



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: May 1, 2023

City Manager:

The primary focus over the last couple of weeks has been the transition to the new City Hall. All Staff have now transitioned and are settling into the new spaces. The moving company completed the move ahead of schedule and under budget. The main reason the move is under budget was due to the hard work of staff purging materials and not needing to move as much.

Staff and CDM Smith have been continuing to resolve the HUD findings and have cleared almost all the findings. HUD has also scheduled two audits/visits to occur later this year.

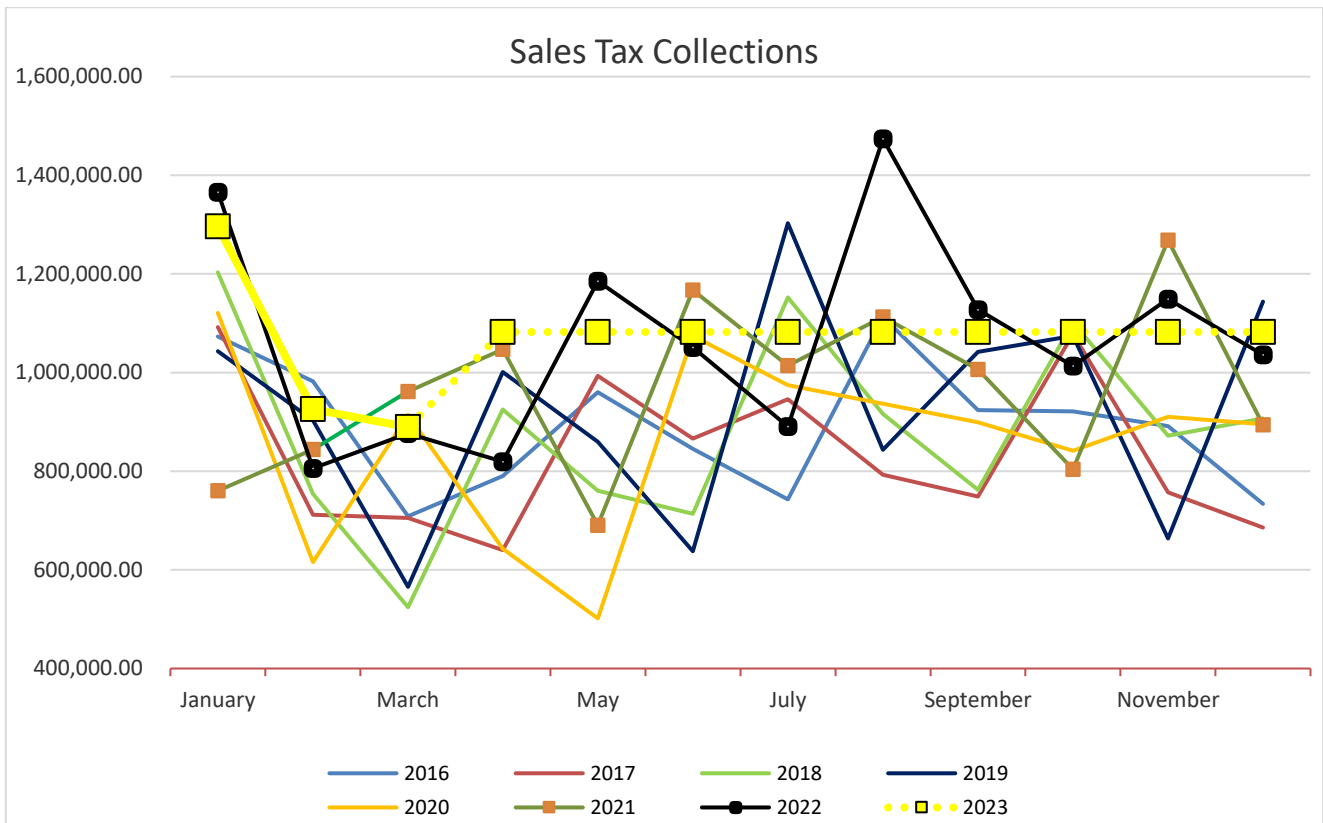
Meetings attended included: academic interview with KU MPA student; weekly communication meetings with the Mayor; Committee on Childcare meeting; Legislative update meetings (last ones of the Session); Project Sentinel discussion meeting with representatives from WY and MT; MPO creation meetings; ARBI Board meeting; MACIC City Discovery Center Grand Opening; and bi-monthly interview with WGO.

