

Action Agenda

2015-2016

ACTION AGENDA

2015 – 2016

Mayor and City Council



Des Moines, Iowa
August 2015



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**Des Moines
Vision 2030**

DES MOINES VISION 2030

**DES MOINES 2030 is a
VIBRANT CAPITAL CITY – the PRIDE of IOWA
with
*GREAT NEIGHBORHOODS,
ALIVE DOWNTOWN,*
and
THRIVING REGIONAL ECONOMY,
and is a
*RECOGNIZED LEADER IN COMMUNITY
SUSTAINABILITY.***

**DES MOINES 2030 has
ABUNDANT OPPORTUNITIES FOR LEISURE,
and an
*EFFECTIVE TRANSPORTATION SYSTEM
CONNECTING THE REGION.***

**In 2030, residents and businesses take tremendous
*PRIDE IN THE DES MOINES COMMUNITY!***

**City of Des Moines
Policy Agenda 2015 – 2016
Targets for Action**

TOP PRIORITY

Tax Abatement Policy
Undergrounding Utilities Policy
Parks and Recreation Comprehensive Plan
Regional Local Option Sales Tax
City Services and Resources Plan
City Facilities Construction Policy: Direction, Funding

HIGH PRIORITY

Streetscape Master Plan
Code Enforcement Performance Review
Financial Policies: Review
City Hall Building Upgrade
NFC Expansion
Exterior Property Maintenance Code
Green Infrastructure and Funding
Public – Private Partnership Policy

**City of Des Moines
Management Agenda 2015 – 2016
Targets for Action**

TOP PRIORITY

**Convention Hotel Development
Corporation Communication Position/Plan
Comprehensive Plan
Kum and Go Headquarters
Downtown Parking Garage with Housing**

HIGH PRIORITY

**Information Technology Upgrade Plan and Funding
Radio Communications Center
Downtown Maintenance Management Agreement
Online Services Development
School Strategy
Strategic Planning
Organization Evaluation and Report**

**City of Des Moines
Action Outlines 2015 – 2016**

GOAL 1	FINANCIALLY SOUND CITY
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ACTION: TAX ABATEMENT POLICY		PRIORITY
		<i>Policy – Top</i>
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Impacts/ Consequences • Purposes • Policy Direction • Scope: Commercial/Multi/ Single Family • Ordinance: Adoption • Mortgage/ Underwriting 	<p><u>Activities/Milestones</u></p> <ol style="list-style-type: none"> 1. Council Workshop: Policy Direction 2. Draft ordinance 3. Council Decision: Policy Adoption 	<p><u>Time</u></p> <p>9/15 10/15 11/15</p>
Responsibility: Community Development		

ACTION: REGIONAL LOCAL OPTION SALES TAX		PRIORITY
		<i>Policy – Top</i>
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Urban – Rural Split • Water Works Litigation • Suburban’s Positions • Comparability with SU 	<p><u>Activities/Milestones</u></p> <ol style="list-style-type: none"> 1. Council Review: RFP 2. Issue RFP 3. Council Decision: Lobbyist Contract 4. Council Decision: Position 5. Develop legislative strategy 6. Monitor state legislative actions 7. Council Decision: Direction, Next Steps 8. Lobby for local option sales tax 	<p><u>Time</u></p> <p>9/15 9/15 11/15 11/15 12/15 5/16 6/16 Ongoing</p>
Responsibility: City Manager		

ACTION: CITY SERVICES AND RESOURCE PLAN		PRIORITY
		<i>Policy – Top</i>
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Services • Service Priority • Service Level • Resources • Staffing • Funding • Growth Areas for Future • Declining in Services 	<p><u>Activities/Milestones</u></p> <ol style="list-style-type: none"> 1. Define goals/purposes, process, deliverables, resource requirement 2. Council Report: Update 3. Develop budget proposal 4. Council Decision: Budget FY 2016 – 2017 	<p><u>Time</u></p> <p>11/15</p> <p>12/15</p> <p>12/15</p> <p>3/16</p>
Responsibility: PORT/Deputy City Manager		

