



## City Council Agenda

Monday, August 26, 2013

6:00 p.m.

City Council Chambers

*(Times are Approximate)*

- 6:00 p.m.     **1. Roll Call**  
Voting & Seating Order: Willmus, Laliberte, Etten,  
McGehee, Roe
- 6:02 p.m.     **2. Approve Agenda**
- 6:05 p.m.     **3. Public Comment**
- 6:10 p.m.     **4. Council Communications, Reports and Announcements**
- 6:15 p.m.     **5. Recognitions, Donations and Communications**
- 6:20 p.m.     **6. Approve Minutes**  
a. Approve Minutes of August 19, 2013 Meeting
- 6:25 p.m.     **7. Approve Consent Agenda**  
a. Approve Payments  
b. Approve Business & Other Licenses & Permits  
c. Adopt a Resolution to Accept the Work Completed,  
Authorize Final Payment and Commence the One Year  
Warranty Period on the Twin Lakes Infrastructure  
Improvements-Phase 2  
d. Receive 2013 2<sup>nd</sup> Quarter Financial Report  
e. Adopt a Resolution to Accept the Work Completed,  
Authorize Final Payment and Commence the One-Year  
Warranty Period for the Josephine Lift Station  
Reconstruction Project
- 6:35 p.m.     **8. Consider Items Removed from Consent**
- 9. General Ordinances for Adoption**
- 10. Presentations**
- 11. Public Hearings**
- 12. Budget Items**

**13. Business Items (Action Items)**

- 6:40 p.m. a. Authorize Staff to Negotiate a Five-Year Recycling Services Contract
- 7:10 p.m. b. Authorize Administration Department Reorganization

**14. Business Items – Presentations/Discussions**

**15. City Manager Future Agenda Review**

**16. Councilmember Initiated Items for Future Meetings**

**17. Adjourn**

*Some Upcoming Public Meetings.....*

Tuesday	Aug 27	6:30 p.m.	Public Works, Environment & Transportation Commission
<b>September</b>			
<i>Monday</i>	<i>Sep 2</i>		<i>City Offices Closed - Labor Day</i>
Wednesday	Sep 4	6:30 p.m.	Planning Commission
Saturday	Sep 7	9:00 a.m.	Parks & Recreation Commission Meeting/Tour
Monday	Sep 9	6:00 p.m.	City Council Meeting
Monday	Sep 16	6:00 p.m.	City Council Meeting
Tuesday	Sep 17	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Sep 18	6:30 p.m.	Human Rights Commission
Monday	Sep 23	6:00 p.m.	City Council Meeting
Tuesday	Sep 24	6:30 p.m.	Public Works, Environment & Transportation Commission

*All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.*

Date: August 26, 2013

Item: 6.a

Approve August 19, 2013

Meeting Minutes

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 08/26/2013  
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Approve Payments

**BACKGROUND**

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$ 41,819.32
71102-71155	\$ 328,570.04
Total	\$ 370,389.36

A detailed report of the claims is attached. City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

**POLICY OBJECTIVE**

Under Mn State Statute, all claims are required to be paid within 35 days of receipt.

**FINANCIAL IMPACTS**

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

**STAFF RECOMMENDATION**

Staff recommends approval of all payment of claims.

**REQUESTED COUNCIL ACTION**

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director

Attachments: A: Checks for Approval

# Accounts Payable

## Checks for Approval

User: julie.nordendale  
 Printed: 8/20/2013 - 10:21 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
71127	08/15/2013	Boulevard Landscaping	Operating Supplies	MIDC Enterprises	Campus & Residential Repairs	226.15
71144	08/15/2013	Boulevard Landscaping	Operating Supplies	St. Paul Regional Water Services	supplies	103.51
71144	08/15/2013	Boulevard Landscaping	Operating Supplies	St. Paul Regional Water Services	supplies	81.99
71144	08/15/2013	Boulevard Landscaping	Operating Supplies	St. Paul Regional Water Services	supplies	81.99
71148	08/15/2013	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	2013 Blanket PO	83.56
Operating Supplies Total:						577.20
Fund Total:						577.20
71124	08/15/2013	Community Development	Advertising	Lillie Suburban Newspaper Inc	Public Notices	18.73
Advertising Total:						18.73
71141	08/15/2013	Community Development	Building Surcharge	Select Mechanical Services	Refund of credit card being charged to	5.00
Building Surcharge Total:						5.00
71141	08/15/2013	Community Development	Plumbing Permits	Select Mechanical Services	Refund of credit card being charged to	68.00
Plumbing Permits Total:						68.00
71145	08/15/2013	Community Development	Professional Services	Sheila Stowell	Aug 7, 2013 Planning Commission	172.50
71145	08/15/2013	Community Development	Professional Services	Sheila Stowell	Aug 7, 2013 Planning Commission M	4.92
Professional Services Total:						177.42
Fund Total:						269.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
71109	08/15/2013	Contracted Engineering Svcs	Deposits	Bolton & Menk, Inc.	Roseville/Wal-Mart Twin Lakes 2nd /	2,216.03
71134	08/15/2013	Contracted Engineering Svcs	Deposits	Pulte Homes	Return of Escrow, 1181 County Rd C:	2,933.82
71134	08/15/2013	Contracted Engineering Svcs	Deposits	Pulte Homes	Return of Escrow, 1163 Maple Ln	2,923.64
71134	08/15/2013	Contracted Engineering Svcs	Deposits	Pulte Homes	Return of Escrow, 1171 County Rd C:	2,888.00
71134	08/15/2013	Contracted Engineering Svcs	Deposits	Pulte Homes	Return of Escrow, 2944 Dunlap Circle	2,842.12
71134	08/15/2013	Contracted Engineering Svcs	Deposits	Pulte Homes	Return of Escrow, 1184 Maple Ln	2,969.45
71134	08/15/2013	Contracted Engineering Svcs	Deposits	Pulte Homes	Return of Escrow, 1176 Maple Ln	2,954.18
71134	08/15/2013	Contracted Engineering Svcs	Deposits	Pulte Homes	Return of Escrow, 1168 Maple Ln	2,989.82
71134	08/15/2013	Contracted Engineering Svcs	Deposits	Pulte Homes	Return of Escrow, 1191 County Rd C:	2,935.86
71134	08/15/2013	Contracted Engineering Svcs	Deposits	Pulte Homes	Return of Escrow, 2926 Dunlap Circle	2,935.86
71134	08/15/2013	Contracted Engineering Svcs	Deposits	Pulte Homes	Return of Escrow, 1195 Maple Ln	2,964.36
71137	08/15/2013	Contracted Engineering Svcs	Deposits	Kurt Robinson	Return of escrow	2,969.45
Deposits Total:						34,522.59
Fund Total:						34,522.59
0	08/15/2013	Fire Station 2011	Contractor Payments	Traffic Control Corp.	Intelligreen for new station	8,071.20
Contractor Payments Total:						8,071.20
71110	08/15/2013	Fire Station 2011	Professional Services	Bossardt Corporation	Reimbursable expenses for July 2013	18,030.32
0	08/15/2013	Fire Station 2011	Professional Services	CNH Architects, Inc.	Architectural Design Phase II	18,000.00
Professional Services Total:						36,030.32
Fund Total:						44,101.52
0	08/15/2013	General Fund	211402 - Flex Spending Health		Flex Benefit Reimbursement	170.00
0	08/15/2013	General Fund	211402 - Flex Spending Health		Flex Benefit Reimbursement	1,000.00
0	08/15/2013	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	371.10
0	08/15/2013	General Fund	211402 - Flex Spending Health		Flex Reimbursement	293.71
211402 - Flex Spending Health Total:						1,834.81
0	08/15/2013	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.62
211403 - Flex Spend Day Care Total:						384.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
71124	08/15/2013	General Fund	Advertising	Lillie Suburban Newspaper Inc	Public Notices	128.41
Advertising Total:						128.41
71106	08/15/2013	General Fund	Clothing	Aspen Mills Inc.	Clothing	57.71
71150	08/15/2013	General Fund	Clothing	Uniforms Unlimited, Inc.	OFC Badges, Patrol Clothing/Uniform	549.34
71150	08/15/2013	General Fund	Clothing	Uniforms Unlimited, Inc.	OFC Badges, Patrol Clothing/Uniform	539.72
71150	08/15/2013	General Fund	Clothing	Uniforms Unlimited, Inc.	Patrol Clothing	64.99
71150	08/15/2013	General Fund	Clothing	Uniforms Unlimited, Inc.	Logo	157.11
Clothing Total:						1,368.87
71130	08/15/2013	General Fund	Contract Maint. - City Hall	Mn Dept of Labor & Industry	Elecator Annual Operation	200.00
Contract Maint. - City Hall Total:						200.00
71125	08/15/2013	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning	942.64
Contract Maint. - City Garage Total:						942.64
71133	08/15/2013	General Fund	Contract Maintenance	Pearson Brothers	Bituminous material for seal coat	188,832.50
71151	08/15/2013	General Fund	Contract Maintenance	Upper Cut Tree Service	Blanket PO for tree removal	726.75
Contract Maintenance Total:						189,559.25
71116	08/15/2013	General Fund	Contract Maintenance Vehicles	HealthEast Vehicle Services	Install Rear view camera	223.06
71116	08/15/2013	General Fund	Contract Maintenance Vehicles	HealthEast Vehicle Services	Repair Wiring Under Vehicle	148.71
Contract Maintenance Vehicles Total:						371.77
71135	08/15/2013	General Fund	Contract Maintenance	Ramsey County	Services Provided to Emergency Vehi	106.31
Contract Maintenance Total:						106.31
71108	08/15/2013	General Fund	Operating Supplies	Batteries Plus	2013 Blanket PO for Vehicle Repairs	8.54
71114	08/15/2013	General Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	279.01
71128	08/15/2013	General Fund	Operating Supplies	MN Board Peace Ofc Stds & Trng	Peace Office License	90.00
71143	08/15/2013	General Fund	Operating Supplies	Specialty Turf & Ag, Inc.	Operating Supplies	638.58
Operating Supplies Total:						1,016.13

