



## *City Council Workplan Sorted by Date Due*

Item #	Goal	Explanation/Action	Date Due	Responsible Party
17-a	<u>Succession planning</u>	Will be addressed as part of the organizational study	N/A	JB
25-c	<u>Recruitment/Retention Issue with public safety personnel</u>	Present report and strategy to deal with issue	2/15/10	L.Winslow/ N.Gagnon
19-a	<u>By-pass</u>	<del>Resolve conflict with Planning Board</del>	4/30/10	JB
24-a	<u>Narrow band switch over</u>	Determine lead on project	5/15/10	JB
32-a	<u>Backup unit for crash truck at Airport</u>	Identify alternatives	5/15/10	S.Wardwell, D.White
14-a	<u>Deal with ADA issues at Library</u>	Identify options to fix issues, price the alternatives	5/30/10	P.Webb, S.Plummer
15-a	<u>Compensation System</u>	Evaluate current system	5/30/10	L.Winslow/JB
33-a	<u>Analysis solid waste costs and process</u>	Determine outline of scope of services	5/30/10	D.Fowler, JB
6-a	<u>Develop an Information Technology (IT) plan for the city</u>	Determine systems to use to upgrade IT	5/31/10	JB
1-a	<u>Update Road Surface Management System</u>	Provide background information to CC	6/15/10	G.James
4-a	<u>Reduce cost to fly out of Northern Maine Airport</u>	Prepare strategy to make presentation to carrier; who to be included, federal delegation	6/15/10	S.Wardwell/JB
28-a	<u>Develop a more formalized capital</u>	Present new format to City Council for approval	6/15/10	JB

	<u>improvement planning process</u>			
29-a	<u>Economic Development</u>	Identify people/programs involved with ED	6/15/10	L.Clark, K. Arndt,JB
32-b	<u>Backup unit for crash truck at Airport</u>	Determine funding sources, present recommendation	6/15/10	S.Wardwell, D.White
6-b	<u>Develop an Information Technology (IT) plan for the city</u>	Analysis staffing for IT system	6/30/10	JB
18-a	<u>Downtown Revitalization</u>	Evaluate current efforts	6/30/10	K.Arndt, JB
22-a	<u>Strategic Plan</u>	Appoint steering committee	6/30/10	JB
27-a	<u>Determine if staffing levels for Fire Department at appropriate</u>	Analyze ISO rating system to determine key factors controlled by municipal governments	6/30/10	D.White
33-b	<u>Analysis solid waste costs and process</u>	Determine methodology of review	6/30/10	D.Fowler
37-a	<u>Long Range Tax Rate Target</u>	Use workshop for the instrument to determine the possibilities	6/30/10	P.Webb/JB
38-a	<u>Cunningham Middle School Lot</u>	Investigate the possibility of having the Presque Isle Industrial Council to take the lead on the property	6/30/10	L.Clark
12-a	<u>Establish regular joint meetings with SAD #1 School Board</u>	Meeting of leadership to discuss agendas, ground rules, other	7/1/10	JB
16-a	<u>Organizational Review</u>	Identify work plan and calendar	7/1/10	JB
40-a	<u>Revenue Enhancement-Inactive Tool</u>	Establish key input elements with CC	7/10/10	P.Webb, JB

6-c	<u>Develop an Information Technology (IT) plan for the city</u>	Determine costs; capital and ongoing	7/15/10	JB
<b>2011-26</b>	<b>Evaluate whether to change fiscal year</b>	<b>do an analysis of the advantages and disadvantages of changing the City's operating year from a calendar year (Jan-Dec) to fiscal year that lines up with School and State (Jul-Jun).</b>	7/15/10	P.Webb/JB
30-a	<u>Facility Use</u>	Determine process to identify users	7/15/10	P.Webb, J.Kaiser, C.Beaulieu, JB
34-a	<u>Comprehensive Plan</u>	Determine if any updates are needed	7/15/10	K.Arndt
4-b	<u>Reduce cost to fly out of Northern Maine Airport</u>	Prepare case	7/30/10	S.Wardwell
14-b	<u>Deal with ADA issues at Library</u>	Council decide options to pursue	7/30/10	P.Webb, S.Plummer
15-b	<u>Compensation System</u>	Make adjustments, if appropriate	7/30/10	L.Winslow/JB
19-b	<u>By-pass</u>	Assist various agencies to make final determination of preferred segment	7/30/10	K.Arndt, G.James. JB
38-b	<u>Cunningham Middle School Lot</u>	Determine acceptable and appropriate uses	7/30/10	K.Arndt
3-a	<u>Complete sidewalk project along Edgemont Drive</u>	Secure financing	8/1/10	G.James
27-b	<u>Determine if staffing levels for Fire Department at appropriate</u>	Analyze response times, times for fire under control status and other information such as damage loss issues	8/1/10	D.White
27-c	<u>Determine if staffing</u>	Determine impact of airport on staffing level needs	8/1/10	D.White/

