



## **Administration's 2013-2015 Work Plan**

### **Deliver quality, cost effective municipal services**

- Complete Fire Department By-Laws Revision
- Continue Shared Services Collaboration Discussions Neighboring Communities
- Create Business Plan for Ambulance
- Determine Feasibility of Transitioning to LED Street Lights
- Develop 2015-2019 Capital Improvement Plan
- Develop Comprehensive Records Management
- Develop Funding and Phasing Plan for Main Substation Reconstruction/Reconfiguration
- Establish Emergency Situation Agreements with Contractors
- Evaluate Feasibility of Single Agency Dispatch Arrangement
- Evaluate Feasibility of Sludge Handling and Storage Options at WWTP
- Evaluate Fine Bubble Aeration at WWTP
- Evaluate Library Meeting Room Modifications
- Evaluate Library Parking/Traffic
- Issue RFP for Assessing Services, including City-wide Revaluation
- Review Disconnection Methodology for Water and Electric
- Review of Electric Rates
- Review Water/Sewer Impact Fees
- Revise 2013-2020 Fiscal Strategy with Projections
- Seek Grant Funding for Hoffman Park Storm Shelter

### **Develop a high performance workforce**

- Enhance Employee Skills with Current Technology Tools
- Evaluate Feasibility of PTO system
- Evaluate Performance Management Systems
- Evaluate Police Staffing Levels
- Evaluate Public Information Functions
- Evaluate Short-term Disability Options
- Implement ERP System – Phase 1 – Financial Management, HR & Payroll
- Review Employee Residency Requirements
- Review Staffing for Emergencies and After Hour Calls
- Support Employer/Employee Committees & Working Groups

*Our Key Strategies:* \*Communicate effectively to a broad audience \*Engage the community in our work  
\*Seek partnerships \*Commit to Sustainability \*Consider our history and culture



## Administration's 2013-2015 Work Plan

### Promote economic vitality

- Complete Domestic Solar Hot Water Feasibility for Glen Park Pool & Building
- Complete & Implement Downtown Parking Changes
- Complete Formal Development Plan for New Corporate Park Sterling Ponds
- Complete Plan for Incubation Center with UWRF and Other Partners
- Complete Safety Improvements at Main/Union
- Complete STH 35 North Commercial Sector Plan
- Complete Work on 9th Street (Hazel-Pine) Reconstruction Project
- Conduct an Inventory and Condition Assessment of City-wide Play Fields
- Continue Work on Historic Plaques
- Cooperate with SCVHH on Eco Village Project
- Coordinate with UWRF on Falcon Center, Rodli Hall, and Farm Master Plan Projects
- Coordinate with WisDOT on Radio Road Interchange Development
- Develop Site Readiness & Marketing Plan for TID#7
- Draft Lake George Trail Plan – Family Fresh, Second Bridge, and Riverwalk Connection
- Enhance Economic Development Marketing Program
- Review Neighborhood Complaint Procedures/Neighborhood Awareness of Property Owner Contact Information for Rental Property
- Study & Develop Strategy to Seek Appropriate Future Assimilative Capacity Allocations of Kinnickinnic River for City of River Falls WWTP
- Update Glen Park Master Plan
- Update Hoffman Park Master Plan

### Promote a positive image

- Conduct River Falls Citizen Survey
- Evaluate Boards & Committees – Operating Procedures, Responsibilities, Membership, Staffing, and Calendar
- Maintain Current Quality of Life Designations