ACTION: FINANCIAL POLICIES		PRIORITY
		<i>Policy – High</i>
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Investment • Debt Management • TIF • Fund Balance • Budget Guideline and Policy 	<p><u>Activities/Milestones</u></p> <ol style="list-style-type: none"> 1. Identify/evaluate existing financial policy 2. Review “Best Practices” Gap Analysis 3. Revise financial policies 4. Council Presentation/Decision: Direction 	<p><u>Time</u></p> <p>11/15</p> <p>3/16</p> <p>6/16</p> <p>7/16</p>
Responsibility: Finance		

ACTION: PUBLIC – PRIVATE PARTNERSHIP POLICY

PRIORITY
<i>Policy – High</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Purposes • Approach • Policy Guidelines 	<ol style="list-style-type: none"> 1. Form Staff Task Force/Committee 2. Research “Best Practices” 3. Define purposes, approach, benefits/costs 4. Prepare Draft Report with Options and Recommendations 5. Council Presentation: Report 	<p>10/15</p> <p>1/16</p> <p>3/16</p> <p>4/16</p> <p>5/16</p>

Responsibility: Parks and Recreation

ACTION: JOINT COMMUNICATIONS CENTER

PRIORITY
<i>Mgmt – High</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Funding • Scope 	<ol style="list-style-type: none"> 1. Review draft 2. Finalize report with options 3. Council Workshop: Presentation, Direction, Funding Options 4. Propose CIP Proposal 5. Council Decision: CIP Funding 	<p>10/15</p> <p>11/15</p> <p>12/15</p> <p>12/15</p> <p>3/16</p>

Responsibility: Police

ACTION: DOWNTOWN MAINTENANCE MANAGEMENT AGREEMENT: CLEAN SAFE AND BEAUTIFUL

PRIORITY
<i>Mgmt – High</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Scope • Public Safety • Maintenance • Beautification Actions • Funding Mechanism 	<ol style="list-style-type: none"> 1. Finalize agreement 2. Council Decision: Agreement 	<p>10/15</p> <p>11/15</p>

Responsibility: Parks and Recreation

ACTION: SCHOOL STRATEGY

PRIORITY
<i>Mgmt – High</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
• SRO	1. Joint Meeting: Mayor – City Council and School Board	10/15
• Infrastructure around Schools	2. Council Workshop: School Facilities Sales	10/15
• Facility Use	3. Council Decision: SRO Agreement	10/15
• Permitting for Public Use of Schools	4. Council Decision: Crossing Guards Agreement	3/16
• School Perception	5. Council Decision: Pedestrian Bridge (SW 9 th)	4/16
• Cross Guard	6. Develop/maintain topics list (to be addressed)	Ongoing
• Shard Services		

Responsibility: City Manager/Deputy City Manager

GOAL 2	SUSTAINABLE COMMUNITY: OUR NEIGHBORHOODS, OUR DOWNTOWN
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ACTION: CITY FACILITIES CONSTRUCTION POLICY	PRIORITY						
	<i>Policy – Top</i>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><u>Key Issues</u></td> <td style="width: 40%;"><u>Activities/Milestones</u></td> <td style="width: 30%;"><u>Time</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Definition • Goals • Approach • Funding </td> <td> <ol style="list-style-type: none"> 1. Evaluate Existing Facilities 2. Council Presentation: Direction on Projects </td> <td style="text-align: center;"> 8/16 9/16 </td> </tr> </table>	<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>	<ul style="list-style-type: none"> • Definition • Goals • Approach • Funding 	<ol style="list-style-type: none"> 1. Evaluate Existing Facilities 2. Council Presentation: Direction on Projects 	8/16 9/16	
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>					
<ul style="list-style-type: none"> • Definition • Goals • Approach • Funding 	<ol style="list-style-type: none"> 1. Evaluate Existing Facilities 2. Council Presentation: Direction on Projects 	8/16 9/16					
Responsibility: Assistant to City Manager							

