City of ROSEVILLE Minnesota, USA

City Council Agenda

Monday, December 2, 2013

6:00 p.m.

City Council Chambers

(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

6:00 p.m.	**1.**	**Roll Call** Voting & Seating Order: McGehee, Willmus, Laliberte, Etten, 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**
		a. New Police Officer introduction
	6.	**Approve Minutes**
6:25 p.m.	**7.**	**Approve Consent Agenda**
		a. Approve Payments
		b. Approve Business & Other Licenses & Permits
		c. Extension of Janitorial Services Contract for Roseville Facilities
6:35 p.m.	**8.**	**Consider Items Removed from Consent**
	9.	**General Ordinances for Adoption**
	10.	**Presentations**
	11.	**Public Hearings**
	12.	**Budget Items**
6:40 p.m.		a. Budget Hearing on Proposed 2014 Budget
7:10 p.m.		**Break – Move to Table**
7:20 p.m.		b. Volunteer Coordinator Discussion
7:40 p.m.		c. Adopt Final 2014 Budget and Tax Levy
8:00 p.m.		d. Adopt Final 2014 HRA Budget and Tax Levy

	13.	**Business Items (Action Items)**
8:20 p.m.		a. 2014 Utility Fees
8:35 p.m.		b. Confirm Advisory Commission Reappoint/Appointment Process
	14.	**Business Items – Presentations/Discussions**
8:45 p.m.		a. Unified Purchasing Discussion
8:55 p.m.	**15.**	**City Manager Future Agenda Review**
9:05 p.m.	**16.**	**Councilmember Initiated Items for Future Meetings**
9:10 p.m.	**17.**	**Adjourn**

Some Upcoming Public Meetings………

Tuesday	Dec 3	6:30 p.m.	Parks & Recreation Commission
Wednesday	Dec 4	6:30 p.m.	Planning Commission
Monday	Dec 9	6:00 p.m.	City Council Meeting
No Meeting in December			Housing & Redevelopment Authority
Wednesday	Dec 19	6:30 p.m.	Human Rights Commission
Tuesday Wednesday	*Dec 24-25*		*City Offices Closed – Christmas Eve & Christmas Day*
Wednesday	*January 1*		*City Offices Closed – New Years*
Monday	Jan 6	6:00 p.m.	City Council Meeting

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

MEMORANDUM

DATE: December 2, 2013

TO: Interim City Manager Patrick Trudgeon

FROM: Chief Rick Mathwig

SUBJECT: New Police Officer Introductions to Roseville City Council

At the 12/2/13, Roseville City Council Meeting, Chief Mathwig will give short introductions of the newest additions to the Roseville Police Department: Officer Ryan Weber and Officer Luke Sturm.

Both officers will be sworn in at 3:30PM, on Thursday, December 5th, in the council chambers.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/02/2013
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	$39,890.36
72110-72194	$610,744.07
Total	$650,634.43

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

Attachment A

Accounts Payable

Checks for Approval

User: mary.jenson
Printed: 11/26/2013 - 9:53 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
72171	11/21/2013	Charitable Gambling	Professional Services - Bingo	Shidell & Mair	Midway Speedskating Bingo	2,041.20
72171	11/21/2013	Charitable Gambling	Professional Services - Bingo	Shidell & Mair	Youth Hockey Bingo	2,347.38
				Professional Services - Bingo Total:		4,388.58
				Fund Total:		4,388.58
72150	11/21/2013	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges	2,957.11
72152	11/21/2013	Community Development	Building Surcharge	Mowry Electric	Electrical Permit Refund	5.00
				Building Surcharge Total:		2,962.11
72152	11/21/2013	Community Development	Electrical Permits	Mowry Electric	Electrical Permit Refund	70.00
				Electrical Permits Total:		70.00
72175	11/21/2013	Community Development	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	226.10
				Life Ins. Employee Total:		226.10
72175	11/21/2013	Community Development	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	80.79
				Life Ins. Employer Total:		80.79
72175	11/21/2013	Community Development	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	183.58
				Long Term Disability Total:		183.58
72155	11/21/2013	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	798.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employee Total:	798.48
72155	11/21/2013	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	3,745.84
					Medical Ins Employer Total:	3,745.84
72150	11/21/2013	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Retentior	-58.98
					Miscellaneous Revenue Total:	-58.98
72146	11/21/2013	Community Development	Professional Services	Scott McKown	Country Inn & Suites Plan Review	1,102.50
72156	11/21/2013	Community Development	Professional Services	Opportunity Services	13 Hours of Service	136.76
					Professional Services Total:	1,239.26
72128	11/21/2013	Community Development	Training	Donald Salverda & Associates	Leadership Books	74.79
72128	11/21/2013	Community Development	Training	Donald Salverda & Associates	Leadership Books	86.52
					Training Total:	161.31
					Fund Total:	9,408.49
72175	11/21/2013	Contracted Engineering Svcs	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	8.08
					Life Ins. Employer Total:	8.08
72175	11/21/2013	Contracted Engineering Svcs	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	19.68
					Long Term Disability Total:	19.68
72155	11/21/2013	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	359.94
					Medical Ins Employer Total:	359.94
72134	11/21/2013	Contracted Engineering Svcs	Professional Services	Hydromethods, LLC	Autozone Development Analysis	245.00
72134	11/21/2013	Contracted Engineering Svcs	Professional Services	Hydromethods, LLC	Country Inn & Suites Development R	245.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	490.00
					Fund Total:	877.70
72165	11/21/2013	General Fund	209001 - Use Tax Payable	R & B Supply Co., Inc.	Sales/Use Tax	-11.00
					209001 - Use Tax Payable Total:	-11.00
0	11/21/2013	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	386.36
0	11/21/2013	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	500.00
					211402 - Flex Spending Health Total:	886.36
0	11/21/2013	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	670.04
0	11/21/2013	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	298.13
0	11/21/2013	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	192.31
					211403 - Flex Spend Day Care Total:	1,160.48
72132	11/21/2013	General Fund	Business Licenses	Naomi Hagestuen	Massage Therapist License Refund	75.00
					Business Licenses Total:	75.00
72112	11/21/2013	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	95.40
72112	11/21/2013	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	76.95
72120	11/21/2013	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.68
72120	11/21/2013	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.68
72120	11/21/2013	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.68
72120	11/21/2013	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.68
72183	11/21/2013	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	1,114.49
72183	11/21/2013	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	1,114.49
72183	11/21/2013	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	73.00
72183	11/21/2013	General Fund	Clothing	Uniforms Unlimited, Inc.	Batteries	36.32
					Clothing Total:	2,633.37
72140	11/21/2013	General Fund	Conferences	League of MN Cities	Regional Meetings	80.00
72140	11/21/2013	General Fund	Conferences	League of MN Cities	Regional Meetings	40.00
72186	11/21/2013	General Fund	Conferences	Upper Midwest Community Policin	Internal Affairs-Scheider	250.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Conferences Total:	370.00
0	11/21/2013	General Fund	Contract Maint. - City Hall	Collins Electrical Construction Co.	Electrical Service	501.22
					Contract Maint. - City Hall Total:	501.22
72125	11/21/2013	General Fund	Contract Maintenance	Comcast	Cable TV	220.02
72185	11/21/2013	General Fund	Contract Maintenance	Upper Cut Tree Service	Blanket PO for tree removal	663.16
					Contract Maintenance Total:	883.18
0	11/21/2013	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Vehicle Washes	121.63
					Contract Maintenance Vehicles Total:	121.63
72187	11/21/2013	General Fund	Employee Recognition	US Bank	City Service Awards	1,275.00
					Employee Recognition Total:	1,275.00
72155	11/21/2013	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Nov 2013	870.00
72155	11/21/2013	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Nov 2013	890.00
					Employer Insurance Total:	1,760.00
72175	11/21/2013	General Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	1,718.02
					Life Ins. Employee Total:	1,718.02
72175	11/21/2013	General Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	515.30
					Life Ins. Employer Total:	515.30
72175	11/21/2013	General Fund	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	1,379.94
					Long Term Disability Total:	1,379.94
72155	11/21/2013	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	9,980.10
72155	11/21/2013	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	6,605.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employee Total:	16,585.12
72155	11/21/2013	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	34,356.74
					Medical Ins Employer Total:	34,356.74
72113	11/21/2013	General Fund	Memberships & Subscriptions	Paul Baertschi	Police Briefs Subscription Renewal	155.00
72189	11/21/2013	General Fund	Memberships & Subscriptions	USPCA Region 12	2014 Dues-K9	0.00
72189	11/21/2013	General Fund	Memberships & Subscriptions	USPCA Region 12	2013 Dues-K9	0.00
72193	11/22/2013	General Fund	Memberships & Subscriptions	USPCA Region 12	2014 Dues-K9	40.00
72194	11/22/2013	General Fund	Memberships & Subscriptions	USPCA Region 12	2013 Dues-K9	50.00
					Memberships & Subscriptions Total:	335.00
72142	11/21/2013	General Fund	Miscellaneous	Linn Building Maintenance	Fire Station #2 Interior Cleaning	1,055.93
					Miscellaneous Total:	1,055.93
72117	11/21/2013	General Fund	Op Supplies - City Hall	C L Bensen Company, Inc.	Pleated Filters	314.49
72180	11/21/2013	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	404.39
					Op Supplies - City Hall Total:	718.88
72127	11/21/2013	General Fund	Operating Supplies	Dama Metal Products, INC.	Key Box	460.63
72129	11/21/2013	General Fund	Operating Supplies	Earl F. Andersen, Inc.	Sign	99.23
0	11/21/2013	General Fund	Operating Supplies	Grainger Inc	Strap Wrench, Pressure Gauge	90.59
72135	11/21/2013	General Fund	Operating Supplies	Impressive Print	Police Business Cards	74.81
0	11/21/2013	General Fund	Operating Supplies	MES, Inc.	Hydro Flow Hose	269.06
72153	11/21/2013	General Fund	Operating Supplies	Networkfleet, Inc.	Monthly Service	145.75
					Operating Supplies Total:	1,140.07
72180	11/21/2013	General Fund	Operating Supplies City Garage	Trio Supply Company	Hand Soap	50.18
					Operating Supplies City Garage Total:	50.18
72139	11/21/2013	General Fund	Professional Services	Language Line Services	Interpreter Service	99.15
72141	11/21/2013	General Fund	Professional Services	LexisNexis Risk Data Mgmt, Inc.	Person Searches	70.25
72159	11/21/2013	General Fund	Professional Services	Performance Plus LLC	Medical Evaluations, Mask Fittings	8,255.00
72173	11/21/2013	General Fund	Professional Services	Springsted, Inc.	Compensation Study-Project: 00141	15,547.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
72177	11/21/2013	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	316.25
72177	11/21/2013	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.92
					Professional Services Total:	24,293.02
0	11/21/2013	General Fund	Utilities	Xcel Energy	Civil Defense	68.69
0	11/21/2013	General Fund	Utilities	Xcel Energy	Street Light	14,595.84
					Utilities Total:	14,664.53
0	11/21/2013	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	2,667.87
					Utilities - City Garage Total:	2,667.87
0	11/21/2013	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	6,342.06
					Utilities - City Hall Total:	6,342.06
72118	11/21/2013	General Fund	Vehicle Supplies	Carquest of Roseville MN #2236	Marker Lamp	1.99
72118	11/21/2013	General Fund	Vehicle Supplies	Carquest of Roseville MN #2236	Marker Lamps	11.96
72126	11/21/2013	General Fund	Vehicle Supplies	Crysteel Truck Equipment, Inc.	2013 Blanket PO for Vehicle Repairs	700.25
0	11/21/2013	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2013 Blanket PO for vehicle repairs	85.65
0	11/21/2013	General Fund	Vehicle Supplies	Fastenal Company Inc.	2013 Blanket PO for Vehicle Repairs	38.21
0	11/21/2013	General Fund	Vehicle Supplies	Larson Companies	Filters, Rotors	804.04
72144	11/21/2013	General Fund	Vehicle Supplies	Matheson Tri-Gas, Inc	Acetylene	59.99
0	11/21/2013	General Fund	Vehicle Supplies	McMaster-Carr Supply Co	2013 Blanket PO for Vehicle Repairs	45.95
0	11/21/2013	General Fund	Vehicle Supplies	McMaster-Carr Supply Co	2013 Blanket PO for Vehicle Repairs	19.70
0	11/21/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	90.26
0	11/21/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	80.16
0	11/21/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	20.29
72163	11/21/2013	General Fund	Vehicle Supplies	Powerplan BF	Vehicle Supplies-Credit	-196.30
72163	11/21/2013	General Fund	Vehicle Supplies	Powerplan BF	Vehicle Supplies	569.68
72165	11/21/2013	General Fund	Vehicle Supplies	R & B Supply Co., Inc.	Drill Bit Set	171.00
72168	11/21/2013	General Fund	Vehicle Supplies	Roseville Chrysler Jeep Dodge	2013 Blanket PO for vehicle repairs	227.53
72178	11/21/2013	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2013 Blanket PO for vehicle repairs	619.88
72178	11/21/2013	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2013 Blanket PO for vehicle repairs	120.00
72181	11/21/2013	General Fund	Vehicle Supplies	Truck Utilities, Inc.	Solenoid	272.66
					Vehicle Supplies Total:	3,742.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Fund Total:		119,130.80
72175	11/21/2013	Golf Course	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	56.64
				Life Ins. Employee Total:		56.64
72175	11/21/2013	Golf Course	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	8.08
				Life Ins. Employer Total:		8.08
72175	11/21/2013	Golf Course	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	20.52
				Long Term Disability Total:		20.52
72155	11/21/2013	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	1,145.40
				Medical Ins Employee Total:		1,145.40
72155	11/21/2013	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	1,297.00
				Medical Ins Employer Total:		1,297.00
0	11/21/2013	Golf Course	Rental	Jimmys Johnnys, Inc	Regular Service	45.42
				Rental Total:		45.42
0	11/21/2013	Golf Course	Utilities	Xcel Energy	Golf	469.60
				Utilities Total:		469.60
				Fund Total:		3,042.66
72138	11/21/2013	Housing & Redevelopment Agency	Attorney Fees	Kennedy & Graven, Chartered	Legal Services	180.00
72138	11/21/2013	Housing & Redevelopment Agency	Attorney Fees	Kennedy & Graven, Chartered	Legal Services	756.00
72138	11/21/2013	Housing & Redevelopment Agency	Attorney Fees	Kennedy & Graven, Chartered	Legal Services	774.00
				Attorney Fees Total:		1,710.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
72170	11/21/2013	Housing & Redevelopment Agency	Payment to Owners	Diane Schmidt	Energy Audit	60.00
72172	11/21/2013	Housing & Redevelopment Agency	Payment to Owners	John Speltz	Energy Audit	60.00
72179	11/21/2013	Housing & Redevelopment Agency	Payment to Owners	Emily Talley	Energy Audit	60.00
					Payment to Owners Total:	180.00
72177	11/21/2013	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	HRA Meeting Minutes	230.00
72177	11/21/2013	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	HRA Meeting Minutes	80.50
72177	11/21/2013	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	HRA Meeting Minutes-Mileage Reim	4.92
					Professional Services Total:	315.42
0	11/21/2013	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Mileage Reimbursement	39.55
0	11/21/2013	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Parking Reimbursement	20.00
					Transportation Total:	59.55
					Fund Total:	2,264.97
72157	11/21/2013	Information Technology	Contract Maintenance	Paragon Solutions Group, Inc.	Firewalls	80.34
					Contract Maintenance Total:	80.34
72121	11/21/2013	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	641.25
72121	11/21/2013	Information Technology	Internet	City of North St. Paul	Billing Interconnects	2,030.63
72188	11/21/2013	Information Technology	Internet	US Internet	DNS Hosting	20.00
					Internet Total:	2,691.88
72175	11/21/2013	Information Technology	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	48.61
					Life Ins. Employee Total:	48.61
72175	11/21/2013	Information Technology	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	86.86
					Life Ins. Employer Total:	86.86
72175	11/21/2013	Information Technology	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	197.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	197.38
72155	11/21/2013	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	2,103.66
					Medical Ins Employee Total:	2,103.66
72155	11/21/2013	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	6,164.13
					Medical Ins Employer Total:	6,164.13
72122	11/21/2013	Information Technology	Operating Supplies	City of St. Francis	Triple Head 2 Go Dual Link	299.41
					Operating Supplies Total:	299.41
					Fund Total:	11,672.27
0	11/21/2013	License Center	Computer Equipment	SHI International Corp	Office License	259.71
					Computer Equipment Total:	259.71
72175	11/21/2013	License Center	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-P(	55.98
					Life Ins. Employee Total:	55.98
72175	11/21/2013	License Center	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-P(	72.72
					Life Ins. Employer Total:	72.72
72175	11/21/2013	License Center	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-P(	122.42
					Long Term Disability Total:	122.42
72155	11/21/2013	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	3,345.12
					Medical Ins Employee Total:	3,345.12
72155	11/21/2013	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	5,757.84