## Items for Future Work Plan Consideration

### Deliver quality, cost effective municipal services

- Analyze Commercial Development & Building Permitting
- Analyze Customer Service Hours for City Hall
- Analyze Disinfection and Dechlorination Pilot Program
- Analyze Value of Quality of Life and Other Award Designations
- Analyze WWTP Beatification Project
- Complete Formal Hazardous Analysis for Emergency Management Plan
- Complete Municipal Code Recodification
- Complete Storage Needs Analysis
- Create a Program for Financing City-Owned Surface Lots
- Create an Available Building and Site Information Partnership
- Create Business Plan for Electric Utility
- Create Business Plan for Stormwater Utility
- Create Business Plan for Wastewater Utility
- Create Business Plan for Water Utility
- Develop Alley Maintenance & Funding Plan
- Develop an Adopt-an-Ash Tree Program
- Develop an Adopt-a-Park Program
- Develop Building Inspection Checklist (What Reviews Should Be Included)
- Develop City-wide Point-of-Contact Satisfaction Survey/System
- Develop Coal Tar Sealant Ordinance
- Develop Maintenance of Private Trees in ROW Ordinance
- Develop Off-Street Parking Ordinance
- Develop Park and Public Land Maintenance Strategy (Level of Maintenance)
- Develop Public Trail Management Standards Plan
- Develop Social Host Ordinance
- Develop Traffic Sign Management Plan
- Establish 5-year WWTF (wastewater) Discharge Permit
- Establish Written Policies and Guidelines Packet for Developers
- Evaluate 20-year Public Safety Facility Needs
- Evaluate Ambulance Facility Expansion
- Evaluate an Increase in Functionality of Current SCADA
- Evaluate Confined Space Emergency Team Feasibility
- Evaluate Election Equipment Options
- Evaluate Feasibility of Community Education/Recreation Consolidation
- Evaluate Feasibility of Joint Community Space Development
- Evaluate Feasibility of Long-Term Rural Ambulance Agreement
- Evaluate Feasibility of Renewable Energy at the Library
- Evaluate Feasibility of RFID at Library for Improved Materials Processing
- Evaluate Fire Education Program



## Items for Future Work Plan Consideration

- Evaluate for Sale or Disposition Excess City Parkland (Level of Park Acres)
- Evaluate GIS Maintenance Opportunities
- Evaluate Joint Municipal Court Options
- Evaluate Library Front-End Modifications
- Evaluate Ongoing Hydro Generation feasibility
- Evaluate Participation in Mutual Aid Box Alarm System (MABAS)
- Evaluate Residential Parking Permit Program Effectiveness
- Evaluate Reverse 911 System
- Evaluate Tactical EMS Team Feasibility
- Evaluate Unused/Underutilized Existing R-O-W for Disposition
- Examine Delinquent Account Agreements with Town of River Falls
- Examine Further Cooperation on Summer Recreation/Summer School Activities
- Examine Transportation Utility
- Feasibility of Blue Zones/Healthy Community Initiatives
- Implement Fire Inspection Program - Phase II: Preplan/Business Records Database
- Implement GPS Vehicle Tracking
- Implement Smart Maintenance Program
- Implement Street Light Utility
- Implement Way-Finding Signs
- Renew Rural Fire Agreement
- Research Feasibility of Implementing Advanced Metering Infrastructure (AMI)
- Review Current Rates and Marketing Options for Taxi Service
- Review Design Review Committee Effectiveness
- Review Developer Agreement Template
- Review Feasibility of Electric Impact Fees
- Review Industrial Permit Requirements
- Review Park/Library/Fire Impact Fees
- Review Parkland Dedication Ordinance
- Review Services Provided to Property Rental Business Owners
- Review the Sign Ordinance (including downtown signs, electronic signs, etc.)
- Revise Right-of-way Permit Process
- Seek Building Inspection Accreditation
- Seek Police Department Accreditation
- Seek Public Works Accreditation
- Update Standard Specifications
- Update Winter Operations Manual

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## Items for Future Work Plan Consideration

### Develop a high performance workforce

- Analyze 10-hour work day/Alternative Work Week Schedules
- Analyze Commitment Level with Leadership River Falls
- Complete Successor Agreements with Police Officers
- Consider Effectiveness of Ambulance Commission Model versus Advisory Committee
- Develop Employee Mentoring Program
- Develop Formal Recognition Plan for Outgoing Employees and Board Members
- Engage in Succession Plan for WWTF (Wastewater): Look for Personal Internal, External, Internship, or Full time That Could Be Familiarized with Plant Operations and Equipment
- Engage in Succession Planning
- Evaluate Administration Staffing
- Evaluate Fire Department Staffing Structure
- Evaluate Fire Inspection Staffing
- Evaluate IT Staffing
- Evaluate Large Customer, Conservation, and Efficiency Coordination Staffing
- Evaluate Supervisor Training Program
- Lead Strategic Planning Retreat for City Council & Staff



