



COMMITTEE OF THE WHOLE AGENDA
May 21, 2013 - 5:30 PM
City Hall Council Chambers

City Council Retreat - Session #2

1. Organizational Topics/Discussion _____
2. 5 Year Planning Discussion _____

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March 25th, 2013

To: Moorhead Mayor and City Council

RE: Changes in Title 1, Chapter 6, Section 1 of the City Code ("City Departments and Other Officers")

Attached you will find changes to the City Code in reference to Title 1, Chapter 6, Section 1 entitled "City Departments and Other Officers".

As has been the topic of the past two City Council retreats, there is a desire on the part of the City Council to change the structure and operation of City government. This power lies exclusively with the City Council under Chapter 6 of the City Charter. Specifically, Section 6.03 states that "The Council may by ordinance establish city departments, offices and agencies and prescribe their functions." Additionally, Section 6.04 states that "The Council may by ordinance abolish offices created by ordinance and combine the duties of various offices."

Attached you will find an amended version of Title 1, Chapter 6, Section 1 of the City Code. This amendment would accomplish the following:

- Establish an Engineering Department
- Abolish the Community Services Department
- Shift responsibilities of the Community Services Department between the new Engineering Department and the City Manager's office.
- Add Information Technology to those functions under the control of the City Manager.

I look forward to the discussion.



Mark Olaf Altenburg
Moorhead City Council, Ward 2

AN ORDINANCE TO AMEND AND REENACT TITLE 1, CHAPTER 6
OF THE MOORHEAD MUNICIPAL CODE RELATING TO
CITY DEPARTMENTS AND OTHER OFFICERS.

BE IT ORDAINED by the City Council of the City of Moorhead as follows:

SECTION 1. Title 1, Chapter 6, Section 1 of the Moorhead City Code is hereby amended and reenacted to read as follows:

1-6-1: CITY DEPARTMENTS AND OTHER OFFICERS:

- A. In addition to the city manager's office, there shall be four (4) departments in the city of Moorhead. They shall be the engineering department ~~department of community services~~, the department of operations, the police department, and the fire department. The heads of these four (4) departments shall be deemed department heads pursuant to section 6.02.3 of the city charter, and they shall be responsible directly to the city manager. These department heads shall be appointed by the city manager, subject to section 6.02.3 of the city charter.
- B. Not under the control of the department heads, but in the city manager's office shall be the assistant city manager, city clerk, ~~city engineer~~, and the functions of finance, human resources, strategic planning and economic development, business and development services, housing and neighborhood services, parks and recreation programs, and information technology, and wastewater.
- C. The engineering department shall be responsible for engineering, wastewater, planning, and zoning.
- ~~G. The community services department shall be in charge of parks and recreation programs, housing and neighborhood services, and planning, zoning, business and development services.~~
- D. The fire department shall be responsible for fire suppression, fire training, and health and safety programs.
- E. The police department shall be responsible for police patrol, police administration, and police investigation.
- F. The operations department shall be responsible for public infrastructure and facilities and equipment.
- G. The city clerk shall be under the office of the city manager and shall perform the functions as required by state statute and city charter, as well as other duties delegated to the clerk by the city manager.
- H. The city attorney and/or a separate city prosecutor shall be hired directly by the city council. This position or positions may be filled by full time employees or by contract services in the discretion of the city council.
- I. A current organization chart for all positions in the city shall be prepared and maintained by the city manager and filed in the office of the city clerk. (Ord. 2002-21, 1-21-2003)

CHAPTER 6

ADMINISTRATION OF CITY AFFAIRS

Section 6.01. The City Manager. The city manager is the chief administrative officer of the city. The manager is chosen by the council solely on the basis of training, experience, executive and administrative qualifications. The manager is appointed by the council for an indefinite term and may be removed at any time by the council; however, after serving as city manager for one year the manager may demand written charges and a public hearing on the charges before the council prior to the date when the final removal takes place. Pending the hearing and removal, the council may suspend the manager from office. After the hearing the council may reinstate the manager or make the removal final. The council must designate some properly qualified person to perform the duties of the manager during the manager's absence or disability or while the office of manager is vacant. (Ord. 95-1, 4-17-1995, eff. 7-17-1995)

Section 6.02. Powers And Duties Of The Manager.

