Perform repairs from list	Spring thru Fall 2018	N 1st St intake and pavement repairs and improvements, 2018 Capital Street Improvement project
2-2-b: Evaluate options for South K St	Streets	Council directive from November 2016	Monitor condition of South K St.	Ongoing	Continue to monitor dust and condition of roadway.
			Track maintenance costs for City on South K St.	Ongoing	Costs for 2017 to be reviewed with City Engineer, CM and FD in winter.
			Present long term solution recommendation for council direction	Late Summer/Early Fall 2018	
			Conduct dust control efforts on South. K St	Complete for 2018	last section of failing sealcoat removed and dust control application performed week of June 4th.
2-2-c: E. Clinton Reconstruction	Streets/City Engineer	Reconstruct two blocks of E. Clinton west to N. Howard from 65/69	Funding included in FY 19 budget	Completed	
			Engineering of project	Completed	
			Publish and receive bids for project	Completed	
			Commence project.	8/1/2018	

Goal 3: Develop a multi-year CIP & Vehicle/Equipment Replacement Plan

2-3-a: Develop a Comprehensive Storm Water Plan	Streets		Snyder & Associates is conducting a three year comprehensive Storm Water/ Watershed management survey	Oct. 2020	
			Present survey results to City Council	Nov. 2018	Presentation of year 1 results occurred in fall of 2017.
			City staff will clean and inspect 1/4 of storm sewer intakes annually	TBD	Awaiting information from Stormwater Master Planning.
			Develop a prioritized schedule of projects.	Fall 2018	
			Repair and/or televise intakes and lines found to be deficient	Spring - Fall 2018	As of June 1, 2018, nine have been done for the 2018 calendar year. Another six have been identified as critical for reconstruction. Goal is to attempt to repair around 30 intakes annually.
			Train and Educate staff on best management practices for storm water management	Summer 2018	Partner with Iowa Storm Water Education Partnership to provide training deemed suitable for Street Department staff
2-3-b: Develop a Comprehensive Traffic Control Device Masterplan	Streets		Inspect and inventory all traffic signal cabinets	May - July 2018	
			Perform preventative maintenance on all traffic signal cabinets.	May - July 2018	Develop RFP for traffic control device maintenance services - targeting July 2018.
			Perform signal upgrades as funded	Beginning part of 2019	Awarded grants for pedestrian crosswalk signal upgrades as well as traffic signalization. Pedestian upgrades to take place in Summer of 2018 with traffic signalization bidding to be conducted in winter 2018/early part of 2019.

Strategic Focus Area #3: Quality of Life

3-1-a: Promote construction/expansion of trails	PR	Strategic plan goal/Trail Plan/Comp Plan	Prioritize areas of trail development utilizing 2008 Trails Master Plan. PR Commission, Park Friends, Friends of Indianola Trails, Community Input	Complete	
			Parks and Recreation Commission approves priorities	Complete	
			Seeks grants for trail development	Ongoing	
			Identify options for encouraging trail planning as part of new subdivisions – work with Community Development	Fall 2018	
3-1-b: Review feasibility of the expansion of the Jerry Kelley Trail	PR	A grant was received by the City to install an extension of the JKT. Due to high bids the contract was rejected but the grant was not closed out. Goal is to research possibility to use or repurpose grant dollars.	Met with IDOT regarding options for installation of trail as grant funds are still available	Complete	
			Snyder & Associates evaluate trail engineering	Complete	
			Present trail options and financial impact to Council	Complete	
			City Engineer to work with IDOT on options for payback of grant as well as opportunities to "Value engineer" alternatives	Complete	
			Funding included in FY 19 budget	Complete	
			Secure approval from IDOT for alternate extension plan	Complete	
3-1-c: Extension of Hillcrest Trail	PR	Make a connection of the Hillcrest Trail from N. 9th Street west.	Secure funding in FY 19 budget	Complete	Also received two grants to assist in funding of this expansion.
			Develop a recommended policy for examples of connections where land is not being developed	06/18	Will present research and ideas for council review and direction.
			Develop bid documents for trail project	July-August 2018	
			Bid project.	09/18	
3-1-d: Sidewalks and Ramps	Streets	Continued replacements of non-compliant City-owned pedestrian sidewalks/ramps	Trail Installation	10/18	
			Identify and prioritize sidewalks and ramps to improve ADA compliance.	Ongoing	Target is to complete 20 per year.

