City of ROSEVILLE Minnesota, USA

Special City Council - Work Plan Meeting 1 Agenda

Monday, January 31, 2011
6:00 p.m.
City Council Chambers
(Times are Approximate)

6:00 p.m. **1. Roll Call**

Voting & Seating Order for January: Willmus, Pust, Johnson, McGehee, Roe

6:02 p.m. **2. Approve Agenda**

6:05 p.m. **3. Department Briefs – Initiatives and Suggestions**

a. Public Works
b. Police
c. Parks and Recreation
d. Fire
e. Finance
f. Community Development
g. Administration

7:05 p.m. **4. Council Members – Initiatives and Suggestions**

a. Council Member Willmus
b. Council Member Pust
c. Council Member McGehee
d. Council Member Johnson
e. Mayor Roe

8:05 p.m. **5. Prioritization Discussion**

a. Questions and Clarifications
b. Consolidation of Similar or Related Items
c. Council/Staff Prioritization Discussion
    i. General Time/Resource Requirement for Completion of Items

ii. Can Everything be Done?

iii. Priorities

9:05 p.m. **6. Implementation**

a. Council Committees

b. Staff Liaison with Council Committees

c. Deadlines

10:00 p.m. **16. Adjourn**

Some Upcoming Public Meetings………

Tuesday	Feb 1	6:30 p.m.	Parks & Recreation Commission
Wednesday	Feb 2	6:30 p.m.	Planning Commission
Monday	Feb 7	6:00 p.m.	Special City Council Work Plan Meeting 2
	TBD		City Council Strategic Planning
Wednesday	Feb 9	6:30 p.m.	Ethics Commission
Monday	Feb 14	6:00 p.m.	City Council Meeting
~~Tuesday~~	~~Feb 15~~	~~7:00 p.m.~~	~~Human Rights Commission~~ (no meeting in Feb)
Thursday	Feb 17	4:00 p.m.	Grass Lake Watershed Management Organization
Monday	Feb 21		Presidents Day - City Offices Closed
Tuesday	Feb 22	6:00 p.m.	Housing & Redevelopment Authority
Monday	Feb 22	6:00 p.m.	City Council Meeting
Tuesday	Feb 24	6:30 p.m.	Public Works, Environment & Transportation Commission
Monday	Feb 28	6:00 p.m.	City Council Meeting

All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.

Public Works Discussion Outline

Must Do’s 2011-2012

1. 2012 Comprehensive Surface Water Management Update (mandate)
2. Citywide Wetland Inventory (mandate)
3. 2011 Infrastructure Replacement Program and Preventative Maintenance Programs
4. Fairview Pathway Construction
5. Participate in Planning Rice St Reconstruction Phase 2, County Rd. B-2 Rosedale area Project, Lexington Ave. Interchange Replacement (2014)
6. Evaluate Staffing Levels, Job Duty Realignment, Succession Planning for Public Works

Ought To Do's 2011-2012

1. Roof Management Program, RMP for Roofs
2. 2012 Infrastructure replacement, Watermain Replacement Priority Planning
3. Develop Traffic Management and Overhead Electric Undergrounding Policy
4. Ordinance Updates, Shoreland and Erosion Control
5. Asset Management Software Implementation

2011 Police Department Briefings

2011 “Must Do’s”

1. Continue to adequately fund the Department’s vehicle replacement fund
2. Continue to adequately fund the Department’s Capital Improvement Program
3. Continue to adequately fund the Department’s current staffing levels
4. Allow the Department to restructure its command staff and add a non-sworn position to better serve the citizens and Department needs

2011 “Ought to Do’s”

1. Enter into a financial partnership with Rosedale and/or other merchants to fund an additional patrol officer dedicated to those retail areas
2. Continue enhanced relationship with Rosedale and its merchants
3. Expand leadership and career development training in the Department
4. Continue and possibly expand the Department’s New American Forums in cooperation with the Human Rights Committee and the Fire Department

Maintain Annual Accreditation Status as a “Way of Doing Business”

City Council Work Plan Meeting 1/31/11

Parks and Recreation “Must Do’s”:

1. Administer Minnesota Department of Agriculture Grant process by 5/11
2. Adequately Support Equipment Replacement Fund
3. Support Implementation of Parks and Recreation Master Plan – Support Citizen Organizing and Implementation Teams
4. Support community infrastructure (facility) repair/ replacement where facilities have fallen into severe disrepair, are no longer suitable for community use, becoming hazardous and do not meet code/standards
5. Support Parks & Recreation Fall Referendum and/or other funding mechanisms (if recommended/supported by community, commission, organizing team and survey)

Parks and Recreation “Ought to Do’s”:

1. Support Parks and Recreation Maintenance Program to the level needed to maintain current community resources
2. Support Natural Resource Management
3. Support Volunteer Management Program
4. Expand Campus Geothermal System
5. Support Future Parks and Recreation Development/Acquisitions

2011 City Council Strategic Planning Meeting

Fire Department

Must do's

1. **Fire Department Station Needs**
    a. Current condition- health issues
    b. Operations- one station concept
    c. Timing
    d. Capital reduction
    e. Funding options
    f. Cost of a new station

2. **Vehicle Replacement Program Funding**
    a. Vehicle replacement has been $80,000 per year but needs to increase to $225,000 for the next decade to support vehicle replacement schedule
    b. Fire department reduction of two trucks over the past five years saving an estimated $1.5 million

3. **Capital Equipment Funding Needs**
    a. Major purchases within the next 5-8 years
        i. Fire turnout gear $160,000
        ii. SCBA $300,000
        iii. Radio replacement $300,000

iv. Assorted other equipment for a total of $1,100,000 over the next decade.