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employer Total:	5,757.84
0	11/21/2013	License Center	Minor Equipment	Intereum, Inc.	Door Installation	870.80
					Minor Equipment Total:	870.80
0	11/21/2013	License Center	Professional Services	Quicksilver Express Courier	Courier Service	175.71
					Professional Services Total:	175.71
					Fund Total:	10,660.30
72175	11/21/2013	P & R Contract Mantenance	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	53.67
					Life Ins. Employee Total:	53.67
72175	11/21/2013	P & R Contract Mantenance	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	50.50
					Life Ins. Employer Total:	50.50
72175	11/21/2013	P & R Contract Mantenance	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	89.19
					Long Term Disability Total:	89.19
72155	11/21/2013	P & R Contract Mantenance	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	1,159.26
					Medical Ins Employee Total:	1,159.26
72155	11/21/2013	P & R Contract Mantenance	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	4,357.78
					Medical Ins Employer Total:	4,357.78
72110	11/21/2013	P & R Contract Mantenance	Operating Supplies	Able Fence Inc	6 Gauge Long Ties	64.13
0	11/21/2013	P & R Contract Mantenance	Operating Supplies	Bachmans Inc	Arboretum Supplies	447.78
72120	11/21/2013	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	8.68
72120	11/21/2013	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	8.68
72120	11/21/2013	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	8.68
72120	11/21/2013	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	8.68
72131	11/21/2013	P & R Contract Mantenance	Operating Supplies	Gertens Greenhouses	Arboretum Supplies	85.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/21/2013	P & R Contract Mantenance	Operating Supplies	M/A Associates	Can Liners	418.26
72149	11/21/2013	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises	Rotors	270.59
72149	11/21/2013	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises	Coupling, Adapters	34.29
0	11/21/2013	P & R Contract Mantenance	Operating Supplies	St. Croix Recreation Co., Inc.	Litter Pick-Up Bags	121.84
72180	11/21/2013	P & R Contract Mantenance	Operating Supplies	Trio Supply Company	Restroom Supplies	105.70
				Operating Supplies Total:		1,582.68
72185	11/21/2013	P & R Contract Mantenance	Professional Services	Upper Cut Tree Service	Diseased and Hazard Tree Removal	1,416.09
72185	11/21/2013	P & R Contract Mantenance	Professional Services	Upper Cut Tree Service	Diseased and Hazard Tree Removal	996.08
72185	11/21/2013	P & R Contract Mantenance	Professional Services	Upper Cut Tree Service	Diseased and Hazard Tree Removal	2,992.50
				Professional Services Total:		5,404.67
				Fund Total:		12,697.75
72176	11/21/2013	Park Renewal 2011	Professional Services	Stantec Consulting Services Inc.	2012-2016 Parks & Rec renewal prog	1,843.25
				Professional Services Total:		1,843.25
				Fund Total:		1,843.25
72181	11/21/2013	Pathway Maintenance Fund	Operating Supplies	Truck Utilities, Inc.	Sales Tax	398.75
72181	11/21/2013	Pathway Maintenance Fund	Operating Supplies	Truck Utilities, Inc.	Kage System SF 8' Skidsteer Mount (	5,800.00
				Operating Supplies Total:		6,198.75
				Fund Total:		6,198.75
0	11/21/2013	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Legal Services-Vehicle Forfeiture	770.00
72182	11/21/2013	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	235.13
				Professional Services Total:		1,005.13
				Fund Total:		1,005.13
72175	11/21/2013	Police Grants	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-P(	1.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	1.50
72175	11/21/2013	Police Grants	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	0.32
					Life Ins. Employer Total:	0.32
72175	11/21/2013	Police Grants	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	0.70
					Long Term Disability Total:	0.70
72155	11/21/2013	Police Grants	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	6.18
					Medical Ins Employee Total:	6.18
72155	11/21/2013	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	34.57
					Medical Ins Employer Total:	34.57
					Fund Total:	43.27
72143	11/21/2013	Recreation Donations	Operating Supplies	Marshall Concrete Products, Inc.	Bench Slabs	540.03
					Operating Supplies Total:	540.03
72176	11/21/2013	Recreation Donations	Other Improvements	Stantec Consulting Services Inc.	Rain Garden Interpretive Sign	860.00
					Other Improvements Total:	860.00
					Fund Total:	1,400.03
72175	11/21/2013	Recreation Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	106.05
					Life Ins. Employee Total:	106.05
72175	11/21/2013	Recreation Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	96.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	96.96
72175	11/21/2013	Recreation Fund	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	223.11
					Long Term Disability Total:	223.11
72155	11/21/2013	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	1,754.07
					Medical Ins Employee Total:	1,754.07
72155	11/21/2013	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	6,433.46
					Medical Ins Employer Total:	6,433.46
72166	11/21/2013	Recreation Fund	Memberships & Subscriptions	Ramsey County	Food Establishment License-Skating (	503.00
					Memberships & Subscriptions Total:	503.00
72133	11/21/2013	Recreation Fund	Operating Supplies	Hermel Food Service	Skating Center Concession Supplies	1,356.25
					Operating Supplies Total:	1,356.25
72115	11/21/2013	Recreation Fund	Professional Services	Jim Berner	Club 5 Holiday Party	125.00
					Professional Services Total:	125.00
					Fund Total:	10,597.90
0	11/21/2013	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium-Novembe	4,330.74
					Employer Insurance Total:	4,330.74
					Fund Total:	4,330.74
72124	11/21/2013	Sanitary Sewer	Accounts Payable	ROBERT COLEMAN	Refund Check	6.28
72151	11/21/2013	Sanitary Sewer	Accounts Payable	DR ALBERT MOWLEM	Refund Check	4.19
72161	11/21/2013	Sanitary Sewer	Accounts Payable	DONALD PIZZELLA SR.	Refund Check	2.54

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
72164	11/21/2013	Sanitary Sewer	Accounts Payable	EUGENE PRIESTLEY	Refund Check	8.15
					Accounts Payable Total:	21.16
72175	11/21/2013	Sanitary Sewer	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	19.66
					Life Ins. Employee Total:	19.66
72175	11/21/2013	Sanitary Sewer	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	41.22
					Life Ins. Employer Total:	41.22
72175	11/21/2013	Sanitary Sewer	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	71.23
					Long Term Disability Total:	71.23
72155	11/21/2013	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	980.93
					Medical Ins Employee Total:	980.93
72155	11/21/2013	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	1,665.37
					Medical Ins Employer Total:	1,665.37
0	11/21/2013	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	Utility Billing Section 001	121.48
72153	11/21/2013	Sanitary Sewer	Professional Services	Networkfleet, Inc.	Monthly Service	51.90
					Professional Services Total:	173.38
72148	11/21/2013	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council/ Environment	SAC Charges	9,642.60
					Sewer SAC Charges Total:	9,642.60
					Fund Total:	12,615.55
72175	11/21/2013	Solid Waste Recycle	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-Po	15.75
					Life Ins. Employee Total:	15.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Fund Total:		15.75
72134	11/21/2013	Storm Drainage	2013 Drainage Improvements	Hydromethods, LLC	Sherren-Dellwood Drainage Analysis	315.00
72134	11/21/2013	Storm Drainage	2013 Drainage Improvements	Hydromethods, LLC	Sherren-Dellwood Drainage Analysis	1,085.00
				2013 Drainage Improvements Total:		1,400.00
72175	11/21/2013	Storm Drainage	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	13.50
				Life Ins. Employee Total:		13.50
72175	11/21/2013	Storm Drainage	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	33.67
				Life Ins. Employer Total:		33.67
72175	11/21/2013	Storm Drainage	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-P	51.29
				Long Term Disability Total:		51.29
72130	11/21/2013	Storm Drainage	Operating Supplies	Fra-Dor Inc.	Street Loads	96.00
72153	11/21/2013	Storm Drainage	Operating Supplies	Networkfleet, Inc.	Monthly Service	25.95
				Operating Supplies Total:		121.95
0	11/21/2013	Storm Drainage	Professional Services	Ecoenvelopes, LLC	Utility Billing Section 001	121.48
72134	11/21/2013	Storm Drainage	Professional Services	Hydromethods, LLC	1474 Co Rd C2 Drainage Analysis	2,555.00
72134	11/21/2013	Storm Drainage	Professional Services	Hydromethods, LLC	Troseth/Manson Drainage Analysis	245.00
72134	11/21/2013	Storm Drainage	Professional Services	Hydromethods, LLC	Roselawn-Ruggles Drainage Analysis	70.00
72134	11/21/2013	Storm Drainage	Professional Services	Hydromethods, LLC	Toseth-Manson Drainage Analysis	560.00
72134	11/21/2013	Storm Drainage	Professional Services	Hydromethods, LLC	1474 Co Rd C2 Drainage Analysis	70.00
72174	11/21/2013	Storm Drainage	Professional Services	St. Paul Staffing	Seasonal Labor for 2013 Leaf Pickup	2,558.25
				Professional Services Total:		6,179.73
72184	11/21/2013	Storm Drainage	Training	University of Minnesota	Quantifying Nutrient Removal By Str	20.00
				Training Total:		20.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Fund Total:		7,820.14
72154	11/21/2013	Street Construction	Twin Lakes Walmart Rd	New Look Contracting, Inc.	Wal Mart Improvement Project	174,060.88
				Twin Lakes Walmart Rd Total:		174,060.88
				Fund Total:		174,060.88
72175	11/21/2013	Telecommunications	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-P(	29.25
				Life Ins. Employee Total:		29.25
72175	11/21/2013	Telecommunications	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-P(	7.68
				Life Ins. Employer Total:		7.68
72175	11/21/2013	Telecommunications	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-P(	18.01
				Long Term Disability Total:		18.01
72155	11/21/2013	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	410.64
				Medical Ins Employee Total:		410.64
72155	11/21/2013	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	627.00
				Medical Ins Employer Total:		627.00
72123	11/21/2013	Telecommunications	Professional Services	CivicPlus	Annual Hosting & Support Fee	6,957.44
				Professional Services Total:		6,957.44
				Fund Total:		8,050.02
72119	11/21/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	40.31
72119	11/21/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	106.24
72119	11/21/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	95.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
72119	11/21/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.31
72119	11/21/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	210.46
72136	11/21/2013	Telephone	PSTN-PRI Access/DID Allocation	Integra Telecom	Telephone	348.54
					PSTN-PRI Access/DID Allocation Total:	858.56
					Fund Total:	858.56
72190	11/21/2013	Water Fund	2012 Watermain Lining	Veit & Company, Inc.	Watermain Lining	235,167.28
					2012 Watermain Lining Total:	235,167.28
72114	11/21/2013	Water Fund	Accounts Payable	ROBERT BARONA	Refund Check	28.36
72116	11/21/2013	Water Fund	Accounts Payable	TIMOTHY & ELIZABETH BURQI	Refund Check	413.63
72124	11/21/2013	Water Fund	Accounts Payable	ROBERT COLEMAN	Refund Check	28.34
72145	11/21/2013	Water Fund	Accounts Payable	VIRGINIA MCDERMOTT	Refund Check	311.25
72147	11/21/2013	Water Fund	Accounts Payable	ED & LISA MERRIAM	Refund Check	19.31
72151	11/21/2013	Water Fund	Accounts Payable	DR ALBERT MOWLEM	Refund Check	129.61
72158	11/21/2013	Water Fund	Accounts Payable	ANTHONY & LAURA PAYNE	Refund Check	33.85
72160	11/21/2013	Water Fund	Accounts Payable	JOHN PICHE	Refund Check	258.48
72162	11/21/2013	Water Fund	Accounts Payable	EDWARD POTHEN	Refund Check	420.84
72169	11/21/2013	Water Fund	Accounts Payable	JOHN & DONNA RUTFORD	Refund Check	5.09
72191	11/21/2013	Water Fund	Accounts Payable	CHARLES WILLIAMS Jr	Reissue of Uncashed Check-71335	6.77
72192	11/21/2013	Water Fund	Accounts Payable	NICOLE WYMAN	Refund Check	16.74
					Accounts Payable Total:	1,672.27
72111	11/21/2013	Water Fund	Hydrant Meter Deposits	Ace Blacktop, Inc.	Hydrant Meter Refund	1,100.00
72137	11/21/2013	Water Fund	Hydrant Meter Deposits	Ray Jordan	Hydrant Meter Refund	1,100.00
					Hydrant Meter Deposits Total:	2,200.00
72175	11/21/2013	Water Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Nov 2013-Pı	47.65
					Life Ins. Employee Total:	47.65
72175	11/21/2013	Water Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Nov 2013-Pı	53.43
					Life Ins. Employer Total:	53.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
72175	11/21/2013	Water Fund	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Nov 2013-P(	82.64
				Long Term Disability Total:		82.64
72155	11/21/2013	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2013	612.10
				Medical Ins Employee Total:		612.10
72155	11/21/2013	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2013	2,204.64
				Medical Ins Employer Total:		2,204.64
72111	11/21/2013	Water Fund	Miscellaneous Revenue	Ace Blacktop, Inc.	Hydrant Meter Refund	-40.00
				Miscellaneous Revenue Total:		-40.00
0	11/21/2013	Water Fund	Professional Services	Ecoenvelopes, LLC	Utility Billing Section 001	121.48
72167	11/21/2013	Water Fund	Professional Services	Robarge Enterprises, Inc.	Operating Valve Nut Replacement	1,913.06
				Professional Services Total:		2,034.54
72111	11/21/2013	Water Fund	State Sales Tax Payable	Ace Blacktop, Inc.	Hydrant Meter Refund	-3.46
				State Sales Tax Payable Total:		-3.46
0	11/21/2013	Water Fund	Utilities	Xcel Energy	Water Tower	3,668.45
				Utilities Total:		3,668.45
72111	11/21/2013	Water Fund	Water - Roseville	Ace Blacktop, Inc.	Hydrant Meter Refund	-48.60
				Water - Roseville Total:		-48.60
				Fund Total:		247,650.94
				Report Total:		650,634.43

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/02/2013
Item No.: 7.b

Department Approval

City Manager Approval

Item Description: Approval of 2013 Business and Other Licenses

BACKGROUND

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

Massage Therapist License

Jennifer Cunningham
Massage by Jennifer, LLC at Roseville Hair Design
1129 Larpenteur Ave W
Roseville, MN 55113

Massage Therapy Establishment License

Massage by Jennifer, LLC at Roseville Hair Design
1129 Larpenteur Ave W
Roseville, MN 55113

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

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

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

ROSEVILLE

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

Massage Therapist License

(Please Print Clearly)

☒ New License ☐ Renewal

For License Year Ending June 30, 2014

1. Full Legal Name (Please Print) Cunningham (Last) Jennifer (First) Ann (Middle)

2. Home Address (Street) (City) (State) (Zip)

3. Telephone ☒ Cell ☐ Home ☐ Work

4. Date of Birth (mm/dd/yyyy)

5. Driver's License Number State of Issuance MN

6. Ethnicity:

7. Sex:

8. Email Address

9. 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 full name along with dates and places where used.

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:
Massage by Jennifer, LLC at Roseville Hair Design 1129 Larpenteur Ave W St. Paul

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
☒ Yes Lexington, MN ☒ No

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed?
☐ Yes ☒ No ☐ N/A
If yes, explain in detail on a separate page.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks.

Signature Jennifer A Cunningham Date 11/20/2013

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 proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

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

ROSEVILLE

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

Massage Therapy Establishment License Application

(Please Print Clearly)

☒ New License ☐ Renewal

For License Year Ending June 30, 2014

Business Name Massage by Jennifer LLC@Roseville Hair Design

Business Address 1129 Larpenteur Ave W, Roseville, MN 55113

Business Phone 651 260 0753

Email Address

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) Cunningham Jennifer Ann
(Last) (First) (Middle)

Home Address
(Street) (City) (State) (Zip)

Telephone ☒ Cell ☐ Home ☐ Work

Date of Birth (mm/dd/yyyy)

Driver's License Number State of Issuance MN

Ethnicity:

Sex:

Have you ever used or been known by any name other than the legal name given above?
☐ Yes ☒ No If Yes, List each full name along with dates and places where used.

Has the business held any previous massage therapy establishment licenses? If yes, in which city was it licensed?
☒ Yes Lexington MN ☐ No

The undersigned applicant makes this application pursuant to all 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.

By signing below, the applicant certifies that the above information is correct and authorizes the City of Roseville Police Department to run his/her information for the required background checks.

Signature [signature] Date 11/21/2013

License Fee is $300.00
Additional $150 background check fee for all first-time applicants
Make checks payable to: City of Roseville

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/2/13
Item No.: 7.c

Department Approval | City Manager Approval

Item Description: Extension of Janitorial Services Contract for City of Roseville Facilities

BACKGROUND

The City of Roseville contract for janitorial services for City facilities expires February 2014. This contract was bid with an option to extend by mutual agreement for an additional three years at the conclusion of the initial contract period. Linn Building Maintenance, the current provider of these services for certain city facilities, has indicated a desire to extend their current contract an additional three years at an increase of 2 percent the first year, 2 percent the second year, and 2 percent the third year. Linn Building Maintenance did not increase their fee during the current three year contract.

The specifications require janitorial service at City Hall, the Fire Station, Harriet Alexander Nature Center, the Skating Center, the Public Works Building, and the License Center. The current cost for these facilities is $7,370.10 per month. The city receives 80 hours per week of service under the contract.

Linn has provided good and consistent service over the past three years. They have been responsive to our janitorial needs. Linn Building Maintenance has indicated they can provide additional service at this pricing if requested by the city.

POLICY OBJECTIVE

The city budgets annually to maintain facilities that are clean, safe, and healthy for staff and other users. Janitorial services are bid competitively to ensure the best value for these services.

BUDGET IMPLICATIONS

The extension of the service contract can be absorbed within the proposed 2014 budgeted amount. Staff checked with other providers as to their service rates and found Linn Building Maintenance rates competitive. We found no evidence to indicate a better price or value can be secured by going to bid at this time.

STAFF RECOMMENDATION

Staff recommends a three year extension of the existing janitorial service contract with Linn Building Maintenance Services at a monthly cost of $7,517.50.

REQUESTED COUNCIL ACTION

Consider a motion to authorize extending the current contract for janitorial services for City facilities with Linn Building Maintenance through February, 2017, at a not-to-exceed annual increase of 2 % in 2014, 2 % in 2015, and 2 % in 2016.

Prepared by: Duane Schwartz, Public Works Director and Patrick Dolan, Public Works Supervisor

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/02/2013
Item No.: 12.a

Department Approval

City Manager Approval

Item Description: Conduct a Final Hearing on the 2014 Tax Levy and Budget

BACKGROUND

Under State Statutes, most cities are required to hold a budget hearing before adopting a final tax levy and budget. The purpose of the hearing is to provide citizens with an opportunity to express their views on the budget and tax levy.

City Staff will present an overview of the proposed budget at the hearing. The final tax levy and budget is scheduled to be adopted at the December 9, 2013 Council meeting.

POLICY OBJECTIVE

Conducting a budget hearing before adopting a final budget and tax levy is required under Mn State Statutes.

FINANCIAL IMPACTS

See attached.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

Not applicable.