Goal 2: Beautify Gateways into the City					
3-2-a: Develop concept and financing plan for beautification of Gateways into the City	PR	Priority of Council for Community Entrance Beautification	Concept Design created and approved by City Council	Complete	
			Bids for Plant Installation	Complete	
			Bids for Irrigation Installation	Complete	
			Pre-construction meeting to coordinate installation, lane closure notification and safety concerns	Complete	
			Installation of Irrigation and Plants	Complete	
			Bids for Concrete Installation	Complete	
			Installation of Concrete	week of June 11th	
Prepare draft concept for entry signs	Fall 2018	a draft concept has been created by Steve Gray. Working with a subcommittee to review and provide functional feedback. The draft will be provided to KIB, Hometown Pride and Council for input and ultimately prioritization in budget.			
Goal 4: Vigorously promote enforcement of property maintenance codes					
3-4-a: Review and update City property maintenance codes	CD	Amend current nuisance section and develop a comprehensive property maintenance code.	Review current code as well as other metro communities	Complete	
			review draft changes to nuisance amendments and propose	Complete	
			Present changes to realtors	Complete	
			Present changes to Chamber of Commerce	Complete	
			Present final draft to Council	Complete	
			Adopt code enforcement policy	Complete	
			Public education	Complete	
Identify properties and develop process	On-going				
3-4-c: Sidewalk inspections and enforcement	CD	CD Performs public sidewalk inspection to provide safety and minimize public liability	Inspect public sidewalks, city wide	Complete	
			Send notification letters to adjoining property owners	Complete	
			Re-inspect sidewalks for compliance	Complete	
			Send non-compliance letters and notice to assess	Complete	
			Hire contractor to complete remaining walks	Complete	
			Complete sidewalk repair program	Complete	
			Monitor voluntary payment to Warren County Treasurer	On-going	Per Council direction, the first batch of sidewalk bills have been sent to the Warren County Treasurer to be placed as a lien on the property. The first batch had sixteen properties unpaid. The second batch of sidewalk bills will be sent to the County upon Diana's return to the office, as the 30 day period has expired. The second batch only had one unpaid property owner.

Strategic Focus Area #4: City Facilities

Goal 1: Evaluate existing city facilities (city-wide) in terms of meeting current and projected needs and develop plan for enhancing facilities as may be needed

