



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: August 2, 2021

City Manager:

The last couple of weeks have been very busy with multiple projects. The City hosted a public input session regarding the new City Hall and staff has continue working on the design. The City also prevailed in the jury trial regarding the parking structures downtown.

The management team has worked diligently over the past two weeks to balance the budget. More information regarding the budget will be presented to the Council and the public during the August 2nd Council meeting.

The hiring process for a new Airport Director continues. Due to scheduling availability of the candidates the final interviews have been moved to a Saturday later in August.

The annual Employee Picnic was a great success and was well attended by many of the staff throughout the organization. A special thank you to the staff that helped organize the event and volunteered to help, and to Alderman Jantzer for attending and interacting with the staff in attendance.

Meetings attended included: Souris Basin Resiliency Strategy Focus Group meeting; closing arguments of the Parking Garage court proceedings; and was out for vacation.

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.

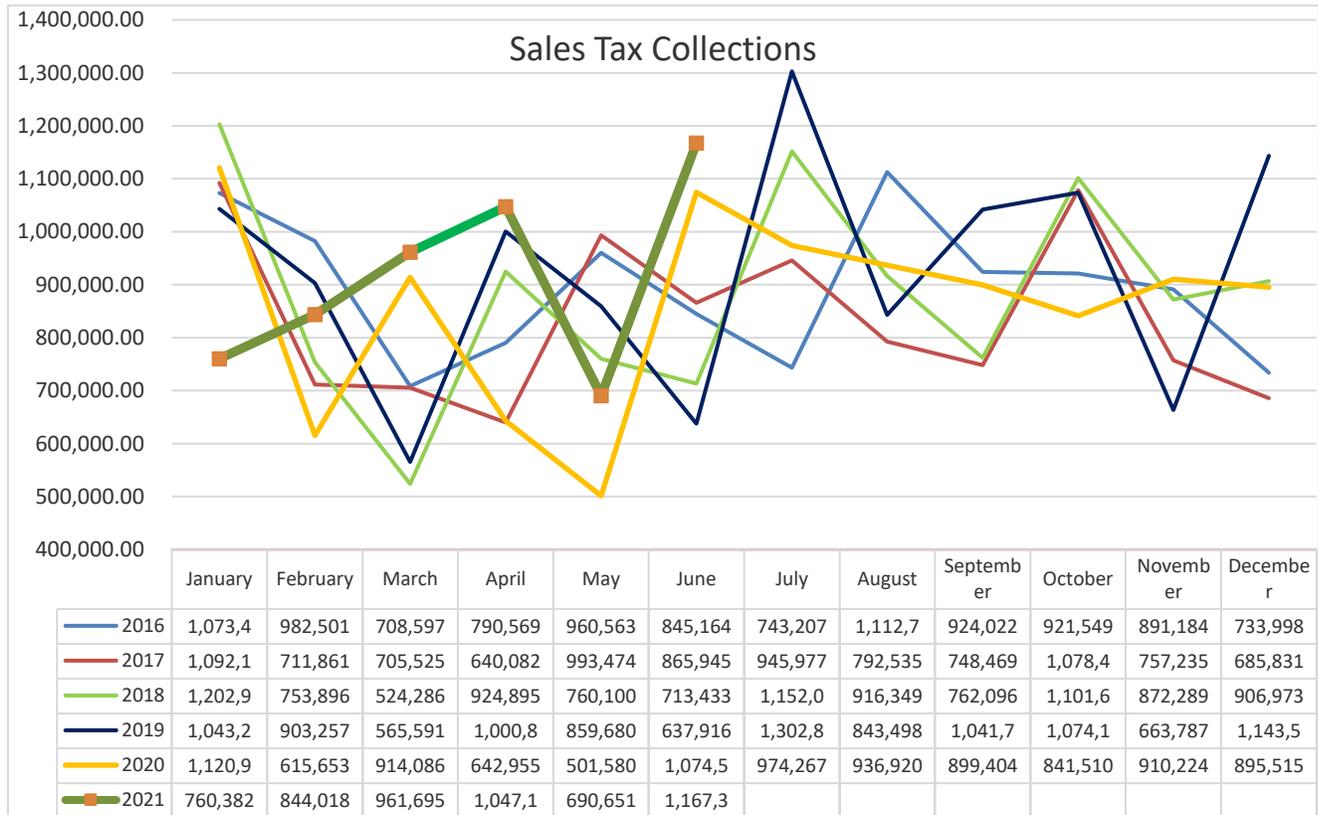
Upcoming bond sale

We are again preparing for a bond sale in August/September to fund the local match for the flood control projects. Rates are still at a very attractive level and we will be evaluating the best course of action to fund this large project.

2022 Budget

The City Manager, Finance Director and Comptroller have met with each department to review their budget requests for next year. We have completed the Preliminary Budget which will be presented to Council on an agenda item in this meeting. The proposed budget maintains a mill rate that is flat compared to the proposed 2021 budget.

Attached you will see the latest update on sales tax collections. The results are 12.35% better than last year at this time and 28.74% ahead of budget for the year. Hub City funding has remained stable since the beginning of the year and is tracking 25.7% ahead of budget for the year. There are some critical cases being dealt with in the courts that could have a significant effect on oil production in the state and could adversely affect Hub City funding. We will continue to closely monitor sales tax and other revenues as we prepare for the budget cycle.