Subd. 1. The city manager is the head of the administrative branch of city government and is responsible to the council for the administration of the city's affairs.

Subd. 2. The manager must ensure that this charter and the laws, ordinances of the city and the resolutions of the city council are enforced.

Subd. 3. The manager appoints on the basis of merit and fitness and subject to applicable personnel rules, appointed officers and employees of the city, except the city attorney, who is appointed by and may be removed by the council. The manager's appointment and removal of department heads is final on approval of the council. The manager may remove or suspend appointed officers and employees subject to applicable personnel rules and this charter.

Subd. 4. The manager directs and supervises departments, officers and agencies of the city except as otherwise provided by law or this charter.

Subd. 5. The manager must attend meetings of the council. The manager may take part in discussion at council meetings but may not vote. The council may exclude the manager from a meeting at which the removal of the manager is considered.

Subd. 6. The manager may recommend to the council for adoption measures necessary for the welfare of the people and the efficient administration of the city's affairs.

Subd. 7. The manager must keep the council fully advised of the financial condition of the city. The manager must prepare and submit the annual budget.

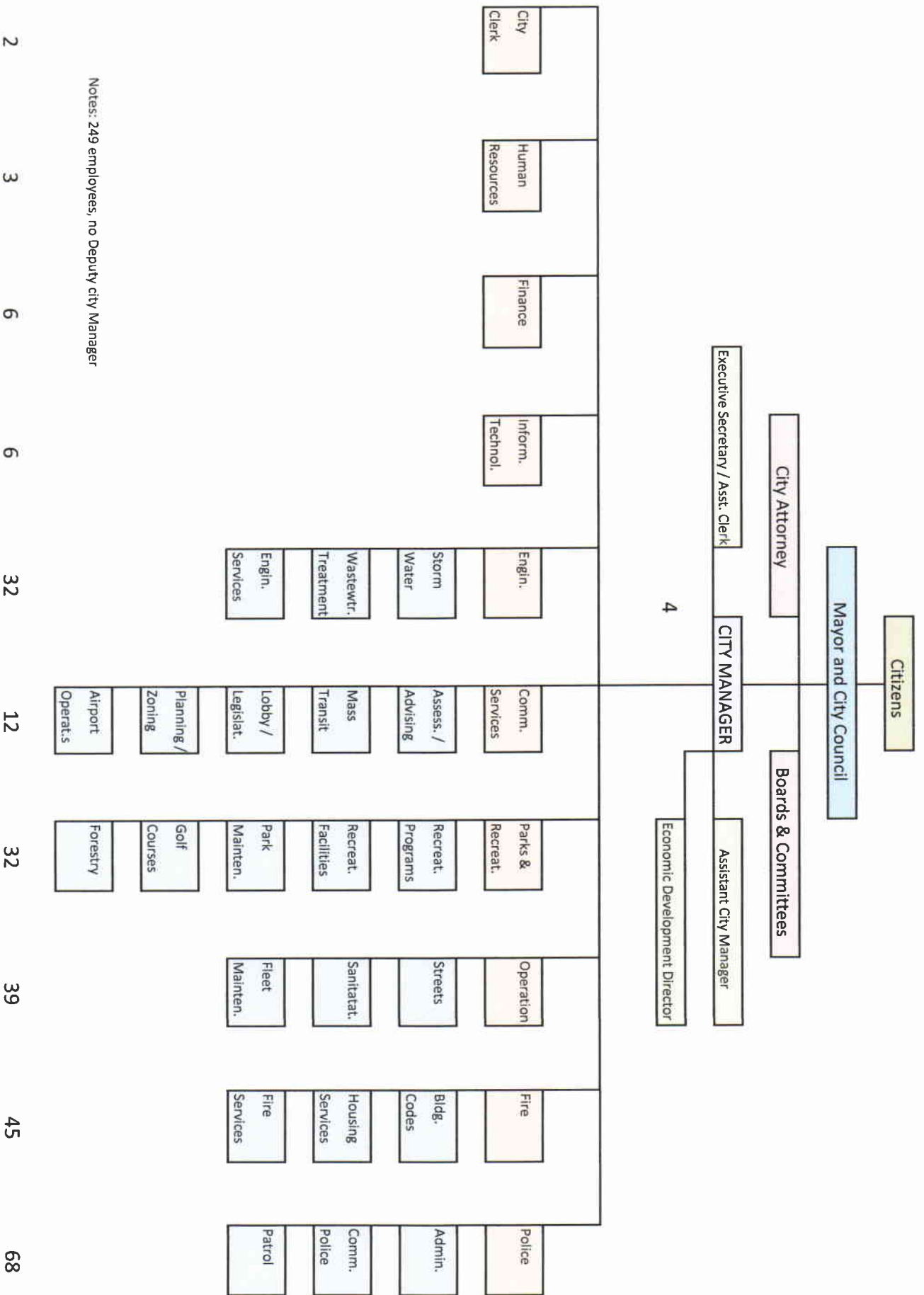
Subd. 8. The manager performs other duties prescribed by this charter or the council. (Ord. 95-1, 4-17-1995, eff. 7-17-1995)

