

**CITY COUNCIL WORK SESSION AGENDA  
CITY OF LINO LAKES**

**Monday, April 5, 2021  
Council Chambers  
6:00 P.M.**

1. CIP Software, Hannah Lynch
2. Communications Coordinator Position, Meg Sawyer & Sarah Cotton
3. Council Updates on Boards/Commissions, City Council
4. Adjourn

**WORK SESSION STAFF REPORT**  
**Work Session Item No. 1**

**Date:** April 5, 2021  
**To:** City Council  
**From:** Hannah Lynch, Finance Director  
**Re:** CIP Software

**Background**

At the March 1, 2021 Work Session staff identified the need for CIP Software. Easy CIP is the preferred choice since it is a cloud-based application that aims to centralize, facilitate, plan, track, and report to simplify the Capital Improvement Planning (CIP) process. Council members asked for follow-up as to Microsoft Project, free web-based applications, and what other cities use.

Both Microsoft Project and free web-based applications are project management tools, not CIP planning tools. Project management tools are designed to assist a project manager in developing a schedule, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads. CIP planning tools are designed to assist a government entity in creating a list of capital projects or equipment to be purchased, planning for the financing, providing justification, and incorporating that information into the annual budget.

The following cities responded to an inquiry as to what software they use:

<b>City</b>	<b>CIP Software</b>
Andover	Plan-It
Arden Hills	Plan-It
Eagan	Plan-It
East Grand Forks	Plan-It
Eden Prairie	Plan-It *
Fridley	Plan-It
Grand Rapids	Plan-It
Hutchinson	Plan-It
Minnetonka	Plan-It
Moorhead	Plan-It
Otsego	Plan-It
Owatonna	Plan-It
St. Louis Park	Plan-It

Shakopee	Plan-It
White Bear Lake	Plan-It

\*Looking into Easy CIP

Plan-it has similar capabilities as Easy CIP, although it is access-based instead of cloud-based, and does not allow for customization. Plan-it has been around since the 1990s so many of the cities using this software are doing so because it was the only option for many years. Staff prefers planning for the long-term use of a robust CIP planning tool, and thus utilizing Easy CIP with its easy-to-use interfaces and cloud capabilities.

The Office Equipment and Replacement Fund has \$9,000 dedicated to finance software that could be utilized for the first two years. For the third year and beyond, it would require funding from the General Fund.

## Easy CIP






EasyCIP Demo

[Home](#)
[EasyProject](#)
[EasyReport](#)
[EasyView](#)
[Administration](#)

[Print](#)
[Logged in as Chris Mills - Account Settings - Log Out](#)

All Active Projects

[Add filters](#)
25 per page

Project Number	Project Name	Project Description	Project Justification	Project Image	Total Cost	Priority	Department	Owner	View Details
<b>Buildings</b>									
CIP-00005	Fire Station 4 Remodel	Conduct a building assessment, design, and execute the remodel of Fire Station #4.	Fire Station #4 is a two bay station built in 1978. It was the first station to be equipped with automatic fire sprinklers. Fire Station #4 is identified in the City of Yuma Fire Department Fire Services and Facilities Plan as a station in need of improvements. A full assessment of the Fire Station will be conducted prior to executing a remodel.		\$1,100,000.00	High	Public Safety	Chris Mills	<a href="#">view all</a>
<b>Citywide Assessment</b>									
CIP-00001	Citywide Development Fee Update	Municipalities in Arizona assess development fees to offset infrastructure costs associated with providing necessary public services. Municipalities shall update the Land Use Assumptions and Infrastructure Improvements Plan at least every five years. The Land Use Assumptions and Infrastructure Improvements Plan were last updated in January 2012.	Update the City's Land Use Assumptions document to reflect projections of change in land uses, intensities in population for a specified services area over a period of at least ten years and pursuant to the General Plan. Update the Infrastructure Improvements Plan and Development Fees for the North Service Area for several categories of necessary public services pursuant to Arizona Revised Statutes 9-463.05.		\$25,000.00	Critical	General Government	Chris Mills	<a href="#">view all</a>
<b>Facility</b>									
CIP-00002	Fleet Services Maintenance Shop	Construction of a new Fleet Maintenance Complex for the relocation of maintenance and operating function with storage for street, solid waste, fire, parks, police and utility vehicles and equipment.	The City of Yuma requires an adequate facility to ensure the maintenance of its fleet and to guarantee operational readiness. This project has previously been classified as a transportation project. As this project will service vehicles and equipment Citywide its classification is more accurately reflected in the general government section of the Capital Improvement Program.		\$8,600,000.00	High	General Government	Chris Mills	<a href="#">view all</a>
CIP-00003	Joe Henry Optimist Center Improvements	Remove the existing evaporative coolers and replace it with a new energy efficient HVAC unit and conduct other structural enhancements and insulation requirements.	City of Yuma Parks and Recreation Department has secured Community Development Block Grant (CDBG) Funds to conduct improvements at the Joe Henry Optimist Center. Joe Henry Optimist Center is currently cooled utilizing evaporative coolers limiting use of this facility in summer months. The grant was secured to replace the evaporative coolers with a new energy efficient heating, ventilation and air conditioning (HVAC) unit. The City will provide for other complementary improvements such as higher capacity power feeds and insulation.		\$100,000.00	Low	Parks and Recreation	Nhon Nguyen	<a href="#">view all</a>
CIP-00004	Pacific Avenue Athletic Complex	The complex will include lit ball fields, concessions, restrooms, play areas, open green space, ramada's, a lake and parking.	The Pacific Avenue Athletic Complex will enhance Yuma's historic downtown area, retail and hospitality by bringing new visitors and additional spending to the community. The City's competitive leagues are growing and as a result, local demand and tournament play will utilize the complex year round.		\$5,200,000.00	Medium	Public Works	Nhon Nguyen	<a href="#">view all</a>

