

**Mayor:**  
David Grant

**Councilmembers:**  
Brenda Holden  
Fran Holmes  
Dave McClung  
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**Special City Council  
Work Session Agenda  
March 28, 2016  
Immediately following the  
Regular City  
Council Meeting  
City Hall**

### City Vision

Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

### CALL TO ORDER

#### 1. AGENDA ITEMS

##### 1.A. Discussion Of Public Works Director/City Engineer Position Vacancy

Sue Iverson, Interim City Administrator/Director of Finance  
and Administrative Services

Documents: [MEMO.PDF](#)

##### 1.B. Discussion Of City Administrator Position Vacancy

Sue Iverson, Interim City Administrator/Director of Finance  
and Administrative Services

Documents: [MEMO.PDF](#)

##### 1.C. Review Of 2011 Council Goal Worksheet

Sue Iverson, Interim City Administrator/Director of Finance  
and Administrative Services

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#)

##### 1.D. Discussion Of Council Comments And Staff Workloads

Mayor Grant

Documents: [MEMO.PDF](#)

##### 1.E. Goodwill Window Discussion

Mayor Grant

Documents: [MEMO.PDF](#)

2. COUNCIL/STAFF COMMENTS

ADJOURN



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**DATE:** March 28, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Sue Iverson, Interim City Administrator/Director of Finance and Admin Services

**SUBJECT:** Discussion of Public Works Director/City Engineer Position Vacancy

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**Background/Discussion**

At the February 16, 2016, work session, during City Council comments it was asked if this item could be placed on a future agenda for further Council discussion.



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**DATE:** March 28, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Sue Iverson, Interim City Administrator/Director of Finance and Admin Services

**SUBJECT:** Discussion of City Administrator Position Vacancy

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**Background/Discussion**

At the February 16, 2016, work session, during City Council comments it was asked if this item could be placed on a future agenda for further Council discussion.



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**DATE:** March 28, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Sue Iverson, Interim City Administrator/Director of Finance and Admin Services

**SUBJECT:** Review of 2011 Council Goal Worksheet

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**Background/Discussion**

At the March 14, 2016, work session the Council asked staff to provide an update on the previous goal worksheet which was done in 2011. Council's purpose is to look at the goals that have not been completed and reevaluate, realizing the TCAAP development and other projects. Part of the discussion is to include determining how the Council would like to proceed and if a more formal Goal Setting session or retreat is warranted.

Attached you will find the updated goal worksheets and Community Development Hutmacher has also included a memo for your review.

**Attachments**

Attachment A: Goal Worksheets  
Attachment B: Memo from Jill Hutmacher dated March 29, 2016