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
71150	08/15/2013	General Fund	Police Reserve Program	Uniforms Unlimited, Inc.	Reserves clothing	80.99
Police Reserve Program Total:						80.99
0	08/15/2013	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Services rendered through 7/31/13	1,073.00
71123	08/15/2013	General Fund	Professional Services	LexisNexis Risk Data Mgmt, Inc.	July '13 Minimum Commitment	50.00
71125	08/15/2013	General Fund	Professional Services	Linn Building Maintenance	General Cleaning	3,337.71
71138	08/15/2013	General Fund	Professional Services	Rupp, Anderson, Squires & Waldsp	Harassment Investigation	5,478.50
71140	08/15/2013	General Fund	Professional Services	Mary Jo Schiavoni	BMS Arbitration Fee	1,260.17
71145	08/15/2013	General Fund	Professional Services	Sheila Stowell	Aug 12, 2013 City Council Meeting	281.75
71145	08/15/2013	General Fund	Professional Services	Sheila Stowell	Aug 12, 2013 City Council Meeting A	4.92
71147	08/15/2013	General Fund	Professional Services	The Mulch Store	Stump Disposal & Black Dirt for the l	3,959.06
71149	08/15/2013	General Fund	Professional Services	Twin Cities Transport & Recove	Two Charge	160.31
71151	08/15/2013	General Fund	Professional Services	Upper Cut Tree Service	Storm Damage Pick-up	39,665.32
Professional Services Total:						55,270.74
71121	08/15/2013	General Fund	Training	League of MN Cities	White Bear Lake 10/8-10/9	30.00
Training Total:						30.00
71107	08/15/2013	General Fund	Vehicle Supplies	Auto Nation	2013 Blanket PO for Vehicle Repairs	275.48
71108	08/15/2013	General Fund	Vehicle Supplies	Batteries Plus	2013 Blanket PO for Vehicle Repairs	336.66
0	08/15/2013	General Fund	Vehicle Supplies	CCP Industries Inc	supplies	195.60
0	08/15/2013	General Fund	Vehicle Supplies	Emergency Automotive Tech Inc	2013 Blanket PO for Vehicle Repairs	389.84
0	08/15/2013	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2013 Blanket PO for vehicle repairs	296.49
0	08/15/2013	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2013 Blanket PO for vehicle repairs	409.93
0	08/15/2013	General Fund	Vehicle Supplies	Fastenal Company Inc.	2013 Blanket PO for Vehicle Repairs	170.74
0	08/15/2013	General Fund	Vehicle Supplies	Larson Companies	2013 Blanket PO for vehicle repairs	493.41
71126	08/15/2013	General Fund	Vehicle Supplies	Matheson Tri-Gas, Inc	Vehicle Supplies	59.45
0	08/15/2013	General Fund	Vehicle Supplies	Midway Ford Co	2013 Blanket PO for Vehicle Repairs	214.28
0	08/15/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	486.35
0	08/15/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	166.00
0	08/15/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	74.90
0	08/15/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	45.94
0	08/15/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	26.37
0	08/15/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	457.43
0	08/15/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	51.04
71146	08/15/2013	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2013 Blanket PO for vehicle repairs	170.93
71146	08/15/2013	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2013 Blanket PO for vehicle repairs	682.16
71146	08/15/2013	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2013 Blanket PO for vehicle repairs	401.68
71146	08/15/2013	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2013 Blanket PO for vehicle repairs	176.34
71146	08/15/2013	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2013 Blanket PO for vehicle repairs	166.73



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/15/2013	General Fund	Vehicle Supplies	Zarnoth Brush Works, Inc.	2013 Blanket PO for Vehicle Repairs	2,121.47
					Vehicle Supplies Total:	7,869.22
					Fund Total:	259,163.76
71113	08/15/2013	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Golf Course Coke Beverages	197.28
71113	08/15/2013	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Golf Course Coke Beverages	370.80
71113	08/15/2013	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Golf Course Coke Beverages	320.88
					Merchandise For Sale Total:	888.96
0	08/15/2013	Golf Course	Operating Supplies	Davis Equipment Corp	Golf Course Supplies	306.73
71120	08/15/2013	Golf Course	Operating Supplies	JRK Seed	EAB Treatments	527.96
71120	08/15/2013	Golf Course	Operating Supplies	JRK Seed	EAB Treatments	48.09
71154	08/15/2013	Golf Course	Operating Supplies	Winfield Solutions, LLC	Golf Course Supplies	630.46
					Operating Supplies Total:	1,513.24
0	08/15/2013	Golf Course	Vehicle Supplies	Cushman Motor Co Inc	Rebuild Kit	26.13
					Vehicle Supplies Total:	26.13
					Fund Total:	2,428.33
0	08/15/2013	Housing & Redevelopment Agency	Land Purchases	Jeanne Kelsey	IEDC Credit Class Mileage	30.51
					Land Purchases Total:	30.51
0	08/15/2013	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Reimbursement for expenses	33.00
					Transportation Total:	33.00
					Fund Total:	63.51
0	08/15/2013	Information Technology	Transportation	Mark Toboll	Mileage	183.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Transportation Total:	183.63
					Fund Total:	183.63
71125	08/15/2013	License Center	Professional Services	Linn Building Maintenance	General Cleaning	625.22
0	08/15/2013	License Center	Professional Services	Quicksilver Express Courier	Delivery	175.71
					Professional Services Total:	800.93
0	08/15/2013	License Center	Transportation	Bridget Koeckeritz	Mileage	154.81
					Transportation Total:	154.81
					Fund Total:	955.74
71104	08/15/2013	Multi-Family&Housing Program	Land Purchases	Alex's Lawn & Turf	Trim & Cut Grass	374.06
					Land Purchases Total:	374.06
71105	08/15/2013	Multi-Family&Housing Program	Professional Services	Appraisal Concepts, Inc.	Appraisal of 1840 Hamline Ave.	500.00
					Professional Services Total:	500.00
					Fund Total:	874.06
0	08/15/2013	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	169.84
0	08/15/2013	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	45.42
0	08/15/2013	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	45.42
0	08/15/2013	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	45.42
					Rental Total:	306.10
					Fund Total:	306.10
0	08/15/2013	Police Forfeiture Fund	Professional Services	Collins Electrical Construction Co.	Gym Updates-Police Station	989.29

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	989.29
					Fund Total:	989.29
71115	08/15/2013	Recreation Fund	Building Rental	Carolina Gennrich	Refund for Damage Deposit	200.00
					Building Rental Total:	200.00
71125	08/15/2013	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	1,048.44
					Contract Maintenance Total:	1,048.44
71125	08/15/2013	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	836.83
					Contract Maintenance Total:	836.83
71111	08/15/2013	Recreation Fund	Fee Program Revenue	Terry Chandler	Refund Shelter Key Deposit	25.00
71153	08/15/2013	Recreation Fund	Fee Program Revenue	Denny Widmer	Refund for Shelter Key Deposit	25.00
					Fee Program Revenue Total:	50.00
71132	08/15/2013	Recreation Fund	Memberships & Subscriptions	NRPA	NRPA Membership for Lonnie Brokk	750.00
					Memberships & Subscriptions Total:	750.00
71139	08/15/2013	Recreation Fund	Operating Supplies	John Rusterholz	Reimbursement for CTV volunteers	39.86
					Operating Supplies Total:	39.86
71103	08/15/2013	Recreation Fund	Professional Services	AARP	AARP Driving Class 7/30-31	288.00
0	08/15/2013	Recreation Fund	Professional Services	City of Arden Hills	Additional Amount Due	3.00
71112	08/15/2013	Recreation Fund	Professional Services	Mary Clarkson	Refund for Adult Trip	12.00
0	08/15/2013	Recreation Fund	Professional Services	Mark Emme	Official Volleyball Games	358.00
71118	08/15/2013	Recreation Fund	Professional Services	Tom Imhoff	Officiated Two Volleyball Games	276.00
71131	08/15/2013	Recreation Fund	Professional Services	Bob Nielsen	Reimbursement for driving own van	80.00
71142	08/15/2013	Recreation Fund	Professional Services	Chris Simdorn	Two Additional players for football ce	116.00
71152	08/15/2013	Recreation Fund	Professional Services	Kathie Urbaniak	Officiated Two Volleyball Games	322.00
0	08/15/2013	Recreation Fund	Professional Services	Patrick Werner	Boat Building Class	1,050.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	2,505.00
					Fund Total:	5,430.13
71122	08/15/2013	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	Squad Side Swiped other vehicle	492.35
					Police Patrol Claims Total:	492.35
71119	08/15/2013	Risk Management	Professional Services	Integrated Loss Control, Inc	Safety Services for Sept '13 - Aug '14	6,744.00
					Professional Services Total:	6,744.00
71122	08/15/2013	Risk Management	Sewer Department Claims	League of MN Cities Ins Trust	Sewer Backup	4,468.38
					Sewer Department Claims Total:	4,468.38
					Fund Total:	11,704.73
71102	08/15/2013	Sanitary Sewer	Cleanup Assistance	24Restore	2407 Dale St N, Roseville, MN	2,718.10
					Cleanup Assistance Total:	2,718.10
71109	08/15/2013	Sanitary Sewer	Professional Services	Bolton & Menk, Inc.	Inflow Infiltration Evaluation	720.00
					Professional Services Total:	720.00
71136	08/15/2013	Sanitary Sewer	Sanitary Sewer	Ramsey Cty-Property Rec & Rev	Assessment Payoff	94.17
					Sanitary Sewer Total:	94.17
					Fund Total:	3,532.27
71124	08/15/2013	Solid Waste Recycle	Professional Services	Lillie Suburban Newspaper Inc	Public Notices	21.40
					Professional Services Total:	21.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
71136	08/15/2013	Solid Waste Recycle	Solid Waste Fees	Ramsey Cty-Property Rec & Rev	Assessment Payoff	12.00
					Solid Waste Fees Total:	12.00
					Fund Total:	33.40
71117	08/15/2013	Storm Drainage	2013 Drainage Improvements	Hydromethods, LLC	County Library and Dellwood Backy	735.00
					2013 Drainage Improvements Total:	735.00
71136	08/15/2013	Storm Drainage	Storm Drainage Fees	Ramsey Cty-Property Rec & Rev	Assessment Payoff	22.30
					Storm Drainage Fees Total:	22.30
					Fund Total:	757.30
71155	08/19/2013	Street Construction	3040 Hamline Utility Const	Metropolitan Council/ Environment	13-10 3040 Hamline Ave Utility Cons	1,000.00
					3040 Hamline Utility Const Total:	1,000.00
					Fund Total:	1,000.00
0	08/15/2013	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	SRF Consulting Group, Inc.	Professional Services for Twin Lakes	1,597.99
					Twin Lakes I-35W Ramp Total:	1,597.99
					Fund Total:	1,597.99
71129	08/15/2013	Water Fund	Professional Services	Mn Dept of Health	13-13 Rice Street Watermain Ext-Plar	150.00
					Professional Services Total:	150.00
71136	08/15/2013	Water Fund	State surcharge - Water	Ramsey Cty-Property Rec & Rev	Assessment Payoff	3.18
					State surcharge - Water Total:	3.18