ACTION: STREETScape MASTER PLAN	PRIORITY						
	<i>Policy – High</i>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><u>Key Issues</u></td> <td style="width: 40%;"><u>Activities/Milestones</u></td> <td style="width: 30%;"><u>Time</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Goals • Projects • Plan • Policy Guidance </td> <td> <ol style="list-style-type: none"> 1. Prepare report: current projects, status, funding, timing 2. Review streetscape policy 3. Council Workshop: Report, Direction, Guidance on Changes </td> <td style="text-align: center;"> 10/15 10/15 11/15 </td> </tr> </table>	<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>	<ul style="list-style-type: none"> • Goals • Projects • Plan • Policy Guidance 	<ol style="list-style-type: none"> 1. Prepare report: current projects, status, funding, timing 2. Review streetscape policy 3. Council Workshop: Report, Direction, Guidance on Changes 	10/15 10/15 11/15	
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>					
<ul style="list-style-type: none"> • Goals • Projects • Plan • Policy Guidance 	<ol style="list-style-type: none"> 1. Prepare report: current projects, status, funding, timing 2. Review streetscape policy 3. Council Workshop: Report, Direction, Guidance on Changes 	10/15 10/15 11/15					
Responsibility: Community Development/Engineering							

ACTION: CODE ENFORCEMENT PERFORMANCE REVIEW	PRIORITY						
	<i>Policy – High</i>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><u>Key Issues</u></td> <td style="width: 40%;"><u>Activities/Milestones</u></td> <td style="width: 30%;"><u>Time</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Expansion • Staff • Streamlining Process • Enforcement </td> <td> <ol style="list-style-type: none"> 1. Review internal policies 2. Prepare report 3. Council Presentation: Report Review </td> <td style="text-align: center;"> 4/16 6/16 7/16 </td> </tr> </table>	<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>	<ul style="list-style-type: none"> • Expansion • Staff • Streamlining Process • Enforcement 	<ol style="list-style-type: none"> 1. Review internal policies 2. Prepare report 3. Council Presentation: Report Review 	4/16 6/16 7/16	
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>					
<ul style="list-style-type: none"> • Expansion • Staff • Streamlining Process • Enforcement 	<ol style="list-style-type: none"> 1. Review internal policies 2. Prepare report 3. Council Presentation: Report Review 	4/16 6/16 7/16					
Responsibility: Community Development							

ACTION: NFC EXPANSION		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Expansion: Direction • Informing Neighborhoods • Program Scope • How to Help Neighborhoods 	<ol style="list-style-type: none"> 1. Council Workshop: NFC Presentation 	10/15
Responsibility: Community Development		

ACTION: EXTERIOR PROPERTY MAINTENANCE CODE (Owner, Occupied, Commercial)		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Owner Occupied • Commercial • Goals • Scope • Code Requirements • Approach • Public Engagement • Funding • Enforcement Mechanism • Link to NFC Program 	<ol style="list-style-type: none"> 1. Complete “Best Practice” 2. Seek public input 3. Prepare report 4. Manager Briefing/Direction: Report 	2/16 4/16 5/16 6/16
Responsibility: Community Development		

ACTION: GREEN INFRASTRUCTURE AND FUNDING		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Definition • Goals • Policy Direction • Funding • City Role 	<ol style="list-style-type: none"> 1. Complete and identify scope of Green Infrastructure – City and Private 2. Prepare report with options/recommendations 3. Council Decision: Direction on City Infrastructure 	<p>1/16</p> <p>5/16</p> <p>6/16</p>
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Responsibility: Public Works/Assistant to City Manager </div>		

ACTION: CONVENTION HOTEL DEVELOPMENT		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<p><u>Deadline: 11/15</u></p> <ul style="list-style-type: none"> • Development • Agreement • Conceptual Plan Approval • Cost of Change • Role of City 	<ol style="list-style-type: none"> 1. Demolition 2. Develop agreement: IEC, Polk County 3. Council Decision: Agreement, District 4. Design Review Board: Conceptual Plan 5. Council Decision: Acceptance 6. Groundbreaking/Initiate Construction 	<p>10/15</p> <p>11/15</p> <p>11/15</p> <p>12/15</p> <p>12/15</p> <p>4/16</p>
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Responsibility: Economic Development </div>		

ACTION: COMPREHENSIVE PLAN		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Review initial draft goals and policies	9/15
	2. Conduct public outreach on draft plan	10/15
	3. Council Presentation: Update	10/15
	4. Review/revise goals and policies draft plan	12/15
	5. Conduct public outreach (final)	1/16
	6. Planning Commission: Review	1/16
Responsibility: Community Development		

ACTION: KUM AND GO HEADQUARTERS		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Develop Final Conceptual Plan	10/15
	2. Council Decision:	10/15
	A. Conceptual Plan	
	B. Development Agreement	
	3. Site Demolition	10/15
	4. Groundbreaking	10/15
	5. Building completed	2017
Responsibility: Economic Development		

