

ITEM: Receive workshop presentation on existing plans and regulations, plus city utilities

Meeting DATE: October 6, 2016
TO: City of De Soto Council and Mayor
FROM: Mike Brungardt, P.E., City Administrator
CC: City Staff via Electronic Packet Distribution
EXHIBITS: Exhibit A: Proposal for Facilitated Retreat and Citizen Engagement
Exhibit B: Jeanie Lauer Bio

Summary: At the September 15th Council meeting we tabled the workshop presentation on “Existing Plans and Policies”. To remain on schedule, I have compiled information on the “City Utilities”, which is attached to this memo. If time allows we can discuss both items at the meeting on October 6th. If not, we should consider scheduling a time outside of a Council meeting to go over the material.

In addition to the workshop schedule adjustments, I would like to propose a few modifications to the original plan for our visioning process. Last month I reached out to Carol Lehman of Johnson County Community College (also on the De Soto EDC Board) to discuss our visioning process. Carol introduced me to Jeanie Lauer, a consultant specializing in strategic planning, mediation, and facilitation. Together we discussed the need for a facilitated retreat with the Council, and adding a citizen engagement component to the process.

Attached as **Exhibit A** is a proposal from JCCC to provide a facilitated retreat with the Council and a citizen engagement process. I feel that both these efforts will help us develop a more meaningful and deliberate goal setting and visioning plan for the City, and that the fees involved are very reasonable, considering the value that will be gained.

Another change to the plan I would like to propose is to move the Council retreat to precede the Goals, Objectives, and Strategies phase. This was suggested by Ms. Lauer, based on her opinion that the Council’s vision and values will have a direct impact on the City’s goals and objectives.

Making the above changes, the process schedule is as follows:

1. **Phase I: Background Information and Education** (September – October, 2016)– *Where are we now?* – These sessions will be informational, and will provide an opportunity for the Council to learn about details about the various functions of the City.
 - a. Governmental Structure - Role of Council, Planning Commission, Staff, EDC/Chamber, BZA, Park Board, and others.
 - b. Current Status of Existing Plans and Policies – Comprehensive Plan, Parks Master Plan, Economic Incentive Policies, Codes Enforcement, etc.

- c. Existing City Codes & Development Processes.
 - d. Utilities – Water and Sewer master plans, service extensions, capacities.
 - e. Programs, Parks & Recreation, Events.
2. **Phase II: Joint Meetings** (November, 2016 – February, 2017)– *Who are our partners?* - These sessions are intended as opportunities for introduction and exchange of ideas with the various boards and organizations who impact the community.
 - a. City Boards including Planning Commission, BZA, Parks
 - b. EDC/Chamber
 - c. Public Service Partners - Police, Fire, School, Water Districts, County, & Neighbors
 - d. City Staff
 - e. Citizens as Partners – Facilitated by JCCC
3. **Phase IV: Council retreat or work session to re-establish City’s vision, values, mission.** (March, 2017) – *Who are we and who do we want to be?* – This session will focus on higher policy level topics and will focus on philosophies, goals, ambitions and morals.
 - a. Facilitated by JCCC
 - b. Full Day off-site session
 - c. Create Vision Statement, Values Statement, and Mission Statement
 - d. Who are we, what do we do, and why do we do it?
4. **Phase III: Goals, Objectives, Strategies** (April, 2017) – *What do we want to do?* – With a deeper understanding of the existing conditions, a discussion about priorities will be more meaningful. Largely, this was the exercise we went through in February (see **Exhibit A**).
 - a. Identify areas of concern
 - b. Identify areas of opportunity
 - c. Articulate individual and group goals and set measurable benchmarks
5. **Phase V: Work Plan** (May, 2017)– *What are we going to do?* -
 - a. Establish priorities, goals, and action items.
 - b. Produce policy document that identifies major areas of focus and direction for the City, and guides budget and policy decisions moving forward.

**End of Memo
Exhibit to Follow**