Section 6.03. Administrative organization. The council may by ordinance establish city departments, offices and agencies and prescribe their functions. A power or duty conferred by this charter on an office or agency may not be transferred by the council to a different office or agency. (Ord. 95-1, 4-17-1995, eff. 7-17-1995)

Section 6.04. Subordinate officers. The officers of the city are the city clerk and other officers subordinate to the city manager as determined by the council by ordinance or resolution. The city clerk is responsible for keeping public records and performing other duties under the direction of the city manager. The council may by ordinance abolish offices created by ordinance and combine the duties of various offices. (Ord. 95-1, 4-17-1995, eff. 7-17-1995)

Section 6.05. Purchases and contracts. The city manager is the chief purchasing agent of the city. Purchases and contracts are made by the manager in accordance with procedures specified by council resolution. Other contracts and bonds, instruments and documents to which the city is a party must be signed by the mayor and the city manager on behalf of the city. The council may by resolution adopt additional regulations for making city contracts. City contracts must be made in accordance with law. (Ord. 2004-21, 8-2-2004)

PROPOSED ORGANIZATION CHART
CITY OF MOORHEAD



Notes: 249 employees, no Deputy city Manager

Strategic Plan Framework - Cost & Schedule

Revised 5/21/13

<u>Goal</u>	<u>Strategy</u>	<u>Cost</u>	<u>Schedule by Quarter</u>	<u>2013 Comments (revised 5/21/13)</u>
Goal #1: Improve the City of Moorhead customer service experience for residents, prospective residents, business owners, and the development community.	1. Development Team Training Program with Flint Communications and City Manager	\$4,000	Q2 - Q4 2012	Ongoing in 2013 w/ additional training sessions
	2. "City University" Training Program for all City employees	Staff time	Ongoing	New employee training - May 2013
	a. Moorhead Public Service inclusion	-	-	
	3. Written evaluation and accountability standards for all City employees	Staff time	Ongoing	
	a. Benchmarks	Staff time	Ongoing	
	b. Dashboards	Staff time	Ongoing	
	4. Deploy a citizen survey instrument (e.g. NCS)	\$10,000 - \$15,000	Q1 2013 (if budgeted)	
	a. Developer survey	Staff time	When applicable	
	b. Legislative/OSA	Staff time	Q3 2012	
	5. Foster a culture of care, consideration, and partnership with all sectors	Staff/MCC	Ongoing	
	a. City Manager brown bag seminars/workshops	Staff time	Q3 - Q4 2012	5 employee sessions regarding 2012 Class/Comp Study - May 2013
	6. Invest in technology infrastructure to allow for easier citizen business transactions	\$100,000	Q1 2013 (if budgeted)	On schedule; on budget Q3 2013
Goal #2: Promote the long-term, sustainable growth and development of the City of Moorhead's residential, commercial, industrial, and educational sectors. Foster a healthy, positive Moorhead environment.	1. Enhance business outreach efforts through regular, dedicated staff visits and informal discussions	Staff time	Ongoing	<i>Plan Addition:</i> Business Development & Retention Services Manager hired April 2013
	2. Evaluate EDA business outreach contractor to ensure City objectives are being achieved	Staff time	Q3 2012	
	3. Create regular venues for positive, trust-building interactions with the development community	Staff/MCC	Ongoing	City Council visits - HBA Lunch & Learn 2013
	a. Annual Builder Summit	\$3,000	Annually	
	b. Quarterly coffee meetings / status updates	Staff time	Quarterly	
	c. FM Realtors	Staff time	Q2 - Q3 2012	Ongoing
	4. Implement HBA infrastructure recommendations	Staff/MCC	Complete	
	5. Continue strong City-State partnership to protect and enhance Border Cities program	Staff/Consultant time	Complete 2012 & ongoing	2013 Legislative Session Complete (refer to Final Report)
	6. Continue City-K-12 marketing partnerships and activities	Staff/Consultant time	Ongoing	New ISD 152 marketing efforts