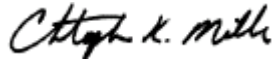
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
71136	08/15/2013	Water Fund	Water - Roseville	Ramsey Cty-Property Rec & Rev	Assessment Payoff	104.48
					Water - Roseville Total:	104.48
					Fund Total:	257.66
0	08/15/2013	Workers Compensation	Professional Services	SFM Risk Solutions	Services	1,641.00
					Professional Services Total:	1,641.00
					Fund Total:	1,641.00
					Report Total:	370,389.36

  
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 8/26/2013

Item No.: 7.b

Department Approval



City Manager Approval



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Item Description: Approve 2013 Business and Other Licenses and Permits

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1 **BACKGROUND**

2 Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to the  
3 City Council for approval. The following application(s) is (are) submitted for consideration:

4  
5 **Massage Therapist License**

6 Jolene Wiese  
7 Massage Envy  
8 2480 Fairview Ave, Suite 120  
9 Roseville, MN 55113

10  
11 **Massage Therapy Establishment License**

12 Elements Therapeutic Massage  
13 2100 Snelling Ave N, 66B HarMar Mall  
14 Roseville, MN 55113

15  
16 Optimal Wellness Solutions, LLC  
17 2233 N Hamline Avenue  
18 Roseville, MN 55113

19  
20 **Cigarette/Tobacco Products License**

21 Walgreens #15560  
22 2700 Lincoln Drive  
23 Roseville, MN 55113

24  
25 **POLICY OBJECTIVE**

26 Required by City Code

27 **FINANCIAL IMPACTS**

28 The correct fees were paid to the City at the time the application(s) were made.

29 **STAFF RECOMMENDATION**

30 Staff has reviewed the applications and has determined that the applicant(s) meet all City requirements. Staff  
31 recommends approval of the license(s).

32 **REQUESTED COUNCIL ACTION**

33

34 Motion to approve the business and other license application(s) pending successful background checks.

Prepared by: Chris Miller, Finance Director  
Attachments: A: Applications



8-19-2013

Attachment A



Finance Department, License Division  
2660 Civic Center Drive, Roseville, MN 55113  
(651) 792-7036

### Massage Therapist License

New License  Renewal

For License year ending June 30, 2014

1. Legal Name Silene Catherine Wiese

2. Home Address \_\_\_\_\_

3. Home Telephone \_\_\_\_\_

4. Date of Birth \_\_\_\_\_

5. Drivers License Nur. \_\_\_\_\_

6. Email Address \_\_\_\_\_

7. Have you ever used or been known by any name other than the legal name given in number 1 above?  
Yes  No  If yes, list each name along with dates and places where used.

\_\_\_\_\_

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.  
Massage Envy - 2480 Fairview Ave. N #120 St. Paul (Roseville) 55113

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?  
Yes  No  If yes, explain in detail on a separate page.

moved or new job, did not need to re-new  
Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

Finance Department, License Division  
2660 Civic Center Drive  
Roseville, MN 55113

License fee is \$100.00  
Make checks payable to: City of Roseville

\$450



Finance Department, License Division  
2660 Civic Center Drive, Roseville, MN 55113  
(651) 792-7036

### Massage Therapy Establishment License Application

Business Name Elements Therapeutic Massage  
 Business Address 2100 Snelling Ave N. 66B, Har Mar Mall  
Roseville, MN 55113  
 Business Phone 651-216-0425  
 Email Address tomketchmark@elementsmassage.com

Person to Contact in Regard to Business License:

Legal Name Thomas Paul Ketchmark  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Drivers License Number \_\_\_\_\_

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 31, 2014, in the City of Roseville, County of Ramsey, and State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Massage Therapy Establishment	\$300.00
	\$150.00 Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature [Handwritten Signature]  
 Date 8/19/13

If completed license should be mailed somewhere other than the business address, please advise.

Mail to: Ketch4, Inc  
 Attn: Thomas Ketchmark  
 8530 College Trail  
 Inver Grove Heights, MN 55076-3210



Finance Department, License Division  
 2660 Civic Center Drive, Roseville, MN 55113  
 (651) 792-7036

### Cigarette/Tobacco Products License Application

Business Name Walgreens #15560  
 Business Address 2700 Lincoln Drive, Roseville, MN 55113  
 Business Phone Pending installation  
 Email Address sushma.vadgama@walgreens.com

*Person to Contact in Regard to Business License:*

Name Sushma Vadgama, License Specialist  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 30, 2014, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature M. Felner  
 Date 8/7/13

**If completed license should be mailed somewhere other than the business address, please advise.**

Mail To: Walgreen Co.  
 ATTN: Sushma Vadgama  
 License Specialist  
 License Administration  
 302 Wilmot Road, MS # 3353  
 Deerfield, IL 60015



Finance Department, License Division  
 2660 Civic Center Drive, Roseville, MN 55113  
 (651) 792-7036

## Massage Therapy Establishment License Application

Business Name Optimal Wellness Solutions, LLC  
 Business Address 2233 N. Hamline Avenue  
 Business Phone 6122035158  
 Email Address michele.schramm@comcast.net

*Person to Contact in Regard to Business License:*

Legal Name Michele Schramm  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Drivers License Number \_\_\_\_\_

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 31, 2014, in the City of Roseville, County of Ramsey, and State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Massage Therapy Establishment	\$300.00
	\$150.00 Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature Michele Schramm

Date August 19, 2013

**If completed license should be mailed somewhere other than the business address, please advise.**

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 8/26/13  
Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Adopt a Resolution to Accept the Work Completed, Authorize Final Payment and Commence the One-Year Warranty Period on the Twin Lakes Infrastructure Improvements- Phase 2

**BACKGROUND**

On June 14, 2010, the City Council awarded the Twin Lakes Infrastructure Improvements- Phase 2 to Veit & Company, Inc of Rogers, Minnesota. Work completed under the contract totaled \$1,793,803.49. Veit & Company, Inc. successfully completed the majority of the work on the project in October 2010 with landscaping. There was a two year maintenance plan for the streetscape planting. The contractor completed their landscape maintenance obligations on June 1, 2013.

The Twin Lakes Infrastructure Improvements Project- Phase 2 consisted of the construction of Twin Lakes Parkway, between Mount Ridge Road and Prior Avenue, the construction of Prior Avenue, between Twin Lakes Parkway and County Road C, and a signal at County Road C and Prior Avenue. The project also includes installation of LED streetlights, watermain, sanitary sewer, storm sewer, streetlights, fiber conduit, and landscape installation.

**POLICY OBJECTIVE**

City policy requires that the following items be completed to finalize a construction contract:

- Certification from the City Engineer verifying that all of the work has been completed in accordance with plans and specifications.
- A resolution by the City Council accepting the contract and beginning the one-year warranty.

**FINANCIAL IMPACTS**

The final contract amount, \$1,793,803.49, is \$220,466.24 more than the awarded amount of \$1,573,337.25. This represents an increase in the contract of 14%. The cost increase is the result of unforeseen circumstances encountered during construction and actual contract quantities being more than estimated. Decisions regarding this additional work needed to be made while the work was being completed, so that the project completion would not be delayed.

A brief description of some of these additional work items:

- Environmental clean up- The additional cost was for the removal of a soil stockpile. This soil was determined to be contaminated and needed to be hauled to a landfill.

This project was financed using TIF balances.

28 **STAFF RECOMMENDATION**

29 The work that was completed was in accordance with project plans and specifications, staff  
30 recommends the City Council approve a resolution accepting the work completed as the Twin  
31 Lakes Infrastructure Improvements- Phase 2, authorizing final payment, and starting the one-  
32 year warranty period.

33 **REQUESTED COUNCIL ACTION**

34 Approve the resolution accepting the work completed as Twin Lakes Infrastructure  
35 Improvements- Phase 2, authorizing final payment, and starting the one-year warranty period.

Prepared by: Debra Bloom, City Engineer  
Attachments: A: Resolution  
B: Certification from City Engineer

**EXTRACT OF MINUTES OF MEETING  
OF THE  
CITY COUNCIL OF THE CITY OF ROSEVILLE**

\* \* \* \* \*

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of  
2 Roseville, County of Ramsey, Minnesota, was duly held on the 26th day of August, 2013, at  
3 6:00 p.m.

4  
5 The following members were present: and the following members were absent:

6 .  
7

8 Councilmember introduced the following resolution and moved its adoption:

**RESOLUTION No.**

**FINAL CONTRACT ACCEPTANCE  
TWIN LAKES INFRASTRUCTURE IMPROVEMENTS- PHASE 2**

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16 BE IT RESOLVED by the City Council of the City of Roseville, as follows:

17  
18 WHEREAS, pursuant to a written contract signed with the City on June 14, 2010, Veit &  
19 Company, Inc of Rogers, Minnesota, has satisfactorily completed the improvements  
20 associated with the Twin Lakes Infrastructure Improvements- Phase 2 contract.

