

**CITY OF HUXLEY, IOWA
MAYOR AND CITY COUNCIL
GOAL SETTING SESSION – 2021**

**Tuesday, December 1, 2020
6:00 PM
Huxley City Hall**

AGENDA

1. Introduction and Opening Comments
2. General Overview of the Meeting and the Goal Setting Report
3. Brief Review of City Accomplishments – Past Two Years – Exhibits A & B
4. Brief Review of Issues, Concerns and Trends – Exhibits C & D
5. Review and Ranking of Programs, Policies, and Initiatives – Exhibits E & F
 - A. Review of Proposed Initiatives
 - B. Clarification of Items
 - C. Revisions, Additions, Deletions and Combinations of Items
 - D. Ranking of Items – Placing of the “Dots”
 - E. Review List of “Givens” or Ongoing Projects
6. Review and Ranking of Capital Projects & Equipment Purchase – Exhibits G & H
 - A. Review of proposed projects
 - B. Clarification of items
 - C. Revisions, Additions, Deletions and Combinations of Projects
 - D. Ranking of Items – Placing of the “Dots”
 - E. Review List of “Givens” or Ongoing Projects
7. Review & Evaluate “Team Work Objectives” – Exhibits I & J
 - A. Discussion regarding roles and responsibilities
 - B. Review and concurrence on team work suggestions
8. Final Report to the Mayor and City Council – 2021 Goal Setting Process
9. Adjourn



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November 11, 2020

**To: Mayor and City Council
Huxley, Iowa**

From: Patrick Callahan, Municipal Consultant

Re: Goal Setting Session – 2021

We are looking forward to facilitating the Mayor and City Council 2021 Goal Setting Session on Tuesday, December 1, 2020 starting at 6:00 PM at the Huxley City Hall. The agenda for the session is enclosed for your review.

First of all, thank you for selecting Callahan Municipal Consultants, LLC to conduct the City Council's goal setting session. We are looking forward to assisting the City on this process.

Strategic Planning or Goal Setting Session

We have facilitated numerous goal setting sessions for cities in Iowa from 2004 to 2020. Each session is unique and informative. When we started doing goal setting sessions in 2004, we developed an advance questionnaire in order to enhance the productivity of the session and reduce the amount of time on the more routine portions of the meeting. The questionnaire allows us to review issues in advance and thus provides more time for the primary focus of the session, which is to discuss, review, and prioritize the City Council's goals and objectives. We would like to thank you for responding to the advance questionnaire for this year's goal setting session.

City Accomplishments

The first thing that we like to do at these sessions is to reflect upon the City's recent accomplishments. Many council members in other cities are so focused on the current or most pressing issues of the time that they lose track of all the city's accomplishments. Most council members are pleasantly surprised to review how much has actually been accomplished by their city over a span of two years.

Issues, Concerns, and Trends

We also like to take the time to look to the future as to issues or trends that have the potential to impact the City in either a positive or negative manner. A positive trend might be an increase in new housing construction. Whereas, a negative concern could be the passage of a bill by the Iowa General Assembly that might drastically reduce property tax revenues to the City's general fund. While the City may have little or no control over some of these trends or issues, it is usually better to acknowledge them and possibly develop a "game plan" as to how to address them in the future.

Capital Projects

It is important to take the time to itemize and prioritize the City's capital project and major equipment needs. Since the City does not have a capital improvements plan (CIP), we may want to identify any projects or equipment purchases that should be included in the City's CIP. We will review, discuss, and prioritize the City's capital projects and equipment needs. This information and the direction provided by the City Council at this session will be very useful to the City employees.