Prepared by: Chris Miller, Finance Director
Attachments: A: Presentation of the 2014 Proposed Budget and Tax Levy

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

City of Roseville

Proposed 2014 Budget
& Tax Levy

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Discussion Topics:

- Purpose of the Hearing
- Quick Budget Snapshot
- Budget Process Chronology
- Budget Impact Items
- Budget & Tax Levy Summary
- Tax Levy Information *(historical and peer city comparisons)*
- Utility Rate Summary

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Purpose of the Budget Hearing:

- ❖ To provide information on the upcoming year's budget and tax levy impact
- ❖ To provide citizens an opportunity to express their views on the budget and levy

- ❖ Tonight's presentation will focus on the City portion of your property tax bill and other local fees

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Quick Budget Snapshot for a Single-Family Home **:

- ❖ 2014 Property Tax Bill = $65.54 per month
- ❖ An increase of $4.47 per month
- ❖ Approximately half the increase is due to higher spending; and half is due to valuation increase

- ❖ 2014 Utility Bill = $57.37 per month
- ❖ An increase of $2.55 per month

- ❖ 2014 Total Cost of City Services = $122.91 per month
- ❖ An increase of $7.02 per month

** For a median-valued home that uses an average amount of water

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Budget Process Chronology – Key Dates:

- ❖ Review of the 2013 City Council Budget Directives *(March 11, 2013)*
- ❖ Review of the 2014-2017 Strategic Plan *(March 18, 2013)*
- ❖ Preliminary discussion on City Council Budget Program Priorities *(April 15 and 22, 2013)*
- ❖ Public Hearing to Solicit Comments on the Budget and Taxes *(May 13, 2013)*
- ❖ Review the Reports and Recommendations from the CIP/Budget Committee *(May 20, 2013)*
- ❖ Overview of Departmental Budget Priorities, Issues, & Challenges *(July 15 & 18, 2013)*
- ❖ Supplemental discussion on the 2014 City Council Budget Priorities *(July 22, 2013)*
- ❖ Presentation of the City Manager Recommended Budget *(August 19, 2013)*
- ❖ Preliminary Budget and Tax Levy adoption *(September 9, 2013)*

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Budget Impact Items:

- ❖ Debt service for Park Renewal Bonds - $560,000
- ❖ Police and Fire Dispatch - $65,000
- ❖ Employee cost-of-living adjustment - $165,000
- ❖ Employee wage step increases - $80,000
- ❖ Employee market wage adjustments - $177,000
- ❖ Employee healthcare increases - $50,000
- ❖ PERA increase mandate - $30,000
- ❖ Organizational changes in Administration, Public Works, Parks & Recreation, and Information Technology divisions
- ❖ General inflation and overtime (offset by sales tax exemption, Fire Relief contribution, Wellness Program)
- ❖ Sales tax exemption will save the City approximately $200,000 citywide

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Budget & Tax Levy Summary:

- ❖ Proposed Budget overall is $50,635,225
- ❖ Proposed Budget for the tax-supported programs is $23,008,060, an increase of $1,223,258 or 5.6%
- ❖ Proposed Tax Levy** is $18,028,721, an increase of $758,895 or 4.4%
- ❖ Of this increase, only $198,895 is for day-to-day operations
- ❖ Single family home property taxes ** = $65.54 per month, an increase of $4.47 per month

❖ ** Excludes HRA Levy. HRA Levy impact = $2.81 per month

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Budget & Tax Levy Summary:

- ❖ In exchange for $65 per month, residents receive:

a) 24x7x365 police, fire, & emergency medial services protection
b) Well maintained city streets
c) Full offering of park amenities
d) Sidewalk and pathway connections
e) Street lighting, nuisance code enforcement, and other services
f) Professionally-managed administrative, financial, and legal functions

City of Roseville
2014 Budget Hearing

Presented December 2, 2013

Budget & Tax Levy Summary:

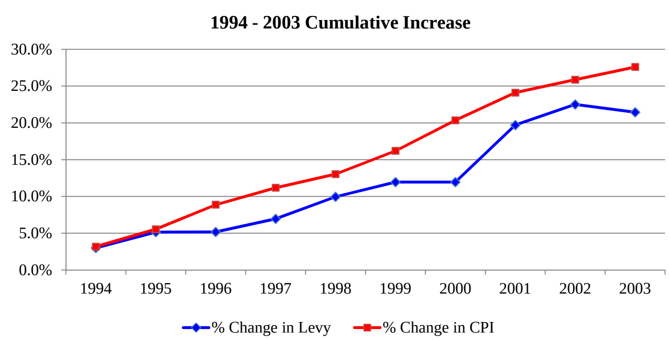
❖ By comparison to the $65 per month, residents also pay approximately:

a) $71/month for mobile smart phone service (source: JD Power & Associates)
b) $120/month for gas & electricity (source: Center Point, Xcel Energy)
c) $80-140/month for Cable TV/broadband internet (source: Century Link, Comcast)

City of Roseville
2014 Budget Hearing

Presented December 2, 2013

Tax Levy Information:

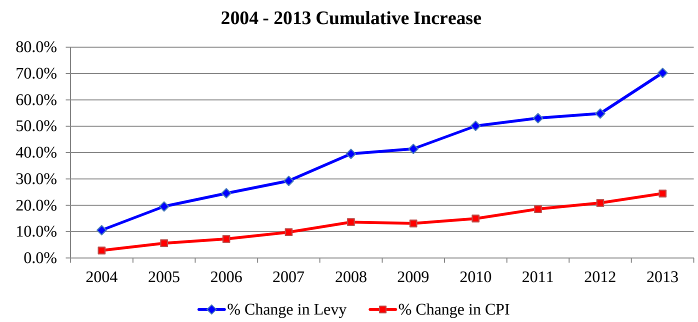


Comments:
❖ 1994-2003: General policy that limited tax levy increases to the CPI
❖ This Policy was preceded by a period of significant street replacement and park facility construction programs

City of Roseville
2014 Budget Hearing

Presented December 2, 2013

Tax Levy Information:

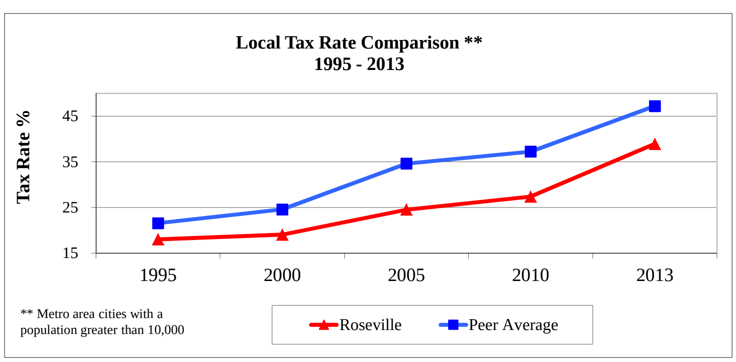


Comments:
- 2006-2010: Recessionary period that resulted in stagnant or declining non-tax revenues
- 2008-2013: Reinvestment period of additional capital replacement

City of Roseville
2014 Budget Hearing

Presented December 2, 2013

Tax Levy Information:



In 1995, Roseville was 17% below the peer average. Today, we're 18% below average.

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Utility Rate Summary:

- Annual analysis of utility operations to determine whether rate adjustments are necessary
- Analysis looks at:
  - a) Fixed costs such as personnel, supplies & maintenance, and capital replacements
  - b) Variable costs such as the purchase of water and wastewater treatment
  - c) Customer consumption patterns
- Rate analysis is not an exact science
  - a) Includes assumptions on customer behavior and long-term capital replacements costs
  - b) These factors can fluctuate from year to year

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Utility Rate Summary:

- 2014 Estimated Impact for a Single-Family Home**:

Single Family Homes

Service	2013	2014	$ Increase	% Increase
Water - base fee	49.50	54.45	4.95	
Water - usage fee	38.70	39.60	0.90	
Sanitary Sewer - base fee	37.35	37.35	-	
Sanitary Sewer - usage fee	21.75	24.00	2.25	
Storm Sewer	11.15	11.70	0.55	
Recycling	6.00	5.00	(1.00)	
Total per Quarter	$ 164.45	$ 172.10	$ 7.65	4.65%
Avg. Water consumption (1,000 gals.)	18			
Avg. Sewer consumption (1,000 gals.)	15			

** For a typical home that uses an average amount of water

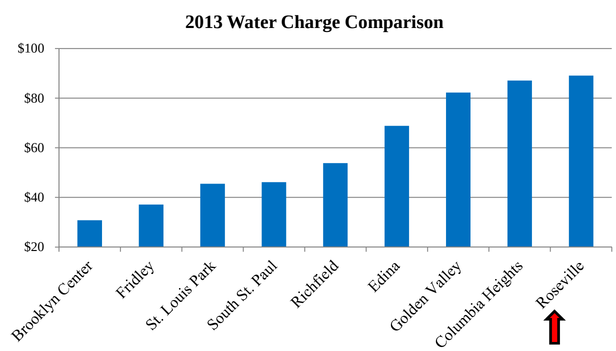
City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Utility Rate Summary:

- ❖ Peer City rate comparison:
  - a) 1st ring suburbs
  - b) Population 18,000-50,000
  - c) Stand-alone systems
- ❖ Local priorities and funding philosophies can create wide disparities in rates

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

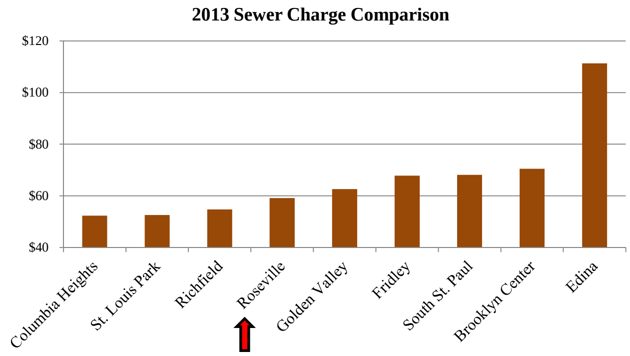
Utility Rate Summary



- ❖ Roseville's water rates are higher than peer cities, however:
  - a) Water delivered to customers is already softened
  - b) Water infrastructure is funded through rates not assessments like other cities
  - c) Roseville is in an infrastructure replacement cycle requiring higher funding levels

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

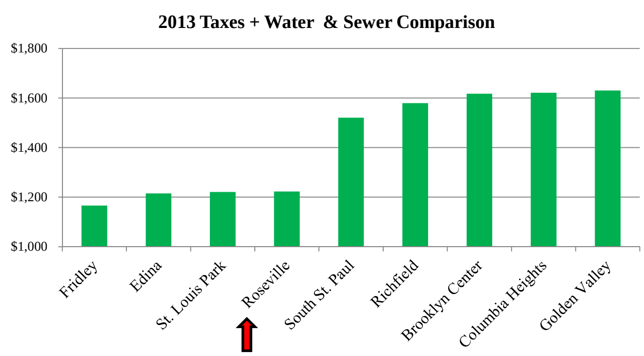
Utility Rate Summary



❖ Roseville's sewer rates are slightly below the average for peer cities

City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Utility Rate Summary



City of Roseville
2014 Budget Hearing
Presented December 2, 2013

Questions?

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/2/13
Item No.: 12.b

Department Approval | City Manager Approval

Item Description: Consider Creation of a Volunteer Coordinator Position

BACKGROUND

At the October 28th City Council meeting, staff provided a report regarding the creation of a volunteer coordinator position. Based on the presentation and discussion, the City Council instructed staff to bring the creation of the Volunteer Coordinator position back to a future meeting for action on funding as part of the 2014 City Budget.

Since that time, the Interim City Manager has discussed with the Department Heads how this position would fit in the overall organization and how it could be utilized be all of the departments. There is a general recognition by the Department Heads on the value of having volunteers and thus the need to have a person to manage the volunteer network. While not all departments utilize volunteers presently, there is a recognition by all Department Heads that they are a great asset to the City and its operations.

During the discussion with the City Council on October 28th, potential funding and staff options were presented. The City Council discussed starting the City's volunteer management efforts as a pilot project. Given the challenge in fully funding a position currently but driven by the need to more effectively manage our volunteers, the Interim City Manager has had discussions with Roseville Parks and Recreation Director Lonnie Brokke about having a pilot project to manage the numerous volunteers that help out the Park and Recreation Department's various operations.

From the discussions, it was felt that utilizing a volunteer coordinator to work with the Park and Recreation volunteer network would be beneficial for not only the department but also for the volunteers. Initially, it is proposed that the City create a half-time Volunteer Coordinator position focused solely on Park and Recreation volunteers. The new position would first create a framework on how the manage the volunteers, including creating a data base of the volunteers. This position would then work with staff to identify volunteer opportunities and to manage and assign volunteers to events and work.

Staff believes that the costs of a part-time position would be about $20,000, including wages, equipment, and supplies.

POLICY OBJECTIVE

The creation of a Volunteer Coordinator position is consistent with several Imagine Roseville 2025 Goals, including making Roseville a welcoming and inclusive community and one that is desirable to live, work, and play. In addition, the new position is consistent with the recommendation of the Civic Engagement Task Force.

Budget Implications

It is proposed that the costs for the part-time Volunteer Coordinator position be part of the 2014 City Budget, with $20,000 being removed from the City contingency line item. This transfer will leave approximately $35,000 left for contingency purposes.

Staff Recommendation

Staff recommends that the City Council authorize the creation of the part-time Volunteer Coordinator as part of the 2014 budget, with $20,000 of the City contingency budget being utilized to fund the position.

Requested Council Action

Motion to authorize the creation of the part-time Volunteer Coordinator as part of the 2014 budget, with $20,000 of the City contingency budget being utilized to fund the position.

Prepared by: Patrick Trudgeon, Interim City Manager (651) 792-7021

Attachments:
A: October 28, 2013 Roseville RCA regarding the Volunteer Coordinator position.
B: October 28, 2013 Roseville City Council minutes

Attachment A

REQUEST FOR COUNCIL ACTION

Date: 10/28/13
Item No.:

Department Approval | City Manager Approval

Item Description: Consider Creation of a Volunteer Coordinator Position

BACKGROUND

For the past several years, the Park and Recreation Commission and the City Council have discussed the need for the creation of a Volunteer Coordinator position. The need for the position has been generated by the desire to more effectively manage the volunteers that the City already has and to lessen the load of an already busy staff. It is also hoped that having a volunteer coordinator will help the City recruit more volunteers to assist in City needs.

In the draft 2014 City Manager's recommended budget, the Volunteer Coordinator position was not funded due to limited needs and other priorities. However, the City Council has expressed a desire to have a more discussion on the possibility of funding a Volunteer Coordinator within the 2014 budget. This report will review what other cities are doing in regards to managing their volunteers, discuss the challenges and opportunities of having a volunteer coordinator, review how a volunteer would fit and operate within the organization, and provide options for the City Council to consider in moving forward in implementing a volunteer coordinator.

Volunteer Coordination in other cities.

Most cities have some level of volunteerism with the City. Staff was able to find that several cities have dedicated staff to coordinate volunteer activities. These include St. Paul, St. Louis Park, Plymouth, Maple Grove, Bloomington, and Burnsville.

The Interim City Manager met with Jackie Maas, the Volunteer Coordinator with the City of Plymouth. Ms. Maas indicated that Plymouth has had a staff person dedicated for volunteer coordination for 20 years. The position was originally part-time and focused primarily on Park and Recreation needs. Over time, the position was made full-time and serves the volunteer needs for all of the City Departments, although the position still resides in the Park and Recreation Department. The position is funded by the general tax levy.

Ms. Maas indicated that Plymouth has about 1000 active volunteers. These volunteers range from youth sports coaches, police reserves, residents who adopt parks, trails, and streets, provide help at community events and provide office clerical duties. The volunteers range from high school students, to young adults, parents, and retirees.

Ms. Maas indicated that overall the use of volunteers within the city has been a positive experience that has allowed the City to extend their resources and provide for additional services. Ms. Maas also indicates that volunteers do come with a cost, both to recruit and track the volunteers as well the time needed to supervise within each department. Ms. Maas does the initial recruitment and screening, but the actual supervision of the volunteers falls to the individual department that utilizes the volunteer. She said it is important for everyone to understand that department staff and not the Volunteer Cooridinator will be supervising the volunteer and overseeing their work. She indicated that all of Plymouth's departments utilize volunteers to some extent and despite some initial reluctance, have all embraced the use of volunteers.

Challenges and Opportunities

In talking to the City of Plymouth and review other literature, there are some challenges when implementing a volunteer program. One is to make sure that there all staff buy-in. There may be concern of how much time it will take to oversee volunteers. There will also be a concern that the volunteers will replace paid staff. Finally there might be concern of given access to restricted areas or restricted information.

Having a vibrant volunteer network can bring new energy and excitement to routine tasks. Volunteers will also bring new ideas and skill sets to the City that can be utilized. Perhaps most important benefit with the use of volunteers is that it creates a great connection between city staff and operations and the residents. In fact, the use of volunteers can lead to extensive community engagement. Volunteers with the City will better understand the City's programs and services through their service time and will feel more connected and have more pride with the City due to their service. In addition, the use of volunteers will allow city staff to interact with residents on a daily basis on issues of mutual interest.

Volunteer Coordinator within City Organization

It is clear that having a volunteer coordinator would be a great benefit to the City organization as a whole and will provide for better services. Although the Park and Recreation Department has the largest number of volunteers, staff proposes that any new position would serve all of the departments and be housed in Administration. This arrangement would not only allow for the Volunteer Coordinator to provide services to all departments, the Interim City Manager sees this position also coordinating the City's community engagement efforts. It would seem that working with volunteers is at the heart of community engagement.

For the most part, the use of volunteers will not take place at City Hall, but within the community and in neighborhoods. The coordination and use of volunteers is perhaps the best form of community engagement. The volunteers will invest their time and talents into the community and take ownership in their efforts. Volunteering will cause people to have pride in Roseville and feel better connected to the community.

The Interim City Manager sees a great possibility of the Volunteer Coordinator position as being able not only better oversee the use of volunteers within Roseville , but also address some of the findings from the Community Engagement Task Force.

Options for Consideration

The biggest challenge for moving forward with the creation of the Volunteer Coordinator position is funding. Exact costs have not been calculated, but it can be expected that staff costs (salary and benefits) would be anywhere from $60,000 to $80,000. There would also be equipment costs for the employee (computer, software, operating materials) of around $5,000 annually. Some potential funding options for the City Council to consider are listed below:

Use of 2014 Levy: With the levy limits in place, there is limited opportunity for the use of levy dollars. As previous budget discussion have identified uses of these levy dollars, the creation of this position will require that another need is not funded.