ERP

The ERP project continues to take up a great deal of staff time. The Utility Billing/Special Assessment and Human Capital Management/Payroll portions of the project are still underway.

We continue to work on adjusting business practices to leverage the capabilities of the Tyler Munis software. We have been able to work with some departments and develop a process that will allow them to better track expenses and give them additional detail that will assist them in future budget development.

We will continue to monitor our processes and make adjustments that benefit the City and make our operation more efficient and easier to do business with. Please feel free to reach out to me with any questions or concerns that you may have.

Engineering
City Engineer, Lance Meyer

- In July, the Department processed three encroachment permit applications, issued 35 right of way permits, and attended eight DRT meetings.
- Cityworks software configuration continues. We are working through Water and Sewer, Inspections, and Planning Divisions.
- Reviewed the safety improvement plans with the NDDOT and SRF Consulting regarding the US Highway 2 and Evergreen Avenue, which is currently slated for 2022 construction.
- Coordinated with Moore Engineering regarding the mill and overlay plans for 16th Street SW and 37th Avenue SW. This project is currently planned for 2022 construction, as well.

2021 Construction Project Updates

- Current active construction: Paving & Utility District 2021-1 (1st St NW Reconstruction near Magic City Discovery Center), 2021 Street Improvement (35th Ave SE), 2021 Street Patching, 2021 Sidewalk, Curb, & Gutter, and 2021 Street Seal (patching)
- Beginning after the State Fair: Burdick ADA Improvements (from 16th St SW to 27th St SE), 2021 Street Seal (27th St SE and S Broadway), 2021 Concrete Rehab (37th Ave SE and 16th St SW / US Hwy 2 interchange), and 2021 Street Improvement (20th Ave NW and 31st Ave SW)
- www.minotnd.org/projects for more details
- <https://city-of-minot-open-data-minotnd.hub.arcgis.com/apps/traffic-impact-map-1/explore>

Kudos!

- Thank you to the Traffic Department for switching up their work schedules over the past month plus, often coming in as early as 3:30am, to perform software updates on the signal controllers, video cameras, and malfunction monitor units. Additionally, they completed annual tasks associated with preparation for the North Dakota State Fair.