	7. Invest in future neighborhood studies and programs	TBD	TBD	
	8. Commit to regular updates of the Marketing & Communications Plan	\$50,000 - \$75,000	Q1 -Q4 2013	Ongoing
	a. Customer service programs	\$4,000	Q2 - Q4 2012	
	b. Investing in City performance culture	Staff time	Ongoing	
	9. Streamline development process	Staff time	Ongoing	
	10. Comprehensive City website update	\$100,000	Q1 2013 (if budgeted)	On schedule; on budget Q3 2013
	11. Promote Moorhead identity, uniqueness, and attributes that set Moorhead apart from other metropolitan communities	Marketing Team/MCC	Q1 - Q4 2013	
	12. Invite new business owners to City Council meetings and provide them with a "Key to the City"	Staff/MCC	TBD	
Goal #3: Maintain and invest in the infrastructure, public assets, and appearance of the City of Moorhead.	1. Increase ROW maintenance activities	In development	Ongoing	Proactive News Releases - April/May 2013
	a. Potholes and sealcoating	In development	Ongoing	
	b. Plantings	In development	Q1 2013	
	c. Business partnerships to enhance beautifications	In development	Q1 2013	Volunteer Corridor Cleanup Day - May 2013
	2. Restore and invest in preventative street maintenance	In development	Ongoing	New 5-Year CIP approach
	3. Maintain and enhance welcome signage and key corridors	\$5,000	TBD	
	4. Improve downtown appearance and welcoming issues	In development	TBD	Volunteer Corridor Cleanup Day - May 2013
	5. Evaluate enhancements to the Rental Registration program	-	City Council report complete	
	6. Evaluate enhancements to the property maintenance code	-	City Council report complete	
	a. Pursue more compliance education	-	City Council report complete	
	7. Residential revitalization and reinvestment incentives	Special legislation	2012 Legislative Session complete	Local abatement authority in place
	8. Ensure high-quality infrastructure installations (QA/QC)	Staff time	When applicable	
Goal #4: Enhance and expand opportunities for citizens to engage with, and volunteer for, the City of Moorhead.	1. Engage college students and higher education institutions to participate more fully in City business	Staff/MCC	Ongoing	Future joint meetings with campus student governments
	2. Identify and reach out to new residents to serve on City committees and boards	MCC	Ongoing	
	3. Rebuild the volunteer ranks of the Moorhead Police Volunteer Program	Staff time	Complete	

4. Identify additional citizen volunteer opportunities to assist with special projects, tasks, etc.	Staff time	Ongoing	
5. Volunteer recognition event	\$2,500	2013	
6. Create the "Moorhead narrative" and allow citizens to contribute to it	\$50,000 - \$75,000	Ongoing	
7. Town Hall forums	\$500/event	Complete/ongoing	
8. Technology and social media investment	\$100,000	Q1 2013	Website project underway
9. Citizen Education / "Civic U" Program	TBD	Q2 - Q3 2013	

Goal #5: Prepare the City of Moorhead organization, City Council policy agenda, and the Community (capital C) for "Life After Floods."