# Attachment A

**2011 Goals**

Last Update: March 2014

| ADMINISTRATION |   | Staff | Priority                                 |  |   | Estimated Length to Complete |            | Current Status                     |   |   |   |  |  |
|----------------|---|-------|--|--|---|------------------------------|------------|------------------------------------|---|---|---|--|--|
|                |   |       |  |  |   | Year Initiated               | Time Frame |                                    |   |   |   |  |  |
| <b>6</b>       | <b>Establish guidelines for how Council Liaisons interact with Commissions and Committees</b>   | Pat   |  |  |   |                              |            |                                    |   |   |   |  |  |
| 6a             | Place topic on Council work session agenda for City Council discussion and feedback   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q1 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
| 6b             | Define the role and responsibilities of the Council Liaison for the:  |       |  |  |   |                              |            |                                    |   |   |   |  |  |
|                | Planning Commission   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q1 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
|                | Communications Committee  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q1 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
|                | Parks, Trails, and Recreation Committee   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q1 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
|                | Economic Development Commission   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q1 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
|                | Financial Planning and Analysis Committee   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q1 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
|                | Karth Lake Improvement District   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q1 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
| 6c             | Draft Council Liaison Policy  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q2 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
| 6d             | Adopt Council Liaison Policy  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q2 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
| <b>7</b>       | <b>Review Police Contract and increase public awareness of public safety/crime issues</b>   | Pat   |  |  |   |                              |            |                                    |   |   |   |  |  |
| 7a             | Review Police Contract  |       |  |  |   |                              |            |                                    |   |   |   |  |  |
|                | Invite Sheriff to City Council work session to discuss the Police Contract and the Police Budget  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
|                | City Council to review options for increasing services  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |
|                | City Council to review options for reducing expenses  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |
|                | City Council to discuss options for changing providers of police services   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |
|                | City Council decides on direction to take regarding police services   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |
| 7b             | Increase public awareness of public safety/crime issues   |       |  |  |   |                              |            |                                    |   |   |   |  |  |
|                | Invite Sheriff to City Council work session to discuss crime prevention and public awareness programs                                   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |
|                | Promote participation in public awareness and crime prevention programs   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |
|                | Based on input from Sheriff, City Council decides if increased funding for programs is appropriate                                      |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |
| <b>8</b>       | <b>Review Fire Joint Powers Agreement</b>   | Pat   |  |  |   |                              |            |                                    |   |   |   |  |  |
| 8a             | Invite Fire Chief to City Council work session to discuss JPA and the Lake Johanna Fire Department (LJFD) capital and operating budgets |       | <input type="checkbox"/> High            | <input type="checkbox"/> Medium            | <input checked="" type="checkbox"/> Low | 2014                         | Q2 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
| 8b             | City Council to review options for increasing services  |       | <input type="checkbox"/> High            | <input type="checkbox"/> Medium            | <input checked="" type="checkbox"/> Low | 2014                         | Q2 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
| 8c             | City Council to review options for reducing expenses  |       | <input type="checkbox"/> High            | <input type="checkbox"/> Medium            | <input checked="" type="checkbox"/> Low | 2014                         | Q2 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
| 8d             | City Council to discuss options for changing providers of fire protection services  |       | <input type="checkbox"/> High            | <input type="checkbox"/> Medium            | <input checked="" type="checkbox"/> Low | 2014                         | Q2 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input checked="" type="checkbox"/> Abandoned | <input type="checkbox"/> Completed            |  |  |
| 8e             | City Council decides on direction to take regarding fire protection services  |       | <input type="checkbox"/> High            | <input type="checkbox"/> Medium            | <input checked="" type="checkbox"/> Low | 2014                         | Q2 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
| <b>9</b>       | <b>Clarify City Council position on various communication issues</b>  | Pat   |  |  |   |                              |            |                                    |   |   |   |  |  |
| 9a             | Council to meet in work session to discuss and review:  |       |  |  |   |                              |            |                                    |   |   |   |  |  |
|                | a policy on what content of Mayor and Council Newsletter articles is "disallowed"   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |
|                | a policy on what "public information" is allowed or not allowed on the City website   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
|                | if the benefits of a City compliant tracking program and procedure is worth the cost and the required staff time to implement           |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2013                         | Q2 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |  |  |
|                | a policy for when it is appropriate for Council members to directly contract City staff versus going through the City Administrator     |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2013                         | Q4 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |
| 9b             | Staff drafts policies per direction of the Council  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2013                         | Q4 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |
| 9c             | Council adopts policies on communication issues   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2013                         | Q4 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |  |  |