21  
22 NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
23 ROSEVILLE, MINNESOTA, that the work completed under said contract is hereby accepted  
24 and approved; and

25  
26 BE IT FURTHER RESOLVED: That the City Manager is hereby directed to issue a proper  
27 order for the final payment of such contract, taking the contractor's receipt in full; and

28  
29 BE IT FURTHER RESOLVED: That the one year warranty period as specified in the contract  
30 shall commence on August 27, 2013.

31  
32 The motion for the adoption of the foregoing resolution was duly seconded by  
33 Councilmember and upon vote being taken thereon, the following voted in favor  
34 thereof: and the following voted against the same: .

35  
36 WHEAREUPON said resolution was declared duly passed and adopted.







August 26, 2013

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: Twin Lakes Infrastructure Improvements- Phase 2  
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the Twin Lakes Infrastructure Improvements-Phase 2. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

Original Project amount (based on estimated quantities)	\$1,573,337.25
Change Orders	\$301,865.00
Final Contract Amount	\$1,875,202.25
Actual amount due (based on actual quantities)	\$1,793,803.49
Previous payments	\$1,769,127.63
Balance Due	\$24,675.86

Please let me know if you have any questions or concerns and would like more information.

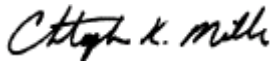
Sincerely,

Debra M. Bloom, P.E.  
City Engineer  
651-792-7042  
deb.bloom@ci.roseville.mn.us

  
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 8/26/13  
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Receive 2013 2nd Quarter Financial Report

**BACKGROUND**

In an effort to keep the Council informed on the City's fiscal condition, a comparison of the 2013 revenues and expenditures for the period ending June 30, 2013 (unaudited) is shown below. This comparison is presented in accordance with the City's Operating Budget Policy, which reads (in part) as follows:

*The Finance Department will prepare regular reports comparing actual expenditures to budgeted amounts as part of the budgetary control system. These reports shall be distributed to the City Council on a periodic basis.*

The comparison shown below includes those programs and services that constitute the City's core functions and for which changes in financial trends can have a near-term impact on the ability to maintain current service levels. Programs such as debt service and tax increment financing which are governed by pre-existing obligations and restricted revenues are not shown. In addition, expenditures in the City's vehicle and equipment replacement programs are not shown as these expenditures are specifically tied to pre-established sinking funds. Unlike some of the City's operating budgets, these sinking funds are not susceptible to year-to-year fluctuations. In these instances, annual reviews are considered sufficient.

The information is presented strictly on a cash basis which measures only the actual revenues that have been deposited and the actual expenditures that have been paid. This is in contrast with the City's audited year-end financial report which attempts to measure revenues earned but not collected, as well as costs incurred but not yet paid.

It should be noted that many of the City's revenue streams such as property taxes, are non-recurring or are received intermittently throughout the year. This can result in wide revenue fluctuations from month to month. In addition, some of the City's expenditures such as capital replacements are also non-recurring and subject to wide fluctuations. To accommodate these differences, a comparison is made to historical results to identify whether any new trends exist.

32 **Citywide Financial Summary**

33 The following table depicts the 2013 revenues and expenditures for the fiscal period ending June 30,  
 34 2013 for the City’s core programs and services (unaudited).

35

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
General property taxes	\$ 12,262,206	\$ 5,744,822	46.8%	46.3%	0.6%
Intergovernmental revenue	874,000	150,891	17.3%	22.8%	-5.6%
Licenses & permits	1,431,699	608,628	42.5%	37.9%	4.7%
Charges for services	18,068,293	6,459,701	35.8%	36.7%	-1.0%
Fines and forfeits	220,000	109,802	49.9%	41.2%	8.7%
Cable franchise fees	365,735	99,692	27.3%	27.7%	-0.5%
Rentals / Lease	328,879	301,410	91.6%	81.6%	10.1%
Donations	-	26,932	0.0%	0.0%	n/a
Interest earnings	252,826	-	0.0%	0.0%	n/a
Miscellaneous	524,263	125,447	23.9%	37.0%	-13.1%
<b>Total Revenues</b>	<b>\$ 34,327,901</b>	<b>\$ 13,627,325</b>	<b>39.7%</b>	<b>40.0%</b>	<b>0.1%</b>
<b>Expenditures</b>					
General government	\$ 2,086,384	\$ 1,065,144	51.1%	45.3%	5.7%
Public safety	8,207,141	3,639,366	44.3%	46.0%	-1.7%
Public works	2,543,412	1,083,848	42.6%	41.8%	0.8%
Information technology	1,562,060	804,921	51.5%	50.4%	1.2%
Communications	366,735	210,903	57.5%	60.2%	-2.7%
Recreation	3,904,863	1,721,605	44.1%	42.9%	1.2%
Community development	1,051,535	556,693	52.9%	52.6%	0.4%
License Center	1,130,525	625,639	55.3%	47.3%	8.1%
Sanitary Sewer	4,837,698	1,953,214	40.4%	37.4%	3.0%
Water	7,002,750	2,496,046	35.6%	32.0%	3.7%
Storm Drainage	1,909,938	610,016	31.9%	32.5%	-0.6%
Golf Course	414,150	150,712	36.4%	35.5%	0.9%
Recycling	524,891	271,029	51.6%	57.1%	-5.5%
<b>Total Expenditures</b>	<b>\$ 35,542,082</b>	<b>\$ 15,189,136</b>	<b>42.7%</b>	<b>41.3%</b>	<b>1.4%</b>

36

37

38 Table Comments:

- 39 ❖ ‘% Actual’ column depicts the percentage spent compared to the budget
- 40 ❖ ‘% Norm’ column depicts the percentage of expenditures we normally incur during this period as measured over  
 41 the previous 3 years
- 42 ❖ ‘Diff’ column depicts the difference between the percentage actually spent and the percentage we typically incur.  
 43 A percentage difference of 10% or more in this column would be considered significant

44

45 Revenue and Expenditure Comments

46 Overall, revenues and expenditures were near expected levels. Greater detail can be found in the  
 47 individual Fund summaries below.

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### General Fund Summary

The following table depicts the 2013 financial activity for the General Fund for the fiscal period ending June 30, 2013 (unaudited).

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
General property taxes	\$ 10,258,611	\$ 5,744,822	56.0%	55.6%	0.4%
Intergovernmental revenue	874,000	150,891	17.3%	23.2%	-5.9%
Licenses & permits	311,500	48,673	15.6%	22.9%	-7.3%
Charges for services	985,000	522,767	53.1%	55.1%	-2.0%
Fines and forfeits	220,000	109,768	49.9%	46.1%	3.8%
Donations	-	-	0.0%	0.0%	0.0%
Interest earnings	82,826	-	0.0%	0.0%	0.0%
Miscellaneous	105,000	17,026	16.2%	11.5%	4.7%
<b>Total Revenues</b>	<b>\$ 12,836,937</b>	<b>\$ 6,593,947</b>	<b>51.4%</b>	<b>51.5%</b>	<b>-0.1%</b>
<b>Expenditures</b>					
General government	\$ 2,086,384	\$ 1,065,144	51.1%	43.2%	7.8%
Public safety	8,207,141	3,639,366	44.3%	47.5%	-3.1%
Public works	2,543,412	1,083,848	42.6%	40.5%	2.1%
<b>Total Expenditures</b>	<b>\$ 12,836,937</b>	<b>\$ 5,788,358</b>	<b>45.1%</b>	<b>45.4%</b>	<b>-0.3%</b>

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### Comments:

General Fund revenues and expenditures were near expected levels.

The General Fund is currently in good financial condition with \$6.1 million in available cash reserves or 48% of the annual operating budget. The City’s Cash Reserve Policy establishes a target reserve level of 35-45% for this Fund.

It should be noted that \$100,000 of these cash reserves have informally been earmarked for tree removal associated with Emerald Ash Borer infestation. The General Fund is also a potential funding source for the additional costs associated with the new Fire Station that were not included in the original bond amount projection. Finally, the Council is reminded that a large portion of the 2012 General Fund operating surplus is intended to be available for 2013 operations in conjunction with the City’s biennial approach.

Using the General Fund for these purposes, could drop the cash reserve level to 40% or less.

71 **Information Technology Fund Summary**

72 The following table depicts the 2013 financial activity for the Information Technology Fund for the  
 73 fiscal period ending June 30, 2013 (unaudited).

74

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
Charges for services	\$ 860,018	\$ 490,829	57.1%	46.9%	10.2%
General property taxes	-	-	0.0%	0.0%	0.0%
Rentals / Lease	328,879	273,553	83.2%	68.2%	14.9%
Miscellaneous	373,163	18,720	5.0%	0.0%	5.0%
<b>Total Revenues</b>	<b>\$ 1,562,060</b>	<b>\$ 783,102</b>	<b>50.1%</b>	<b>47.3%</b>	<b>2.8%</b>
<b>Expenditures</b>					
Information technology	1,562,060	804,921	51.5%	49.4%	2.1%
<b>Total Expenditures</b>	<b>\$ 1,562,060</b>	<b>\$ 804,921</b>	<b>51.5%</b>	<b>49.4%</b>	<b>2.1%</b>

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77 Comments:

78 Information Technology revenues and expenditures were near expected levels.

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80 The Information Technology Fund is currently in fair financial condition with \$226,000 in available  
 81 cash reserves for operations or capital replacements. This represents 14% of the total operating budget.  
 82 The City's Cash Reserve Policy establishes a target reserve level of 10-25% for this Fund excluding  
 83 any long-term capital replacement needs.

84

85 The Information Technology Fund is expected to continue to face challenges in meeting unmet  
 86 citywide needs. Current funding sources are insufficient to replace city equipment at the end of their  
 87 useful lives. Additional funding will be required beginning in 2014 to improve the Fund's financial  
 88 stability.

