



Orientation Outline: Newly Elected members of City Council

Our goal is to provide a basic understanding of the organization framework, supporting operations, and policy development. We've attempted to compile practical information with links to supporting resources.

1. **Administration** – Express basic philosophy – Service – provide foundation for success
 - A. City Administrator/Major relationship -
 - a. Monday meetings – Weekly schedule and items of interest for the week
 - b. 2nd and 4th Monday – Regular Quarterly Workshops – 5:00 PM
 - c. Workshops as needed
 - B. City Council Meeting
 - a. Agenda Prep Process
 - b. Agenda Meetings
 1. Agenda item identification
 2. Agenda item formulation recommendation
 - c. Staff recommendation defined
 - d. Dissenting staff views
 - e. Packets delivered on Thursday before CC meeting – possibility of digital packet in the future
 - f. Pre-meeting – Monday call from City Administrator (purpose)
 - g. Meetings Recorded
 1. Maintaining high production quality has been difficult
 2. Production Tips
 - h. Meeting Protocol
 1. Adding Items to the Agenda
 2. Other
 - C. City operations issues or questions
 - a. New or amended policy or ordinance development – bring to Council for authorization
 - b. Identification of operations issue or problem – Contact Jeff
 - c. Question or identification of topic that requires nominal effort to address – Contact Department Head directly.
 - d. My goal is to understand individual interests and need for information -
 - D. City Administrator's task list - Agenda items – items requiring significant effort or follow up
 - E. Staff capacity - recent additions – capacity available to be more proactive

- F. Goal setting and identification of objectives and prioritization of tasks for 2017 –
A taste of it during orientation
 - G. [Commissions and Committee List](#)
 - H. Future follow up with Department Leaders
 - a. City Attorney
 - b. Sheriff's Department – Quarterly Update/Trends
 - c. Fire Department – Trends – Space Study underway
 - d. Senior Center
 - e. Public Transportation – Trailblazer & WCAT
 - f. Animal Control
 - g. Information Technologies
 - h. City Tour
 - I. 2016 Council and Staff Highlights
- 2. City Clerk – Jennifer Schreiber**
- A. Data Practices Policies:
 - a. [Data Practices for Data Subjects](#)
 - b. [Data Practices Policy for Ensuring the Security of Not Public Data](#)
 - c. [Data Practices Policy for Members of the Public](#)
 - B. Use of Email (staff email policy)
 - C. Open Meeting Law
 - a. Email/Serial meeting
 - D. [Meeting minutes and agendas online](#) as well as added information.
 - E. Record Keeping – Laserfiche
 - F. Elections (new equipment, additional precinct)
 - G. Re-codification of [ordinances/code](#). Available on website.
 - H. Licensing
- 3. Personnel – Tracy Ergen**
- A. PERA – Payroll information
 - B. Organization Chart
 - C. Pay Equity Program
 - D. Step system and process
 - E. Evaluation system
 - F. Compensation trends
 - G. Union Contracts
 - H. Personnel policy
 - I. Training
 - a. Leadership
 - b. Newly elected officials training
 - c. Succession training and planning

4. **Communications - Rachel Leonard**
 - A. Website Management
 - B. [Citizen Help Desk](#)
 - C. Social Media Policy
 - D. [Newsletter](#)
 - E. Library Agreement
 - F. Telecommunications
 - G. Sherburne-Wright Cable Commission
 - H. Chamber of Commerce
5. **FiberNet- Jeff O'Neill and Rachel Leonard**
 - A. Brief History
 - B. Arvig
 - C. Future
 - D. Minnesota Public Broadband Alliance
6. **Streets - Tom Moores**
 - A. Facilities Needs/Public Works
7. **Water and Sewer - Matt Theisen**
 - A. Water Superintendent and staff
 - B. [Veolia](#) - Chuck Keyes - operations
8. **Parks - Tom Pawelk**
 - A. Bertram Athletic Fields - 2017 goals
 - B. School Coordination
9. **Finance - Wayne Oberg**
 - A. Audit Report
 - B. Capital Improvement Plan
 - C. Budget Preparation & Levy Trends
 - D. [Purchasing Policy](#)
10. **Liquor - Randall Johnson**
 - A. Financially successful and well managed
11. **DMV - Carolyn Granger**
 - A. Financially successful and well managed
 - B. Will need a new home soon
12. **MCC - Ann Mosack**
 - A. Competitive Advantages
 - B. Challenges
 - C. Programming
 - D. Recent Accomplishments

13. Community Development/Planning - Angela Schumann

- A. Planning Commission
- B. Comprehensive Plans - Land Use, Transportation, Pathway and Open Space
- C. NAC
- D. Monticello Orderly Annexation Agreement- Goal is to maintain ag uses until development occurs
 - a. Annexation Agreement
 - b. Annexation Process
- E. Planning case review process and funding
 - a. Zoning Map/Ordinances
 - b. Development Process info
- F. Development/project process (w/engineering and building)
- G. Trunk fees/Development finance planning
- H. Bertram Athletic Fields - Master Plan adoption
- I. Xcel field conversion

14. Engineer - Shibani Bisson

- A. WSB/Shibani Bisson
- B. Describe retainer vs. project fees
- C. Transportation
 - a. Fallon Avenue Overpass
 - b. 95th Street
- D. Capital Improvement Plan
- E. MS4/SWPPP
- F. Stormwater Management

15. Economic Development - Jim Thares

- A. EDA Work Plan/Goals
- B. Downtown
- C. Prospecting
- D. IEDC
- E. EDA

16. Building Department - John Rued

- A. Staffing
- B. Development trends
- C. Rental unit licensing requirement
- D. Code enforcement - recent priorities and policies