2011 Goals

|   | Staff | Priority                                 |  |   | Estimated Length to Complete |            | Current Status                     |   |   |   |
|---|-------|--|--|---|------------------------------|------------|------------------------------------|---|---|---|
|   |       |  |  |   | Year Initiated               | Time Frame |                                    |   |   |   |
| <b>FINANCE AND ADMINISTRATIVE SERVICES</b>  |       |  |  |   |                              |            |                                    |   |   |   |
| <b>1 Maintain City Records</b>  | Sue   |  |  |   |                              |            |                                    |   |   |   |
| 1a Develop policies and procedures for records management including Central files                 |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2011                         | Q1 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 1b Review Records Retention schedule and revise as needed on an annual basis                      |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2011                         | Q3 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 1c Train staff on records retention   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q3 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 1d Develop policy for storing records on laserfiche   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q1 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 1e Develop a system for scanning and retention of historical documents now housed in the basement |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q4 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| <b>2 Establish and refine Human Resource functions within the City</b>                            | Sue   |  |  |   |                              |            |                                    |   |   |   |
| 2a Draft operating procedures, forms, and policies  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2012                         | Q3 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 2b Train all supervisors on proper procedures   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2012                         | Q3 2014    | <input type="checkbox"/> Initiated | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 2c Organize employee files  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2013                         | Q2 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 2d Review/update personnel policy   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2012                         | Q4 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 2e Provide staff and Council training on:   |       |  |  |   |                              |            |                                    |   |   |   |
| Sexual Harassment   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2012                         | Q2 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| Hostile Work Environment  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2012                         | Q2 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| Technology Use  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2012                         | Q3 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| <b>3 Enhance employee relations and development</b>   | Sue   |  |  |   |                              |            |                                    |   |   |   |
| 3a Establish Safety Committee   |       | <input type="checkbox"/> High            | <input type="checkbox"/> Medium            | <input checked="" type="checkbox"/> Low | 2011                         | Q2 2011    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 3b Establish Wellness Committee   |       | <input type="checkbox"/> High            | <input type="checkbox"/> Medium            | <input checked="" type="checkbox"/> Low | 2012                         | Q2 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input checked="" type="checkbox"/> Abandoned | <input type="checkbox"/> Completed            |
| <b>4 Use current technology to further enhance efficiencies and communications</b>                | Sue   |  |  |   |                              |            |                                    |   |   |   |
| 4a Complete employee intranet (SharePoint) set-up   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2011                         | Q3 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 4b Draft procedures on use of technology  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q3 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| <b>5 Provide training to staff and Council on technology use</b>                                  | Sue   |  |  |   |                              |            |                                    |   |   |   |
| 5a Train staff and Council on use of intranet (SharePoint)  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low            | 2011                         | Q3 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 5b Provide on-going support and training on current and new technology on:                        |       |  |  |   |                              |            |                                    |   |   |   |
| SharePoint  |       |  |  |   |                              |            |                                    |   |   |   |
| Messages  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q3 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| Forms   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q3 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| Information   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q3 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| Resources   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q3 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| Departments uses  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2012                         | Q3 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| Office  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2013                         | Q3 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| Office Applications   |       |  |  |   |                              |            |                                    |   |   |   |
| Excel   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2013                         | Q3 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input checked="" type="checkbox"/> Abandoned | <input type="checkbox"/> Completed            |
| Word  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2013                         | Q3 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input checked="" type="checkbox"/> Abandoned | <input type="checkbox"/> Completed            |
| Access  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low            | 2013                         | Q3 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input checked="" type="checkbox"/> Abandoned | <input type="checkbox"/> Completed            |