ACTION: DOWNTOWN PARKING GARAGE WITH HOUSING		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Financing • Number of Parking Spaces • Link to Transit Development 	A. 7 th & Grand	
	1. Demolition	9/15
	2. Council Decision Preliminary Term Sheet	10/15
	3. Collaboration with Surrounding Neighbors	Ongoing
	4. Prepare Final Development Agreement, Lease Purchase Agreement, Final Decision, Skywalk	1/16
	5. Council Decision: Agreements, Design	2/16
	B. 5 th & Walnut	
	1. Deadline: Competition	9/15
	2. Council Decision: Select Preferred Developer	9/15
	3. Prepare Preliminary Terms of Agreement	12/15
	4. Design Review: Final Agreement, Final Design	1/16
	5. Council Decision: Agreement, Design	3/16
	C. City Hall Parking	
	1. Council Decision; Preliminary Terms, Direction	10/15
	2. Negotiate individual parking Embassy Suite, Metro Waste, City Employees	
3. Council Decision: Development Agreement, Lease Purchase Agreement	4/16	
Responsibility: Economic Development		

► **Management in Progress 2015 – 2016**

	Time
1. Echo Valley Urban Renewal Plan	Completed
2. Demolition Delay Ordinance: Adoption	Completed
3. Parking Restrictions: Locust, 7 th , Mulberry	9/15
4. Eastgate Urban Renewal Plan	10/15
5. 12 th Street: One Way/Two Way	10/15
6. Mobile Vendor Merchant Ordinance: Pilot Program	11/15
7. Neighborhood Revitalization Plan Update:	
• RFP	12/15
• Consultant Selection	3/16
• Prepare Revised Neighborhood Revitalization Plan	4/16-8/16
• Council Action—RNRP	9/16
• Council Decision/Action—Targeted RNRP Neighborhoods	4/17
8. Vacant Public Nuisances: Direction, Funding	3/16
9. Downtown Walkability Analysis	3/16
10. Pole Signs Ordinance Enforcement Report	9/16
11. Mobile Home Park Enforcement: Report	11/16
12. Multi Family Residential Recycling Program Enforcement: Report	12/16
13. Liquor License Regulation: Report	12/16
14. Unified Codes: Adoption	12/16
15. Beautification Ordinances: Enforcement (Junk/Debris)	Ongoing
16. Private Tree Policy: Public Education Ongoing	Ongoing

GOAL 3	HIGH PERFORMING CITY ORGANIZATION
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ACTION: ALTERNATIVE SERVICE DELIVERY REPORT		PRIORITY	
		<i>Policy</i>	
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>	
<ul style="list-style-type: none"> • In-house • Contracting 	<ol style="list-style-type: none"> 1. Identify potential areas 2. Prepare report with options/recommendations 3. Manager Briefing/Direction 	3/16 5/16 6/16	
<table border="1" style="margin: auto; width: 80%;"> <tr> <td style="padding: 2px;">Responsibility: Deputy City Manager</td> </tr> </table>			Responsibility: Deputy City Manager
Responsibility: Deputy City Manager			

ACTION: RESIDENCY INCENTIVES FOR CITY EMPLOYEES		PRIORITY	
		<i>Policy</i>	
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>	
<ul style="list-style-type: none"> • Types of Incentive • Scope of Policy • Positions • Funding Level 	<ol style="list-style-type: none"> 1. Prepare draft policy 2. Manager Briefing 3. Council Decision: Direction 	11/15 12/15 1/16	
<table border="1" style="margin: auto; width: 80%;"> <tr> <td style="padding: 2px;">Responsibility: City Manager</td> </tr> </table>			Responsibility: City Manager
Responsibility: City Manager			

ACTION: CORPORATION COMMUNICATIONS		PRIORITY
POSITION/PLAN		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Goals/Desired Outcomes • Scope • Programs • Activities • Social Media Policy • Funding 	<ol style="list-style-type: none"> 1. Investigate “Best Practices” from other large cities – staffing, plans, programs, activities 2. Prepare a comprehensive report with options, benefits/costs analysis, costs/funding 3. Council Presentation: Report, Direction 4. Prepare budget proposal FY 2017 5. Council Decision: Direction, Funding 	<p>12/15</p> <p>1/16</p> <p>1/16</p> <p>1/16</p> <p>3/16</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Responsibility: City Manager</div>		