	<u>levels for Fire Department at appropriate</u>			S.Wardwell
29-b	<u>Economic Development</u>	Identify strengths of each program/people involved and report on same	8/1/10	JB
24-b	<u>Narrow band switch over</u>	Complete work to determine needs and costs	8/15/10	TBD
35-a	<u>MDOT facility</u>	Initiate discussions with MDOT to determine feasibility of moving the facility	8/15/10	L.Clark, JB
37-b	<u>Long Range Tax Rate Target</u>	CC to establish tentative goal; follow with suggested strategy to obtain goal	8/15/10	JB
42-a	<u>Have 'shovel-ready' projects prepared</u>	Determine a tentative candidate listing of possible projects	8/15/10	Mgt Team
40-b	<u>Revenue Enhancement-Inactive Tool</u>	Development model and workshop with Council	8/20/10	P.Webb, JB
6-d	<u>Develop an Information Technology (IT) plan for the city</u>	Determine funding sources	8/30/10	JB
22-b	<u>Strategic Plan</u>	Determine work plan	8/30/10	Steering Committee
25-a	<u>Recruitment/Retention Issue with public safety personnel</u>	Determine if there is an issue by comparison against comparables	8/30/10	L.Winslow/ N.Gagnon
28-b	<u>Develop a more formalized capital improvement planning process</u>	Prepare new CIP document	8/30/10	JB
30-b	<u>Facility Use</u>	Determine period of time to study, implement study	8/30/10	J.Kaiser, C.Beaulieu
8-c	<u>Central Business District</u>	Support for locating a "Farmers' Market" downtown, as an	8/31/10	K.Arndt

	<u>Redevelopment</u>	investment stimulus for other private investments in Riverside Drive/Chapman Street redevelopment areas		
33-c	<u>Analysis solid waste costs and process</u>	Present report and findings	8/31/10	D.Fowler
12-b	<u>Establish regular joint meetings with SAD #1 School Board</u>	Hold meeting	9/1/10	JB
41-a	<u>Be Leaders In Real Collaboration with other organizations</u>	Evaluate and institute regular meetings of municipal managers in central Aroostook area	9/1/10	JB
41-c	<u>Be Leaders In Real Collaboration with other organizations</u>	Encourage joint meetings of key management personnel with counterparts in central Aroostook	9/1/10	CC,JB
1-b	<u>Update Road Surface Management System</u>	Provide interim report based on inventory status to CC	9/15/10	G.James
2-a	<u>Identify sidewalk</u>	Develop system	9/15/10	G.James
7-a	<u>Community Center project</u>	Determine project scope (uses)	9/15/10	C.Beaulieu, JB
16-b	<u>Organizational Review</u>	Present report, findings and recommendations	9/15/10	JB
21-a	<u>Communication with citizens</u>	Identify small internal task force to work on issue	9/15/10	JB
24-c	<u>Narrow band switch over</u>	Determine funding sources; secure	9/15/10	P.Webb/TBD
4-c	<u>Reduce cost to fly out of Northern Maine Airport</u>	Present information	9/30/10	S.Wardwell
6-e	<u>Develop an Information Technology (IT) plan for the city</u>	Present complete findings to CC	9/30/10	JB

19-c	<u>By-pass</u>	Secure preferred sequencing of construction	9/30/10	K.Arndt, G.James. JB
42-b	<u>Have 'shovel-ready' projects prepared</u>	Determine cost estimate to prepare project for 'shovel-ready' status	9/30/10	JB
27-d	<u>Determine if staffing levels for Fire Department at appropriate</u>	Present final report	10/1/10	D.White
7-b	<u>Community Center project</u>	Determine final site selection	10/15/10	C.Beaulieu, JB
35-b	<u>MDOT facility</u>	Work with PIIC to find a new location for MDOT facility, if agreeable	10/15/10	L.Clark, JB
42-c	<u>Have 'shovel-ready' projects prepared</u>	Present list and costs estimate to Council with potential funding sources	10/15/10	P.Webb, JB
8-d	<u>Central Business District Redevelopment</u>	Development & adoption of land use standards and incentives (façade loans, etc.), specifically designed to attract private investment and then to sustain private investment within CBD	10/31/10	K.Arndt
3-b	<u>Complete sidewalk project along Edgemont Drive</u>	Complete project	11/1/10	G.James
25-b	<u>Recruitment/Retention Issue with public safety personnel</u>	If so, determine contributing factors	11/1/10	L.Winslow/ N.Gagnon
36-a	<u>Corporate Jet Refueling Strategy</u>	Identify the possible market, including the possible costs and possible returns	11/1/10	S.Wardwell
41-b	<u>Be Leaders In Real Collaboration with other organizations</u>	Evaluate and institute joint meeting of municipal officers in central Aroostook	11/1/10	CC, JB
7-c	<u>Community Center project</u>	Prepare pre-engineering estimate	11/15/10	C.Beaulieu, JB