4-1-a: City/IMU administrative & public safety facilities	CM/IMU	Evaluate the opportunities to co-locate City/IMU admin staff at current IMU building	Business and feasibility study for fiber	completed	Decision was made by IMU to pursue other location. Proposals being obtained with staffing studies for public safety completed..
			Review/evaluate space layouts for admin staff at IMU	completed	
			Conduct a review of existing City Hall for opportunities re: new public safety facility	9/1/2018	
			Present results to City Council	January/February 2019	
4-1-b: Renovate existing library building	Library	Renovate existing library building	Work with a space consultant with the State Library of Iowa to review options for better utilizing existing space.	Ongoing	Developed a 3-stage plan. Part 1 completed in February 2017. Part 2 will begin in Nov. 2017. Part 3 is still in the planning stage. Funding plans in process for later in 2018
			Pursue outside funding to improve the library's main entrance	Ongoing	
4-1-c: Address Library's AV equipment needs	Library	AV Needs	Develop a technology improvement plan to address the library's AV equipment needs	Spring 2018	Applied for a Warren County Philanthropic Partnership grant with matching funds from the Friends of the Library. Using WCPP funds, began making upgrades to the av equipment in the library's Community Room.
			Pursue outside funding	Spring 2018	
			Awarded funds from the Warren County Philanthropic Partnership	Summer 2018	
			Began technology updates to Community Room	Summer 2018	
4-1-d: Replace undersized Pickard Park Concession Stand/Storage building	PR	Upgrade City Facilities and Council action re: T-Rex. Replace two buildings that are undersized and in need of repair	Concept Design – Snyder & Associates	completed	
			RFP Proposal to City Council	completed	
			Award of construction Contract	completed	
			Move and store current equipment/supplies	completed	
			Demo of current storage building	completed	
			Construction of new building	completed	
Demo of old concession building.	Summer 2018				
4-1-e: Replace greenhouse at Pickard Park	PR	High School Greenhouse is now unavailable and this will consolidate the flowers and plants into one location	Evaluate park areas to locate larger building	completed	
			Estimate of expenses for building and installation	completed	
			Seek alternative site plan with Community Development	completed	
			Bids for building and construction	completed	
			Demo of current greenhouse	completed	
			Construction of new building	completed	
Implement new greenhouse for winter planting and growing	completed				
4-1-f: Address IT equipment issues	IT		Research of hardware and software	Complete	
			Hardware buildout	Complete	
			Spam filter purchase and configuration	Complete	
			Backup device ordered and configured	Complete	
			Purchase of licensing	Complete	
			Transfer of email accounts to the new domain	Complete	
			Cleanup of old domain and preparation for it being discontinued.	Complete	

4-1-g: Enhance city website	IT	Identified as priority to enhance the council goal of economic development	Research and analysis of current site	Complete	
			Department head feedback from website analysis.	In Progress	
			Complete Website Overhaul	"December 2018"	
			Make department changes to current site to bring content up to date.	"August 2018"	
			Develop a plan with department heads input to annually review website for needed changes	"August 2018"	
4-1-h: Replace SCADA system	IT	Replacement of existing SCADA system by Osii for the electric department	Meet with vendor to determine IT needs for the system	Spring 2017	Completed
			Build out of IT infrastructure to handle the new system	Summer 2018 (Waiting on Osii for cutover date)	Installed, Awaiting Cutover Date
			Installation of new system	Summer 2018	Everything complete except need to update all SCADA IP Addresses during cutover
4-1-i: Enhance the conditions of the City's Brush Facility	Streets	Identify improvements needed to ensure smooth operations of City Bush Facility and accessibility for public	Consolidate signage into one	Complete	
			Clean out of debris along entry drive	Ongoing	Initial cleaning occurred in Spring 2018.
			Improve pads and roads	Complete	
4-1-j: Upgrade Library's Integrated Library System	Library	Upgrade library's IT infrastructure	Issue RFP for new Integrate Library System	3/1/2018	Completed
			Select vendor	5/1/2018	Completed
			Migrate data to new system	6/1/2018	In progress
			New ILS fully functional	8/1/2018	
Strategic Focus Area #5: City Staffing					
Goal 1: Address human resources issues					
5-1-a: Develop staffing plan for Police Department and Fire Department	PD/FD	Determine the proper staffing levels to provide adequate public safety	Develop RFP	completed	
			Present to City Council for review and authorization	completed	
			Publish RFP	completed	responses due Sept. 29, 2017
			Review responses and develop recommendation for Council consideration	completed	
			Present to City Council for award	completed	
			Consultant to conduct review	completed	
			Present findings of studies to City Council	completed	
Develop a recommended phasing plan for public safety departments	Developed for FY20 Budget process				
5-1-b: Update personnel policies/handbooks	HR	Currently have 2 different handbooks with different policies/procedures.	Review each handbook; look for similarities and differences.	10/17	Complete
			Reach out to other City HR contacts for samples.	08/17	Complete
			Combine all policies into 1 handbook.	09/18	
			Brick Gentry to review	10/18	
			City Manager to review.	11/18	
			Council/Board to approve.	12/18	