Finance
Director, David Lakefield

The Finance Director submits this report to provide additional information to update you on the financial condition of the City. This report is intended to supplement the monthly/quarterly reports that are published on the City's website.

Tax Collections

Attached you will see the latest update on sales tax collections. March collections were strong and YTD collections are up 2.08%. March Hub City collections were slightly lower than February, however, forecasts are for both price and production to remain stable which should mean we will see stable collections.



Fiscal Year End

Fieldwork for the annual audit is complete. The final report is expected by the end of April/early May.

Treasury Activities

As interest rates continue to rise, we continue to evaluate the best investment vehicle for funds that are kept in reserve. We also continue to work on implementation of an Accounts Payable Payment Management system that will allow us to issue payments to vendors via electronic methods and reduce the number of paper checks that we issue.

Fiscal Year 2024 Budget

Work is underway on the preparation of the 2024 Budget. We are working on forecasting costs related to the Ad Hoc Committee recommendations as well as a number of other expenditure forecasts.

Ongoing Projects

In addition to the normal daily activities, the Finance Department has a number of projects ongoing including:

1. Tyler Munis upgrade – Begin in May
2. Tyler Cashiering upgrade - **Complete**
3. Implementation of Bridgepay payment gateway - **Live**
4. Implementation of Tyler Special Assessments - ongoing
5. Implementation of Wells Fargo AP Payment Manager - ongoing
6. Revision of Finance processes and ordinances. - ongoing
7. Update of Procurement Policy.
8. Ongoing training
9. Move to the New City Hall – we are functional-still having some unpacking to do
10. Much more

Engineering City Engineer, Lance Meyer

Department Updates

- In April, the Department issued 14 right of way permits and attended 3 DRT meetings.
- Cityworks software configuration continues. We are in the final testing stage for Inspections and Planning Divisions, as well as many permits and licenses handled by the Clerk and PD. Slow progress is being made on our integration with our payment software. The Traffic, Water, Sewer, Storm, and Street Departments are actively utilizing the software.
- City Hall Rehabilitation is complete except for landscaping, parking lot striping, and some other small items.
- City Hall Retaining Wall has resumed construction and will continue into the summer.
- On April 25th, Stephen Joersz presented to the North Central section of the Institute of Transportation Engineers regarding the 4th Avenue NW Lane Reconfiguration study and recent signal timing improvements.
- In April, the Traffic Division completed 53 work orders including 20 sign knockdowns.
- Continuing Education – Lance and Emily attended NFIP training put on by FEMA Region 8
- Staffing – we’ve hired one and promoted one!
 - Welcome, Taylor Foley, our new Engineering Technician.
 - Congratulations, Jesse Hoffart, our new Project Manager.
 - We are actively recruiting for two Project Engineers.

2023 Project Updates

- Awarded projects: Pavement Markings, Streetlight Improvements, Burdick and Broadway Signal Replacement
- Awarded and preconstruction meetings have been held for: Street Improvements, Patching, Street Seal, Microsurfacing,
- Bidding in May: Sidewalk, Curb, and Gutter, Signal Cabinet Improvement
- Delayed to 2024: Washington and Bel Air SRTS

- The 2023 Construction Map is now available: <https://city-of-minot-open-data-minotnd.hub.arcgis.com/apps/0f003125a44d42d898694af7012e090c/explore>
- And traffic impacts can be viewed here: <http://www.minotnd.org/trafficmap>