Public Information
Dereck Hackett

City Manager Report – Public Information

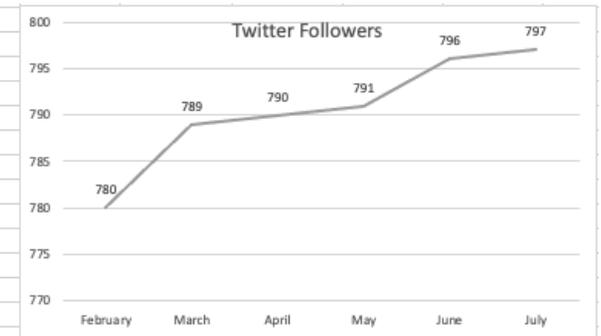
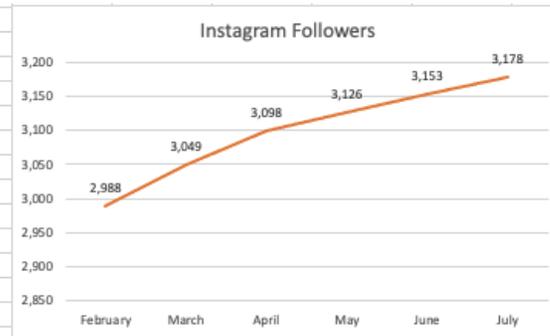
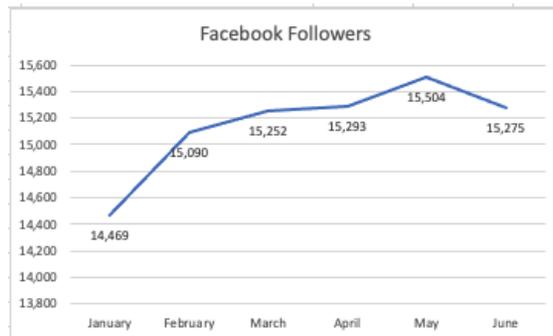
Highlights and Takeaways

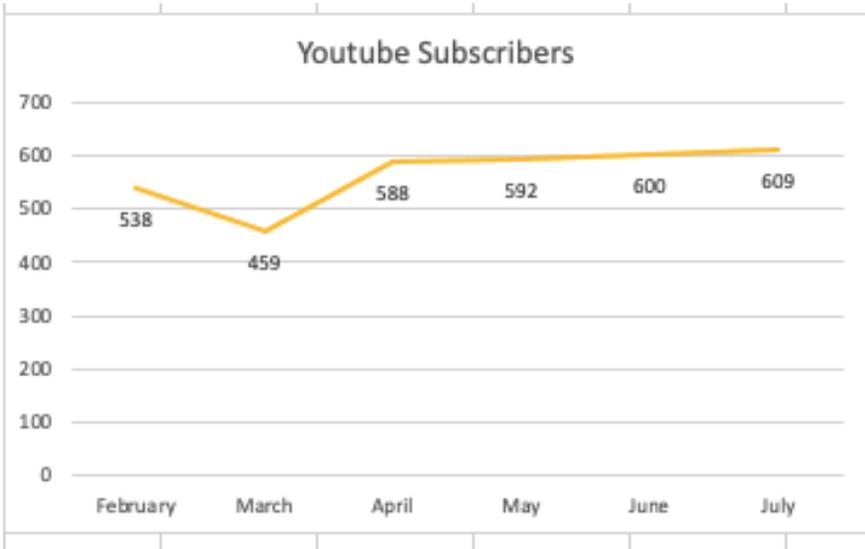
- ⇒ July was catch-up time from a back log of products in June. This will be the case into August as we continue with some long-term projects:
 - myMinot Mobile App (Engineering’s Asset Management App for citizen reporting)
 - Magic City Aspirations Council Visioning
 - City Mission and Values Branding and Promotion
 - Reengaging the Website Refresh Committee and effort
 - Many informational videos and education efforts for social
- ⇒ Growth Stagnated during July. Our volume was down and generally summer activities (believe it or not) hindering a digital presence, historically.
- ⇒ Newsletter volume increased but we continue to see a little leakage from subscriber list.
- ⇒ Our strongest performing content in July was outlining the library’s decision to go mostly fine free.