ACTION: INFORMATION TECHNOLOGY UPGRADE		PRIORITY
PLAN AND FUNDING		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	<ol style="list-style-type: none"> 1. Develop proposal 2. Meet with City Manager 3. Council Decision: Contract for Service 4. Complete Plan 5. Review Plan 6. Develop Budget Proposal FY 2017 7. Council Decision: Funding for IT Upgrades 	<p>9/15</p> <p>9/15</p> <p>10/15</p> <p>12/15</p> <p>12/15</p> <p>1/16</p> <p>3/16</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Responsibility: IT</div>		

ACTION: ONLINE SERVICES DEVELOPMENT		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	<ol style="list-style-type: none"> 1. Prepare RFP – Scope of Service 2. Determine funding sources 3. Review City Manager 4. City Manager: Decision 	<p>9/15</p> <p>10/15</p> <p>10/15</p> <p>11/15</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Responsibility: Finance/IT/City Manager</div>		

ACTION: STRATEGIC PLANNING		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Finalize Strategic Plan	8/15
	2. Council Decision: Adoption	10/15
	3. Initiate Department Strategic Planning	11/15
	4. Council: Mid Year Review	3/16
Responsibility: City Manager		

ACTION: ORGANIZATION EVALUATION AND REPORT		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Manager Briefing: Overview	4/16
Responsibility: City Manager		

ACTION: HUMAN RIGHTS		PRIORITY
		<i>Mgmt</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Hire Director	10/15
	2. Complete Marketing Plan	12/15
	3. Hire Vacant Position	1/16
	4. Develop Public Education/Outreach Program	6/16
Responsibility: City Manager		

ACTION: CORE VALUES INSTITUTIONALIZATION		PRIORITY
		<i>Mgmt</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
• Link to Retires	1. Develop Plan – Actions Steps	11/15
Responsibility: City Manager/Deputy City Manager		

► Management in Progress 2015 – 2016	Time
1. Police Facility and Workspace Needs Report	Completed
2. Fire Accreditation	9/15 – 2018
3. App Blocker	10/15
4. Cisco ISE	10/15
5. Police Drug Disposal	11/15
6. Police Taser Replacement	11/15
7. Animal Control Lease and Management (SW 63 rd Street Facility)	11/15
8. DMTV Broadcast Equipment Updates	12/15
9. Mayor Innovation Project: Video	12/15
10. Marketing Program: Expansion	12/15
11. Police In Car Cameras: Update	12/15
12. Police Body Cameras: Policy and Storage	12/15
13. Parks and Recreation Citizen Satisfaction Survey	1/16
14. Network Security Plan and Staffing	3/16
15. Data Storage: Direction, Funding	3/16
16. Fire Station Study: Update Report	4/16
17. ERP: Work Order System, Disaster Recovery	6/16
18. Historical Cemetery Lease and Burial Records Digitization	6/16
19. Deferred Compensation Policy	6/16
20. 2016 National Governors’ Conference	7/16
21. Summer Video Productions (18)	8/16
22. Help Desk Ticket Creation, Tracking, Reporting System	9/16
23. Fire NEMESIS 3.0 – e PCR Evaluation	12/16
24. Fire House Net: Upgrade	6/17
25. CRM Replacement	7/17
26. Succession Policy, Planning and Process	Ongoing
27. Scrapyard Enforcement	Ongoing

► Major Projects 2015 – 2016	Time
1. Glendale Cemetery Internment Options: Expansion	9/15
2. Fire/Police MDT Installation	11/15
3. Police Elevator	6/16
4. Police Facilities Enhancements	
A. North/West Stairs	6/16
B. Locker Rooms	8/16
5. Library Facilities Maintenance Standards Study	8/16

GOAL 4	UPGRADED CITY INFRASTRUCTURE AND BUILDINGS
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ACTION: UNDERGROUNDING UTILITIES POLICY		PRIORITY
		<i>Policy – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Developments Triggering Need for Underground Utilities • Criteria for Undergrounding • Funding Mechanism • Relocation Fee on Utility Bill 	<ol style="list-style-type: none"> 1. Review current policy 2. Manager Briefing 3. Prepare report with options and funding options 4. Council Decision: Policy Direction, Guidelines, Funding 	<p>1/16</p> <p>4/16</p> <p>5/16</p> <p>6/16</p>
Responsibility: City Engineer		