89

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91 **Communications Fund Summary**

92 The following table depicts the 2013 financial activity for the Communications Fund for the fiscal  
 93 period ending June 30, 2013 (unaudited).

94

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
Cable franchise fees	\$ 373,698	\$ 104,051	27.8%	27.7%	0.1%
Interest earnings	1,000	-	0.0%	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 374,698</b>	<b>\$ 104,051</b>	<b>27.8%</b>	<b>27.6%</b>	<b>0.1%</b>
<b>Expenditures</b>					
Communications	\$ 374,698	\$ 255,156	68.1%	60.2%	7.9%
<b>Total Expenditures</b>	<b>\$ 374,698</b>	<b>\$ 255,156</b>	<b>68.1%</b>	<b>60.2%</b>	<b>7.9%</b>

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96

97 Comments:

98 Communications Fund revenues and expenditures are near expected levels.

99

100 The Communications Fund is currently in excellent financial condition with \$591,000 in available cash  
 101 reserves for operations or capital replacements. This represents 158% of the total operating budget  
 102 however some of these monies are earmarked for capital replacements. The City's Cash Reserve Policy  
 103 establishes a target reserve level of 10-25% for this Fund excluding any long-term capital replacement  
 104 needs.

105

106 However, the uncertainty of future cable franchise fees related to the upcoming franchise renewal may  
 107 warrant the development of a contingency plan in the event this revenue stream ceases.

108

109 **Recreation Fund Summary**

110 The following table depicts the 2013 financial activity for the Recreation Fund for the fiscal period  
 111 ending June 30, 2013 (unaudited).

112

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
General property taxes	\$ 2,075,215	\$ -	0.0%	0.0%	0.0%
Charges for services	1,921,877	900,096	46.8%	47.0%	-0.1%
Rentals / Lease	-	22,539	0.0%	0.0%	0.0%
Donations	-	34,324	0.0%	0.0%	0.0%
Interest earnings	4,513	-	0.0%	0.0%	0.0%
Miscellaneous	6,500	-	0.0%	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 4,008,105</b>	<b>\$ 956,959</b>	<b>23.9%</b>	<b>24.9%</b>	<b>0.7%</b>
<b>Expenditures</b>					
Recreation	4,008,105	1,566,928	39.1%	42.9%	-3.8%
<b>Total Expenditures</b>	<b>\$ 4,008,105</b>	<b>\$ 1,566,928</b>	<b>39.1%</b>	<b>42.9%</b>	<b>-3.8%</b>

113

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115 Comments:

116 Recreation Fund revenues and expenditures are near expected levels.

117

118 The Recreation Fund is currently in good financial condition with \$922,000 in available cash reserves  
 119 or 22% of the annual operating budget. The City's Cash Reserve Policy establishes a target reserve  
 120 level of 25% for this Fund.

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### Community Development Fund Summary

The following table depicts the 2013 financial activity for the Community Development Fund for the fiscal period ending June 30, 2013 (unaudited).

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
Licenses & permits	\$ 1,015,886	\$ 568,874	56.0%	43.2%	12.8%
Charges for services	-	89,978	n/a	n/a	n/a
Fines and forfeits	-	-	n/a	n/a	n/a
Interest earnings	-	-	n/a	n/a	n/a
Miscellaneous	136,500	9,415	n/a	n/a	n/a
<b>Total Revenues</b>	<b>\$ 1,152,386</b>	<b>\$ 668,267</b>	<b>58.0%</b>	<b>51.1%</b>	<b>6.9%</b>
<b>Expenditures</b>					
Community Development	1,045,990	561,570	53.7%	52.6%	1.1%
<b>Total Expenditures</b>	<b>\$ 1,045,990</b>	<b>\$ 561,570</b>	<b>53.7%</b>	<b>52.6%</b>	<b>1.1%</b>

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#### Comments:

Community Development Fund revenues and expenditures are near expected levels.

The Community Development Fund is currently in good financial condition with \$367,000 in available cash reserves or 35% of the annual operating budget. The City's Cash Reserve Policy establishes a target reserve level of 25-50% for this Fund.



137 **License Center Fund Summary**  
 138 The following table depicts the 2013 financial activity for the License Center Fund for the fiscal period  
 139 ending June 30, 2013 (unaudited).  
 140

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
Charges for services	\$ 1,185,295	\$ 584,937	49.3%	43.9%	5.5%
Interest Earnings	10,000	-	0.0%	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 1,195,295</b>	<b>\$ 584,937</b>	<b>48.9%</b>	<b>43.9%</b>	<b>5.1%</b>
<b>Expenditures</b>					
License Center operations	1,195,295	519,911	43.5%	47.3%	-3.8%
<b>Total Expenditures</b>	<b>\$ 1,195,295</b>	<b>\$ 519,911</b>	<b>43.5%</b>	<b>47.3%</b>	<b>-3.8%</b>

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 142  
 143 Comments:

144 License Center Fund revenues and expenditures are near expected levels.

145  
 146 The License Center Fund is currently in good financial condition with \$790,000 in available cash  
 147 reserves or 66% of the annual operating budget. The City's Cash Reserve Policy establishes a target  
 148 reserve level of 10-25% for this Fund.

149  
 150 The City needs to stay cognizant of increased competition from other area licensing centers, as well as  
 151 new federal or state mandates that could result in the loss of revenues and/or higher operating costs.

152  
 153 It remains in the City's best interest to locate the License Center in a city-owned facility rather than  
 154 continuing to lease space. Approximately \$600,000 would be available in the License Center Fund to  
 155 provide for the acquisition or construction of a new facility. The License Center currently occupies  
 156 3,332 square feet. It is estimated that a 3,500 square foot facility would cost approximately \$700,000-  
 157 \$750,000. This cost would potentially decline if a larger facility is built to accommodate other City  
 158 functions and/or storage needs.  
 159

160 **Sanitary Sewer Fund Summary**  
 161 The following table depicts the 2013 financial activity for the Sanitary Sewer Fund for the fiscal period  
 162 ending June 30, 2013 (unaudited).  
 163

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
Charges for services	\$ 5,039,175	\$ 1,695,663	33.6%	33.0%	0.6%
Interest earnings	75,000	-	0.0%	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 5,114,175</b>	<b>\$ 1,695,663</b>	<b>33.2%</b>	<b>32.3%</b>	<b>0.9%</b>
<b>Expenditures</b>					
Sanitary Sewer operations	5,114,175	2,204,490	43.1%	37.4%	5.7%
<b>Total Expenditures</b>	<b>\$ 5,114,175</b>	<b>\$ 2,204,490</b>	<b>43.1%</b>	<b>37.4%</b>	<b>5.7%</b>

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**Comments:**

Sanitary Sewer Fund revenues and expenditures are near expected levels.

The Sanitary Sewer Fund is currently in excellent financial condition with \$1.7 million in available cash reserves for operations and capital replacements. This reserve level is expected to decline over the next 10 years due to planned capital improvements. Inflationary-type rate increases will be needed in the future to maintain financial sustainability. An internal loan has been made to the Water Fund to cover that fund's prior-period operating losses. It is expected to be repaid over the next 3-5 Years.

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**Water Fund Summary**

The following table depicts the 2013 financial activity for the Water Fund for the fiscal period ending June 30, 2013 (unaudited).

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
Charges for services	\$ 7,839,440	\$ 2,282,365	29.1%	30.2%	-1.1%
Interest earnings	-	-	n/a	n/a	n/a
Miscellaneous	2,000	-	0.0%	2.0%	-2.0%
<b>Total Revenues</b>	<b>\$ 7,841,440</b>	<b>\$ 2,282,365</b>	<b>29.1%</b>	<b>30.2%</b>	<b>-0.8%</b>
<b>Expenditures</b>					
Water operations	7,841,440	2,174,376	27.7%	32.0%	-4.3%
<b>Total Expenditures</b>	<b>\$ 7,841,440</b>	<b>\$ 2,174,376</b>	<b>27.7%</b>	<b>32.0%</b>	<b>-4.3%</b>

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Comments:

Water Fund revenues and expenditures are near expected levels.

The Water Fund is currently in poor financial condition with no cash reserves; although the Fund's overall financial condition has been improving in recent years. An internal loan has been made from the Sanitary Sewer Fund to the Water Fund to cover prior period operating losses. Future rate increases will be needed to repay the internal loan and to offset projected increases in operational and capital replacement costs.

191 **Storm Sewer Fund Summary**

192 The following table depicts the 2013 financial activity for the Storm Sewer Fund for the fiscal period  
 193 ending June 30, 2013 (unaudited).

194

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
Charges for services	\$ 1,931,915	\$ 602,398	31.2%	37.1%	-6.0%
Interest earnings	65,000	-	0.0%	0.0%	0.0%
Miscellaneous	35,000	290,969	831.3%	31.9%	799.4%
<b>Total Revenues</b>	<b>\$ 2,031,915</b>	<b>\$ 893,367</b>	<b>44.0%</b>	<b>35.0%</b>	<b>9.0%</b>
<b>Expenditures</b>					
Storm drainage operations	2,031,915	516,364	25.4%	32.5%	-7.1%
<b>Total Expenditures</b>	<b>\$ 2,031,915</b>	<b>\$ 516,364</b>	<b>25.4%</b>	<b>32.5%</b>	<b>-7.1%</b>

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197 Comments:

198 Storm Sewer Fund revenues and expenditures are at expected levels overall. Miscellaneous revenues  
 199 were higher than expected due to the receipt of the City's share of residual funds leftover from the  
 200 dissolution of the Grass Lake Watershed District.

201

202 The Storm Sewer Fund is currently in excellent financial condition with \$3.2 million in available cash  
 203 reserves for operations and capital replacements. This reserve level is expected to decline over the next  
 204 10 years due to planned capital improvements. Inflationary-type rate increases will be needed in the  
 205 future to maintain financial sustainability.