**Human Resources
HR Director, Lisa Jundt**

- **Recruitment** – Continued active recruitments continue for the following positions: Public Safety (14 Police Officers, 1 Assistant PSAP Manager, 3 Firefighters and 1 promotional Captain for fire station 5), 1 Staff Attorney, 4 Light Equipment Operators for Street/Storm Sewer, 1 Planner I-III (Level designation dependent on experience), 2 Bus Drivers, 1 Project Civil Engineer in Engineering, 1 Project Civil Engineer in Public Works. 1 Airport Intern and 1 Civil Engineering Intern, Police Department testing dates for 2023 are: May 4th, August 10th and November 30th.
- **Hiring and Orientation-** Since January 1st Human Resource Staff have facilitated orientation for 24 new full-time hires in various departments. Facilitating includes first day instruction and benefit enrollment and payroll administration. Staff have also assisted in the hiring of 4 part-time employees with regard to recruitment, background checks and payroll administration.
- **Salary/Benefit** – The department has started the annual process for marketing salary and benefits. Survey data requests have been sent to 17 political subdivisions and 11 airport entities. Data from these organizations has slowly started being received and will start to be compiled. After that the next step in the process will be to analyze data to determine salary ranges.
- **ADP Update-** Implementation and Conversion to new Payroll/Timekeeping/HCM software began January 26, 2023. The department is on schedule with implementation to achieve a tentative go-live date of July 1, 2023.

**Airport
Director, Jennifer Eckman**

Statistics – (Additional statistics can be found here: (<https://www.motairport.com/260/Statistics>))

- The revenue enplanements (paid boarding), airport concessions, parking, and car rental gross revenues were jumped up again and are above last year's numbers. The region had fairly stable weather conditions and this limited the amount of cancelations during the month, which in turn attributed to positive numbers.
- The load factor (percentage of seats filled per aircraft) continues to remain high for the industry but fairly stable from last month.
- The operational activity was down over last year's numbers mostly due to a lack of local military operations, but airline activity has steadily grown since 2021.

Staffing –

- Recruitments – The airport continued to recruit for the following position during the month:
 - Internship – Applications are slow at arriving, interviews with three candidates were conducted on March 30, 2023.
- Hiring –
 - The Full-Time Facility Technician was filled on March 13, 2023.
 - The Part-Time Facility Technician was filled on March 27, 2023.
- Promotions –
 - Airport staff has requested that the airport administrative team look at potential for an additional step in its career ladder.
 - Airport staff assisted with the Fire Department’s promotional assessments for new captains.

Training and City P.R.I.D.E.–

- ACC/Planning and Design Symposium – The Airport Operations and Maintenance Manager attended this national conference.
- Fly-ND – Four members of the airport staff attended the annual conference in Bismarck.
- National Weather Service GoToWebinar – Airport staff participated in the webinar.
- SharePoint – Airport Director provided a short training to the management team on the 365 version of SharePoint.
- ANTN Digicast - Staff participated in the online assigned ANTN training.
- PRIDE Employee Committees - Airport Staff members continued to represent the department on each committee.
- City Safety Committee – The Airport Facility Foremen represents the Airport on this committee.
- Ad Hoc Committee Meetings – Airport Staff attends the meetings.

Equipment –

- Snow Removal Equipment (SRE) –
 - Due to FAA restrictions on funding, the new John Deere front-end loader bid did not include a set of forks. The airport operations team uses forks to offload and move the totes containing de-icing fluid for the airfield. The operations foreman is securing quotes for a set of forks that fit the new loader.
 - The normal amount of wear and tear occurred on the remaining SRE equipment.
- Airside Equipment –
 - Fuel Farm - The airport’s fuel farm has a failure to an underground wire, a local electrician has installed a temporary repair until spring thaw when the full repair can be made.
 - Sump Pump - Waiting for spring thaw to replace the sump for the de-icing ramp (old terminal ramp).

Facilities –

- Commercial Terminal –
 - SARA - The Airport staff met with employees of Independence, Inc. on March 14, 2023 to go over different products available to satisfy the regulations pertaining to an indoor service animal relief area (SARA). The director of Service Dogs for America out of Jud, ND was in Minot on March 20, 2023 and was able to tour the terminal. She provided feedback on the potential SARA locations and the airport staff provided her with rough plan for the installation on March 28, 2023.
 - Jetbridge - JBT AeroTech was scheduled to repair Jetbridge 3 at the end of March, but it was rescheduled for mid-April.
 - Entrance Doors - The terminal's entrances for employees and deliveries need replacements. The foreman will be swapping doors with less wear and tear as a temporary solution, until we can get contractors out to re-quote the work.
 - Exit Lane – TSA requires modification to the exit lane. The staff is exploring options which it will agree to.