4. **Staffing Program Support**
    a. Community based staffing program allowing firefighters to be on-duty in the fire station ready for immediate response to fire and medical emergencies
    b. Funding for the continued progression of the fire department into city programs
    c. Funding for continued training for entry and supervisory level firefighters

5. **Complete Fire Chief Transition**
    a. Reorganization process/roles and responsibilities
    b. Community based focus

Ought to do’s

1. **Shared Services**
    a. Continue to pursue opportunities for sharing of services with surrounding fire departments

2. **Community Out-Reach Programs**
    a. Continue to look for ways to enhance programs for our senior population regarding health, wellness, and senior safety

b. Continue our fire prevention programs targeted to all age groups

3. **Emergency Medical Care & Services**
    a. Provide the best first responder medical care possible
    b. Evaluate current and future opportunities for service improvements and cost recovery

4. **Firefighter Training**
    a. Continue to provide the best possible training in every area of emergency fire and EMS response through continued training
    b. Establish an Officers training program (career development)

5. **Firefighter Health & Wellness**
    a. Continue to provide support for firefighter health and wellness programs to assure firefighters are healthy and able to perform duties and lower risk of injury or illness

ROSEVILLE

Memo

To: Mayor and City Council

Bill Malinen, City Manager

From: Chris Miller, Finance Director

Date: January 26, 2011

Re: Summary of Finance Department Areas of Emphasis for 2011-2012

Introduction

In conjunction with the City Council's 2011-2012 Work Plan discussions, each department has been asked to identify areas of emphasis that play a significant role in addressing the City's long-term goals and objectives.

The areas of emphasis or 'must-do's' from the perspective of the Finance Department center around making a commitment to strengthening the City's financial sustainability. They are as follows:

1) Direct new investments to high-priority programs and services.
2) Eliminate low-priority programs or services.
3) Dedicate new monies to eliminate funding gaps in the City's asset replacement programs.
4) Refrain from using cash reserves or one-time monies for day-to-day operations.
5) Reallocate resources based on measured performance results and citizen satisfaction.

Secondary emphasis or 'ought-to-do's' might also warrant consideration. Within the Finance Department they include:

1) Improve information technology support capability.
2) Provide greater investments in information technology or other cost-saving equipment.

I will be available at the upcoming Work Plan discussions to address any Council questions.

TO:	Mayor, City Council
FROM:	Patrick Trudgeon, Community Development Director
SUBJECT:	Community Development Department Priorities
DATE:	January 27, 2011
CC:	William Malinen, City Manager

For discussion at the January 31st City Council meeting, below are listed the Community Development Department's priorities categorized as "Must Do's" and "Ought to Do's"

Must Do's

- ✓ Continue to modify and update City Code to be in compliance with Comprehensive Plan
  - Sign Ordinance
  - Shoreland Ordinance
  - Technical Corrections
- ✓ Adopt Sub-Area Twin Lakes Regulating Map in accordance with City Zoning Code

Ought Do's

- ✓ Strategically look at City's role in fostering the redevelopment of Twin Lakes.
- ✓ Allow for field data entry and external access to the network by inspection staff.
- ✓ Create electronic scanning and document management program and schedule for department documentation.
- ✓ Create a comprehensive economic development policy and mission to support existing businesses within Roseville and that also markets our community to attract new businesses.
- ✓ Aggressively deal with problem multi-family properties in partnership with the Police Department
- ✓ Pursue partnerships with surrounding municipalities for shared service opportunities of the Department's services.

Administration Department Goals

January 31, 2011

"Must Do's" and "Ought to Do's"

(selected from the City of Roseville 2010-2014 Strategic Plan)

"Must Do's"

1. Implement an integrated performance management program which lets the City do a better job in strategic and capital planning, setting budget priorities, performance assessment and community feedback

2. Invest in the infrastructure, equipment and tools needed to meet the needs of the community
   (Above two from Goal #1 Provide excellent, effective and efficient City services)

3. Create a succession, recruitment and retention management plans to ensure quality service
   (Above from Goal # 2 Improve management and provide leadership to employees, commissions, task forces and others, as needed)

4. Routinely seek community input to evaluate and continuously improve city services
   (Above from Goal #3 *Establish performance measures to ensure that City staff is meeting community needs)*

5. Establish realistic budget expectations to achieve goals
   (Above from Goal #4 Implement Imagine Roseville 2025 Goals and Strategies)

6. Foster collaboration between the city and community based organizations, groups and individuals
   (Above from Goal #5 Improve outreach to the all communities within the City of Roseville)

"Ought to Do's"

1. Participate in regional and intergovernmental collaborations
   (Above two from Goal #1 Provide excellent, effective and efficient City services)

2. Create a city-wide record management system to accurately and electronically create, store and retrieve documents
   (Above from Goal # 2 Improve management and provide leadership to employees, commissions, task forces and others, as needed)

3. Identify performance measurements that reflect the needs and wants of the community
   (Above from Goal #3 Establish performance measures to ensure that City staff is meeting community needs)

4. Increase use of website and internet technologies (podcast, cable tv show)
   (Above from Goal #5 Improve outreach to the all communities within the City of Roseville)

5. Provide programs and information to help take steps to reduce environmental impact.
   (Above from Goal #6 Provide environmental leadership within the City and to the community)