Use of reserves in 2014, levy dollars in 2015. This option would fund the position in 2014 through the use of reserves. In 2015, levy dollars would need to be allocated to fund the position. As the 2014 budget is already proposing the use of reserves that will need to be funded in 2015, this option will put a bigger strain on the 2015 levy. It should be noted that initial budget discussion indicated a greater need for the use of reserves to fund the 2014 budget than are currently needed.

Use of enterprise funds. As enterprise funds receive revenue streams from very specific activities and must be spent in accordance with those activities, it does not seem to viable to use enterprise funds to fund a volunteer coordinator position.

Create a half-time position. The costs of half-time position would perhaps be more attainable to fund in 2014. Creating a half-time position would allow for the City to begin to better manage volunteers with the expectation that this position could expand into full-time over time as the volunteer network expands.

Delay timing of creation of the position (middle of the year). Creating the position in the middle of the year will cut the 2014 cost in half. However, the full amount would need to be funded in 2015, most likely through the levy. Once again this will put pressure on the 2015 levy.

Delay creation of the position until 2015. In 2015, there may be a better ability to fund the position through the levy. However, the possible imposition of levy limits, the use of reserves in 2014, and other desired needs, may make the funding of the position difficult in 2015. This option also delays implementation of a desired position.

POLICY OBJECTIVE

The creation of a Volunteer Coordinator position is consistent with several Imagine Roseville 2025 Goals, including making Roseville a welcoming and inclusive community and one that is desirable to live, work, and play. In addition, the new position is consistent with the recommendation of the Civic Engagement Task Force.

BUDGET IMPLICATIONS

Depending on the option chosen costs to create and maintain a Volunteer Coordinator position will range from $40,000 to $85,000.

STAFF RECOMMENDATION

Given the funding limitations and the need to take measured steps in managing the City's volunteers, the Interim City Manager recommends that the Council creates a half-time volunteer coordinator housed in the Administration Department with funding coming from reserves in

2014 and levy dollars starting in 2015. It is expected that the annual costs of the part-time Volunteer Coordinator position will be $40,000.

REQUESTED COUNCIL ACTION

The City Council should review and discuss the information and provide staff with direction on how to proceed.

Prepared by: Patrick Trudgeon, Interim City Manager (651) 792-7021

Attachments: A: City of Plymouth Annual Volunteer Report censed/inoperable vehicles (one pick-up truck and two trailers); at a total cost estimated at $1,200.00.

Roll Call
Ayes: Willmus; Laliberte; Etten; McGehee; and Roe.
Nays: None.

Mayor Roe also thanked staff for their follow-through with these nuisance issues throughout the community.

14. Business Items – Presentations/Discussions

a. Asset Management Update
This item was removed from tonight's due to technical difficulties in making the presentation electronically.

b. Volunteer Coordinator Discussion
Interim City Manager Patrick Trudgeon provided a review of this position, as detailed in the RCA dated October 28, 2013. Mr. Trudgeon noted that his research with other communities had proven interesting to review how they leveraged existing help in the community and lessons the City of Roseville could develop for a working model. Mr. Trudgeon reported that he found the City of Plymouth's experiences and operating model of particular interest.

Specific to the City of Roseville, Mr. Trudgeon provided his recommendations in locating the Volunteer Coordinator position in the Administration Department to send a clear message that it was available to serve all departments, and also to link the position as a response to community engagement efforts. While not yet having fully calculated exact costs for the position, Mr. Trudgeon advised that a full-time position would probably range in the $60,000 to $80,000 range, in addition to $5,000 annually for supplies and equipment related to the position.

However, Mr. Trudgeon recognized that the biggest challenge in implementing the position would be short-term funding and long-term sustainable funding. Mr. Trudgeon provided several options for consideration and to initiate discussions, as detailed in the RCA.

At the request of Councilmember Willmus, Mr. Trudgeon advised that the City of Plymouth had not provided in-kind contribution information, nor did he currently have any projections available for a FTE equivalent for Roseville.

Regarding housing this position within Administration, while he had originally supported this, Councilmember Willmus opined that given the vast experience of the Parks & Recreation Department and Police Reserves on an annual basis, he now found himself leaning toward at least initiating the program under the guidance of those departments due to their previous work with volunteers. Councilmember Willmus questioned if the Administration Department would be able to provide that same knowledge base.

Mayor Roe noted the extensive number of volunteers and groups who have provided their services for many years in Roseville; and clarified that creating this Coordinator position was not about creating volunteers.

Parks & Recreation Director Brokke expressed the City's appreciation for its volunteers, noting that the City couldn't do what it did without them, estimating that approximately 2,600 volunteers had been identified annually, providing an estimated 27,000 hours in the parks, recreation programs, coaches, adopt-a-park program, and special events. Of that number, Mr. Brokke noted that some were one-time volunteers, and some volunteered in multiple areas. Mr. Brokke further noted that currently approximately 80% to 90% of the City's park system was adopted out to various groups and/or individuals in neighborhoods throughout the City; further adding to those services and numbers.

Mr. Trudgeon noted that, while there was a great need in the Parks & Recreation Department, and flexibility was available with where to locate the position; he recommended locating the position in the Administration Department to provide the accurate perception that it is a visible, city-wide service, and not affiliated with any one department. While supporting getting something initiated based on the huge demand for management of Parks & Recreation volunteers, Mr. Trudgeon asked that the position could morph into a city-wide transition over time, but it was important now to get someone on board to manage the city's volunteer workforce.

In her review of the information provided from the City of Plymouth, Councilmember McGehee observed the various and interesting areas for volunteers (e.g. translation opportunities within the Police Department, and Environmental Research). Councilmember McGehee expressed her awareness of the number of older residents in the community interested in volunteering and performing clerical work at City Hall. While recognizing the established format already available in the Parks & Recreation Department, Councilmember McGehee supported the civic engagement aspect, and therefore supported establishing the position in the Administration Department, even though the bulk of the position may be specifically related to the Parks & Recreation Department needs initially. Councilmember McGehee noted the need to avoid pigeon-holing the position to one department, when volunteers could also be used for their expertise in grant writing and facilities meetings, as just two examples.
Councilmember Laliberte thanked Mr. Trudgeon for the detailed description in the RCA and for his research. While the City was already tracking volunteers for various departments, Councilmember Laliberte noted that the position could serve as an organizational gateway for a person coming into the City and becoming in-

volved, which may currently be an aspect that is lacking. Councilmember Laliberte opined that she wasn't comfortable with the use of reserves to fund the position, initially or subsequently; and opined that with changes with the new Communications Manager position alleviating communication functions in other departments, some of the funds allocated for that portion of current positions could be available for the Volunteer Coordinator position. Councilmember Laliberte suggested determining whether there was current staff who could perform the Volunteer Coordinator function or a change of functions among current staff, as part of the overall reorganization of the City.

Councilmember Etten expressed his appreciation of Mr. Trudgeon's research on this. When reviewing areas that a Volunteer Coordinator could assist with, Councilmember Etten noted an example would be the upcoming Buckthorn Removal Program in Reservoir Woods scheduled for this weekend; noting that currently Parks & Recreation management staff performed the coordination of efforts such as them, and suggested their time and expertise could be more efficiently and effectively spent on other duties. Councilmember Etten suggested other areas needing coordination including the adopt-a-park program and expectations/supervision of such groups; as well as heavier maintenance versus those necessary for staff to perform, freeing staff to perform other needed services in a particular neighborhood, with the overall goal to maximize and leverage new people throughout the City, and move the City forward.

At the request of Mayor Roe, Mr. Trudgeon responded that he was unaware of any communities, other than perhaps in smaller communities, who had a "volunteer" Volunteer Coordinator position.

Mayor Roe spoke in support of freeing staff to utilize their expertise more productively and efficiently.

At the request of Councilmember Etten, Mr. Brokke noted that volunteer efforts were an everyday process, with some necessary, while others (e.g. natural resource efforts) were periodic and dependent at times on the interest of the community. However, Mr. Brokke noted that all of the efforts currently required some staff time, some substantial and others minimal, but noted that this position would certainly reduce staff time.

At the request of Mayor Roe, Mr. Brokke advised that staff was very supportive of the proposed Volunteer Coordinator position.

Mayor Roe opined that he was intrigued by how this position fit with the City's communications efforts and how the Administration Department served other departments, and providing a better connection to those communication efforts.

Mr. Brokke noted that the Parks & Recreation Department had a volunteer coordinator in the past, and had found it successful for a short time, as performed when the Nature Center was opened in 1990, with that facility still primarily operating under volunteers, even with the volunteer coordinator position turning over regularly.

Mayor Roe noted that this may be a strong recommendation for a staff position to provide more consistency, whether volunteers were sought for a specific project or specific interest or for general interests as they evolved.

Mr. Brokke noted that volunteers wanted some guidance from staff, and to be able to follow City procedures or policies as applicable.

Mayor Roe noted that this further supported a Volunteer Coordinator on staff.

Councilmember Willmus expressed support for a Volunteer Coordinator to provide logistical support of various programs and services; and with substantial and well-documented data, a return on the investment for a position could be tracked. Councilmember Willmus opined that he wanted to work through the details and make this position happen in 2014; however, he reiterated his struggle with budget items, and how they tied together. While supporting this direction as the best way to pursue goals, Councilmember Willmus expressed his hope that it could be attained by working together.

Councilmember McGehee echoed the collective comments; opining that she saw this as an important function and part of the branding and civic engagement efforts for the City, and also the potential to provide a lot of rewards to the City, not all in financial terms, but in general community pride and good will that it could engender. From her personal volunteer experience, Councilmember McGehee noted the need to staff this "sales" position with the right person, with the right skill set and personality, to address opportunities throughout the community and to become an integral part of staff, serving as a service person for all departments within the City, with each project incorporated into the larger picture. Concurring with Councilmember Laliberte, Councilmember McGehee opined that the communication functions now in individual departments should free up time of current staff to provide some additional allotment to this position.

Councilmember Laliberte suggested a pilot program for the first six months, while the Communications staff was reorganized, whether finding someone internally for a half-time position or from the reorganized communication staff, to enhance volunteer tracking and data. Councilmember Laliberte opined that this could provide information on how best to proceed and how a position could work in Roseville. Councilmember Laliberte opined that the position was a great idea, but how to do it and fund it needed further determination, initially how to best handle and organize the City's current volunteer force. Councilmember Laliberte suggested that a show of good faith from departments would be, if all departments supported the position and truly believed in it, they should provide money to fund it through cuts in their current budgets and tax levy to support it.

Regarding funding, Councilmember Etten questioned if the position could be funded in total or in part through the Communications Fund, if its goal was to support community engagement and multiple formats for involving the community. Councilmember Etten expressed some concern with Councilmember Laliberte's comment to perform the work in-house with a current position. While agreeing that more evaluation was needed to determine how the position would best work, Councilmember Etten noted the need to respect and recognize staff's current work load, and start down the path for a new position and staff person. Councilmember Etten noted that there may be someone currently on staff who was interested in the position, but questioned if it should be considered part of their current or realigned workload.

Councilmember Laliberte suggested an Intern with the specific purpose of putting together a structure or plan how to implement this position; but reiterated her concern that the position not be fully funded until additional data was available.

At the suggestion of Mayor Roe, Mr. Trudgeon agreed that additional internal discussions among staff were indicated; based on his observations of tonight's discussion. Mr. Trudgeon admitted that he found the prospect intriguing for initiating the position through a pilot program, to provide a measurement of needs and more detailed understanding of an overall volunteer coordination effort. Mr. Trudgeon expressed his concern in taking a current staff person, unless a current part-time position was increased with additional hours, opining that he would need to have further discussion with staff regarding such an option. In addressing the potential for using funds from the Communications Fund, Mr. Trudgeon noted that this was as close as he came to funding through use of an Enterprise Fund, advising that use of those funds would be limited to specific areas and provide a finite source with limited opportunities.

Mr. Trudgeon noted that the Intern position was also intriguing to him, and offered to perform additional study to determine a framework for such an option; perhaps using the Parks & Recreation Department as a pilot program to determine additional information.

Mr. Trudgeon advised that he would report back to the City with his recommended next steps to ease into the position; and a determination of actual needs and potential funding sources. Mr. Trudgeon admitted that not all departments were initially convinced of how much they could or would use volunteers, but noted staff's willingness to keep an open mind. Mr. Trudgeon noted those departments who had obvious needs (e.g. Parks & Recreation) while others that would be limited (e.g. Finance Department due to data privacy issues and concerns). Mr.

Trudgeon used the City of Plymouth as an example where their Public Works Department utilized someone skilled in AUTO-CAD applications to help them keep their files updated on a more technical basis. While volunteer use would vary between and among departments, Mr. Trudgeon noted that most all could use additional help in managing their documents and filings. If dollars were taken out of department budgets to fund a Volunteer Coordinator position, Mr. Trudgeon noted that this would certainly get the message across and maximize thought processes and resources. Mr. Trudgeon recognized that the City's Parks & Recreation Department was light years beyond other departments in using volunteers; however, he also recognized that evolution of this volunteer workforce was an educational process, and in order to be successful, needed to be utilized by all departments, thus his recommendation that it be an administration function.

Mayor Roe asked that Mr. Trudgeon take tonight's feedback and bring it back for additional discussion in November if possible; with ideas of what aspects and options were or were not feasible, and staff's response to tonight's feedback, as well as budget impacts and staff ideas for use of volunteers.

Mr. Trudgeon concurred with that directive; opining that he was hearing a strong desire by the City Council to use volunteers across departments, with staff directed to make recommendations on how best to move forward and leverage that position; and to report back on how best to get that action in place to move forward.

Councilmember McGehee questioned the validity of a Pilot Program, someone currently on staff for a six-month trial, or Intern versus simply taking action to establish the position and get it implemented. Councilmember McGehee opined that if it was going to be done, it should be done, with evaluation of the position and whether or not it proves worthwhile being determined at that time; not just as a potential without continuity and initial drive required for recruitment, training and retention.

Mayor Roe suggested that, if a Pilot Program or Intern option was taken, then at the end of six months, the City Council needed to be committed to put a position into effect based on those determinations and data, along with their budget commitment.

Mr. Trudgeon clarified staff's direction, with Councilmember consensus, that a Pilot Program was not to decide if the City should pursue a Volunteer Coordinator/Management position, but that the City Council was committed to the position, but needed additional information on how best to proceed and successful models that would work. Reiterating his directive, Mr. Trudgeon, with Council consensus, noted that the City Council wanted to proceed, but was not sure how best to approach it.

Councilmember Etten opined that, his concern with an intern, was that the person would need to be actively managed, and questioned if that would take away any benefit of staff savings; ;or how that would help the City. Also, based on comments of Councilmember McGehee, Councilmember Etten questioned how a short-term Intern would develop a relationship with volunteers, and provide someone they could know, trust and with whom they could have a positive relationship. Councilmember Etten questioned if this wouldn't tie up more staff resources than savings realized with an Intern versus hiring a professional staff person.

Whether or not managing an Intern or a permanent staff position, Councilmember Laliberte opined that there would be some management required with either; and argued that an Intern pulling together the initial framework to move forward, using Parks for the Pilot Program would make sense and be a good direction to try.

15. City Manager Future Agenda Review

Interim City Manager Trudgeon provided a brief review of upcoming agendas.

16. Councilmember Initiated Items for Future Meetings

Councilmember Willmus referenced recent discussions at the Public Works, Environment, and Transportation Commission (PWETC) meeting and public comment related to the County Road B pathway and possible funding available through Minnesota State Aid (MSA) funds. Councilmember Willmus sought an update from staff at a November meeting as to whether that was possible, and if so, whether the City Council should provide direction to the PWETC on how best to proceed and available funding sources.

Discussion ensued regarding MSA funding and turnback status of County Road B from Ramsey County; as well as speed studies.

Councilmembers discussed a potentially earlier start for the Closed Executive Session scheduled for November 18, 2013; possibly at 5:30 p.m.

Councilmembers clarified that, while public comment will be accepted on November 18, the organized collection discussion was intended to only consist of a presentation on the most recent legislation; and request from the PWETC for the City Council's response to their recommendation, made some time ago and deferred to-date.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/02/2013
Item No.: 12.c

Department Approval

City Manager Approval

Item Description: Consider Adopting a Final 2014 Tax Levy and Budget

BACKGROUND

State Statute requires all cities in excess of 2,500 in population, to adopt a final tax levy and budget by December 30th for the upcoming fiscal year. The final levy amount must not exceed the preliminary levy that was established in September. However, the Council has discretion in modifying the budget at any time.

At the September 9, 2013 City Council meeting, the Council adopted a 2014 preliminary, not-to-exceed tax levy and budget. A summary is presented below.

2014 Recommended Budget

The 2014 City Manager Recommended Budget for the tax-supported programs is $23,008,060, an increase of $1,223,258 or 5.6%. The increase includes $560,000 for the remaining debt obligations associated with the Parks Renewal Program. It also includes $225,000 in additional capital funding that was made possible by an appropriation of Local Government Aid. The LGA has been earmarked for Information Technology ($75,000) and Building Replacement ($150,000) consistent with the recommendations put forth by the previous CIP Subcommittee.

The remaining funding increase is needed to maintain current programs and services that residents have come to expect. This operating budget increase amounts to a 2.0% increase which is comparable to the rate of inflation expected by most economic forecasts. Highlights of the recommended operating budget increases for the tax-supported programs include the following:

2014 Tax Levy Funded Increases

Description	Amount
Implement 3.26% Compensation market adjustment	$157,190
Implement add'l market adjustment for selected employees	20,000
Add a Park Maintenance Operator position	60,000
Provide for additional Police overtime	10,000
Provide for Police New American Forums materials	1,000
Less Employee Wellness Program funding reduction	(20,000)
Suspend Merit Pay	(30,000)
Unassigned	705
Total	**$198,895**

** Note, Merit Pay of $30,000 shown in the above table was temporarily suspended pending Council approval of a new Merit Pay Plan Policy, but can be funded out of contingency funds set aside in the annual General Fund budget.

