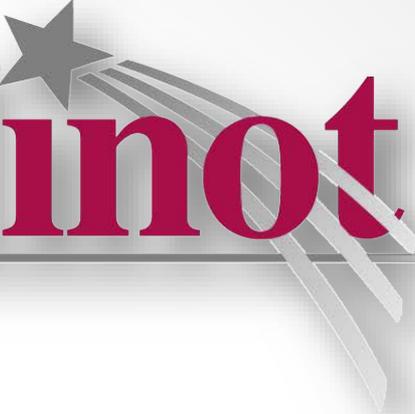


City of Minot



City Manager Update

City Council Meeting

3 November 2014

CM Leader Critical Information Requirements (LCIR)

- 3-week overview
- Priorities (City Manager Focus Areas)
- Finance and Accounting LCIR
- Police LCIR
- Fire LCIR
- Engineering LCIR
- Airport LCIR
- Public Works LCIR
- Human Resources LCIR
- EVENTS

Overview

- City employees
 - Dedicated
 - Hard-working
 - Experience gap (Top to bottom knowledge gap)
 - Recruit, Train & Retain
- Processes & Procedures
 - Need to be developed/refined in some areas
 - Need to be followed (employees, applicants, officials)
 - Area solutions are required (Flood protection, water, etc)
 - Need to leverage additional funding sources
- Public
 - Know that growth is inevitable; often want to help
 - Know that Minot continues to recover from 2011 flood
 - Know that we face many challenges
 - Know that we have an opportunity to “Do it right”
 - Diverse (3rd generation Minot vs New to Minot)

Priorities

- Flood Recovery & Preparedness
- Infrastructure, Managed Development, & Planning
- Teach, Coach, Mentor (TCM) (Succession Planning)
- Water Management
- **Comprehensive Plan** (Revitalized Downtown, Greenway Connections, Compact Development, Housing Opportunities & Transportation)
- Communications & Relationship Building
- Legislative Biennium
- Process Development, Refinement, Improvement & **Enforcement**
- **Empowerment & Accountability (Most Efficient Organization – MEO)**
- Relationship building & communications

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Assessor's Office

Based on 530 residential sales to date, the assessment to sale price ratio is currently 93% of market value.

This indicates that on average homes are selling for about 7% more than the assessment throughout the city. This is comparable to last year's ratio so far.



Recreation | Auditorium LCIR

- Auditorium Events – Oct/Nov
 - Kiwanis Pancake Day
 - Mixed Martial Arts Fights
 - 2nd Story Halloween Party
 - Hairball Concert
 - Regional Girls Volleyball
 - Office and Meeting Room Remodel
- Recreation Activities – Oct/Nov
 - Youth Boys Basketball
 - Adult Basketball
 - Adult Volleyball
 - Adult Coed Softball
- Tennis Center Activities
 - Youth Tennis Lessons
 - Adult Tennis Leagues
 - Regional H.S. Tennis Tourney



Finance and Accounting LCIR

- Certificate of Achievement for Excellence in Financial Reporting
 - This is the 35th year the Finance Department has received this award
- City Maintains their Aa2 Credit Rating
 - Challenges
 - Poorly defined benefit pension plan
 - Above average debt burden
- Sales Tax Collections
 - Up 8.93% from last year
- Xxxx

Police LCIR

- Bike Patrol Team
 - Successful riding season comes to an end
 - Bike team mostly patrols at night and special events such as the State Fair
- Police Canine Unit
 - K-9 “Saiber” will retire in 2015
 - Selection for a new K-9 handler has begun
 - Sgt. Dave Chapman will continue to oversee the program.
 - Swearing In –
 - Jared Lundeen is sworn in and has begun his 12 week Field Training Program



Fire LCIR

- Fire Hydrant flushing program was completed for 2014. 369 hydrants were inspected and flushed
- Live Fire Training was held for new recruits
- The National Fire Academy Course Strategy and Tactics for Company Officers was held at the Minot Fire Department October 20th and 21st



Engineering LCIR

- 15th St SE Cement Treated Base
 - 5 year old Pavement deteriorated to reconstruction levels.
 - Traditional methods were not working and too expensive
 - Minot's first cement treated base was selected.
 - Old pavement is milled off.
 - Cement is placed on top of existing aggregate base and soil.
 - A reclaim machine is used to mix the cement, aggregate base and soil.
 - Process took one day versus 4 days for traditional methods
 - A 15% reduction in cost was achieved and inconvenience was minimized.



Airport LCIR

- Terminal Construction
 - 88% steel completion
 - 30% work in place/invoiced
 - Winterize (~ 1 Dec 2014)
- Apron
 - Phases 3-4 dirt work started
 - Pavement (Spring 2015)
- Parking Lot – Phase I
 - Paving complete in 2 weeks
 - Curb-gutter complete
 - All testing satisfactory
- Quality Construction Team
 - \$12.5M of \$40.3M Billed
- Snow Removal Preparation
 - Retention Challenge



Public Works LCIR

- Winter Preparation
 - 6 Rental blades are being fitted with tires and snow gates
 - Salt/Sand is mixed and ready
- Fall Compost Hauling
 - Over 560 loads of compost to the landfill in October
 - Over 470 man hours to keep sites operating
- Infrastructure Improvements
 - 55th St Forcemain – most of the pipe is in the ground. Paving of 55th to begin on Nov 3
 - 55th St Gravity Sewer – Contractor hopes to get in about a mile of pipe before winter



Human Resources LCIR

- Current Recruitments
 - 1 - Senior Manager
 - 1- Police
 - 4 - All Others
- 2015 Position Recruitment
 - Approved Positions will be posted mid-November for January hire
- Workforce Safety and Insurance
 - Successfully passed premium audit
- Priorities
 - Benefit Open Enrollment
 - November 12th and 13thPresent new voluntary benefit options and rate changes
 - Service Recognition Reception
 - December 10th - City Hall



EVENTS

- OIG Inspection Continues
- Annual Chief of Police Convention (Chief Olson)
- Fire Prevention Week (5-11 October 2014)
- USACE (St Paul District) Meeting (12 November 2014)
- Legislative Preparation
- HUD – National Disaster Resiliency Competition (15 March 2015)
- Police, Fire, & Airport Overview Briefs (on site) (City Council)
- SWIF Meeting (7 October 2014)
- H & H Meeting with USACE (10 October 2014)

Questions

Thank you