5-1-c: Review and update if necessary Job Descriptions	HR	Job descriptions do not contain a last reviewed date; it is unknown when they were last reviewed. Need to add signature line for employee to attest receiving; ensures employee knows what their job entails.	Update job descriptions with EEO language, signature block & date.	completed	
			Reach out to other City HR contacts for samples, if needed	completed	This will be done as needed as job descriptions are reviewed by dept heads
			Send to dept heads to obtain signatures from employees	completed	
			Due date for signed job descriptions to be completed and back to HR.	completed	
5-1-d: Implement an employee exit interview process	HR	Allows for us to understand why an employee is leaving and look for patterns of areas we can improve on.	Have staff member complete form upon turning in resignation.	Ongoing	
			Meet with Human Resources to discuss items on exit interview	Ongoing	
			HR follows up with City Manager and or dept head as needed.	Ongoing	
5-2-e: Review and update safety program	HR	Current program has been in place for many years. Evaluating to see if it meets the current needs of the City and IMU.	Review safety consultant options and discuss options with safety committee	completed	
			Implement new training options	completed	
			Work with new safety consultant and safety committee to review policies/procedures, training offerings and committee meetings.	Begin October 2018	5/18, currently fulfilling required notice of current consultant through September 2018. Working with new consultant to obtain contract.
5-2-f: Remain proactive regarding common employment topics	HR	Development of action plan to address common employment issues	Conduct employee survey	completed	
			Review survey results	01/19	
			Implement an employee "stay interview"	01/19	
			Develop action items from employee survey results	5/1/2019	
Goal 2: Evaluate employee wage and benefit packages					
5-2-a: Review of public safety pay plan	HR/PD/FD/FIN	Review and recommend adjustments to public safety pay plan, if necessary	Conduct survey of Metro communities	completed	
			Draft a conceptual pay scale addressing deficiencies	completed	
			Conduct analysis of impacts of conceptual scales, factoring health insurance savings.	completed	
			Prepare draft memo with analysis and recommendations	completed	
			Present to City Council	completed	

5-2-b: Review payroll system	HR	Current system is outdated and very manual causing lots of room for errors.	Review functionality of Kabel	completed	Reviewed functionality. Kabel could not provide certain payroll functions due to differences for CC and Police.
			Review and meet with vendors; demo of their system.	Ongoing	5/9/17 - Completed 4/28 and 5/2. Due to fiber implementation, it was learned that a new billing and financial system may be necessary. Reviewing this function along with the fiber initiative to gain economies of scale. 9/5/17 - waiting for further word from IMU re fiber accounting system.
			Temporary fix for timesheets - convert from paper to Excel. Working with staff on creating templates in order to create some efficiencies.	Template completed	Working with various departments on testing of template. Have found some issues as a result of the testing. Working with legal counsel and departments to address, which will be primarily taken care of with new on-line payroll system.
			Secure payroll system with civic	FY 19	
Strategic Focus Area #6 : Budget and Finance					
Goal 1: Continue programs and actions to enhance the City's financial condition					
6-1-a: Evaluate cost savings regarding printing and mailing the Indianola Magazine	IT	Determine if there are any cost savings to printing and mailing the Indianola Magazine	Research Printing Costs	Completed	
			Request RFP for 2 year contract for magazine printing	Postponed	Temporarily postponed due to discussions with Indianola Living magazine.
			Present findings to Policy & Administrative Committee of City Council for direction	Summer 2018	
6-1-b: Evaluate cost savings associated with converting park areas to native prairies	PR	Procedures, education and costs associated with converting park areas to native prairies	Identify areas of parks that could be potential prairie areas	completed	
			Estimate of expenses related to planting prairie areas and research grant opportunities to address costs. Identify potential partners	completed	
			Present to Parks and Recreation Commission and City Council	completed	direction was to leave parks as is due to no savings.
Goal 2: Implement the City's financial policies					
6-2-a: Implement City's financial policies	FN	Review and modification of policies	Reviewed City's financial policies in advance of FY20 budget	July - August	
			Present to City Council for consideration	August 6, 2018 cc meeting	plan to amend policy to include a reserve target for Health Insurance Fund.