2011 Goals

| COMMUNITY DEVELOPMENT |   | Staff | Priority                                 |  |                              | Estimated Length to Complete |            | Current Status                     |                                      |                                    |   |
|-----------------------|---|-------|--|--|------------------------------|------------------------------|------------|------------------------------------|--------------------------------------|------------------------------------|---|
|                       |   |       |  |  |                              | Year Initiated               | Time Frame |                                    |                                      |                                    |   |
| <b>10</b>             | <b>Minimize complaints regarding single-family rental properties</b>  | Jill  | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2011                         | Q3 2011    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 10a                   | Maximize participation in the 2011 rental registration program  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2011                         | Q2 2011    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 10b                   | Educate the community on the rental registration program  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2011                         | Q2 2011    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 10c                   | Work with Ramsey County on enforcement issues   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2011                         | Q1 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 10d                   | Research legal constraints and opportunities for enforcement  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2011                         | Q1 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 10e                   | Research rental registration and licensing programs in other cities   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2011                         | Q1 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| <b>11</b>             | <b>Establish a detailed plan for private and public investment in the B2 District</b>   | Jill  |  |  |                              |                              |            |                                    |                                      |                                    |   |
| 11a                   | Determine a process for selection of a consultant for a B2 Implementation Plan  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2011                         | Q1 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 11b                   | Create realistic short- and long-term development goals for the B2 District   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2012                         | Q2 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 11c                   | Align public funding to the City's development vision and goals   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2012                         | Q2 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| <b>12</b>             | <b>Maximize the efficiency and effectiveness of the City's commissions, committees, and processes related to economic and community development</b> | Jill  |  |  |                              |                              |            |                                    |                                      |                                    |   |
| 12a                   | Work with the City Council to determine the role, mission, and goals for each commission and committee  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low | 2012                         | Q1 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 12b                   | Research development coordination in other cities   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low | 2012                         | Q3 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 12c                   | Create a process to evaluate and form policy on development issues  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low | 2012                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 12d                   | Align available financial tools with achievement of City goals and vision   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low | 2012                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| <b>13</b>             | <b>Foster civic pride and an awareness of the City's distinct character and attributes</b>  | Jill  |  |  |                              |                              |            |                                    |                                      |                                    |   |
| 13a                   | Install Gateway signs   |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2012                         | Q3 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 13b                   | Create a new, updated City website  |       | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Medium            | <input type="checkbox"/> Low | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 13c                   | Consider enhanced electronic communications options   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low | 2012                         | Q4 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 13d                   | Create a commercial community identity  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low | 2012                         | Q4 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| <b>14</b>             | <b>Develop relationships with the business community and establish a reputation as a business- and development-friendly City</b>                    | Jill  |  |  |                              |                              |            |                                    |                                      |                                    |   |
| 14a                   | Increase contacts with the business community   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 14b                   | Support Arden Hills businesses  |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low | 2012                         | Q3 2013    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 14c                   | Research economic development and business outreach efforts in other cities   |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low | 2012                         | Q4 2012    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| 14d                   | Complete an economic conditions survey to determine whether additional programs are needed to maintain a healthy economic environment               |       | <input type="checkbox"/> High            | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Low | 2013                         | Q4 2014    | <input type="checkbox"/> Initiated | <input type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |

2011 Goals

| PUBLIC WORKS |  | Staff        | Priority  | Estimated Length to Complete |            | Current Status                                |   |   |   |
|--------------|--|--------------|---|------------------------------|------------|---|---|---|---|
|              |  |              |   | Year Initiated               | Time Frame |   |   |   |   |
| <b>15</b>    | <b>Establish policies/procedures for the maintenance of city streets</b> | <b>Terry</b> |   |                              |            |   |   |   |   |
| 15a          | Annual Review of PMP (5 Year CIP)  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q2 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 15b          | Maintain PCI Rating System   |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 15c          | Review/Amend/Adopt Policies  |              |   |                              |            |   |   |   |   |
|              | Street Maintenance Policy  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q1 2013    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |
|              | Snow Removal/Ice Control Policy  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2011    | <input type="checkbox"/> Initiated            | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Street Sweeping Policy   |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Sign Management Policy   |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q1 2013    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Assessment Policy  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q3 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input checked="" type="checkbox"/> Abandoned | <input type="checkbox"/> Completed            |
| <b>16</b>    | <b>Establish policies/procedures for maintenance of City utilities</b>   | <b>Terry</b> |   |                              |            |   |   |   |   |
| 16a          | Sanitary Sewers  |              |   |                              |            |   |   |   |   |
|              | Develop/Adopt Sewer Maintenance Policy                                   |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Sewer Cleaning/Televising  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Lift Stations  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 16b          | Development Long-term Sewer Lining/Replacement Plan                      |              |   |                              |            |   |   |   |   |
|              | Elimination of Inflow and Infiltration (I&I)                             |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Inspection of Sump Pumps   |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Monitor Grant Opportunities  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q1 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 16c          | Lift Stations  |              |   |                              |            |   |   |   |   |
|              | Rehabilitate Four Lift Stations (1,12,13)                                |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Standardize Operations of 14 Lift Stations                               |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2013    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 16d          | Consider If and When to Implement SCADA System                           |              | <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q2 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
| 16e          | Water  |              |   |                              |            |   |   |   |   |
|              | Develop/Adopt Water Maintenance Policy                                   |              |   |                              |            |   |   |   |   |
|              | Flushing System  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q2 2013    | <input type="checkbox"/> Initiated            | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |
|              | Exercising Valves  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q2 2013    | <input type="checkbox"/> Initiated            | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |
|              | Lining Technology  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q2 2013    | <input type="checkbox"/> Initiated            | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |
|              | Develop and Implement Water Tower Maintenance                            |              |   |                              |            |   |   |   |   |
|              | Periodic Inspections   |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2012                         | Q4 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Minor/Major Repairs  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2012                         | Q3 2013    | <input type="checkbox"/> Initiated            | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |
|              | Repainting   |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2013                         | Q3 2014    | <input type="checkbox"/> Initiated            | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |
| 16f          | Storm Water/Storm Sewer  |              |   |                              |            |   |   |   |   |
|              | Implementation of MS4 Permit BMP   |              |   |                              |            |   |   |   |   |
|              | MS4 Permit Renewal in 2011   |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Update Surface Water Plan<br>(required to be approved RCWD by 6/9/12)    |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Develop Long-Term Pond Maintenance Policy                                |              |   |                              |            |   |   |   |   |
|              | Pond Inventory (Public)  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input checked="" type="checkbox"/> Completed |
|              | Pond Testing and Prioritization  |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q4 2013    | <input type="checkbox"/> Initiated            | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |
|              | Pond Maintenance Funding   |              | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | 2011                         | Q2 2014    | <input checked="" type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned            | <input type="checkbox"/> Completed            |