Community Engagement –

- ACC/Planning and Design Symposium – The Airport Operations and Maintenance Manager was panelist during one of the seminars at this conference.
- MSU Career Expo – The Airport participated in the event and provided information about its internship and open positions.
- Fly-ND – Airport Director participated in the round table regarding UAS (drones) in the airspace around airports.
- Local Emergency Planning Committee (LEPC) – Airport staff participates in LEPC activities.
- Airport Association of North Dakota (AAND) – Airport Operations and Maintenance Manager called into the monthly meeting.
- Minot Area Chamber EDC Committees – Airport Director participates in the Infrastructure, Energy, and Military Affairs committees and serves as an honorary commander of the 5th Logistical Readiness Squadron. She attended the annual Prairie Warrior Auction.
- Service Clubs – The Airport Operations and Maintenance Manager participates in Rotary.
- American Association of Airport Executives – Airport staff participates in a variety of subcommittees and working groups within this organization and its Great Lakes Chapter.
- Tenant Relations – The Airport staff continues lease negotiations and communication with the car rentals, airlines and other tenants. The concessionaire is working up plans for upgrades to the restaurant's operational space.

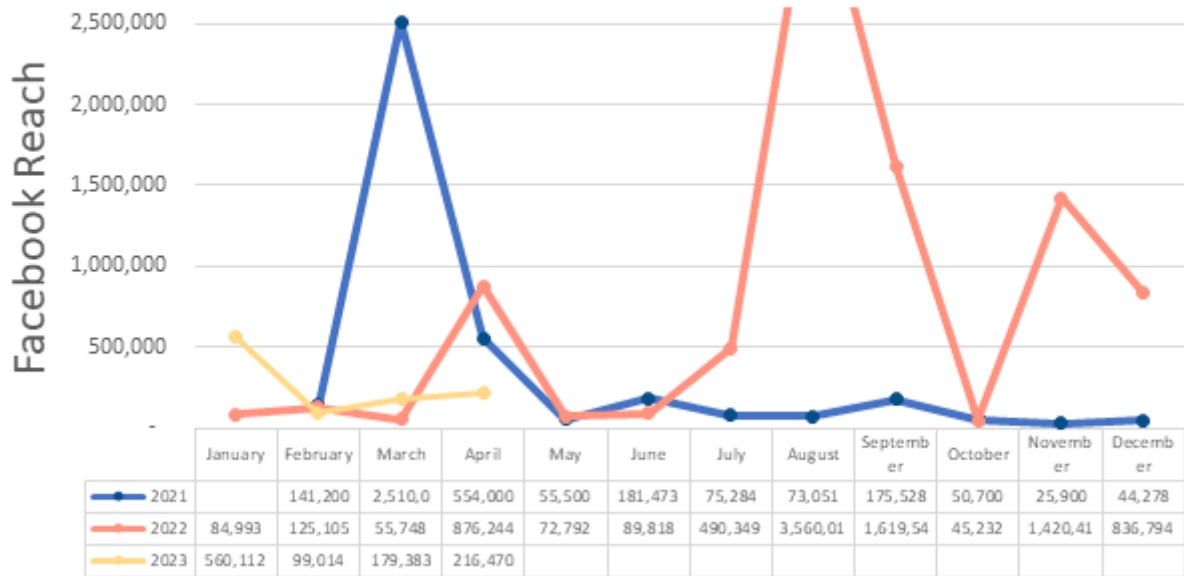
Public Information
Dereck Hackett

Highlights and Takeaways

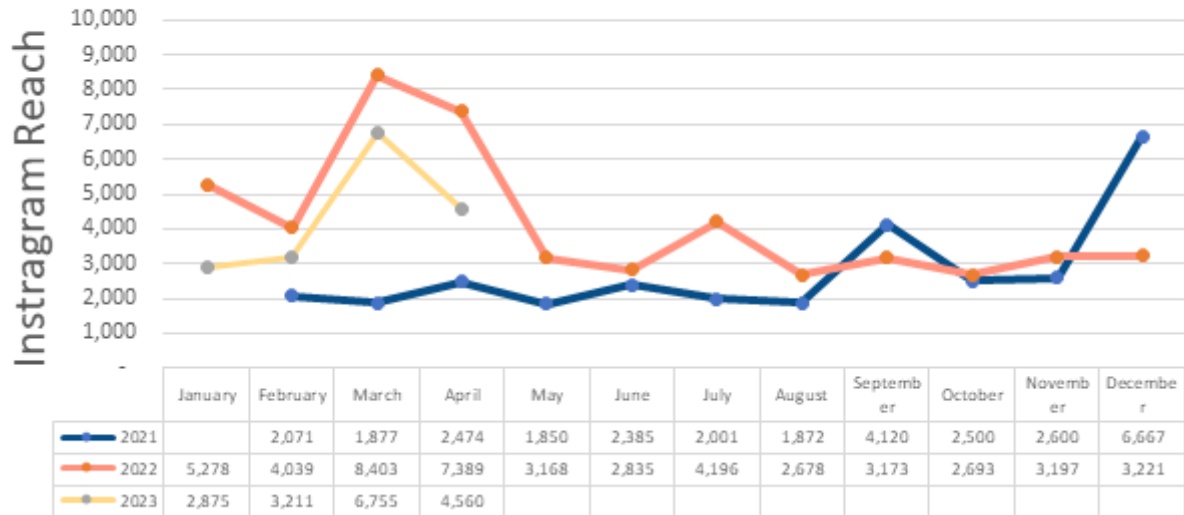
- We're at the 90% point on the new City website redesign. Designers have created the new look in the back end and now we will begin pulling data over from our current site. Hoping this will be on full display before the end of May.
- We've moved! And so, have you. We've spent the last half of April preparing to move offices, and equipment, and ensure the City Council meetings can successfully be broadcast to the viewing public from the new city hall for the May 1 meeting. All seems well and good. Fingers crossed.
- The PIO was honored to present our communication strategies of storytelling to regional water operators, regulators, and engineers at the Surface Water Treatment Workshop in Fargo on April 18. The PIO was a keynote speaker at the workshop that had attendees from North Dakota, Minnesota, and South Dakota. The workshop was presented by the American Water Works Association.
<https://www.awwand.org/wp-content/uploads/2023/04/2023-SWTW-Agenda.pdf>
- Going forward much of the Public Information efforts will be surrounding the launch of curbside recycling and construction for the upcoming season.