Goal 3: Evaluate alternatives to address rising costs associated with providing employee health insurance

6-3-a: Evaluate health insurance options	HR/FIN	Current plan is costly and outdated.	Meet with insurance broker to determine options.	completed	
			Meet with Health Insurance committee as needed to discuss options and ideas, as needed.	completed	
			Meet with Council to review options, as needed	completed	
			Council Initial Review of Proposal	completed	
			Roll Out Plans or Options to Employee	completed	
			Work on renewal for a 1/1/18 plan year	completed	
			Reconvene health insurance committee to review spousal carve outs/surcharges per IMU Board and Council direction	July 2018 - January 2019	
			Present findings/research of spousal carve outs/surcharge	January/February 2019	
6-3-b: Continue to work with the Health Insurance Committee and other employee committees to provide necessary training and organizational information.	HR	Ensure all staff have information and questions are being answered	Health insurance committee meetings	Quarterly	
			Employee forums to educate on new health plan	Quarterly	
			Publicize information via Facebook, emails, handouts and other employee forums.	Ongoing	

Goal 4: Develop multi-year Capital Improvements Program and Equipment/Asset Replacement Plan

6-4-a: Develop CIP	FN	Improved Budgeting	Review Needs with Departments	Continuous	
			Develop Initial Plan FY 17	4/1/2016	
			Develop 5 year CIP/Equipment	4/1/2017	
			Council Approval (with Budget)	4/1/2017	
			Add new year's information and re-prioritize	Continuous	
6-4-b: Review Emergency Sirens System	FD	Replacement of out dated equipment	Conduct an inspection of siren network	completed	
			Perform necessary repairs as identified by inspection	Ongoing	
			Purchase one replacement outdoor siren	FY19	Funding secured and implementation to occur as part of FY19 budget.
			Research costs associated with propogation study	During FY19	research costs to submit as part of FY20 process.
			Submit funding request for propogation study	FY 20 budget process (CIP)	
6-4-b: Develop work plan to implement IT capital budget	IT		Gathering of financial information from the 16/17 budget to determine expenses	Complete	
			Identify items that will be requested on the 17/18 CIP	Complete	
			Develop a spending plan for approved purchases based on workload and ability to implement changes	In Progress	
			Request quotes for IT equipment	In Progress	
			Replace main switch stack	Complete	
			Replace gateway security device	In Progress	
			Replace desktop computers (25)	In Progress	

Goal 5: Improve budget process

6-5-a: Update budget calendar and actively manage the budget process.	FN	Goals and Deadlines for budget process to ensure compliance with City policy & State law.	Review Prior Year Issues/Activities	completed	
			Develop Changes and Recommendation	completed	
			Issue new calendar to staff for comment	completed	
			Calendar Presented to Council	6/4/2018	
			Implement with Staff and Council	on-going as part of budget process.	
6-5-b: Proactively monitor budgets/funds to improve tracking of financial condition.	FN	Better tracking of financial condition and communication to elected officials and public.	Develop Summarized Financial Statements	9/1/2018	
			Develop Budget Comparisons	9/1/2018	
			Present Information to Staff for comment	10/1/2018	
			Initial Quarterly Report	12/1/2018	
			1st Quarter Report	4/15/2019	
			2nd Quarter Report	7/15/2019	
6-5-c: Convert general ledger and financial statement from cash to accrual basis	FN	Accrual basis provides a more accurate reporting of City's financial health.	Auditor in Place for FY18	6/1/2017	Completed by Council Vote
			Coordination Meeting to Develop Timeline	10/1/2017	Initial Meeting Complete, follow-up forthcoming
			Write Full Schedule	10/15/2018	
6-5-d: Submit FY 19 Budget for GFOA distinguished budget award	FN	Submit annual budget document to the GFOA for scrutiny and feedback on improving document.	Prepare Budget with needed criteria	Completed and Passed Council	Completed and Passed Council
			Application Completed	Completed	Completed
			Criteria Sheet	Completed	Completed
			Submission	End of June	
			GFOA Award Recommendation Deadline	Jun-19	Was awarded City's first ever award for FY 18 budget.
			FY19 Budget Preparation	Completed	
	Application for FY19	End of June			