2014 Cash Reserve Funded Increases

Description	Amount
2% Employee cost-of-living adjustment	$ 165,000
Employee wage step increases	80,000
Employee Healthcare	50,000
PERA increase mandate	30,000
Dispatching	65,000
General Inflation	47,000
Reduction from sales tax exemption	(40,000)
Reduced City Contribution to Fire Relief per actuarial study	(80,000)
Total	**$317,000**

The City Council has also expressed a desire to fund a new Volunteer Coordinator position. If the Council decides to do this, we will need to make sure it is appropriated somewhere in the budget along with a funding source – which could simply be the use of Cash Reserves for 2014. We could not however increase the 2014 tax levy as it is already statutorily capped at the preliminary levy set back in September.

The City Manager Recommended Budget for the non tax-supported programs as recently adjusted is $27,627,165, an increase of $3,973,197 or 16.8%. This is $55,000 less than the original Recommended Budget for these programs which is no longer needed to implement the results from the Compensation Study. The overall Budget increase is due to higher planned capital outlays ($1.5 million), tax increment financing activities ($1.7 million), and added costs associated with the purchase of water from the City of St. Paul and wastewater treatment charges from the Met Council.

It also includes additional funding to add two new positions in the Information Technology division which are being funded primarily from other governmental agencies that have partnered with the City.

2014 Recommended Budget Funding Sources

In the General Fund, non-tax revenues are expected to remain stagnant overall for 2014. Increases in business licenses, permit fees, and court fines will be offset by a decline in interest earnings. The Parks & Recreation Fund is expected to fare slightly better with program fees increasing by approximately $41,000. The additional program fees will offset higher parks and recreation-related employee and other operating costs. As noted above, the City also expects to receive $225,000 in local government aid which will be earmarked for capital replacements.

The Recommended Budget also relies on approximately $317,000 of General Fund cash reserves which is less than the $430,000 figure referenced earlier in the budget process. The decline is somewhat due to refined estimates of personnel-related costs that factors in recent employee turnover. It also includes revised estimates of the amount of savings being derived from the newly-imposed sales tax exemption and the extent it will offset inflationary effects on general operating costs.

Tax Levy and Impact on Homeowners

A summary of the tax levy impact on homeowners based on the Recommended Budget is presented below. In an effort to provide added insight not only on the 2014 Budget but also future budgets, a 7-year projection of the tax levy is shown below. The 7-year period coincides with the same period referenced in the recommendations set for the by the City Council and CIP/Budget Committee.

Proposed Tax Levy & Estimated Impact

Levy Purpose	2013	2014	2015	2016	2017	2018	2019	2020
Operations (a)	$ 12,543,826	$ 12,742,721	$ 13,540,003	$ 13,946,203	$ 14,364,589	$ 14,795,526	$ 15,239,392	$ 15,696,574
Capital (b)	1,586,000	1,586,000	1,796,000	2,106,000	2,266,000	2,761,000	2,961,000	3,611,000
Debt (c)	3,140,000	3,700,000	3,480,000	3,330,000	3,330,000	3,055,000	2,995,000	2,230,000
Total	$ 17,269,826	$ 18,028,721	$ 18,816,003	$ 19,382,203	$ 19,960,589	$ 20,611,526	$ 21,195,392	$ 21,537,574
$ Levy Increase	-	$ 758,895	$ 787,282	$ 566,200	$ 578,386	$ 650,938	$ 583,866	$ 342,182
% Levy Increase	-	4.4%	4.4%	3.0%	3.0%	3.3%	2.8%	1.6%
Monthly Impact (d)	**-**	**$ 4.47**	**$ 3.26**	**$ 2.34**	**$ 2.39**	**$ 2.69**	**$ 2.41**	**$ 1.42**
% Increase		7.3%	5.0%	3.4%	3.4%	3.7%	3.2%	1.8%

2014 Property Tax Impact:

- ❖ Under the 2014 Recommended Budget, the monthly impact on a median-valued home will be $4.47 per month. Only $0.83 of this amount is for day-to-day operations. The remaining is for debt service.
- ❖ In total, a median valued home will pay approximately $65 per month in property taxes. This is comparable to what that same home will pay independently for gas, electric, mobile phone, and internet connectivity.
- ❖ This 7-year tax levy projection demonstrates that the City is nearing a period of stability that will allow for inflationary-type increases moving forward in order to maintain current service levels. However, if the Council establishes new programs or initiatives, additional taxes will be likely.

POLICY OBJECTIVE

Adopting a final budget and tax levy is required under Mn State Statutes.

FINANCIAL IMPACTS

See above.

STAFF RECOMMENDATION

Staff Recommends the Council adopt the Final 2014 Tax Levy and Budget Levy as outlined in this report and in the attached resolutions.

REQUESTED COUNCIL ACTION

The Council is asked to take the following separate actions:

a) Motion to consider approving the attached Resolution to adopt the 2014 Final Tax Levy
b) Motion to consider approving the attached Resolution to adopt the 2014 Final Debt Levy
c) Motion to consider approving the attached Resolution to adopt the 2014 Final Budget

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution to adopt the 2014 Final Tax Levy
B: Resolution to adopt the 2014 Final Debt Levy
C: Resolution to adopt the 2014 Final Budget

Attachment A

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

* * * * * * * * * * *

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

The following members were present: and , and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION

RESOLUTION SUBMITTING THE FINAL PROPERTY TAX LEVY ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR FOR THE FISCAL YEAR OF 2014

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as follows:

The City of Roseville is submitting the following tax levy on real estate within the corporate limits of the City to the County Auditor in compliance with the Minnesota State Statutes.

Purpose	Amount
Programs & Services	$ 14,328,721
Debt Service	3,700,000
Total	$ 18,028,721

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a vote being taken thereon, the following voted in favor thereof: and , and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the second day of December 2013 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this second day of December 2013.

____

Patrick Trudgeon
Interim City Manager

Seal

Attachment B

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

* * * * * * * * * * *

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

The following members were present: , and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION ______________

RESOLUTION DIRECTING THE COUNTY AUDITOR TO ADJUST THE APPROVED TAX LEVY FOR 2014 BONDED DEBT

WHEREAS, the City will be required to make debt service payments on General Obligation Debt in 2014; and

WHEREAS, there are reserve funds sufficient to partially reduce the originally scheduled levy for General Obligation Series 2009A, 2011A, 2012A, and 2013A; and

WHEREAS, General Obligation Series 2008A requires a slightly higher amount; and

WHEREAS, General Obligation Series 2004 Refunding and 2009B Refunding will require continued levy support to repay the internal loan used to retire the bonds early.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, that

The Ramsey County Auditor is directed to change the 2014 tax levy for General Improvement Debt by $85,330.67 from that which was originally scheduled upon the issuance of the bonds as follows:

Bond Issue	Originally Scheduled Levy Amount	Additions or Reductions	Certified Debt Levy
GO Refunding 2009B **	$ -	$ 160,000.00	$ 160,000.00
GO Refunding 2004 **	-	150,000.00	150,000.00
GO Equip Certs 2008A	354,690.00	310.00	355,000.00
GO Housing Imp 2009A	115,460.63	(115,460.63)	-
GO 2011A	837,983.70	(2,983.70)	835,000.00
GO 2012A	1,403,955.00	(28,955.00)	1,375,000.00
GO 2013A refunding	902,580.00	(77,580.00)	825,000.00
Total	$ 3,614,669.33	$ 85,330.67	$ 3,700,000.00
** To repay internal loan used to pay off the bonds early			

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the second day of December, 2013, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this second day of December, 2013.

____
Patrick Trudgeon
Interim City Manager

Seal

Attachment C

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

* * * * * * * * * * *

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

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

Member introduced the following resolution and moved its adoption:

RESOLUTION ______________

RESOLUTION ADOPTING THE FINAL 2014 ANNUAL BUDGET
FOR THE CITY OF ROSEVILLE

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as follows:

The City of Roseville's Budget for 2014 in the amount of $50,635,225, of which $23,008,060 is designated for the property tax-supported programs, be hereby accepted and approved

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the second day of December 2013, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this second day of December 2013.

____

Patrick Trudgeon
Interim City Manager

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/02/13
Item No.: 12.d

Department Approval

City Manager Approval

Item Description: Consider Adopting the 2014 Final HRA Tax Levy

BACKGROUND

State Statute requires all municipalities that have levy authority over other governmental agencies to adopt a preliminary tax levy for that agency by September 15th for the upcoming fiscal year. The Roseville HRA, while a separate legal entity, does not have direct levy authority. The City Council must adopt a levy using its authority along with a designation that the funds go to the HRA.

On August 13, 2013, the HRA formally adopted a resolution calling for a 2014 Recommended Tax Levy in the amount of $703,579, an increase of $5,108 or 0.7% over 2013. A copy of the resolution is included in *Attachment B*.

The following table summarizes the estimated tax impact on **residential** homes, based on the HRA's recommended 2014 tax levy, tax base estimates provided by Ramsey County, and assuming a 3.5% increase in property valuation – the expected amount for a median valued home in Roseville.

Estimated Tax Impact – Median Valued Home with a 3.5% Valuation Increase

Value of Home	2012 Actual	2013 Estimated	$ Increase (decrease)	% Increase (decrease)
$ 150,075	$ 26	$ 27	$ 1	2.9 %
170,775	30	31	1	2.9 %
194,994	34	35	1	2.9 %
207,890	36	37	1	2.9 %
226,789	39	41	1	2.9 %

The amounts shown above are <u>independent</u> of the impact that results from the City's tax levy.

POLICY OBJECTIVE

Adopting a final HRA tax levy is required under State Statutes in order to make it effective the following year.

FINANCIAL IMPACTS

See above.

STAFF RECOMMENDATION

Staff Recommends the Council adopt or modify the attached resolution setting the 2014 Final HRA Tax Levy.

REQUESTED COUNCIL ACTION

Motion to adopt or modify the attached resolution establishing the 2014 Final HRA Tax Levy.

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution to adopt the 2014 Final HRA Tax Levy
B: Resolution adopted by the HRA requesting a 2014 Tax Levy

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the second day of December, 2013, at 6:00 p.m.

The following members were present

and the following were absent:

Member ___________introduced the following resolution and moved its adoption:

RESOLUTION NO _____

A RESOLUTION SUBMITTING THE HOUSING AND REDEVELOPMENT AUTHORITY, IN AND FOR THE CITY OF ROSEVILLE, SPECIAL PROPERTY TAX LEVY ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR FOR THE FISCAL YEAR OF 2014

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville. Minnesota, as follows:

The request of the Housing and Redevelopment Authority, in and for the City of Roseville, for a special levy per Minnesota Statues Section 469.033, is hereby authorized in the amount of $703,579 to be collected in 2014 for the purposes of Minnesota Statutes Section 469.001 to 469.047.

The motion for the adoption of the forgoing resolution was duly seconded by Council Member _________________ and upon vote being taken thereon, the following voted in favor:

and the following voted against:

WHEREUPON said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the second day of December 2013 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this second day of December 2013.

____
Patrick Trudgeon
Interim City Manager

EXTRACT OF MINUTES OF MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ROSEVILLE

Pursuant to due call and notice thereof, a regular meeting of the Housing and Redevelopment Authority in and for the City of Roseville, County of Ramsey, Minnesota, was duly called and held at the City Hall on Tuesday, the 13st day of August, 2013, at 6:00 p.m.

The following members were present: Quam, Willmus, Elkins, Maschka, Lee, Masche

and the following were absent: Majerus

Commissioner Quam introduced the following resolution and moved its adoption

Resolution No. 50

A Resolution Adopting A Tax Levy in 2013 Collectible in 2014

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Housing and Redevelopment Authority in and for the City of Roseville, Minnesota (the "Authority"), as follows:

Section 1. Recitals.

1.01. The Authority is authorized by Minnesota Statutes Section 469.033 to adopt a levy on all taxable property within its area of operation, which is the City of Roseville, Minnesota (the "City").

1.02. The Authority is authorized to use the amounts collected by the levy for the purposes of Minnesota Statutes Section 469.001 to 469.047 (the "General Levy").

Section 2. Findings

2.01. The Authority hereby finds that it is necessary and in the best interest of the City and the Authority to adopt the General Levy to provide funds necessary to accomplish the goals of the Authority and in furtherance of its Housing Plan.

Section 3. Adoption of General Levy.

3.01. The following sums of money are hereby levied for the current year, collectible in 2014, upon the taxable property of the City for the purposes of the General Levy described in Section 1.02 above:

Amount: $703,579

Section 4. Report to City and Filing of Levies.

4.01. The executive director of the Authority is hereby instructed to transmit a certified copy of this Resolution to the City Council for its consent to the levies.

4.02. After the City Council has consented by resolution to the levies, the executive director of the Authority is hereby instructed to transmit a certified copy of this Resolution to the county auditor of Ramsey County, Minnesota.

Adopted by the Board of the Authority this 13st day of August, 2013.

Certificate

I, the undersigned, being duly appointed and acting Executive Director of the Housing and Redevelopment Authority in and for the City of Roseville, Minnesota, hereby certify that I have carefully compared the attached and foregoing resolution with the original thereof on file in my office and further certify that the same is a full, true, and complete copy of a resolution which was duly adopted by the Board of Commissioners of said Authority at a duly called and regularly held meeting thereof on August 13, 2013.

I further certify that Commissioner Quam introduced said resolution and moved its adoption, which motion was duly seconded by Commissioner Elkins, and that upon roll call vote being taken thereon, the following Commissioners voted in favor thereof:

Quam, Willmus, Elkins, Maschka, Lee, Masche

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

Witness my hand as the Executive Director of the Authority this 13st day of August, 2013.

Executive Director
Housing and Redevelopment
Authority in and for the City
of Roseville, Minnesota

1384193v1

Attachment C

City of Roseville Housing & Redevelopment Authority DRAFT
2014 Proposed_Budget_Fund 723

Account Number 723	Description	2013 Adopted Budget	2014 Proposed Budget
	Proposed Sources:	Revenue	Revenue
	Cash - Carry over end of year	$ 89,895.69	$ 145,300.00
	Investment Income	5,000.00	5,000.00
	HRA Levy - Approved by City Council	698,471.00	703,579.00
	Home & Garden Fees	15,000.00	16,000.00
	Miscellaneous Income	$0	$0
	Total Revenue	808,366.69	869,879.00

Account Number 723	Description	2013 Proposed Budget	2014 Proposed Budget
	Proposed Uses:	Expenses	Expenses
70	**Home & Garden Fair**	Home & Garden Fair	Home & Garden Fair
430000	Professional Services - Design Service		
433000	Advertising	5,000.00	5,000.00
434000	Printing	5,000.00	5,000.00
438000	Rental	7,700.00	7,700.00
448000	Miscellaneous & Supplies (424000)	3,000.00	3,000.00
430000	Professional Services - Online Registration	300.00	300.00
70	**Home & Garden Fair**	21,000.00	21,000.00
71	**Housing Replacement Program**		
430000	Professional Services		-
434000	Printing		-
448000	Miscellaneous	-	-
490000	Contractor Payments		
71	**Housing Replacement Program**	200,000.00	200,000.00
72	**Multi Family Program**		
430000	Professional Services		-
434000	Printing	-	-
448000	Miscellaneous	-	-
	Other Services & Charges	-	-
490000	Contractor Payments		
72	**Multi Family Program Total**	175,000.00	250,000.00
73	**Ownership Rehab Program**		
430000	Professional Services-HRC	13,000.00	13,000.00
433000	Advertising		-
	Other Services & Charges Fees for Loan Closing		
490000	Greene Award Program	850.00	850.00
	Energy Efficiency Program	12,000.00	12,000.00
73	**Ownership Rehab Program Total**	25,850.00	25,850.00
74	**First Time Buyer Program**		
430000	Professional Services		
433000	Advertising		
448000	Other Services & Charges (448000, 424000)		-
490000	Live/work RSV program		
74	**First Time Buyer Program Total**	-	-
78	**Neighborhood Enhancement Program**		
430000	Prof Services	23,540.00	20,800.00
433000	Marketing -Printing and Mailing	4,500.00	4,500.00
	Other Services & Charges	690.00	700.00
78	**Neighborhood Enhancement Program Total**	28,730.00	26,000.00
82	**Marketing_Studies**		
430000	Prof Services - Update Comprehensive Housing Stud	13,215.00	-
	Prof Services - Charrette for Dale Street	10,000.00	-
433000	Ongoing Marketing-Advertising	2,500.00	12,500.00
	City Communication Shared Position	30,000.00	30,000.00
434000	Printing Marketing Materials	6,500.00	6,500.00
448000	Miscellaneous-Postage	1,500.00	1,500.00
82	**Marketing_Studies**	63,715.00	50,500.00
56	**Economic Development**		
430000	Prof Services-BR&E survey/report	30,000.00	10,000.00
433000	Marketing -Outreach to existing businesses	10,000.00	10,000.00
	Other Services & Charges		
490000	New Programming based upon BR&E survey		20,000.00
56	**Economic Development Program Total**	40,000.00	40,000.00
00	**General HRA Expenditures**		
430000	Prof. Svs. (Staff, Secretary)	154,313.00	162,028.65
0006	Prof. Svs. (HRA Attorney)	15,000.00	15,000.00
448001	Fiscal/Overhead Fee	8,727.00	9,721.72
441000	Education (Training/Conferences)	1,725.00	2,000.00
441000	Training/Conferences for Boardmembers	1,000.00	1,000.00
442000	Mbrship/Subscriptions	1,500.00	1,500.00
448000	Other Services & Charges(448000,424000,433000)	2,000.00	2,000.00
00	**General HRA Expenditures**	184,265.00	193,250.37
	Budget Subtotal	738,560.00	806,600.37
	Reserves	69,806.69	63,278.63
	Total Expenses	808,366.69	869,879.00
	Over (under)	-	
	Reserve		
	Required 35% Cashflow shortfall reserve	282,928.34	304,457.65
	Current Cashflow reserve for shortfalls	145,309.58	145,309.58