1. Complete remaining flood mitigation acquisitions and projects	DNR \$8.5M	Q4 2013	2013 Bonding Bill - additional funds for flood mitigation projects
2. Continue neighborhood outreach and public information efforts	Staff time	Ongoing	Complete
a. Project information website	Staff time	Complete	
b. Neighborhood meetings	Staff time	Ongoing	
c. Dedicated City technical liaison	Staff time	Complete	
3. Participate in Metro COG River Corridor Study and consider recommended projects	TBD	Q1 - Q3 2013	Phase 2 beginning May 2013
a. Recreation and open space	TBD	Q1 - Q3 2013	Phase 2 beginning May 2013
b. Community connectedness	TBD	Q1 - Q3 2013	Phase 2 beginning May 2013
c. Bike and pedestrian trails	TBD	Q1 - Q3 2013	Phase 2 beginning May 2013
4. Flood marketing distance	Staff/MCC	Ongoing	Flood 2013 media contrasts

Goal #6: Transform City of Moorhead governance into a highly efficient, productive, and cohesive Policy Team focused on outcomes and progress for the Community.

1. Encourage respectful, courteous dialogue that is focused on policy outcomes	Staff/MCC	Ongoing	
2. Citizen testimony time limits	MCC time	Complete	
3. Commit to regular governance training (NLC/LMC) and check-in points	MCC time	Ongoing/Q1 2013	
4. Plan for the short-, mid-, and long-range future of the City of Moorhead	Staff/MCC	Ongoing/Q1 2013	2013 City Council Retreat
a. Be ready to seize on opportunities to grow and expand the tax base	Staff/MCC	Ongoing	
b. Create a governance environment that positions Moorhead for success in the marketplace	Staff/MCC	Ongoing	
5. Plan for long-range capital priorities, facilities, and equipment	Staff/MCC	Q2 - Q4 2012	2013 City Council Retreat
a. Future City facilities	Staff/MCC	Q2 - Q4 2012	2013 City Council Retreat
6. Effective Council-Manager partnership	CM/MCC	Ongoing	

Future Committee of the Whole Topics

Revised May 21, 2013

Future Topics

- 15th Ave. N./12th Ave. N. Toll Bridge (*underway*)
- Bluestem Naming Rights Recommendation (*underway – Bluestem Communications & Advisory Committee*)
- Rail Safety Project/Campbell Technologies Project Update (*underway*)
- Neighborhood Parking Study Report (*underway*)
- Emergency Flood Protection Measures & Sandbag Policy Discussion (*underway – May 28, 2013*)
- Springsted 2013 Payment in Lieu of Taxes (PILOT) Study (*underway – June 3, 2013*)
- Special Assessment Policy Discussion
 - Letter of Credit/Security Instrument Discussion
- 5-Year CIP Review
 - *Sealcoating Unit Costs*
 - *Cracksealing Program Review*
 - *Comparative Analysis: Sealcoating vs. Pavement Rehabilitation/Replacement*
- Review Cable Franchise Agreements (*underway*)
- Greater Fargo-Moorhead Economic Development Corporation Update
- Boulevard Tree Removal Petitions: Resident and Non-Resident Property Owner Process
- Actuary Study of City Employee Retirement Program
- Long-Range City Facility Planning
- Rental Registration Program Policy Review
- Vacant Buildings & Code Enforcement Authority
- City Code Technical Corrections Ordinance (*underway – City Council Retreat – Session #2*)
- Future of Human Rights Commission
- Recycling Topics
 - *Apartment Recycling*
 - *Minnkota*
 - *Proposed Becker County Project*
- Sanitary Lift Station Project Update (*to be rescheduled summer 2013*)
- 2012 CAFR & Audit Presentation (*underway – June 17, 2013*)
- Long-Range Revenue Forecasting (*underway*)

Proposed Future Joint Meetings

- Fargo Public Schools Board of Education
- Moorhead Public Service Commission
- Moorhead Area Public Schools Board of Education
- Student Government Organizations of MSUM and Concordia