13-a	<u>Develop a formal Earned Income Tax Credit program</u>	Appoint a lead person to champion program	11/15/10	JB
18-b	<u>Downtown Revitalization</u>	Develop master plan, strategy	11/15/10	K.Arndt, JB
31-a	<u>Complete city walk way</u>	Identify the general location to continue the walkway	11/15/10	C.Beaulieu
7-d	<u>Community Center project</u>	Present findings to Council for decision	11/30/10	C.Beaulieu, JB
15-c	<u>Compensation System</u>	Development implementation strategy; work with employees/union on process	11/30/10	L.Winslow/JB
14-c	<u>Deal with ADA issues at Library</u>	Secure funding	12/15/10	P.Webb, S.Plummer
34-b	<u>Comprehensive Plan</u>	Determine the sections of implementation that need work; develop work calendar with due dates and submit for approval	12/15/10	K.Arndt
21-b	<u>Communication with citizens</u>	Committee make recommendations	12/31/10	JB
5-a	<u>Market airport as a potential site to train</u>	Identify market potential including benefits to community	1/1/11	S.Wardwell
8-b	<u>Central Business District Redevelopment</u>	Designated East-West Truck route with transportation improvements at “Five-Points”, Parsons Street compatible re-zoning and Maysville St./US Rt#1 intersection improvements to facilitate routing	1/1/11	K.Arndt, G.James
13-b	<u>Develop a formal Earned Income Tax Credit program</u>	Look for community collaborative partners for the program	1/1/11	TBD
8-a	<u>Central Business District Redevelopment</u>	Includes Riverside Drive area, as well as Chapman Street/Bishop’s Island Recreation Area & Redevelopment	1/11/11	K.Arndt
18-c	<u>Downtown</u>	Determine funding options, sources	1/15/11	K.Arndt, JB,

	<u>Revitalization</u>			P.Webb
20-a	<u>Evaluation of City Hall</u>	Review previous reports, information	1/15/11	JB
31-b	<u>Complete city walk way</u>	Identify preliminary costs for entire project	2/1/11	P.Webb
11-a	<u>Protect &amp; Conserve working agricultural lands</u>	Identify critical areas of community to meet this goal	3/15/11	K.Arndt
20-b	<u>Evaluation of City Hall</u>	Determine next steps based on information	3/15/11	JB
23-a	<u>Homeless</u>	Determine the actual impacts in community	3/15/11	TBD
31-c	<u>Complete city walk way</u>	Determine funding sources	3/15/11	C.Beaulieu, P.Webb
38-c	<u>Cunningham Middle School Lot</u>	Transfer property to private hands	3/31/11	CC
5-b	<u>Market airport as a potential site to train</u>	Develop strategy	4/1/11	S.Wardwell
31-d	<u>Complete city walk way</u>	Present report findings to CC	4/15/11	C.Beaulieu, JB
22-c	<u>Strategic Plan</u>	Present draft strategic plan in workshop session	4/30/11	Steering Committee
1-c	<u>Update Road Surface Management System</u>	Complete final report and present	5/1/11	G.James
39-a	<u>Analysis Personal Property Assessments</u>	Evaluate the effectiveness of the investment and report out	5/31/11	K.Arndt
11-b	<u>Protect &amp; Conserve working agricultural lands</u>	Develop strategies to meet goal	6/1/11	K.Arndt
2-b	<u>Identify sidewalk</u>	Perform inventory	6/15/11	G.James
10-a	<u>Study feasibility of and locate another</u>	Determine market need	6/15/11	L.Clark, K.Arndt



	<u>potential “Industrial Zone”</u>			
23-b	<u>Homeless</u>	Identify partners to develop community response	6/30/11	TBD
2-c	<u>Identify sidewalk</u>	Develop report with funding recommendations	9/15/11	G.James/P.Webb
29-c	<u>Economic Development</u>	Suggest any changes/realignments	9/15/11	JB
10-b	<u>Study feasibility of and locate another potential “Industrial Zone”</u>	Determine potential locations, if needed	10/1/11	L.Clark, K.Arndt
9-a	<u>Active Implementation of Growth Management Plan “In</u>	Includes both commercial (North Main St. and Rice Street/Fort Rd.) “in-fill”	11/15/11	K.Arndt
9-b	<u>Active Implementation of Growth Management Plan “In</u>	Opportunities and residential (Outer State St. and Green Hill Drive) growth “in-fill” opportunities	11/15/11	K.Arndt
10-c	<u>Study feasibility of and locate another potential “Industrial Zone”</u>	Determine funding sources	1/1/12	L.Clark, K.Arndt, P.Webb

Please note:

Goals in *italics* are in process but not completed

Goals in ~~strikethrough~~ are considered completed (at the staff level)