

**CITY OF WEST LIBERTY
LEADERSHIP TEAM
2020-2022 Goals and Action Plan**

GOAL #1 – Conduct a GIS/GPS process for continuous capturing and storing of data related to the city’s infrastructure

	Action Steps	Staff Responsible	Target Dates	Progress Check
1.	Assess the needs of MAGIC to know what systems need to be built and what information is needed	City Manager	August 1, 2020	June 26, 2020
2.	MAGIC and Staff to hold a training event on iPads	Reinhardt, Goodale, Juergens, Tyers, and MAGIC	September 15, 2020	August 13, 2020
3.	Staff to Update the data each quarter	Reinhardt, Goodale, Juergens, Tyers	October 1, 2020	On-Going

GOAL #2 – Review and Update Utility Rates and Fees; amend ordinances and rate studies for each

	Action Steps	Staff Responsible	Target Dates	Progress Check
1.	Assess all the utilities needed	City Manager, Geertz and Council Utility Committee	August 2020	August
2.	Hold a Work Session to discuss specifics	City’s Engineers, City Manager, Geertz, Council	September 2020	September 15, 2020
3.	Prepare a Scope and Fee for each Rate Study	City’s Engineers	October 2020	October 6, 2020
4.	Present the Rate Analysis to the Council Utility Committee for Review	City Manager, Geertz and Council Utility Committee	January 2021	
5.	Present to the City Council for Consideration and set Public Hearing for First Reading	City Manager, Geertz and Council Utility Committee	January 2021	
6.	Council hold the public hearing and give first reading to the ordinance establishing rates	City Council	February 2021	

7.	Council gives second reading	City Council	March 2021	
8.	Council gives third and final reading, implementation for July 1, 2021	City Council	April 2021	

GOAL #3 – Utilize the Comprehensive Plan and Annexation Study to Create a Future Land Use and Fridge Area Plan to identify the city’s growth				
	Action Steps	Staff Responsible	Target Dates	Progress Check
1.	Assess the needs and review the plans (GIS Mapping and HBK Maps)	City Clerk, City Manager, and EDC Director	September 2021	
2.	Planning and Zoning (P&Z) Commission holds a Work Session	City Clerk, City Manager and P&Z Commission	October 2021	
3.	Draft a Future and Fridge Area Plan (amendment)	City Manager and/or MAGIC or HBK	October 2021	
4.	Review the draft of the Plans	City Clerk, City Manager and P&Z Commission	November 2021	
5.	Finalize the plan and prepare Action Form	City Manager	November 2021	
6.	Present the Plan to the City Council for Consideration (and Set the public hearing?)	City Clerk, City Manager and P&Z Commission	November 2021	

GOAL #4 – Create Housing Incentive Programs for Developers and Homeowners; create an Urban Revitalization Program and Neighborhood Incentive Program (Urban Renewal Plan for Slum and Blighted Properties)				
	Action Steps	Staff Responsible	Target Dates	Progress Check
1.	Needs assessment: Scope of the project and collect history and research	City Clerk, City Manager and Dorsey & Whitney	March 2021	
2.	Finance Committee begin workshops	City Clerk and City Manager	April 2021	
3.	Update Action Form and holds a Work Session; sets a Public Hearing	City Manager	May 2021	

4.	Council holds the Public Hearing and approves the plans	Council	June 2021	
5.	Council approves TIF Certification	Council	June 2021	
6.	Staff and WeLead promotes the Program	Hoffert and WeLead	July 2021	

GOAL #5 – Create a Quarterly Training Program for Staff and Elected Officials				
	Action Steps	Staff Responsible	Target Dates	Progress Check
1.	Create a Staff Training Committee	City Manager	August 2020	August 21, 2020
2.	Review and assess the needs	Staff Training Committee	August 2020	August 21, 2020
3.	Meet on a monthly meeting	Staff Training Committee	August 2020	On-Going
4.	Communicate to all when training is scheduled	Secretary to the Staff Training Committee	September 2020	On-Going
5.	Committee to keep records of attendance	Secretary to the Staff Training Committee	October 2020	On-Going

GOAL #6 – Create a Capital Improvement Plan				
	Action Steps	Staff Responsible	Target Dates	Progress Check
1.	Create a master street plan, including rankings of utilities per block	Reinhardt, Goodale, Juergens, Tvrs, Geertz, City Manager and Foley	September 2020	September 15, 2020
2.	Prioritize the list	Reinhardt, Goodale, Juergens, Tvrs, Geertz City Manager and Foley	September 2020	September 15, 2020
3.	Assess the city's financial feasibility to fund a plan	Lee, Elizabeth and Northland Securities	September 2020	September 30, 2020

4.	Create a draft plan	Elizabeth and Leo	October 2020	Current
5.	Hold Council Work Session	Northland Securities, City Manager, Geertz, Council	November 2020	
6.	Recommend to City Council for approval and Council sets the Public Hearing	Zacarias, McFerren, and City Manager	December 2020	
7.	City Council Holds the Public Hearing and Approves the CIP	Mayor and City Council	January 2021	

GOAL #7 – Conduct a Feasibility Study of City Hall and Public Safety Facility				
	Action Steps	Staff Responsible	Target Dates	Progress Check
1.	Update the conceptual design	V&K	July 2020	June 30, 2020
2.	Review the concept with the Buildings and Grounds Committee	Barenek, Smith, Geertz, Burdess, City Manager and V&K	July 2020	July 21, 2020
3.	Present the concept with the City Council and request approval of Scope and Fee for Design	Barenek, Smith, Geertz, Burdess, City Manager and V&K	July 2020	August 4, 2020
4.	Design	V&K	August 2020	Current
5.	Review design and relocation plans with the Buildings and Grounds Committee	Barenek, Smith, Geertz, Burdess, City Manager and V&K	December 2020	
6.	City Council approve design and bidding	City Council	December 2020	
7.	Bid the renovation construction	V&K	January 2021	
8.	Council to approve the bid	City Council	February 2021	
9.	Staff relocates and construction begins		Spring 2021	

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