## Items for Future Work Plan Consideration

### Promote economic vitality

- Actively Participate in National Heritage Area Designation
- Analyze Economic Development Leadership
- Complete Airport Feasibility Analysis
- Complete Aquatic Facility Feasibility Study
- Complete Community Center Feasibility Study
- Complete Comprehensive Transportation Plan
- Complete Feasibility Study of Community Development Authority
- Complete Historic Intensive Survey
- Complete Proactive Sidewalk Inspection Program for Entire Sidewalk Network
- Develop Plan for Future Land Uses on South Main Street
- Complete Safe Route to School Program Implementation Strategy
- Conduct Route Study for Connection Between STH 29/35 and STH 65 South of City
- Consider Academy Building Historic Designation
- Consider Development Incentives Policy
- Consider Environmental Corridor Work of Environmental Task Force
- Consider Freight Depot Historic Designation
- Consider Major Road Connection Plan for Northwest Quadrant of Future Growth Area
- Cooperate on Rocky Branch Restoration Project
- Cooperate with BID on a Downtown Mural Project
- Cooperative Boundary Agreement with Town of Clifton
- Cooperative Boundary Agreement with Town of Kinnickinnic
- Cooperative Boundary Agreement with Town of River Falls
- Cooperative Boundary Agreement with Town of Troy
- Create a Proactive Sidewalk Infill Program
- Develop a Farmer's Market Enhancement Plan
- Develop and Implement a Trails Sign/Markers Plan
- Develop Bluff/ Steep Slope Protection Ordinance
- Develop Citywide ADA Transportation Plan & Implementation Strategy
- Develop CTH FF Sport Complex Plan Implementation Strategy
- Develop Downtown Master Plan
- Develop Implementation Strategy for Kinnickinnic Riverway Improvement (Lake George Project Rehabilitation & Downtown Stormwater Interceptor) Project
- Develop Master Plan for City Hall Park
- Develop Master Plan for Mann Valley Development Area
- Draft Lake George Trail Plan – Heritage Park to Division Street
- Establish a Business Improvement District (BID) Partnership for Downtown Cleanup
- Establish Long-term Plan for Whitetail Corporate Park Green Spaces/Bluff Areas

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## Items for Future Work Plan Consideration

- Evaluate Future Use of the RFPS Academy Building
- Evaluate Growth and Population Projections As They Relate to Utility System Planning
- Evaluate Hoffman Park Old Hockey Rink as a Dog Park
- Evaluate Johnson St./ 6th Street Connection
- Evaluate Need for 2<sup>nd</sup> Fire Station in Sterling Ponds
- Evaluate Traffic & Information Sign Policy to Reduce Clutter, Reduce Maintenance, and Improve Neighborhood Appearance
- Evaluate West Central Bio Solids Partnership
- Identify and Officially Map Environmental Corridors in ETZ
- Identify Partnership Opportunities for Riverfront Property Acquisition Plan
- Implement Formal Business Retention & Expansion Program
- Outline & Prioritize Staging Areas for Development of Land within the Urban Area Boundary
- Review & Revise Officially Mapped Streets in Undeveloped Areas
- Review Official Zoning Map & Make Recommendation Regarding Properties with Inappropriate Zones
- Update Bike Plan Implementation Strategy
- Update Desanctis Park Master Plan
- Update Outdoor Recreation Plan

### Promote a positive image

- Consider Accreditation/Certification Opportunities for City Services and Departments
- Consider Feasibility of Neighborhood Associations
- Create a Downtown Parking Brochure
- Develop a New Resident Welcome Guide
- Develop a Parks System Flyer/Brochure
- Develop City Blog Site
- Develop City YouTube Site
- Develop Speaker's Bureau
- Establish a Citizen Involvement Incentive Pilot Program
- Establish Neighborhood Meetings
- Investigate Branding Strategy for City
- Seek All-American City Designation
- Update Historic Walking Tour Brochure

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