DRAFT

Action	Responsible	New or Existing	Timeline	Budget Implications	Sources of Funds		Outcome	Financial Needs			
1. Foster, promote, and effectively communicate the advantages of living in Roseville								2013	2014	2015	2016
A. Increase the use of HRA's financial resources, housing programs and HRC Center services by residents, property owners, and others. • Construction Services • Rehab loans (3-5 a year) • Loan closing costs/fees • General marketing	HRC HRC HRC Staff	Existing	Ongoing Ongoing Upon loan closing	Was $15,000 Loan pool $554,000 receivables $465,000 General overall marketing and operations	Levy Levy	Revolving loan	Home improvement	13,000 10,500	13,000 20,500		
B. Continue to position the HRA as a leader in providing education and information about resources that support sustainable life styles.	Staff	Existing	Ongoing	Staff time Participation in NAHRO, SLUC, ULI and others							
C. When marketing the City, highlight advantages for changing demographics.	Staff/Consultant	Existing	Ongoing	$30,000	Levy	Shared resource with Admin for new position		30,000	30,000		
D. Produce events such as the Living Smarter Home and Garden Fair, workshops, and create partnership that encourage environmental stewardship when creating and/or remodeling housing stock and when developing neighborhoods.	Staff/partners	Existing	Yearly	$21,000-cost $16,000-income	Levy	Fees		21,000	21,000		
E. Create programs and resources that help residents incorporate healthy building techniques.	NEC/Staff	Existing	Ongoing	$12,000 for Energy Audits $850 for Green Award	Levy			12,000	12,850		
F. Expand the HRA's presence in social media and Web-based services.	Staff/Consultant	Existing	Ongoing								
G. Promote innovative housing developments to foster neighborhood-level places that maximize the sense of community	Staff	New	Ongoing	Part of 2.							
2. Create and maintain high quality, sustainable multi-family housing options											
A. Increase alternative housing options and flexible designs to support both changing demographics and long term uses.	Developer/Staff	New	2012-2018	Part of 2 d. Project specific							
B. Provide financial resources to preserve and develop new housing in partnership with non-profit community groups, private sector development partners, and federal, state, and regional agencies.	Developer/Staff	Existing	Ongoing	Part of 2 d. and 2 e.	Levy 724 acct	State, County, Met Council, Federal Reserve		175,000	250,000		
C. Create walkability and pedestrian connectivity in all redevelopment plans the HRA participates in.	Developer/Staff	New	Ongoing	Project specific		Met Council County Funds					
D. Provide leadership in assembling sites and/or providing financial assistance for the development of intergenerational housing. • Dale Street Station • Good Samaritan • Owasso School	Staff Developer/Staff Staff	New	2012-2014 2013-2015 2014-2016	$686,000 less costs for taxes, clearing/maintaining. Unknown 1.6 Million	Levy	720/721 Possibly if affordable housing 724 Balance +2B budget 724 Account					
E. Continue to provide resources that support affordable housing options in the community.	Staff	Existing	Ongoing	Part of 2 b.		720/721 State, Cty & Met Council					
F. Identify preferred redevelopment sites and increase partnership so that HRA has a "development in the works" at all times.	Staff	New	1 per year	Part of 2 d.							
3. Create and maintain high-quality, sustainable single-family housing options.											
A. Increase resources to renovate, redevelop, and/or undertake infill projects.	Staff	New	2013 forward	Existing fund balance of $553,965		Revolving Loan Funds					
B. Maintain and encourage a mix of housing types in each neighborhood by directly purchasing available properties for demolition and supporting new home construction.	Staff	New	2-3 Homes a year	$200,000	Levy			200,000	200,000		
C. Ensure availability of appropriate resources to rehabilitate and upgrade existing housing stock for changing demographics.	HRC	Existing w/ possible program change	Ongoing	Existing fund balance of $553,965		Revolving Loan Funds					
4. Prevent and eliminate blight on individual properties, neighborhoods and the entire community.											
A. Identify properties that are underutilized, deteriorated, or blighted and use available tools (such as condemnation, licensing and/or regulations) to revitalize or redevelop.	Staff/Code Officials	New	1 a year	Condemnation, Licensing, Regulations	Levy						
B. Utilize funding tools such as HIA's, Conduit Debt Financing, and Bonding to be used to promote the improvement of housing and redevelopment sites.	Staff	Existing	Ongoing review	HIA's, Conduit Debt Financing and Bonding		HIA's, Conduit Debt Financing					
C. Continue to provide resources to maintain proactive code enforcement policies to prevent nuisance properties from negatively impacting surrounding properties.	Staff	Existing	6 mo. each year	Account 722 for abatement	Levy	NEP Revolving funds		28,730	26,000		
D. Continue to explore, in partnership with the City, further regulation (such as licensing) of rental units within the City and develop a better understanding of the resources needed.	Staff/Consultant Code Officials, Police	New	Start 2015 annually	Fee based program operated by Comm Dev.		Fee based					
E. Identify at-risk neighborhoods and create partnerships to strengthen them.	Staff	New	Start 2013 continuing	Southeast Roseville Neighborhood Integration	Levy	County and State Funds					
5. Retain and attract desirable housing and businesses that lead to employment, investment, and commitment to the community.											
A. Engage the community in developing objectives that articulate business develop priorities.	Consultant/Staff	New	2013	Planning process	Levy			30,000	10,000		
B. Support the creation of redevelopment plans for areas and corridors that would benefit from reinvestment and revitalization.	Staff/Planners/ Consultant	New	Ongoing	Review previous corridor plans for use and implementation		Met Council Planning Grants					
C. Use Public-Private partnerships to encourage reinvestment, revitalization, and redevelopment of retail, office, and employment districts.	Staff/Developer/Owners	New	2014 ongoing	Loan program outcome from outreach process	Levy	Clean-up grants	Discuss need once BR&E report is completed		20,000		
D. Create strong relationships with existing and prospective businesses to understand their needs and to maximize opportunities for business retention, growth, and development.	Staff/Mayor/ Consultant	New	Ongoing	Programs & Outreach	Levy			10,000	10,000		
E. Develop programs for businesses that encourage people to live within the community.	Staff/HRC	New	2014		Levy						
F. Incentivize environmental stewardship of commercial development.	Staff/Xcel	New	2013 ongoing	Audit/resource program/loan program	Levy Levy						
G. Partner w/ City Council to pro-vide financial resources to facilitate community economic development & redevelopment objectives.	Staff	New	Ongoing	Meet with council quarterly to discuss objectives.							
6. Provide the necessary staff support & resources to work with partners to ensure goals & objectives of strategic plan are accomplished in a timely manner.											
A. Review current HRA staff levels and provide any additional support needed to ensure implementation of the Strategic Plan.	CDD/Program Man./Debt Assistant Secretary Attorney	Existing	Ongoing	Increase in staff $50000-$60000 Increase fee to $15,000	Levy			154,313 15,000	162,029 15,000		
B. Explore and evaluate financial resources available to support the implementation of the Strategic Plan.	Staff	New and Existing	Ongoing	Staff time	Levy	Met Council Funds, Excess TIF districts					
C. Actively promote education, growth, and advancement of staff, board members, and community members.	Staff	Existing	Ongoing					3,225	4,500		
D. Provide Quarterly Progress Report to the HRA board of all HRA's funding sources, grant programs, and overall operations.	Staff	Existing	Ongoing	Staff time							
E. Conduct an annual review with the City Council of the HRA's strategic plan and budget. A new strategic plan will be developed every four years.	Staff/consultant	Existing	Yearly meetings with Council	Update in 2016	Levy	Other programs that qualify for action					
F. Seek & nurture partnership w/ police & fire departments, neighboring cities, school districts, non-profits, and consumers to improve overall quality of life in the City.	Staff	Existing	Ongoing	Staff time. Some new programming will require additional staff time.							
Subtotal								808471	794,878		
Miscellaneous								10,727	11,722		
Reserves for cash flow								+69807	- 63,279		
Income from Cash Carryover, Investment Income and H&G Fees								-99,826	-166,300		
Total Levied								698471	703,579		

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/2/13
Item No.: 13.a

Department Approval

City Manager Approval

Item Description: Consider Adopting the 2014 Utility Rate Adjustments

BACKGROUND

Over the past several months, City Staff has been reviewing the City's utilities operations to determine whether customer rate adjustments are necessary for 2014. The analysis included a review of the City's water, sanitary sewer, storm drainage, and curbside recycling operations. It also incorporates the recommendations provided by the Council-appointed Capital Improvement Plan (CIP) Task Force, and the Public Works, Environment, and Transportation Commission (PWET).

Staff's analysis included a review of the following:

- ❖ Fixed costs including personnel, supplies and maintenance, and depreciation.
- ❖ Variable costs including the purchase of water from the City of St. Paul, water treatment costs paid to the Metropolitan Council, and recycling contractor costs.
- ❖ Capital replacement costs.
- ❖ Customer counts and consumption patterns, rate structure, and rates.

A financial overview of each operating division is included beginning on the next page. The estimated overall impact on a typical single-family home is shown in the following table.

Single Family Homes

Service	2013	2014	$ Increase	% Increase
Water - base fee	49.50	54.45	4.95	
Water - usage fee	38.70	39.60	0.90	
Sanitary Sewer - base fee	37.35	37.35	-	
Sanitary Sewer - usage fee	21.75	24.00	2.25	
Storm Sewer	11.15	11.70	0.55	
Recycling	6.00	5.00	(1.00)	
Total per Quarter	$ 164.45	$ 172.10	$ 7.65	4.65%
Avg. Water consumption (1,000 gals.)	18			
Avg. Sewer consumption (1,000 gals.)	15			

As shown in the chart, for 2014 a typical single-family home will pay $172.10 per quarter, or $57.37 per month. This is an increase of $2.55 per month from 2013. Comparisons to peer communities are shown in a separate section below.

Water Operations

The City's water operation provides City customers with safe potable water, as well as on-demand water pressure sufficient to meet the City's fire protection needs. The following table provides a summary of the 2013 and 2014 (Proposed) Budget:

	2013	2014	$ Incr. (Decrease)	% Incr. (Decrease)
Personnel	$ 595,845	$ 583,000		
Supplies & Materials	76,325	78.350		
Other Services & Charges	584,270	586,850		
Water Purchases	5,000,000	5,100,000		
Depreciation / Capital	1,585,000	2,860,000		
Total	$ 7,841,440	$ 9,208,200	$1,366,760	17.4 %

The single largest operating cost for the water operation is the purchase of wholesale water from the City of St. Paul. For 2014, the budgeted amount has been increased to account for additional consumption should the City experience a dry spring/summer.

The City of Roseville and St. Paul recently approved an amendment to the existing contract for water service which allows St. Paul to charge both a fixed fee as well as usage charges. The original contract anticipated this change and included the requirement that any rate structure revision could not financially harm Roseville. In fact, Roseville stands to fare slightly better under the revision which allowed Roseville's usage rates to remain the same in 2013 as they were in 2012. An increase of 2.3% is expected in 2014.

The City expects to have inflationary-type increases in supply and other costs, while capital costs are expected to increase significantly due to planned capital replacements in accordance with the City's Capital Improvement Plan (CIP). The water system portion of the CIP is fully funded with the exception of inflationary type costs that have occurred during the past two years. This will require an increase in the City's water base rates for 2014.

The Water Fund is in poor financial condition and does not currently have any cash reserves. Sustained, yet moderate increases in the water rates will be necessary in future years to strengthen the fund and provide for planned capital replacements.

There has been significant discussion during the past couple of years regarding the City's Water Conservation Rates and the Senior Discount Program. These issues are addressed in greater detail in the attached memos (*Attachments B & C*). The PWET Commission also weighed in on these specific issues at their October meeting. *Attachment D* summarizes their recommendations.

Sanitary Sewer Operations

The City maintains a sanitary sewer collection system to ensure the general public's health and general welfare. The following table provides a summary of the 2013 and 2014 (Proposed) Budget:

	2013	2014	$ Incr. (Decrease)	% Incr. (Decrease)
Personnel	$ 367,235	$ 422,000		
Supplies & Materials	46,395	47,350		
Other Services & Charges	420,545	423,850		
Wastewater Treatment	3,000,000	3,060,000		
Depreciation / Capital	1,280,000	1,808,000		
Total	$ 5,114,175	$ 5,761,200	$ 647,025	12.7 %

The single largest operating cost to the sanitary sewer operation is the wastewater treatment costs paid to the Metropolitan Council Environmental Services Division (MCES).

Based on projected flows and increased costs from the MCES, the budget for this category has been increased by 2%. Capital costs are also expected to increase significantly due to planned capital replacements in accordance with the City's Capital Improvement Plan (CIP). The sanitary sewer system portion of the CIP is fully. An increase in the City's sanitary sewer usage rates will be needed in 2014, however this will be somewhat offset by keeping the base fee unchanged.

The Sanitary Sewer Fund is in good financial condition and has a current cash reserve of $1,476,000; a significant portion of which is earmarked for future capital replacements over the next 5-10 years.

Storm Drainage Operations

The City provides for the management of storm water drainage to prevent flooding and pollution control, as well as street sweeping and the leaf pickup program. The following table provides a summary of the 2013 and 2014 (Proposed) Budget:

	2013	2014	$ Incr. (Decrease)	% Incr. (Decrease)
Personnel	$ 324,615	$ 363,200		
Supplies & Materials	57,300	79,100		
Other Services & Charges	281,000	259,900		
Depreciation / Capital	1,369,000	1,296,000		
Total	$ 2,301,915	$ 1,998,200	$ (33,715)	(1.7) %

The City expects to have inflationary-type increases in most operating costs overall. An increase in personnel costs is mostly due to the hiring of a new environmental specialist position. Capital costs are expected to decline slightly in accordance with the City's Capital Improvement Plan (CIP). The storm water system portion of the CIP is fully funded with the exception of inflationary type costs that have occurred during the past two years. This will require an increase in the City's storm water rates for 2014.

The Storm Drainage Fund is in excellent financial condition and has a current cash reserve of $2,974,000; a significant portion of which is earmarked for future capital replacements over the next 5-10 years.

Recycling Operations

The recycling operation provides for the contracted curbside recycling pickup throughout the City and related administrative costs. The primary operating cost is the amounts paid to a contractor to pickup recycling materials.

The following table provides a summary of the 2013 and 2014 (Proposed) Budget:

	2013	**2014**	**$ Incr. (Decrease)**	**% Incr. (Decrease)**
Personnel	$ 32,375	$ 36,500		
Supplies & Materials	405	600		
Other Services & Charges	24,910	30,410		
Contract Pickup	474,005	525,000		
Total	$ 531,695	$ 592,410	$ 60,715	11.4 %

The City recently negotiated a new 3-year contract that goes into effect in 2014. The contract is approximately $100,000 less than the amount shown in the budgeted amount above. However, it has not yet been signed and therefore remains unchanged in the budget. The reduced amount is reflected in the rates charged to homeowners shown below.

Under the new contract, the City expects to receive as much as $140,000 in revenue sharing in 2014 along with a $65,000 SCORE grant from Ramsey County. These factors will allow the City to lower its curbside recycling rates.

The Recycling Fund is in excellent financial condition and is in a good position to absorb potential reductions in revenue sharing projections. The Fund has a current cash reserve of $264,000 or 50% of the current operating budget.

Rate Impacts for 2014

As noted above, a typical single-family home will pay $172.10 per quarter, or $57.37 per month. This is an increase of $2.55 per month from 2013. The following tables provide a more detailed breakdown of the proposed rates.

Water Base Rate Category	2013 Rate	2014 Rate	Comments
Single-Family Residential	$ 49.50	$ 54.45	Standard SF rate
Single-Family Residential: Senior Discount	32.15	35.40	Standard SF rate x 0.65
Non-SF Residential (5/8" Meter)	49.45	54.45	Standard SF rate
Non-SF Residential (1.0" Meter)	62.40	68.65	Standard SF rate x 1.25
Non-SF Residential (1.5" Meter)	98.00	107.80	Standard SF rate x 2.00
Non-SF Residential (2.0" Meter)	187.10	205.80	Standard SF rate x 3.75
Non-SF Residential (3.0" Meter)	374.20	411.60	Standard SF rate x 7.50
Non-SF Residential (4.0" Meter)	748.45	823.30	Standard SF rate x 15.00
Non-SF Residential (6.0" Meter)	1,496.90	1,646.60	Standard SF rate x 30.00

Water Usage Rate Category	2013 Rate	2014 Rate	Comments
SF Residential: Up to 30,000 gals./qtr	$ 2.15	$ 2.20	Standard SF rate
SF Residential: Over 30,000 gals./qtr (winter rate)	2.40	2.45	Standard SF rate +10%
SF Residential: Over 30,000 gals./qtr (summer rate)	2.65	2.70	Standard SF rate +20%
Non-SF Residential (winter rate)	2.80	2.90	Standard SF rate +30%
Non-SF Residential (summer rate)	3.10	3.20	Standard SF rate +40%
Rates are per 1,000 gallons			

Sewer Base Rate Category	2013 Rate	2014 Rate	Comments
Single-Family Residential	$ 37.35	$ 37.35	Standard SF rate
Single-Family Residential: Senior Discount	23.30	23.30	Standard SF rate x 0.65
Multi-Family Residential (townhomes)	37.35	37.35	Standard SF rate x 1.00
Multi-Family Residential (apartments & condos)	25.75	25.75	Standard SF rate x 0.70
Non-SF Residential (5/8" Meter)	27.30	27.30	Standard SF rate x 0.75
Non-SF Residential (1.0" Meter)	54.65	54.65	Standard SF rate x 1.50
Non-SF Residential (1.5" Meter)	81.60	81.60	Standard SF rate x 2.25
Non-SF Residential (2.0" Meter)	136.10	136.10	Standard SF rate x 3.50
Non-SF Residential (3.0" Meter)	272.50	272.50	Standard SF rate x 7.25
Non-SF Residential (4.0" Meter)	545.20	545.20	Standard SF rate x 14.50
Non-SF Residential (6.0" Meter)	1,090.30	1,090.30	Standard SF rate x 29.00
Multi-family rate is per housing unit			

Sewer Usage Rate Category	2013 Rate	2014 Rate	Comments
Residential	$ 1.45	$ 1.60	Standard rate
Non-Residential	3.35	3.70	Standard rate x 2.30
Rates are per 1,000 gallons			

