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January 18, 2024

To: Mayor, City Council Members, & City Department Heads
Dyersville, Iowa

From: Patrick Callahan

Re: Goal Setting Session - 2024

We are looking forward to the Mayor & City Council Goal Setting Session that is scheduled for Monday, January 22, 2024, at 5:00 p.m. at the Dyersville Social Center. The agenda for the meeting is enclosed for your review. The City Department Heads will meet at 1:30 PM the same day.

We would like to thank the Mayor, City Council Members, and City Department Heads for taking the time to complete our advance questionnaire for the upcoming goal setting session. We have enclosed for your review summaries of the responses from the questionnaire. We have tried to eliminate any duplication of comments. The individual responses were not listed in any particular order.

Review of the Summary of Responses

As you review the summaries prior to the meeting on January 22, please consider the following suggestions:

1. Compare the enclosed summaries to your personal responses and let us know if we missed any of your comments.
2. Consider new wording to clarify or modify the comments to make them more understandable and relevant.
3. If any items have been overlooked or missed, let us know and we can add these items to the exhibits in the final report.
4. As you review the list of programs & initiatives and the list of capital projects, please give some consideration as to which of the suggestions that you think should be given the "top priority" ranking. You will be asked to rank the programs and capital projects on Exhibits D and E.

Major Accomplishments - Exhibit A

Both the Elected Officials and the City Department Heads provided a list of major accomplishments that have been completed in Dyersville in recent years. Please let us know if we need to include any additional items to the list of accomplishments.

Issues and Concerns - Exhibit B

There is a list of issues and concerns. As we review this list, we may need to identify programs, initiatives or projects that will help to resolve or address these issues and

concerns. We may have a few additional suggestions during the meeting that the City Council may want to consider to resolve or reduce the impact of a particular issue or concern.

On-going Commitments and Priorities - Exhibit C

There is enclosed a list of on-going commitments and priorities that were discussed and approved during previous goal setting sessions or city council meetings. Please review this list of projects and programs prior to the meeting. The City Council will be asked to reaffirm that the City will continue to pursue and complete these projects and programs. If something has changed and the City Council is no longer committed to these projects and programs, please advise us and those items will be removed from Exhibit C and the City Staff will discontinue working on them.

Significant Initiatives and Programs - Exhibit D

Both the Elected Officials and the Department Heads identified potential programs or initiatives. Some of the suggestions would be relatively easy to accomplish, but other ideas will require much time and effort. After this list has been reviewed, modified, and combined, the Mayor and City Council Members will be asked to rank and prioritize these programs and initiatives.

Capital Projects and Equipment Purchases - Exhibit E

The Mayor and City Council and Department Heads have identified 38 potential capital projects and equipment purchases. After this list has been reviewed, modified, and combined, the Mayor and City Council Members will be asked to rank and prioritize these capital projects and equipment purchases.

Teamwork Suggestions - Exhibit F

This exhibit summarizes the suggestions that were submitted regarding things that could be done to enhance communications and teamwork. We will review, modify, and possibly add items to this list of suggestions. As you will note, some of the comments are merely observations and not necessarily a goal or action item. We will urge the Mayor and City Council to formulate specific goals or objectives that will enhance teamwork among the City's elected officials and with the City Department Heads. We will seek a consensus from the Mayor and City Council regarding the items on Exhibit F.

Final Comments

We will give you some advance notice of two sentences that we will ask you to finish at the start of the goal setting session.

1. "The main reason that I ran for a seat on the city council was....."
2. "During the next two years, I really hope that the City accomplishes these two projects or goals"

If you have any questions, please feel free to contact us at 563-599-3708 or callahan.cmc@gmail.com.