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**Golf Course Fund Summary**

The following table depicts the 2013 financial activity for the Golf Course Fund for the fiscal period ending June 30, 2013 (unaudited).

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
Charges for services	\$ 325,000	\$ 135,267	41.6%	45.5%	-3.9%
Interest earnings	14,000	-	0.0%	0.0%	0.0%
Miscellaneous	2,600	-	0.0%	173.6%	0.0%
<b>Total Revenues</b>	<b>\$ 341,600</b>	<b>\$ 135,267</b>	<b>39.6%</b>	<b>44.8%</b>	<b>-5.2%</b>
<b>Expenditures</b>					
Golf Course operations	410,800	131,794	32.1%	35.5%	-3.4%
<b>Total Expenditures</b>	<b>\$ 410,800</b>	<b>\$ 131,794</b>	<b>32.1%</b>	<b>35.5%</b>	<b>-3.4%</b>

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Comments:

Golf Course Fund revenues and expenditures were lower than expected. Revenues and expenditures can fluctuate greatly from year to year depending on the length of the golfing season and overall weather.

The Golf Course Fund is currently in good financial condition with \$315,000 in available cash reserves for operations and capital replacements. However it does not have sufficient funds to replace the clubhouse and maintenance facilities in 2015 as currently scheduled. A comprehensive financial analysis should be conducted to determine the Golf Course can reach financial sustainability under current revenue sources.

225 **Recycling Fund Summary**

226 The following table depicts the 2013 financial activity for the Recycling Fund for the fiscal period  
227 ending June 30, 2013 (unaudited).

228

	2013	2013	%	%	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Expect.</u>	<u>Diff.</u>
<b>Revenues</b>					
Intergovernmental revenue	\$ 65,000	\$ 17,403	26.8%	71.7%	-44.9%
Charges for services	466,695	190,169	40.7%	40.9%	-0.1%
<b>Total Revenues</b>	<b>\$ 531,695</b>	<b>\$ 207,573</b>	<b>39.0%</b>	<b>44.8%</b>	<b>-5.8%</b>
<b>Expenditures</b>					
Recycling operations	531,695	276,677	52.0%	57.1%	-5.1%
<b>Total Expenditures</b>	<b>\$ 531,695</b>	<b>\$ 276,677</b>	<b>52.0%</b>	<b>57.1%</b>	<b>-5.1%</b>

229

230

231 Comments:

232 Recycling Fund revenues and expenditures were near expected levels overall. However,  
233 intergovernmental revenues were about half of what was expected because the City received only 25%  
234 of its normal Score Grant allotment in the first and second quarter instead of the usual 50%.

235

236 The Recycling Fund is currently in good financial condition with \$264,000 in available cash reserves or  
237 50% of the operating budget.

238

239 **Final Comments**

240 The City's overall financial condition remains strong; however a number of concerns remain. The  
241 City's cash reserve levels in some key operating units are below recommended levels. In addition,  
242 strengthening the City's asset replacement funding mechanisms should remain a high priority for future  
243 budgets.

244 **POLICY OBJECTIVE**

245 The information presented above satisfies the reporting requirements in the City's Operating Budget  
246 Policy.

247 **FINANCIAL IMPACTS**

248 Not applicable.

249 **STAFF RECOMMENDATION**

250 Not applicable.

251 **REQUESTED COUNCIL ACTION**

252 No formal Council action is requested. The financial report is presented for informational purposes  
253 only.

254

Prepared by: Chris Miller, Finance Director  
Attachments: A: None

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 08/26/13  
Item No.: 7.e

Department Approval



City Manager Approval



Item Description: Adopt a Resolution to Accept the Work Completed, Authorize Final Payment and Commence the One-Year Warranty Period for the Josephine Lift Station Reconstruction Project

**BACKGROUND**

The replacement of the Josephine sanitary sewer lift station was necessary to accommodate the additional residential homes being constructed as a part of the Josephine Woods Pulte Homes project. This lift station is located at the intersection of Josephine Rd. and Fernwood St.

On May 14, 2012, the City Council awarded the Josephine Lift Station Reconstruction Project to Minger Construction Inc. of Chanhassen, Minnesota. The contract as awarded was for \$212,290.75.

**POLICY OBJECTIVE**

City policy requires that the following items be completed to finalize a construction contract:

- Certification from the City Engineer verifying that all of the work has been completed in accordance with plans and specifications.
- A resolution by the City Council accepting the contract and beginning the one-year warranty.

**FINANCIAL IMPACTS**

The final contract amount, \$210,115.80 is \$2,174.95 less than the awarded amount of \$212,290.75. The cost decrease is the result of actual contract quantities being less than estimated.

47% of the project costs were paid for by Pulte Homes per the Josephine Woods Public Improvement Contract. The city's share of the cost for this improvement was funded by the Sanitary Sewer Utility fund.

**STAFF RECOMMENDATION**

The work that was completed was in accordance with project plans and specifications, staff recommends the City Council approve a resolution accepting the work completed and authorizing final payment.

**REQUESTED COUNCIL ACTION**

Approve the resolution accepting the work completed as SS-11-18 Josephine Lift Station Reconstruction Project, starting the one-year warranty and authorizing final payment.

Prepared by: Debra Bloom, City Engineer  
Attachments: A: Resolution  
B: Certification from City Engineer

**EXTRACT OF MINUTES OF MEETING  
OF THE  
CITY COUNCIL OF THE CITY OF ROSEVILLE**

\* \* \* \* \*

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of  
2 Roseville, County of Ramsey, Minnesota, was duly held on the 26th day of August, 2013, at  
3 6:00 p.m.

4  
5 The following members were present: and the following members were absent:  
6 .

7  
8 Councilmember introduced the following resolution and moved its adoption:  
9

**RESOLUTION No.**

**FINAL CONTRACT ACCEPTANCE  
JOSEPHINE LIFT STATION RECONSTRUCTION PROJECT**

10  
11  
12  
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15  
16 BE IT RESOLVED by the City Council of the City of Roseville, as follows:  
17

18 WHEREAS, pursuant to a written contract signed with the City on May 14, 2012, Minger  
19 Construction Inc. of Chanhassen, Minnesota, has satisfactorily completed the improvements  
20 associated with the SS-11-18 Josephine Lift Station Reconstruction Project.  
21

22 NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
23 ROSEVILLE, MINNESOTA, that the work completed under said contract is hereby accepted  
24 and approved; and  
25

26 BE IT FURTHER RESOLVED: That the City Manager is hereby directed to issue a proper  
27 order for the final payment of such contract, taking the contractor's receipt in full; and  
28

29 BE IT FURTHER RESOLVED: That the one year warranty period as specified in the contract  
30 shall commence on August 27, 2013.  
31

32 The motion for the adoption of the foregoing resolution was duly seconded by  
33 Councilmember and upon vote being taken thereon, the following voted in favor  
34 thereof: and the following voted against the same: .  
35

36 WHEAREUPON said resolution was declared duly passed and adopted.







August 26, 2013

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: SS-11-18 Josephine Lift Station Reconstruction Project t  
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the SS-11-18 Josephine Lift Station Reconstruction Project. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

Original Project amount (based on estimated quantities)	\$212,290.75
Change Orders	\$0
Final Contract Amount	\$212,290.75
Actual amount due (based on actual quantities)	\$210,115.80
Previous payments	\$0
Balance Due	\$10,505.79

Please let me know if you have any questions or concerns and would like more information.

Sincerely,

Debra M. Bloom, P.E.  
City Engineer  
651-792-7042  
deb.bloom@ci.roseville.mn.us

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 8/26/2013  
Item No.: 13.a

Department Approval



City Manager Approval



Item Description: Authorize Staff to Negotiate a Five-Year Recycling Services Contract

**BACKGROUND**

Roseville has contracted for curbside recycling service since 1992 and multi-family recycling service since 2003. The current contract expires at the end of 2013. At the July 1 meeting, the Council directed staff to issue a Request For Proposals (RFP) for recycling services.

Three companies submitted proposals: Allied Waste, Eureka Recycling, and Waste Management. All proposals included pricing on four different scenarios:

- Three year contract, vendor owns the carts
- Three year contract, city owns the carts
- Five year contract, vendor owns the carts
- Five year contract, city owns the carts

Pricing proposals were reviewed by Foth Infrastructure & Environment, LLC who's services were provided by Ramsey County at no charge to Roseville.

A proposal review committee of Public Works Director Duane Schwartz, Finance Director Chris Miller, Public Works Commission Member Jim DeBenedet, Recycling Coordinator Tim Pratt, and Ramsey County Environmental Health staff member Rae Frank evaluated the proposals on Project Capability, How Well Proposals Meets Community Values (established by the Public Works Commission), and Value Added Plan.

<b>Evaluation Criteria and Weighting</b>	
RFP Base Specifications	Pass/Fail
<b>Category</b>	<b>Weight</b>
Project Capability	20%
How Well Proposal Meets Community Values	20%
Price	40%
Past Performance (Survey of Other Cities)	10%
Value Added Plan	10%
Subtotal	100%
<b>Finalists</b>	
Interview – clarification phase	
Total	100%

19 **Results**

20 All proposals received were for single-stream collection in wheeled carts with collection  
21 occurring every other week and collection would be expanded to include rigid plastic containers  
22 #1-#7. All proposals received for a five-year contract were less expensive per year than their  
23 proposals for a three-year contract.

24 There was a substantial difference in price (see Attachment A) between companies. Proposer  
25 One (Waste Management) and Two (Allied Waste) both proposed price increases while Proposer  
26 Three (Eureka Recycling) offered a substantial price decrease from the current contract.  
27 Currently the City pays \$2.63 per household per month for service. Proposer three offered \$2.22  
28 per household per month for a three-year contract or \$2.05 per household per month for a five-  
29 year contract if the vendor owns the carts. If the City owns the carts the costs would be \$1.77  
30 per household per month for a three-year contract and \$1.71 per household per month for a five-  
31 year contract (see Cart Ownership section below for more detail).