ACTION: CITY HALL BUILDING UPGRADE		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Project Scope • Funding • Occupancy during Construction • Additional Projects 	<ol style="list-style-type: none"> 1. Define scope 2. Prepare report 3. City Manager Decision: Direction 4. Hire Consultant: design 5. Prepare final report, CIP Budget 6. Council Decision: CIP 7. Complete design 8. Bid Project 9. New Boiler 	<p>9/15</p> <p>10/15</p> <p>10/15</p> <p>12/15</p> <p>1/16</p> <p>3/16</p> <p>6/16</p> <p>9/16</p> <p>12/16</p>
Responsibility: City Engineer		

ACTION: SOUTHEAST CONNECTOR		PRIORITY
		<i>Policy</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Complete Design	2017
	2. Coordinate with Pleasant Hill	Ongoing
	3. Pursue funding	Ongoing
Responsibility: City Engineer		

► Management in Progress 2015 – 2016	Time
1. Recycling Processing Contract: Approval	12/15
2. Hubbell Study: Report	1/16
3. Comprehensive Pump Station and Generator Maintenance Plan: Development	3/16
4. Yard Waste Disposal	4/16
5. Fiber Management in Public Right-of-Way Report	7/16
6. Computer Aided Design Drafting Standards	9/16
7. Signal System Evaluation and Report	12/16
8. Levee Penetrations: Televising	12/16
9. Levee System Assessment and Evaluation Report: DM – 1; II and III Levees	12/16
10. Sewer Collection System: Additional Televising	Ongoing
11. Emerald Ash Borer Plan	Ongoing

► Major Projects 2015 – 2016	Time
1. I-235 Pedestrian Bridges: LED Lights Installation	Completed
2. 2014 – 2015 Street Maintenance Program	Completed
3. Accelerated LED Lights	3/16
4. Southeast Connector (to SE 30 th Street)	4/16
5. Levee Gatewells Repairs	4/16
6. Grand Avenue Bridge Reconstruction	12/18
7. Process Civic Access (ADA Compliance)	2023
8. Skywalks HVAC and Roof Replacement	Ongoing

GOAL 5	LIVABLE COMMUNITY: EXPANDED LEISURE, ARTS AND CULTURAL OPPORTUNITIES
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<p>ACTION: PARKS AND RECREATION COMPREHENSIVE PLAN: RE-WRITE</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Key Issues</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Activities/Milestones</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Time</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Scope • Approach • Funding • Bathrooms </td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 1. Define scope, approach, costs 2. Develop Budget Proposal FY 2017 3. Council Decision: Plan Re-Write Funding </td> <td style="vertical-align: top; text-align: center;"> <p>10/15</p> <p>11/15</p> <p>3/16</p> </td> </tr> </tbody> </table>	<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>	<ul style="list-style-type: none"> • Scope • Approach • Funding • Bathrooms 	<ol style="list-style-type: none"> 1. Define scope, approach, costs 2. Develop Budget Proposal FY 2017 3. Council Decision: Plan Re-Write Funding 	<p>10/15</p> <p>11/15</p> <p>3/16</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">PRIORITY</td> </tr> <tr> <td style="text-align: center;"><i>Policy – Top</i></td> </tr> </table>	PRIORITY	<i>Policy – Top</i>
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Responsibility: Library									

ACTION: CITY TRAIL SYSTEM DEVELOPMENT		PRIORITY
		<i>Policy</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Pursue grants and other funding sources	Ongoing
Responsibility: Parks and Recreation		

► Management in Progress 2015 – 2016	Time
1. Swimming Lessons for Low Income Individuals: Expansion	Completed
2. Library Social Media Sites: Expansion	12/15
3. Historical Signs in Parks (3)	12/15
4. Gray’s Lake Master Plan: Update	12/15
5. Library Marketing Plan: Finalization by Library Board	3/16
6. 2016 NCAA Basketball Tournament	3/16
7. Library Hours: Staffing, Funding Study	4/16
8. Library RFID Anti Book Theft Security System	12/16
9. Library Computer Replacement	Ongoing