Stormwater Base Rate Category	2013 Rate	2014 Rate		Comments
Single-Family Residential & Duplex	$ 11.15	$ 11.70		Standard SF rate
Multi-Family & Churches	86.20	90.50		Standard SF rate x 7.75
Cemeteries & Golf Course	8.65	9.10		Standard SF rate x 0.75
Parks	25.90	27.20		Standard SF rate x 2.35
Schools & Community Centers	43.15	45.30		Standard SF rate x 3.75
Commercial & Industrial	172.45	181.10		Standard SF rate x 15.50
Rates for single-family are per housing unit; all others are per acre				

Recycling Rate Category	2013 Rate	2014 Rate		Comments
Single-Family	$ 6.00	$ 5.00		Standard rate
Multi-Family	6.00	5.00		Standard rate

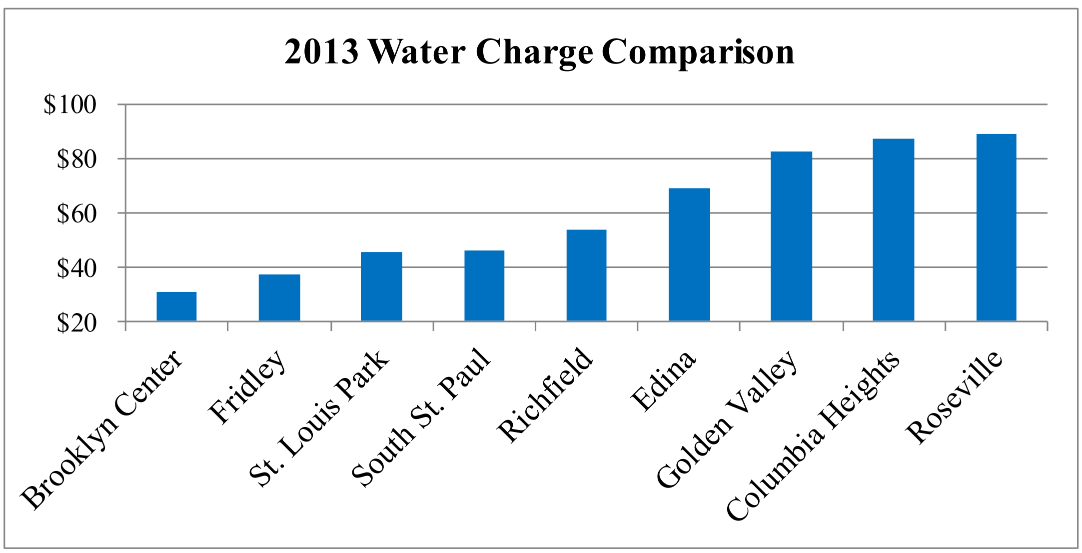
Rate Comparisons

The charts below depict a number of water and sewer rate comparisons with other peer communities. For this analysis, peer communities include 1st ring suburbs that serve a population between 18,000 and 50,000, and which are not simply an extension of a larger entity's system. This group was selected to try and approximate cities with stand-alone systems with similar age of infrastructure which can have a significant influence on the cost of water and sewer services.

It should be noted that broad comparisons only give a cursory look at how one community compares to another. One must also incorporate each City's individual philosophy in funding programs and services.

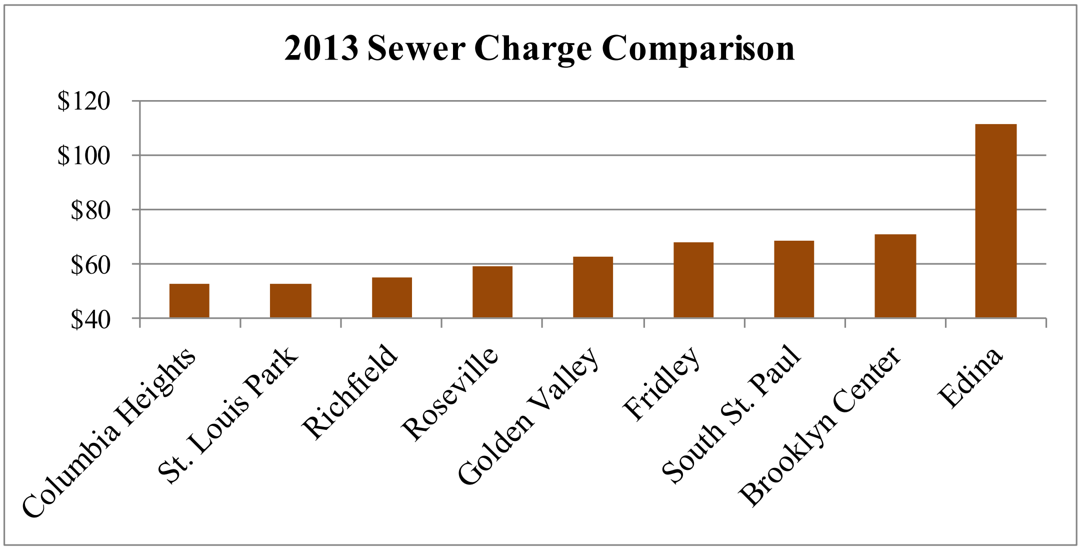
For example, Roseville does NOT utilize assessments to pay for water or sewer infrastructure replacements like many other cities do. Instead we fund infrastructure replacements 100% through the rates. As a result, Roseville's water and sewer rates are inherently higher when compared to a City that uses assessments to pay for improvements. Other influences on the rates include whether or not a community softens its water before sending it on to customers, and the extent in which communities charge higher rates to non-residential customers.

The following chart depicts the peer group comparison for combined water base rate and usage rate for a single-family home that uses 18,000 gallons per quarter.

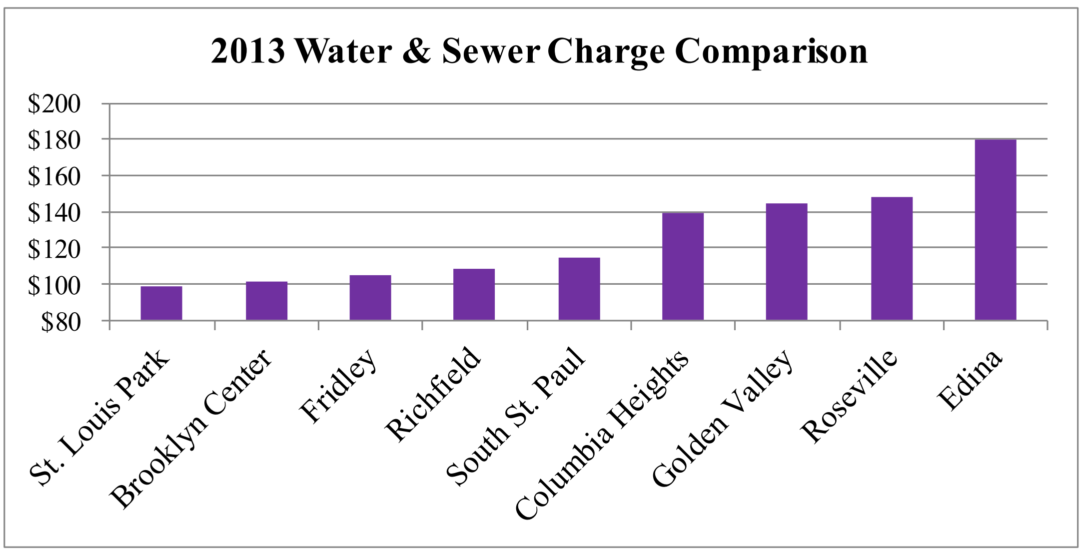


As is shown in the chart, Roseville's total water charge is the highest in the comparison group. Again, there are numerous circumstances and policy preferences that can lead to varying rates among cities. One of the primary reasons why Roseville's water rates are higher is due to the significant increase in infrastructure replacements, which unlike many other cities are funded solely by the rates.

The following chart depicts the peer group comparison for combined sewer base rate and usage rate for a single-family home that uses 15,000 gallons per quarter.



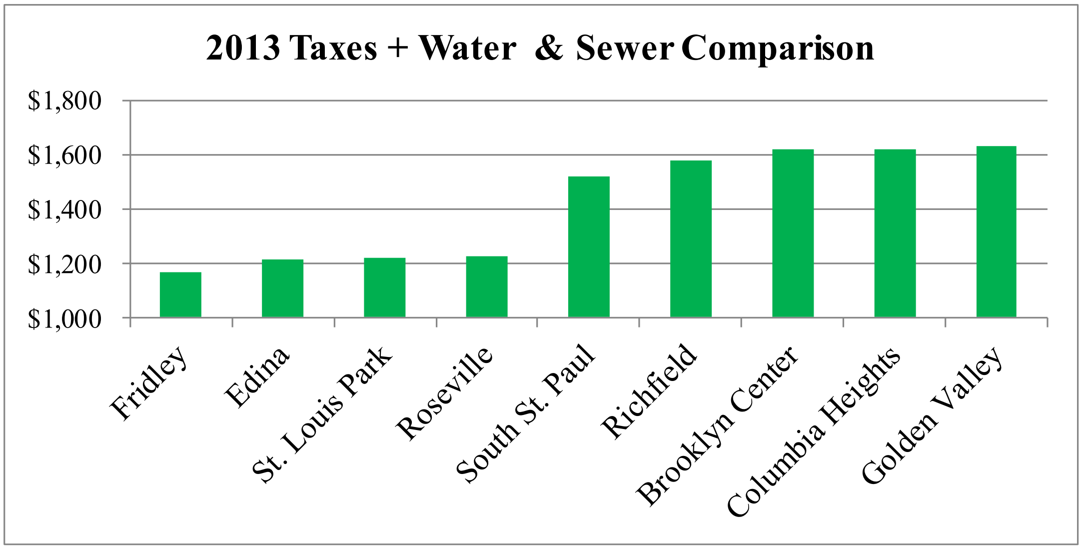
In this instance, Roseville sewer charges were less than the median. To get a broader perspective, the following chart depicts the combined water and sewer impact for a typical single-family home for the comparison group.



When combined, Roseville is approximately 17% above the average for the peer group. However, it should be noted that most of the cities shown in the chart that have lower utility rates, happen to have much higher property tax rates. This is an important distinction because again, each City employs a different philosophy in how it funds the direct and indirect costs of providing services.

Roseville's philosophy is to ensure that all indirect costs are reflected in the water and sewer rates. This results in higher water and sewer rates. This also means that we don't have as much indirect costs being supported by the property tax or assessments.

This can be somewhat reflected in the chart below which combines property taxes and water and sewer charges for a typical single-family home.



As is shown in this chart, when looking at more comprehensive comparison that factors in a broader spectrum of needs and funding philosophies, Roseville has one of the lowest financial impacts on residents of the comparison group – nearly 15% <u>below</u> the peer average. Once again, we must also look at other factors and local preferences to determine whether there are other influences affecting property taxes and rates.

Staff will be available at the Council meeting to address any inquiries.

POLICY OBJECTIVE

An annual review of the City's utility rate structure is consistent with governmental best practices to ensure that each utility operation is financially sound. In addition, a conservation-based rate structure is consistent with the goals and strategies identified in the Imagine Roseville 2025 initiative.

FINANCIAL IMPACTS

See above.

STAFF RECOMMENDATION

Based on the increasing costs noted herein, and recommendations from the Public Works, Environment, and Transportation Commission; Staff is recommending rate adjustments as shown in the attached resolution.

REQUESTED COUNCIL ACTION

For discussion purposes only. The Council will be asked to adopt the attached resolution establishing the 2014 Utility Rates at a subsequent Council meeting.

Prepared by: Chris Miller, Finance Director

Attachments:
- A: Resolution establishing the 2014 Utility Rates
- B: Memo on the City's Water Conservation Rates
- C: Memo on the City's Utility Discount (Senior Discount) Program
- D: Memo summarizing the Recommendations from the Public Works, Environment, and Transportation Commission.

Attachment A

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

* * * * * * * * * * * * * *

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

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

Member introduced the following resolution and moved its adoption:

RESOLUTION _______

RESOLUTION ESTABLISHING THE 2014 UTILITY RATES

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, the water, sanitary sewer, storm drainage, and recycling rates are established for 2014 as follows:

Water Base Rate Category	**2013 Rate**	**2014 Rate**	**Comments**
Single-Family Residential	$ 49.50	$ 54.45	Standard SF rate
Single-Family Residential: Senior Discount	32.15	35.40	Standard SF rate x 0.65
Non-SF Residential (5/8" Meter)	49.45	54.45	Standard SF rate
Non-SF Residential (1.0" Meter)	62.40	68.65	Standard SF rate x 1.25
Non-SF Residential (1.5" Meter)	98.00	107.80	Standard SF rate x 2.00
Non-SF Residential (2.0" Meter)	187.10	205.80	Standard SF rate x 3.75
Non-SF Residential (3.0" Meter)	374.20	411.60	Standard SF rate x 7.50
Non-SF Residential (4.0" Meter)	748.45	823.30	Standard SF rate x 15.00
Non-SF Residential (6.0" Meter)	1,496.90	1,646.60	Standard SF rate x 30.00

Water Usage Rate Category	**2013 Rate**	**2014 Rate**	**Comments**
SF Residential: Up to 30,000 gals./qtr	$ 2.15	$ 2.20	Standard SF rate
SF Residential: Over 30,000 gals./qtr (winter rate)	2.40	2.45	Standard SF rate +10%
SF Residential: Over 30,000 gals./qtr (summer rate)	2.65	2.70	Standard SF rate +20%
Non-SF Residential (winter rate)	2.80	2.90	Standard SF rate +30%
Non-SF Residential (summer rate)	3.10	3.20	Standard SF rate +40%
Rates are per 1,000 gallons			

Sewer Base Rate Category	2013 Rate	2014 Rate	Comments
Single-Family Residential	$ 37.35	$ 37.35	Standard SF rate
Single-Family Residential: Senior Discount	23.30	23.30	Standard SF rate x 0.65
Multi-Family Residential (townhomes)	37.35	37.35	Standard SF rate x 1.00
Multi-Family Residential (apartments & condos)	25.75	25.75	Standard SF rate x 0.70
Non-SF Residential (5/8" Meter)	27.30	27.30	Standard SF rate x 0.75
Non-SF Residential (1.0" Meter)	54.65	54.65	Standard SF rate x 1.50
Non-SF Residential (1.5" Meter)	81.60	81.60	Standard SF rate x 2.25
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Non-SF Residential (3.0" Meter)	272.50	272.50	Standard SF rate x 7.25
Non-SF Residential (4.0" Meter)	545.20	545.20	Standard SF rate x 14.50
Non-SF Residential (6.0" Meter)	1,090.30	1,090.30	Standard SF rate x 29.00
Multi-family rate is per housing unit			

Sewer Usage Rate Category	2013 Rate	2014 Rate	Comments
Residential	$ 1.45	$ 1.60	Standard rate
Non-Residential	3.35	3.70	Standard rate x 2.30
Rates are per 1,000 gallons			

Stormwater Base Rate Category	2013 Rate	2014 Rate	Comments
Single-Family Residential & Duplex	$ 11.15	$ 11.70	Standard SF rate
Multi-Family & Churches	86.20	90.50	Standard SF rate x 7.75
Cemeteries & Golf Course	8.65	9.10	Standard SF rate x 0.75
Parks	25.90	27.20	Standard SF rate x 2.35
Schools & Community Centers	43.15	45.30	Standard SF rate x 3.75
Commercial & Industrial	172.45	181.10	Standard SF rate x 15.50
Rates for single-family are per housing unit; all others are per acre			

Recycling Rate Category	2013 Rate	2014 Rate	Comments
Single-Family	$ 6.00	$ 5.00	Standard rate
Multi-Family	6.00	5.00	Standard rate

Meter Security Deposit	2013 Rate	2014 Rate	Comments
5/8" Meter	$ 175.00	$ 190.00	Based on approx. meter cost
3/4" Meter	200.00	215.00	Based on approx. meter cost
1.0" Meter	255.00	240.00	Based on approx. meter cost
1.5" Meter	410.00	440.00	Based on approx. meter cost
2.0" Meter (Disc)	500.00	535.00	Based on approx. meter cost
2.0" Meter (Compound)	1,260.00	1,340.00	Based on approx. meter cost
3.0" Meter	1,800.00	1,910.00	Based on approx. meter cost
6.0" Meter	5,430.00	5,430.00	Based on approx. meter cost

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the second day of December 2013 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this second day of December 2013.

____

Patrick Trudgeon
Interim City Manager

Seal

Attachment B

ROSEVILLE

Memo

To: Roseville City Council

From: Chris Miller, Finance Director

Date: November 18, 2013

Re: Water Conservation Rates

Background
In January, 2009 the City instituted a new water conservation-based rate structure designed to encourage water conservation in conjunction with the goals and strategies outlined in the City's Imagine Roseville 2025 initiative, as well as a new State Law that required water service providers to encourage water conservation through education, awareness, and a conservation-based rate structure.

The conservation rates primarily applied to single-family homes given that the water usage in multi-family or commercial properties was too varied to apply a uniform policy. In response, the City created a 2-tiered rate structure that was designed to target ***excessive*** water usage as opposed to the water used for everyday household needs.

The first tier carried the standard usage rate which is set at the amount necessary to pay for the purchase of water from the City of St. Paul. This tier applied to all household water usage up to 30,000 gallons per quarter. The second tier was set at a higher rate that would not only provide sufficient monies to pay for the water used, but also provide a financial incentive or penalty for all water used in excess of 30,000 gallons per quarter.

The 30,000 gallons threshold was selected because it is not unusual to see a 4 or 5 person household use 30,000 gallons or more per quarter for general use such as personal hygiene, washing clothes and dishes, cooking, etc. The rate structure was designed to encourage conservation without unduly penalizing larger households for 'normal' water use.

The current water rate structure is as follows:

Water Usage Rate Category	2013 Rate	2014 Rate		Comments
SF Residential: Up to 30,000 gals./qtr	$ 2.15	$ 2.20		Standard SF rate
SF Residential: Over 30,000 gals./qtr (winter rate)	2.40	2.45		Standard SF rate +10%
SF Residential: Over 30,000 gals./qtr (summer rate)	2.65	2.70		Standard SF rate +20%
Non-SF Residential (winter rate)	2.80	2.90		Standard SF rate +30%
Non-SF Residential (summer rate)	3.10	3.20		Standard SF rate +40%
Rates are per 1,000 gallons				

The current structure encourages both year-round conservation measures as well as a heightened incentive for both residential and non-residential properties to monitor water used for irrigation purposes.