32 Proposer Three also scored best for Project Capability, meeting Community Values and Added  
33 Value to the Contract (see Added Value section below).

34 Proposer Two scored highest for Past Performance Surveys. Proposer One scored last in all  
35 categories.

36 Among highlights from Eureka Recycling’s proposal and verified in the interview:

- 37 • They will continue to collect items that no other companies collect: pizza boxes and  
38 clothes and textiles.
- 39 • They will sell recyclables to more Minnesota manufactures than the other proposers  
40 offered to do.
- 41 • They will expand their communications programs which include translations of  
42 educational material into different languages. (No other proposer offered translations.)
- 43 • They will do outreach to businesses allowing them to opt in to the program.
- 44 • Each solid waste/recycling zone would be bisected with half receiving service in week  
45 one and the other half receiving service in week two.
- 46 • While #3 and #6 plastics would be collected, they would be sorted out at the materials  
47 recovery facility (MRF) and trashed. According to Wayne Gjerde, Recycling Market  
48 Development Coordinator at the MPCA, there are no known American markets for these  
49 plastics.
- 50 • All remaining plastics will be sold to domestic manufacturers trying to achieve highest  
51 and best use.
- 52 • Their fleet will run on biodiesel.
- 53 • They will update their fleet to include trucks automated cart dumping equipment by the  
54 start of the contract period..
- 55 • They will allow customer flexibility in selecting cart size.

59 **Cart Ownership**

60 Option one, vendor owned carts

61 The City received a very favorable proposal for the vendor owned cart option from Eureka  
62 Recycling. They appear to be recovering approximately 50% of the cost of the carts in the five  
63 year contract option. They also maintain and rollout the carts to residents within their proposed  
64 fee. In the Foth analysis the vendor owned cart in the five year contract option is \$0.16 per  
65 month less than the city owned cart option. The city would not have to fund cart purchase from  
66 reserves and bear the lost revenue from interest earnings from the reserve funds with this option.  
67 This was not factored into the Foth analysis. With the carts owned by the vendor they carry the  
68 risk of industry change of collection methods rather than the city.

69 Option two, city owned carts

70 Some cities have bought their own garbage and recycling carts. Cart rollout and maintenance are  
71 handled by private companies. Other cities cite cost savings and creating a level playing field for  
72 future bidding as the main reasons for city owned carts.

73 Cart manufacturers guarantee their carts for a minimum of 10 years.

74 Roseville has joined the joint purchasing cooperative HGACBuy which would allow the City to  
75 make a bulk purchase of carts at a pre-negotiated group rate. Previous vendor-provided pricing  
76 information indicated carts would cost approximately \$46-56 each including assembly and  
77 distribution. Prices on HGAC buy begin approximately \$3 per cart cheaper. The total cost for  
78 cart purchase is estimated to be approximately \$600,000. The higher price was what was used  
79 by Foth when it conducted the cost analysis. According to that analysis the five-year cost with  
80 the City owning the carts is \$0.16 per month per resident more expensive than if the vendor  
81 owned the carts. This additional cost is nearly \$150,000 over the five year contract. The also  
82 does not recover the entire investment in the carts over the life of this contract in this analysis.  
83 Ramsey County has a grant program that the city would be eligible for \$100,000 of assistance  
84 toward cart purchase. This was not factored into the Foth analysis as we learned of the eligibility  
85 after the analysis was completed.

86 According to Finance Director Chris Miller, the City could purchase the carts using reserves  
87 from the Recycling account and an internal loan that would be amortized over a five year to ten  
88 year period. With city owned carts the proposers should have a level playing in bidding the next  
89 contract. The City should realize a cost savings to apply toward its investment in carts although  
90 there is no guarantee this will happen.

91 If the Council elects to purchase carts the process will need to commence soon. Purchasing and  
92 deploying carts will take a significant amount of time. Cart manufacturers have told the City,  
93 whether the City or the Contractor orders the carts, to expect it to take 8-10 weeks from the time  
94 of order until the carts are delivered. Assembly and delivery can take another 4-6 weeks. All the  
95 carts will need to be delivered to residents before the next contract goes into effect on January 1,  
96 2014.

97 **Added Value**

98 Eureka Recycling is offering two significant items to add value to the contract. First they would  
99 offer more help conducting zero waste events since City staff will no longer be available to  
100 coordinate zero waste activities. Most significantly they are offering to partner with the City and  
101 the Rotary Club of Roseville to make Taste of Rosefest a zero waste event. These zero waste  
102 activities would be included in the offered price.

103 The second item is: *Zero Waste Composting Program—Curbside Co-Collection of Compostable*  
104 *Material with recyclables (in a separate compartment on the same truck).*

105 Ramsey County is mandating that all cities in the county have a program for collection of  
106 residential compostable material (aka organics) by the end of 2016. Current practice in the metro  
107 area is to co-collect organics either in a garbage truck or a recycling truck. Because Roseville  
108 does not have organized garbage collection, the City would need to provide for organics  
109 collection through the recycling program. A five-year contract would run through 2018 thus  
110 allowing the program to expand to include collection of organics.

111 Eureka Recycling has asked that if the City is interested in meeting Ramsey County's mandate  
112 that it is willing to negotiate an expansion of the recycling service. In order to co-collect  
113 recycling and organics Eureka Recycling would need to order split body trucks which have  
114 separate compartments – one for recycling, one for organics. The price of split body trucks  
115 would be included in the offered price. However, Eureka Recycling asks that the Council agree  
116 now that the City will discuss expansion of the program so that it could be completed by the end  
117 of 2016. Both Eureka Recycling and the City agree this discussion would not commit the City to  
118 actually expanding the recycling program to include organics collection.

119 **POLICY OBJECTIVE**

120 Meet the Imagine Roseville 2025 goal that Roseville is an environmentally healthy community  
121 by providing recycling service for residents.

122 To competitively bid for contracted services.

123 **BUDGET IMPLICATIONS**

124 The Recycling Program is operated as an enterprise fund. Income to the fund comes from three  
125 sources: resident fees, revenue share from the sale of material and an annual SCORE grant of  
126 approximately \$65,000. Any change in costs associated with the program would need to come  
127 from increased resident fees. The rates are typically set by the Council in November.

128 The proposed five year contract option with vendor owned carts is expected to decrease the  
129 residential recycling fee to residents approximately 20%. Currently the resident recycling fee is  
130 \$6.00 per quarter and the Finance Director estimates the new fee will be less than \$5.00 per  
131 quarter based on preliminary fee analysis. He will do a more detailed analysis on the rate later  
132 this year prior to the Council setting 2014 fees.

133 If the Council chooses the city owned cart option the cost of the carts would need to be funded  
134 with reserves and recovered in the rate structure over time.

135 **STAFF RECOMMENDATION**

136 Staff recommends the Council authorize staff to negotiate a five-year recycling services contract  
137 with Eureka Recycling with vendor owned carts. Much of the agreement is already contained in  
138 the RFP and the response.

139 Discuss the cart ownership options and financial implications.

140 Authorize staff to conduct discussions with Eureka Recycling about possibly adding curbside  
141 organics collection to the contract at a future date. Both Eureka Recycling and the City agree  
142 this discussion would not commit the City to actually expanding the recycling program to  
143 include organics collection.

144 **REQUESTED COUNCIL ACTION**

145 Authorize staff to negotiate a five-year recycling services contract with Eureka Recycling with  
146 vendor owned carts and return the final agreement to the Council for approval.

147 Authorize staff to conduct discussions with Eureka Recycling about possibly adding curbside  
148 organics collection to the contract for approval at a future date.

149

Prepared by: Duane Schwartz, Public Works Director  
Attachments: A: Rankings

1 **Financial Analysis Performed by Foth Infrastructure & Environment, LLC**

<b>Annual Net Cost to City</b>							
<b>Proposer</b>	<b>Cart Owner (check one)</b>		<b>Contract Term (check one)</b>		<b>Average Annual Collection Cost</b>	<b>City's Annual Revenue Share</b>	<b>Annual Net Cost to City</b>
	<b>Vendor</b>	<b>City</b>	<b>3-Year</b>	<b>5-Year</b>			
Proposer 1 - Proposal A & E	X		X		(\$853,034)	\$175,315	(\$677,719)
Proposer 1 - Proposal B & F		X	X		(\$745,029)	\$175,315	(\$569,713)
Proposer 1 - Proposal C & G	X			X	(\$765,496)	\$175,315	(\$590,180)
Proposer 1 - Proposal D & H		X		X	(\$683,566)	\$175,315	(\$508,250)
Proposer 2 - Proposal A & E	X		X		(\$552,659)	\$130,643	(\$422,015)
Proposer 2 - Proposal B & F		X	X		(\$574,748)	\$130,643	(\$444,105)
Proposer 2 - Proposal C & G	X			X	(\$535,950)	\$130,643	(\$405,306)
Proposer 2 - Proposal D & H		X		X	(\$571,629)	\$130,643	(\$440,985)
Proposer 3 - Proposal A & E	X		X		(\$421,804)	\$142,364	(\$279,440)
Proposer 3 - Proposal B & F		X	X		(\$431,313)	\$142,364	(\$288,948)
Proposer 3 - Proposal C & G	X			X	(\$397,398)	\$142,364	(\$255,033)
Proposer 3 - Proposal D & H		X		X	(\$426,497)	\$142,364	(\$284,133)

2nd lowest annual price

Lowest annual price

3rd lowest annual price

2  
3



4 **Recycling Services Evaluation Grid**

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6

Respondent	Past Performance Surveys 10%		Added Value 10%		Community Values 20%		Project Capability 20%		Overall Score w/out Fees	Fees 40%	Overall Score with *Fees Included (100 pts possible)
	Avg (Out of 10)	Score	Avg (out of 9)	Score	Avg (Out of 171)	Score	Avg (Out of 45)	Score			
Proposer 1	8	8	4.2	4.6	64.6	7.6	21	9.4	29.6	22.2	51.8
Proposer 2	9.3	9.3	4.2	4.6	91	10.6	27.4	12.2	36.7	22.2	58.9
Proposer 3	8.2	8.2	5.8	6.4	107	12.6	31.4	14.0	41.2	40.0	81.2

7 \*Fees were scored out of a 1-5-9 rating and based off the analysis provided by Foth Infrastructure & Environment, LLC (Foth). Price sheets were given to consultants at Foth to  
 8 analyze all scenarios outlined in each proposal. Foth determined Proposer 3 to provide the least cost scenario by about \$255,000 per year. Proposer 3 was given a 9 for a dominant  
 9 price. Conversely, the other two proposers were each given a 5 for the prices proposed.