► Major Projects 2015 – 2016	Time
1. Library Facilities: Natural Prairie Plantings	Completed
2. Park System Deteriorated Facilities: Removal	Completed
A. Shelters	
B. Tennis Courts	
C. Houses	
3. Grandview Park Sprayground: Installation	Completed
4. Mark Ackelson Trail in Ewing and Easter Lake Parks: Completion	Completed
5. Mac Rae Park Woodland Restoration	Completed
6. Gray’s Lake Trail Safety Railing (along Raccoon River)	Completed
7. Ewing Park Lilac Arboretum: Plantings (20)	Completed
8. Grandview Nature Trail	Completed
9. Greenwood/Ashworth Natural Trail	Completed
10. McHenry Park Small Natural Playscape	Completed
11. Children’s Forest New Tree Markers	10/15

► **Major Projects 2015 – 2016** *(Continued)*

	Time
12. Allen Park Community Garden: Plan and Design	11/15
13. James W. Cownie Baseball Park Parking Lot	11/15
14. Prospect Park Disc Golf Course	12/15
15. Sheridan Park Shelter	12/15
16. Greenwood Sprayground	12/15
17. Library Isolated Security Camera System: Installation	4/16
18. Principal Park Improvements: HVAC Replacement and Window Replacement	4/16
19. Automated 24/7 Kiosk Library (Ward 4)	5/16
20. Fairmont Park Playground	6/16
21. East Side Library Parking Lot: Land Acquisition	6/16
22. Four Mile Community Center: Remodel	9/16
23. Pioneer – Columbus Community Center: Remodel	9/16
24. Jackson Street Bridge	10/16
25. Library Facilities Maintenance Standards Projects	12/16

**Policy Calendar
City of Des Moines
2015 – 2016**

MONTH

September 2015

1. **Workshop: Tax Abatement Policy**
2. **Decision: 5th & Walnut Parking Garage – Select Preferred Developer**

MONTH

October 2015

1. **Decision: SRO Agreement**
2. **Workshop: NFC Expansion Presentation**
3. **Decision: Kum and Go Headquarter Conceptual Plan and Development Agreement**
4. **Decision: 7th & Grand Preliminary Term Sheet**
5. **Decision: City Hall Parking, Preliminary Terms**
6. **Presentation: Comprehensive Plan Update**
7. **Decision: IT Plan Contract for Services**
8. **Decision: Strategic Plan Adoption**
9. **Review: Lobbyist RFP Review**
10. **Decision: Tax Abatement Policy**

MONTH

November 2015

1. **Decision: Downtown Maintenance Management Agreement**
2. **Workshop: Streetscape Master Plan**
3. **Decision: Convention Hotel Agreement, District**
4. **Manager Briefing: Residency Incentives**
5. **Decision: Lobbyist Contract**
6. **Workshop: Joint School – City Meeting**

MONTH

December 2015

1. **Report: City Services and Resource Plan**
2. **Workshop: Radio Communication Center**
3. **Decision: Convention Hotel Conceptual Plan Acceptance**

MONTH

January 2016

1. **Decision: Residency Incentives for City Employees**
2. **Presentation: Corporation Communications Report**

MONTH

February 2016

1. **Decision: 7th & Grand Parking Garage Agreement, Design**
2. **Workshop: Strategic Plan Mid Year Review**

MONTH

March 2016

1. **Budget Decision: Funding for City Services and Resource Plan**
2. **Decision: Crossing Guards Agreement**
3. **CIP Decision: Radio/Communications Center**
4. **Decision: 5th & Walnut Parking Garage – Agreement, Design**
5. **Decision: Comprehensive Plan Adoption**
6. **Budget Decision: Funding for IT Upgrade**
7. **CIP Decision: City Hall Improvements**
8. **Budget Decision: Parks and Recreation Comprehensive Plan Re-Write Funding**
9. **Budget Decision: Corporation Communications Plan and Position Funding**

MONTH

April 2016

1. **Decision: School Pedestrian Bridge**
2. **Workshop: Sale of School Facilities**
3. **Decision: City Hall Parking: Development Agreement, Lease – Purchase Agreement**
4. **Manager Briefing: Organization Evaluation**

MONTH

May 2016

1. **Presentation: Public – Private Partnership Policy**
2. **Joint Meeting: School Board**

MONTH

June 2016

1. **Decision: Local Option Sales Tax Direction**
2. **Decision: Green Infrastructure and Funding**