### Subscription plan:

- \$2,500/year (includes 1 user)
- \$500/year for each additional user
- Unlimited technical support

Estimated Cost: \$4,000/year (4 users)

## Plan-It



### Subscription plan:

- \$1,500/year (includes 1 user)
- \$750/year for each additional user
- \$150/hour technical support

Estimated Cost: \$4,000/year (4 users) plus as needed technical support

### Requested Council Direction

Consideration of moving forward with Easy CIP to facilitate the CIP process.

### Attachments

None

**WORK SESSION STAFF REPORT**  
**Work Session Item No. 2**

**Date:** April 5, 2021  
**To:** City Council  
**From:** Sarah Cotton, City Administrator/Meg Sawyer, HR Manager  
**Re:** Communications Position

**Background**

Staff is requesting that the City Council give consideration to the approval of a new, full-time Communications position.

It has become increasingly apparent that the City needs to improve its communication to residents, businesses, and community organizations. Staff sees the immediate need for a communications resource and often receives feedback about the reactive, not proactive, approach to communications and the lack of up-to-date information. Staff envisions making an immediate impact by utilizing the city's website and creating a social media presence. The design and development of the City newsletter would also be brought in-house.

The absence of a social media presence is apparent and disconcerting. The City does not currently have a general Facebook, Twitter or Instagram account. Staff recently created a LinkedIn account for recruitment and we rely on our Public Safety and Parks and Recreation departments to represent the city through their own Facebook accounts. Creating a centralized communications function would provide a consistent voice and resource for the Lino Lakes community.

With the possibility of a City of Lino Lakes Recreation Center (former YMCA) the need for a communications resource has been further amplified. Over the past couple of years, the management team has had several discussions about the need for a communications resource and believe that creating a communications function is one of the city's highest priorities given the demand for timely and relevant information for our residents.

The new communications position would work under the direct supervision of the Human Resources Manager. The communications function would be in charge of organizing, developing and implementing a communications strategy and managing ongoing communication initiatives; managing and coordinating the City's marketing, social media, website, newsletter, branding, and image; supporting and coordinating photography, graphics and other design needs related to City events and activities. Communications would keep current on emerging communication methods and research, analyze and recommend new methods that are consistent with City's organizational

philosophy and strategy. Communications would also work directly with North Metro Television.

Staff is requesting consideration of an additional full-time Communications position. With Council approval, staff will finalize the organization/department structure, position description, and compensation for Council to review. Likely, this information would be available by the April 12, 2021 Council Work Session.

To fund the position in 2021, staff is proposing the use of the Communications Fund. There is currently more than \$250,000 in the fund. The revenue source for this fund is the monthly franchise fees and PEG fees the City receives from North Metro Television based on the number of Comcast cable subscribers in Lino Lakes. In March, the City received its 2020 share of cable revenue in the amount of \$64,000, which is consistent with the amount received for 2019. Going forward, the Communications position would be jointly funded by an annual transfer from the Communications Fund and through the city's General Fund budget.

### **Requested Council Direction**

Staff is seeking Council direction to move forward with finalizing the Communications organization/department structure, position description, and compensation for Council consideration.

### **Attachments**

None