Social Media Metrics

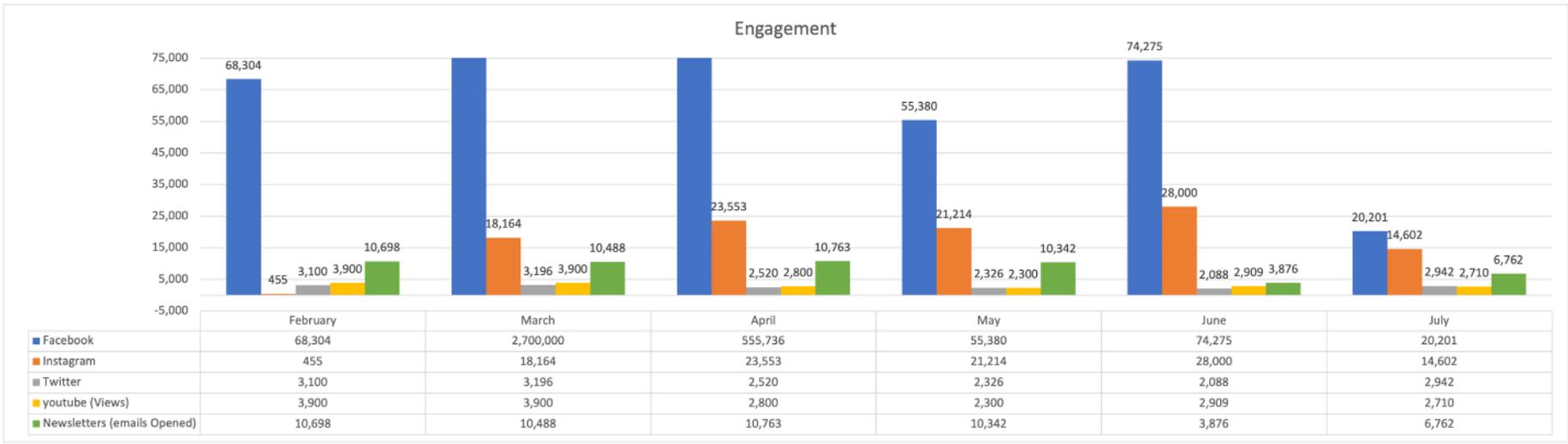
Column1	Column2	January	February	March	April	May	June	July	August	September	October	November	December
Audience													
	Facebook Followers		14,469	15,090	15,252	15,293	15,504	15,275					
	Instagram Followers		2,988	3,049	3,098	3,126	3,153	3,178					
	Twitter Followers		780	789	790	791	796	797					
	youtube Subscribers		538	459	588	592	600	609					
	Newsletters Subscribers		3,225	3,189	3,412	3,361	3,355	3,313					
Engagement													
	Facebook		68,304	2,700,000	555,736	55,380	74,275	20,201					
	Instagram		455	18,164	23,553	21,214	28,000	14,602					
	Twitter		3,100	3,196	2,520	2,326	2,088	2,942					
	youtube (Views)		3,900	3,900	2,800	2,300	2,909	2,710					
	Newsletters (emails Opened)		10,698	10,488	10,763	10,342	3,876	6,762					
Reach													
	Facebook		141,200	2,510,000	554,000	55,500	181,473	75,284					
	Instagram		2,071	1,877	2,474	1,850	2,385	2,001					
	Twitter		3,100	3,200	2,520	2,326	2,100	3,103					
	youtube (Hours Watched)		169	654	508	369	528	394.8					
	Newsletters (Emails Sent)		21,542	22,377	22,088	23,543	9,998	16,629					

Audience





Engagement



Engagement (Without Facebook)



Reach

Reach: Facebook



Reach (Without Facebook)



Top Content

11:59 5G

Insights

Jun 29 - Jul 26, 2021

Trends
Content
Audience

Top Performers ^

Facebook Post
Reach
29.8K

Instagram Po
Reach
1,307

Sort by Reach i

The Minot Public Library will no longer charge fines on items returned late, with the excepti...

Jul 20, 2021

Reach	Reactions	Comments	Shares
29.8K	289	84	18

Come see us at the Touch-a-truck Wednesday night at the MAYSA. We'll be the ones with th...

Jun 30, 2021

Reach	Reactions	Comments	Shares
15.8K	66	46	17

Have a little extra garbage filling up that garage? Next week is your chance to dump fo...

Jul 7, 2021

Reach	Reactions	Comments	Shares
15.7K	140	85	139

+