2011 Goals

| PUBLIC WORKS |   | Staff        | Priority                      |                                 |   | Estimated Length to Complete |            | Current Status                                |   |                                    |   |
|--------------|---|--------------|-------------------------------|---------------------------------|---|------------------------------|------------|---|---|------------------------------------|---|
|              |   |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input type="checkbox"/> Low            | Year Initiated               | Time Frame | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input type="checkbox"/> Completed            |
| <b>17</b>    | <b>Establish policies/procedures for maintenance of City parks and trails</b>               | <b>Terry</b> |                               |                                 |   |                              |            |   |   |                                    |   |
| <b>17a</b>   | <b>Policies</b>   |              |                               |                                 |   |                              |            |   |   |                                    |   |
|              | Implement Park Maintenance Policy   |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q3 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
|              | Develop/Adopt Trail Maintenance Policy  |              |                               |                                 |   |                              |            |   |   |                                    |   |
|              | Prioritize Trail Maintenance Activities   |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q2 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
|              | Program Trail Maintenance Activities  |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q2 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
|              | Develop/Adopt Emerald Ash Bore Policy   |              |                               |                                 |   |                              |            |   |   |                                    |   |
|              | Implement Policy  |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q3 2012    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| <b>17b</b>   | <b>Monitor/Present Grant Opportunities</b>  |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q2 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| <b>18</b>    | <b>Establish miscellaneous policies/procedures for operation of Public Works Department</b> | <b>Terry</b> |                               |                                 |   |                              |            |   |   |                                    |   |
| <b>18a</b>   | <b>Develop/Adopt Fleet Management Policy</b>  |              |                               |                                 |   |                              |            |   |   |                                    |   |
|              | Program 10 Year Fleet Expenditures  |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2014                         | Q1 2014    | <input checked="" type="checkbox"/> Initiated | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input type="checkbox"/> Completed            |
|              | Develop/Implement Service/Repair Tracking   |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q2 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| <b>18b</b>   | <b>Safety Committee</b>   |              |                               |                                 |   |                              |            |   |   |                                    |   |
|              | Ergonomic Analysis of Activities  |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q2 2013    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
|              | Identify Ergonomic Risks  |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q2 2013    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
|              | Develop Ergonomic Program   |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q3 2013    | <input type="checkbox"/> Initiated            | <input checked="" type="checkbox"/> In Progress | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
| <b>18c</b>   | <b>Training/Mentoring Internal Policy</b>   |              |                               |                                 |   |                              |            |   |   |                                    |   |
|              | Safety Training (required)  |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q1 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |
|              | Technical Training (how many, who, how often)   |              |                               |                                 |   |                              |            |   |   |                                    |   |
|              | Licenses (Sewer, Wter, Forestry, pesticide Sprayer, Playground Inspector, Etc)              |              | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> Low | 2011                         | Q1 2011    | <input type="checkbox"/> Initiated            | <input type="checkbox"/> In Progress            | <input type="checkbox"/> Abandoned | <input checked="" type="checkbox"/> Completed |



