

## AGENDA

### **CITY OF WINDSOR HEIGHTS STRATEGIC PLANNING AND GOAL SETTING - 2016**

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**Saturday, January 16, 2016**

**9:00 AM – 3:00 PM**

**<Location>**

1. Introductions and Opening Comments
  - a. Name, Tenure, and Background
2. General Overview of the Meeting and the Strategic Planning Process
  - a. The Ground Rules for this session
3. Review/confirm/revise current strategic plan – strategies and goals
4. Review Issues, Concerns, and Trends
  - a. Review Results of Questionnaires
  - b. Additional Input/Comments
5. Identify On-Going City Commitments/Obligations
6. Identify potential Initiatives, Programs, Policies, and Projects
  - a. Review Results of Questionnaires
  - b. Additional Input/Comments
  - c. Selection of Priorities
  - d. Discuss implementation issues
7. Discussion regarding Teamwork and Effective Governance
  - a. Shared direction/set of goals
  - b. Roles and responsibilities
  - c. Effective processes and methods
  - d. Rules of the game
  - e. Communications
9. IPA Report to the Mayor and City Council –
  - a. Development of Action Plan
  - b. Importance of Quarterly Updates
10. Adjourn

By e-mail transmission

November 20, 2015

Brett Klein  
City Administrator  
City of Windsor Heights  
1145 66<sup>th</sup> Street, Suite 1  
Windsor Heights, IA 50324

RE: Proposal for Services

Dear Brett:

Per our recent email communications, I am pleased to submit this proposal for the Institute of Public Affairs (IPA) to provide planning facilitation services for the City of Windsor Heights (City).

IPA proposes to meet with the Windsor Heights City Council on January 16, 2016, (or such other date as may be mutually agreeable) in a work session to review the City's current strategic plan, identify and prioritize the City's overall goals and objectives for the next two years, and assist the City in enhancing teamwork and promoting effective governance. The purpose of the session will be to review the City's current strategic plan and identify and prioritize the City's overall goals and objectives for the next two years.

IPA proposes a format for the planning session which would include: (a) reviewing/confirming/revising as appropriate the strategies and goals of the City's current strategic plan; (b) identifying issues/concerns/trends/opportunities that may impact the City's programs, activities, projects, and finances during the planning period; (c) identifying the City's on-going commitments/obligations, (d) reviewing potential new initiatives/programs/policies for consideration during the planning period, (e) providing a method for mayor/council selection of top priority initiatives/programs/policies, and (f) discussion regarding implementation of priorities. In addition, the session would include a component to enhance the group's teamwork and effectiveness, performance and teamwork.

As part of this overall process, IPA proposes distributing a pre-session questionnaire in advance of the session to the elected officials and key staff (as determined by the city).

The following items are attached to this letter:

- Draft agenda for the planning session.
- Draft pre-session questionnaire to be distributed to the participants
- Draft Power Point to be used for the Teamwork and Effective Governance portion of the session.

(These items are submitted for illustrative purpose and are of course subject to revision after consultation with the City)

IPA will provide a written report to the City summarizing the results of the session.

Our fee for this service would be \$1,750, plus reimbursement of direct costs (such as mileage, supplies, meals and lodging) related to this project.

If you have any questions, please feel free to contact me. I can be contacted at 319-335-7586 or by e-mail at [jeff-schott@uiowa.edu](mailto:jeff-schott@uiowa.edu).

Sincerely,

Jeff Schott  
Institute of Public Affairs  
University of Iowa  
124 Grand Avenue Court  
Iowa City, IA 52242