Social Media Dashboard

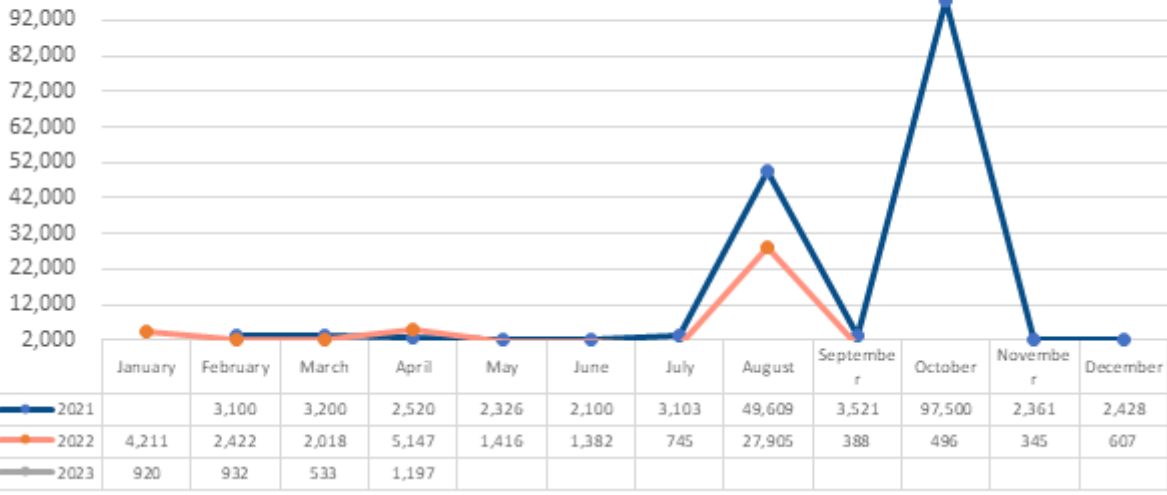
Facebook Reach Month by Month



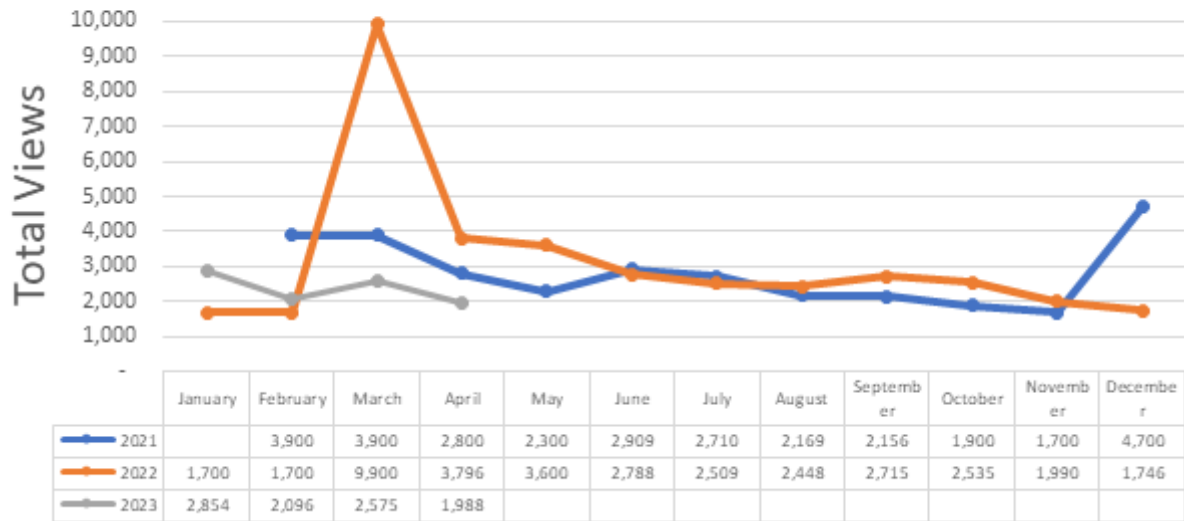
Instagram Reach Month by Month



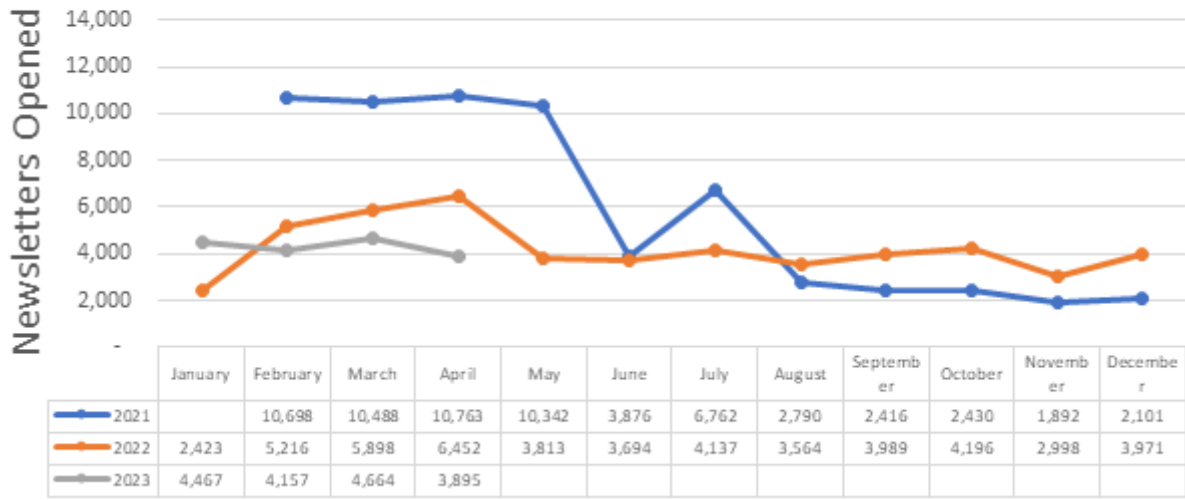
Twitter Reach Month by Month



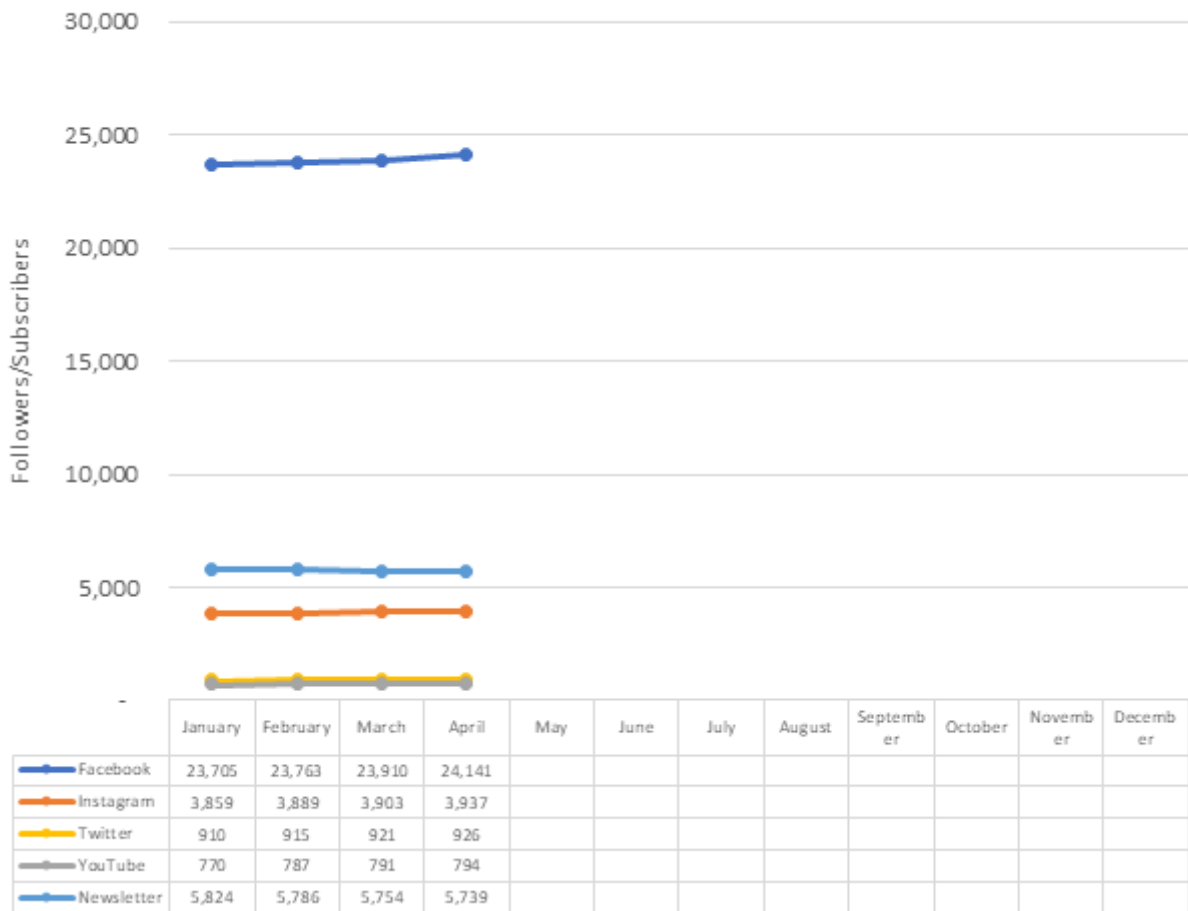
YouTube Views Month by Month



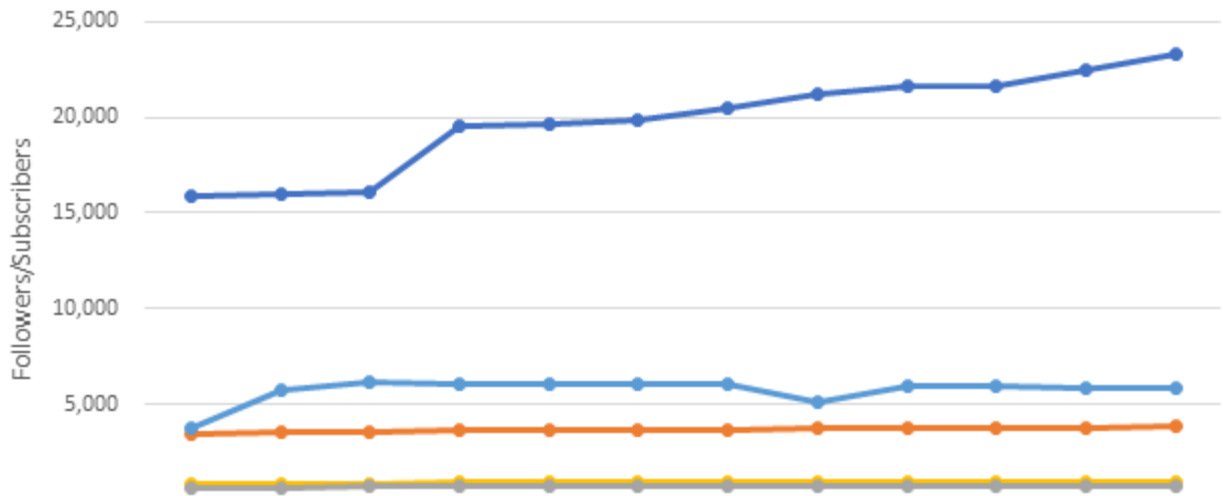
Newsletter Opens Month by Month



2023 Social Media Footprint

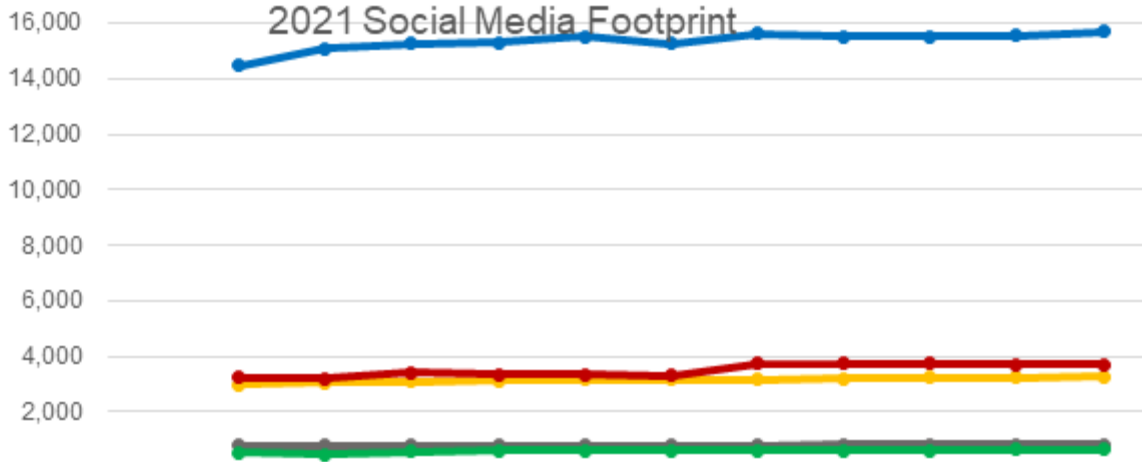


2022 Social Media Footprint



	January	February	March	April	May	June	July	August	September	October	November	December
Facebook	15,900	15,933	16,087	19,553	19,675	19,823	20,429	21,225	21,588	21,610	22,500	23,305
Instagram	3,400	3,489	3,501	3,605	3,617	3,630	3,680	3,698	3,737	3,757	3,787	3,836
Twitter	833	842	851	870	882	883	886	897	899	906	901	901
YouTube	642	649	693	695	716	724	729	736	741	750	756	759
Newsletter(s)	3,709	5,748	6,101	6,060	6,047	6,018	5,998	5,127	5,935	5,919	5,871	5,859

2021 Social Media Footprint



	January	February	March	April	May	June	July	August	September	October	November	December
Facebook Followers		14,469	15,090	15,252	15,293	15,504	15,275	15,618	15,505	15,522	15,560	15,700
Instagram Followers		2,988	3,049	3,098	3,126	3,153	3,178	3,181	3,202	3,229	3,252	3,286
Twitter Followers		780	789	790	791	796	797	806	808	817	823	826
youtube Subscribers		538	459	588	592	600	609	613	619	626	629	637
Newsletters Subscribers		3,225	3,189	3,412	3,361	3,365	3,313	3,753	3,751	3,724	3,717	3,713