## MEMORANDUM

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**DATE:** March 28, 2016

**TO:** Honorable Mayor and Councilmembers  
Sue Iverson, Interim City Administrator

**FROM:** Jill Hutmacher, Community Development Director

**SUBJECT:** 2015 Annual Report on City Council Goals

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The Community Development Department has completed goals established by the City Council in 2011. Following is a summary of key initiatives in support of each goal.

**Minimize complaints regarding single-family rental properties.**

- Worked with Northwestern College and Bethel University to provide information on the City's rental registration program to students.
- Worked with the City Attorney to address rental and code enforcement issues.
- Improved collaboration with the Ramsey County Sheriff's Department.

**Establish a detailed plan for private and public investment in the B2 district.**

- Gathered community input through a Corridor Advisory Committee.
- Completed road and streetscape improvements to County Road E.
- Approved development, redevelopment, and private investment at multiple properties in the district including E Street Flats, Goodwill, Walgreens, Arden Plaza, Tavern Grill, Arden Square, 2 Pine Tree Drive, and McDonald's.

**Maximize the efficiency and effectiveness of the City's commissions, committees, and processes related to economic and community development.**

- Developed annual work plans for the Planning Commission and Economic Development Commission. Presented annual reports to the City Council and Economic Development Authority.
- Reviewed EDA authority, role, and by-laws. Amended EDA by-laws.
- Amended the City's Business Subsidy Policy and created a Public Financing Report Card.

**Foster civic pride and an awareness of the City's distinct character and attributes.**

- Installed three gateway signs.

- Implemented new City website.
- Completed on-line City video tour highlighting business districts and City attributes.
- Approved a social media policy and utilized social media for marketing and promotion.

**Develop relationships with the business community and establish a reputation as a business- and development-friendly City.**

- Completed a Business Retention and Expansion program.
- Received the Leaders in Local Government Award for the BRE program from the St. Paul Area Chamber of Commerce.
- Participated in Shoreview-Arden Hills Business Council.
- Collaborated with other communities to create a series of small business workshops.
- Contributed regular business-focused articles to the Communications Committee.
- Held several business-focused State of the City events.

**TCAAP**

TCAAP redevelopment was not included in the 2011 City Council goals. Council discussion at that time, however, indicated that this project was a priority if an opportunity arose. Since 2011, the City has:

- Worked with Ramsey County and state legislators to promote TCAAP as a site for the Vikings stadium. Although the stadium was ultimately located elsewhere, this effort created the momentum and exposure to move redevelopment forward.
- Approved a Joint Powers Agreement with Ramsey County and established the Joint Development Authority.
- Completed an AUAR and Master Plan.
- Approved the TCAAP Redevelopment Code and Comprehensive Plan Amendment.
- Received proposals for a TCAAP master developer.



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**DATE:** March 28, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Sue Iverson, Interim City Administrator/Director of Finance and Admin Services

**SUBJECT:** Discussion of Council Comments and Staff Workloads

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**Background/Discussion**

Mayor Grant asked that this item be placed on the agenda to discuss Council Comments at City Council meetings and work sessions and what the expectations are for staff workloads.



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**DATE:** March 28, 2016  
**TO:** Honorable Mayor and City Council  
**FROM:** Sue Iverson, Interim City Administrator/Director of Finance and Admin Services  
**SUBJECT:** Goodwill Window Discussion

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**Background/Discussion**

Mayor Grant asked that this item be placed on the agenda for discussion by the Council.