10 (Proposer 1 was given a 5, 5/9 Pts total=55% x 40pts total for the category= 22.2 pts for the category)

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**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: August 26, 2013  
Item No.: 13.b

Department Approval

City Manager Approval

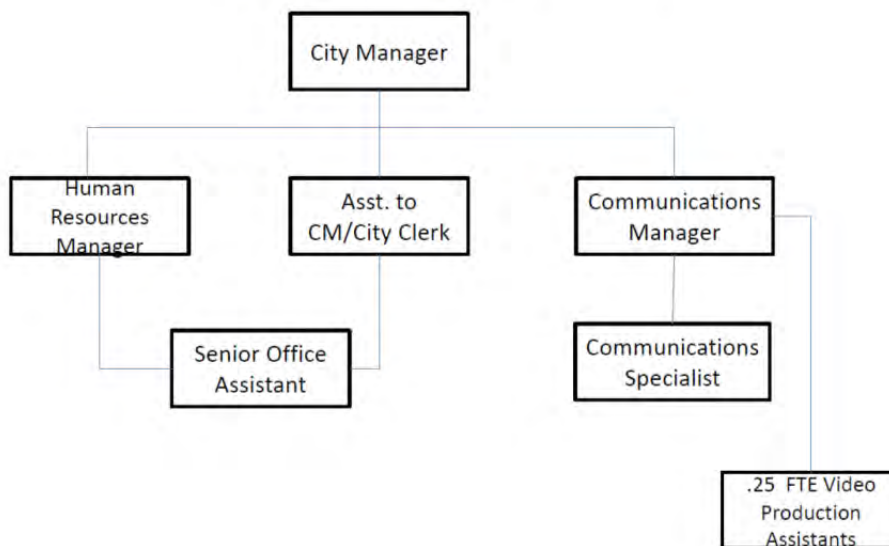


Item Description: Authorize Administration Department Reorganization

**BACKGROUND**

At the July 18<sup>th</sup> Special City Council meeting, staff presented a memo outlining a proposed reorganization of the Administration Department. (Attachment A). The reorganization is being undertaken in order to better unite the City's communication efforts to residents and businesses as well as amongst departments. The proposed reorganization will also expand roles and responsibilities of a couple of positions. As discussed in Attachment A, the reorganization will create a new position, Communications Manager, and retain one Communications Specialist. Additionally, the current Executive Assistant position will be changed to an Assistant to the City Manager/City Clerk position. Finally, the reorganization plan will change the part-time Senior Office Assistant position to full time. A revised Administration Department organizational chart is shown below:

Proposed Administration Department Reorganization



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17 It should be noted that the Interim City Manager is pursuing conversations with CTV to discuss  
18 the possibility of CTV staff producing and operating the video broadcast of the City Council  
19 and Commission meetings. Until a final decision is made, the organizational chart will show the  
20 Video Production Assistants as City employees and under the supervision of the  
21 Communications Manager.

22 In regards to implementing the change, the Interim City Manager proposes a phased-in approach.  
23 There currently is a need for additional staff hours for department activities, especially for  
24 Human Resources. In addition, the Executive Assistant will be out on maternity leave starting in  
25 October, further accentuating the needs for additional staff hours. It is proposed that the Senior  
26 Office Assistant position in the Administration Department become full-time effective on  
27 September 2<sup>nd</sup>.

28 It is proposed that the changes in the Communications division take effect at the start of the  
29 budget year, January 1, 2014. There needs to be additional work done on the job descriptions of  
30 the Communications Manager and Communications Specialist as well as recruitment of the  
31 Communications Manager position. It is the intention for the Communications Manager position  
32 to begin work at the beginning of the year.

33 Finally, it is recommended that the conversion of the Executive Assistant to the Assistant to the  
34 City Manager/City Clerk position take effect on January 1, 2014. This date coincides with the  
35 start of the budget year and is the approximate return date of the Executive Assistant.

#### 36 **POLICY OBJECTIVE**

37 The City-wide organizational structure should meet the needs and expectations of tax payers for  
38 services and programs. As part of that ongoing commitment, it is important to review the current  
39 organizational structure and allocation of resources to ensure that these needs are being met.

#### 40 **BUDGET IMPLICATIONS**

41 It is proposed that the changes to Administration Department will be funded from two sources,  
42 the existing Communications Fund as well as \$30,000 from the HRA levy. Final costs have not  
43 been determined for all of the changes, but the annual cost to make the Senior Office Assistant  
44 full-time is \$13,600.

#### 45 **STAFF RECOMMENDATION**

46 Staff asks that the City Council authorize the Interim City Manager to implement the  
47 Administration Department reorganization that includes the creation of the Communications  
48 Manager position, the retention of one Communications Specialist position, the conversion of the  
49 Executive Assistant position to an Assistant to the City Manager/City Clerk position, and making  
50 the Senior Office Assistant position full-time.

#### 51 **REQUESTED COUNCIL ACTION**

52 Motion to authorize the Interim City Manager to implement the Administration Department  
53 reorganization that includes the creation of the Communications Manager position, the retention  
54 of one Communications Specialist position, the conversion of the Executive Assistant position to  
55 an Assistant to the City Manager/City Clerk position, and making the Senior Office Assistant  
56 position full-time.

Prepared by: Patrick Trudgeon, Interim City Manager

Attachments: A: Memo from Interim City Manager dated July 18, 2013 regarding Administration Department Reorganization.



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**TO:** Roseville City Council  
**FROM:** Patrick Trudgeon, Interim City Manager  
**SUBJECT:** Administration Department Reorganization  
**DATE:** July 18, 2013

For the past couple of months, I have been exploring how best to organize the Administration Department to better be able to provide for the changing needs of the City's residents and City employees. After research of other cities and conversation amongst staff and input from City Council members, I am reporting back to what I think is the best arrangement of staff within the Administration Department.

Given the extremely limited resources that currently exist and the levy limits in place for 2014, we will need to make the changes cost neutral as much as possible. Exact dollar impacts have not been calculated yet. Once there is agreement on the structure of the Administration Department, a precise cost can be calculated.

### *Findings*

**Communications:** Currently, 1.60 FTEs are allocated towards communications efforts for the City and are funded from the Communications Fund (non-levy). I would propose we repurpose these positions and funding to create a full-time Communications Manager and a full-time Communications Specialist. (These positions are tentatively proposed to be partially funded by dollars from the HRA, which currently expends \$30,000 annually for marketing efforts. The HRA Board will be considering a proposed budget in August that would allocate those funds to the City to assist the overall communication efforts of the City). A general description of duties for each position is listed below:

#### **Communications Manager**

- Oversee the strategic communication efforts for all of the City's operations including marketing, branding, website, newsletter, and assisting in other Department's communication efforts.

#### **Communication Specialist**

- Assist Communications Manager in the duties mentioned above in the day-to-day communication efforts of the City.

**Full Time Senior Office Assistant** Currently the Senior Office Assistant is  $\frac{3}{4}$  time. In my short time in the position, it is quite apparent that additional staff support time is needed, especially as it related to HR functions. In making the position full-time, we will also be able to provide additional customer service and provide additional assistance in Council packet preparation.

43 **Assistant to the City Manager/City Clerk** I have determined that it necessary to elevate the  
44 current Executive Assistant position to one that undertakes higher level tasks and duties. This is  
45 predicated on the fact that some of the functions, such as data practice requests, record retention,  
46 and elections will no longer be done by communication staff and should be consolidated more  
47 under a City Clerk role. Additionally, there needs to be higher level staff support to the City  
48 Manager’s office in regard to public policy matters. This could include working on  
49 organizational-wide issues as well providing staff support on City Commissions.

50

51 Some of the duties that could be included as part of position include:

52

- 53 • Coordinates the official record keeping and notification
  - 54 ○ Executes Ordinances and Resolutions
  - 55 ○ Executes City deeds, contracts, and agreements
  - 56 ○ Codification of City Code
  - 57 ○ Ensures proper public notification of public hearings and meetings.
- 58 • Develops and administers records management system.
- 59 • Coordinates election process.
- 60 • Oversees recruitment and appointment of City Commission members.
- 61 • Serves as staff support to Human Rights Commission.
- 62 • Supervises the preparation and distribution of City Council agendas and preparation of  
63 minutes.
- 64 • Provide confidential administrative support to City Manager, City Council, and City staff.
  - 65 ○ Drafts correspondence for City Manager, Mayor, Council as needed.
  - 66 ○ Works on special projects as assigned by City Manager
  - 67 ○ Supervises Best Value bidding process for Administration and City Council  
68 contracts

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70 **Recycling** Recycling operations have already been moved to the supervision of the Public  
71 Works Department. Once the new position is created in Public Works (Environmental  
72 Specialist) there will no longer be staff from the Administration Department involved in  
73 recycling.

74

75 **Human Resources** While I am not proposing any change at this time, additional staff support is  
76 needed for the HR Manager. One person cannot perform the duties required of the position for a  
77 city of Roseville’s size and diverse type of employees. It is a credit to the current HR Manager  
78 that all of the necessary work is completed. Making the Senior Office Assistant full-time will  
79 help the current situation. However, in the long-term view, the City will need to explore the  
80 possibility of creating a Human Resources Specialist position solely dedicated to assisting the  
81 HR Manager in in HR duties. I am not recommending establishing the position at this time, but  
82 it should be considered in future budget cycles.