OTHER

7-1-a: Emergency planning	PD/FD	City-wide emergency effects most departments, not just public safety	Design table top exercise for directors	Complete	
			Review specifics of "table top" with County	Complete	
			Work with Dept Heads on FEMA prep work	On-going	
			Conduct table top exercise with Dept. Heads	Complete	A brief review of the EOC document was reviewed in fall of 2017. Updates to document anticipated.
			NIMS Compliance	June of 2018	
			ICS Introduction to Position Training	8/1/2018	
			EOC Training	9/1/2018	
7-1-b: Develop and execute a training program for staff on IT security protocols	IT	Ongoing educational training	Research programs from State of Iowa	Fall 2018	
			Develop training schedule for departments	Fall 2018	Excel, Outlook identified as needed training
7-1-c: Conduct a review of the City's Purchasing Policy	City Clerk	Action item from City Council April 1st retreat	Survey of communities	Complete	
			Review results of survey with Staff and develop a draft	Complete	
			Present to City Council for review/direction	Complete	
			adoption of new purchasing policy	Complete	
7-1-d: Create an onboarding process for new Council Members	CM	Ongoing educational training	Prepare introduction letters for candidates	Complete	
			Schedule meetings with candidates	Complete	
			Create departmental tour/meetings	Complete	
			Research and schedule League of Iowa Cities orientation	Complete	
7-1-e: Work with necessary stakeholders to implement Hometown Pride endeavor	CM	Council Directive	Met with steering committee in August.	Complete	
			Community coach job ad created/posted	Complete	
			Conduct review of resumes/interview	Complete	
			Appoint a City Hometown Pride Committee	Complete	
7-1-f: Research Economic Development positions and provide to Council for discussion and direction prior to and as part of the FY19 budget process.	CM	Council Directive	Several metro communities surveyed	Complete	Information to be provided during City Council budget deliberations. Preliminary information suggests market rate for a FT position would be approx \$140,000 (includes benefits). This does not include programs, training and/or travel. Additional survey conducted of other communities by Mayor's intern.
7-1-g: Research options and costs associated with conducting a community-wide survey	CM	Council Directive	Research options and present to council	Complete	
			Work with consultant to prepare draft	Complete	
			Present draft to Council for input/direction	Complete	
			Incorporate changes	Complete	
			Print/distribute surveys	Complete	
			Surveys due	Complete	
			Tabulation of surveys	Complete	
Presentation of survey results	Complete				

7-1-h: Conduct a review of the City's Noise Ordinance	City Clerk	Council Directive from 9/5/17 Council Meeting	Survey of communities	Complete	
			Review results of survey with Staff and develop a draft	Complete	
			Present to administrative and policy committee for review/direction	6/1/2018	
			Present to city council for consideration	7/1/2018	
7-1-j: Prepare a written snow and ice removal policy .	Streets	A written snow removal policy does not exist. To limit the City's liability a written policy must be established.	Review and document current snow and ice operations	Complete	
			Meet with Street Department Staff for mapping and updates to existing procedures	Complete	
			Meet with Staff to finalize draft policy	Complete	
			Present a draft to Council for review/direction	Complete	
			Annually update draft to include changes in personnel, equipment, and street inventory	Annually in Sept.	