The following chart depicts the percentage of single-family (SF) homes that fall into the current water rate categories.

Water Rate Tier	% of SF Homes: Winter	% of SF Homes: Summer
0 – 30,000 gallons per quarter	90 %	85 %
Over 30,000 per quarter	10 %	15 %
Total	100 %	100 %

As this table indicates, under the current water rate structure, 10-15% (950-1,400) of single-family homes are impacted by the higher rates. If we lowered the threshold for Tier 2 to 20,000 gallons per quarter, approximately 20-30% of single-family homes would be impacted; or double the current amount.

It has been suggested that the current rate structure doesn't do enough to encourage water conservation. It could be argued however, that before such a conclusion is drawn there ought to be some amount of discussion and analysis to determine; 1) what amount of household usage is reasonable, and 2) whether Roseville residents are adhering to that standard.

It could further be argued that education and awareness could prove to be equally effective in promoting water conservation as would a financial incentive or penalty. Especially if that incentive is a moderate one compared to what a household is already paying. In either case, it is very difficult to establish a clear cause-effect relationship of these efforts given the variation in household occupants and other factors such as rainfall amounts.

I'll conclude by returning to the cautionary statement noted above regarding the potential unfairness that tiered water rates can have on larger families. Although our current usage threshold for reaching the 2nd rate tier is at 30,000 gallons per quarter, let's use 15,000 gallons for illustrative purposes.

Let's assume that the per-person water usage for someone that follows moderate water conservation measures is 5,000 gallons per quarter. A 3-person household would use 15,000 gallons per quarter and would not hit the higher tier. However, a 4-person household would use 20,000 gallons per quarter and hit the higher tier simply because there are more people living in the house. On an individual basis the 4-person household is just as conservative in their water use, but they pay a higher rate nonetheless.

Taking this example further, let's assume that the 4-person household is even more conservative and uses only 4,500 gallons per quarter, per person. This amounts to 18,000 gallons per quarter which once again triggers the higher tier rate. In this example, the 4-person household pays a higher rate despite having superior conservation behaviors compared to the smaller household.

This example underscores the policy challenge of instituting a water conservation rate structure that is effective without punishing those that are already exhibiting the behavior you're trying to foster.

Attachment C

ROSEVILLE

Memo

To: Roseville City Council

From: Chris Miller, Finance Director

Date: November 18, 2013

Re: Utility Bill Senior Discount Program

Background
The City's Utility Bill Discount Program (or a variation thereof) is believed to have been in existence since at least 1970 when the City passed Ordinance #620. This ordinance is believed to have been created as a means of encouraging homeowners to abandon their private wells and septic systems in favor of connecting to the municipal system.

It is presumed that at the time the cost of connecting to the municipal system would have been cost-prohibitive for many homeowners that were on a fixed or limited income. It is also presumed that City Officials determined that most of the homeowners in that economic category were most likely to be retired seniors.

Beginning January 1, 2004 the City Council expanded the 'Senior Discount' Program to include single-family homeowners that are at or below federal poverty guidelines. Under the current Program single-family homeowners must meet the following eligibility requirements:

Utility Billing Discount Program Requirements

- ❖ Owner and head of the household of a single-family home

In addition, homeowners must meet one of the following requirements:

- ❖ At or below the federal poverty threshold guidelines

--- OR ---

- ❖ Presently receiving retirement, survivors insurance, or disability insurance under the Social Security Act, 42 USC #301, as amended.

Currently, 25% of all single-family homeowners are getting the discount – an increase of 400 households in the past 5 years. The discount applies on the water and sewer base fees only. The household discount amount is $31.40 per quarter, or $125.60 annually. This is shown in the chart below:

	Standard Amount	Discount Amount	Difference	% Diff.
Water Base Fee (per quarter)	$ 49.50	$ 32.15	$ (17.35)	
Sanitary Sewer Base Fee (qtr.)	37.35	23.30	(14.05)	
Total	$ 86.85	$ 55.45	$ (31.40)	-36%

The total citywide value of the discounts is approximately $290,000 annually. This represents the amount of water and sewer charges that are shifted from households that get the discount to those that don't.

To put this in a different context, if the senior discount program was eliminated, the standard fee would be reduced as follows:

	Standard Amount	Revised Amount	Difference	% Diff.
Water Base Fee (per quarter)	$ 49.50	$ 45.50	$ (4.00)	
Sanitary Sewer Base Fee (qtr.)	37.35	34.20	(3.15)	
Total	$ 86.85	$ 79.70	$ (7.15)	- 8%

Discussion Issues

In evaluating the relevance of any existing public assistance program, it's important to reflect upon why the program was created in the first place and whether those objectives have been met. In this particular case, the Program was created to achieve a specific outcome – to encourage homeowners to connect to the municipal system. Clearly this primary objective was achieved long ago.

This raises the question as to what the Program's current objectives are. Intuitively one could surmise that one of the remaining objectives is to provide assistance to those that have limited financial means. However, the Program does not feature any means testing. Recipients merely have to sign an affidavit signifying that they're drawing social security or are at or below federal poverty guidelines. Currently, only a handful of homeowners are receiving the discount because they are below the federal poverty guidelines.

This discussion has taken place at the Council level on several occasions in the past decade. Each time, the Council has taken no action. Given the significant financial shift that is occurring, the Council is advised to carefully consider whether the Program's objectives are still relevant. That consideration should be made with the understanding that the number of recipients in the Program is expected to steadily expand over the next 10 years under current eligibility criteria.

This expansion will make it financially advantageous for older homeowners, while simultaneously making it financially more difficult for younger ones.

Attachment D

ROSEVILLE

Memo

To: Roseville City Council

From: Chris Miller, Finance Director

Date: November 18, 2013

Re: Recommendations from the Public Works, Environment, and Transportation Commission

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Background
At their October 22, 2013 meeting, the Public Works, Environment, and Transportation Commission reviewed the information and reports included in the Staff Report and Attachments B & C. At the conclusion of their discussion, the Commission issued the following recommendations:

- ❖ Maintain the current 2-tier water conservation rates
- ❖ Eliminate the Senior-based Discount Program in favor of a Financial Affordability Discount Program

The Commission's recommendation to maintain the current 2-tier water conservation rates was made with the recognition of the challenge in fostering water conservation without penalizing larger-occupant households. Especially considering that larger households can conceivably have superior water conservation measures compared to smaller households. In making their recommendation, the Commission noted that there should be further study before any changes to the conservation rates are made.

With regard to their recommendation to eliminate the Senior Discount Program, the Commission noted that simply being retired and on a fixed income does not necessarily mean that a household is at a financial disadvantage. They further noted that many young families in Roseville are dealing with greater financial struggles than retirees, and therefore should not be asked to subsidize their water and sewer services.

The Commission recommended that the senior-eligibility portion of the Program be eliminated, while the affordability portion expanded based on further analysis of the potential number of eligible homes and the impacts on rates.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: December 2, 2013
Item No.: 13.b

Department Approval | City Manager Approval

Item Description: Confirm Citizen Advisory Commission Reappointment/Appointment Schedule

BACKGROUND

The City has six standing commissions. Commissions advise the Council on specific actions and offer citizens a way to provide input on issues of importance. The Council annually appoints citizens to the commissions.

The City Council requests interviews, re-appoints Commissioners and/or declares vacancies on the standing Commissions. At the December 6, 2004 City Council meeting, the Council passed a resolution limiting Commissioners to two consecutive, three-year terms and requiring Commissioners to reapply for reappointment to a second term. The resolution states that "A. No later than sixty days….the Council will consider whether to interview the commissioner; if two council members request, a commissioner seeking reappointment will be scheduled to attend an interview before the entire Council. B. Should the Council determine that the individual merits reappointment, that person will be reappointed."

The commission application process has been refined over the years to efficiently and effectively recruit candidates for commissions. To ensure availability for interviews, staff includes the interview dates in the Requests for Council Actions and in the news releases and website postings. By including the interview date in the notices, candidates can plan to be available that day.

Once the application deadline closes, staff determines the number of applicants and sets interview times. Candidates are notified by email and a follow up phone call. If we do not receive confirmation, staff sends a letter confirming the interview date and time.

Commissioners are appointed to terms that begin April 1 of each year. The following Commissioners' terms expire March 31, 2014:

<u>Ethics Commission</u>

Anne Collopy – not interested in reappointment
Benjamin Lehman – eligible and requests reappointment: attended four of four meetings

<u>Human Rights Commission</u>

Jill Brisbois - – not interested in reappointment
Kaying Thao – eligible (has not responded about interest in reappointment)

Parks and Recreation Commission

Lee Diedrick – eligible and requests reappointment: attended eight of nine meetings

Greg Simbeck – not interested in reappointment

Planning Commission

James Daire – eligible and requests reappointment: attended seven of seven meetings

Michael Boguszewski – eligible and requests reappointment: attended eight of nine meetings

Police Civil Service Commission

Zoe Jenkins – eligible and requests reappointment: attended four of four meetings

Public Works, Environment and Transportation Commission

James Debenedet – not eligible for reappointment

Jan Vanderwall – not eligible for reappointment

Applications for commissioners who wish to be reappointed will be available at the January 6 Council meeting.

Staff will contact commission chairs to get recommendations of reappointments.

REQUESTED COUNCIL ACTION

Confirm Citizen Advisory Commission Reappointment/Appointment Process

- January 6 – Applications from commissioners seeking reappointment will be included in Council packet. Council may reappoint and/or determine which commissioners to interview. If no commissioners are to be interviewed, staff begin advertising the vacancies using the deadlines below.
- January 27 – Interview returning commissioners (if applicable).
- February 10 – Consider applications of commissioners who were re-interviewed, and reappoint and/or declare vacancies. Authorize staff to advertise for the commission vacancies with a March 12 at 4:30 p.m. deadline for applications.
- March 17 – Interview commission applicants before regular meeting. Start time depends upon how many applicants to be interviewed.
- March 24– Appoint applicants to fill vacancies.

Prepared by: **Patrick Trudgeon, Interim City Manager**

Attachments: A: Resolution 10782

Attachment A

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

* * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 25th day of January, 2010, at 6:00 p.m.

The following members were present: Pust, Roe, Johnson, Ihlan and Klausing,

and the following were absent: none.

Member Klausing introduced the following resolution and moved its adoption:

Resolution No. 10782

(supersedes Resolution 10266)

Reappointment Process and Term Limits Policy Roseville Citizen Advisory Commissions

WHEREAS, the City of Roseville has six standing Advisory Commissions: Ethics, Human Rights, Parks and Recreation, Planning, Police Civil Service, and Public Works, Environment and Transportation; and

WHEREAS, the City also establishes other advisory groups as needed; and

WHEREAS, numerous Roseville residents have volunteered their time and skills serving as Commission members. The efforts and commitment of these volunteers have been an important ingredient in Roseville's quality of life;

NOW, THEREFORE, BE IT RESOLVED, that the Roseville City Council hereby adopts a Reappointment and Term Limit Policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

The motion for the adoption of the foregoing resolution was duly seconded by Member Roe, and upon a vote being taken thereon, the following voted in favor thereof: Pust, Roe, Johnson, Ihlan and Klausing,

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of said City held on the 25th day of January, 2010, with the original thereof on file in my office, and the same is a full, true and complete transcript.

Adopted by the Council this 25th day of January, 2010.

(SEAL)

WJMalinen

William J Malinen, City Manager

RESOLUTION ADOPTED: 1/25/2010

CITY OF ROSEVILLE

REAPPOINTMENT PROCESS AND TERM LIMITS POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has six standing Advisory Commissions:, Ethics, Human Rights, Parks and Recreation, Planning, Police Civil Service, and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT:

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

PROCEDURE STATEMENT:

I.

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc., on any standing Advisory Commission, the following procedure will be used.

A. When a Commission vacancy occurs the City Council, at a regular meeting, will establish a deadline for receiving applications and the date of the Council Meeting to interview the applicants. The time between the application deadline and the interviews shall be no more 30 days.

B. Commission vacancies will be advertised in the City's legal newspaper and, if different, the Roseville Review at least two times before the application deadline. Vacancies will also be advertised on Cable Television and posted on the City Hall Bulletin Board.

C. Applications received after the deadline will not be accepted.

D. Names of applicants and applications will be provided to the City Council and the public after the application deadline.

E. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council Meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in "B": above.

F. Applicants will be interviewed by the City Council. The Chair or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.

G. If a new vacancy occurs after an application deadline and before an appointment is made, a new application process will be used as described in this procedure.

H. The City Council will make the appointments at the first Council meeting following interviews.

I. Advisory Commission Applications shall be kept on file for one year. If during that year a vacancy occurs on any Commission, all applicants will be advised of the vacancy in writing.

II.

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

A. No later than sixty days prior to the expiration of a term, each commission member whose term is expiring shall be contacted in writing and directed to complete a written application for reappointment if they desire to be reappointed. For persons seeking reappointment, the Council shall be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. At that time, the Council will consider whether to interview the commissioner; if two councilmembers request, a commissioner seeking reappointment will be scheduled to attend an interview before the entire Council

B. Should the Council determine that the individual merits reappointment, that person will be reappointed.

C. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies ad described in I. above.

APPOINTMENT TO OTHER CITY ADVISORY GROUPS

The Council may use the procedure outlined in Sections I. and II. above for making appointments to other advisory groups, committees, task forces, etc.

TERM LIMITS

Members of all Advisory Commissions may serve a maximum of two full consecutive three-year terms. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote determines that reappointment is n the best interest of such Commission and the City.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/02/2013
Item No.: 14.a

Department Approval | City Manager Approval

Item Description: Discussion of Citywide Unified Purchasing

BACKGROUND

The City Council previously indicated a desire to look at the process on how the City makes purchases of equipment, materials, and supplies and to consider making purchasing more centralized. Finance Director Chris Miller has prepared a memo discussing centralized and decentralized purchasing. As Mr. Miller points out in the memo, the City currently uses both centralized and decentralized purchasing approaches. This approach is based on the need to have purchasing controls and consistency throughout the organization, but allowing of individuals or departments with specific expertise the make the decision.

For example, motor fuel purchases for all City vehicles are made by the Public Works Department while the Finance Department makes purchasing decisions for all computer equipment. Under this approach the City still benefits from bulk buying, but allows the individual experts in their fields make the decision. The City uses the state contract when purchasing whenever possible.

There are also specific purchases of equipment that only are utilized by one department, such as bullet proof vests. In this case, the Police Department makes the specialized purchase based on their own specifications and needs.

POLICY OBJECTIVE

Ensuring that public dollars are spent in a responsible and efficient manner is a tenet of good governance. The City of Roseville has created a purchasing framework that centralizes city-wide purchases while allowing individual expertise to factor into having the most cost-effective and efficient use of funds.

BUDGET IMPLICATIONS

All expected purchases are programmed into the City operating budget and/or the Capital Improvement Program budget.

STAFF RECOMMENDATION

After reviewing the current arrangement of purchasing materials and equipment, staff does not recommend any change in the purchasing procedures.

REQUESTED COUNCIL ACTION

Will be based on discussion.

Prepared by: Patrick Trudgeon, Interim City Manager (651) 792-7021

Attachments: A: Memo from Chris Miller discussing the purchasing of equipment, materials, and supplies by the City.

Attachment A

Memo

To: Pat Trudgeon, Interim City Manager

From: Chris Miller, Finance Director

Date: August 28, 2013

Re: Overview of a Centralized vs. Decentralized Purchasing Function

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Background

At a recent City Council meeting, a councilmember suggested that the City should consider switching to a more centralized purchasing function. While the councilmember did not cite specific reasons why they felt that a switch would be beneficial, I thought it would be purposeful to provide a brief overview of two different purchasing approaches to be used for future discussion.

The remainder of this memo highlights the general advantages and disadvantages of a centralized and decentralized purchasing function, along with an overview of the City's purchasing structure.

Centralized Purchasing Function

Under a centralized purchasing approach, purchasing policies and procedures are standardized to ensure consistency across all organizational functions. This also tends to limit the ability of individual units or individuals themselves from establishing separate procedures that may be subject to a lesser amount of scrutiny and oversight.

A centralized purchasing approach typically includes a purchasing manager that is equipped with specific education and skillsets that are conducive to effective purchasing decision making. The purchasing manager is tasked with establishing procedures that maximize the value to the City by taking advantage of bid pricing, discount programs, grant opportunities, etc.

The purchasing manager is also tasked with ensuring that purchases are in conformance with all state and in some cases federal, statutes.

Decentralized Purchasing Function

In a decentralized purchasing approach, the purchasing function is more heavily dispersed within separate organizational units. This approach is designed to promote a faster response to operational needs and places budgetary accountability on the individuals that are utilizing the purchased goods and services.

This is not to suggest that purchasing controls are absent under a decentralized approach. All purchases, regardless of who initiates them must adhere to state statutes and internal purchasing policies. However, under this approach there would be no one single individual or department that has in-depth knowledge about <u>all</u> City purchases.

Overview of the City of Roseville Purchasing Structure

I have often commented publicly that the City has a decentralized purchasing function. This general statement is intended to signify that the majority of all purchasing transactions are handled by individual departments. In reality the City utilizes both centralized and decentralized purchasing approaches. This hybrid approach provides for the necessary purchasing controls and consistency any organization would desire, while placing the decision and accountability of purchasing specialized goods and services in the hands of professionals with specific expertise.

Some of the City's centrally-purchased items include:

- Information systems such as network servers, computers, printers, etc.
- Office equipment including phones, copiers, and fax machines
- Enterprise software systems such as Word, Excel, and Laserfiche
- General legal services
- Employee healthcare and dental plans
- Motor fuel

The purchases of these items are centrally controlled to ensure efficiency and equity across all City departments. It should be noted that although these purchasing decisions are centralized within the organization, they are not necessarily centralized in the same manner. As an example, purchasing decisions involving information systems are centralized in the Finance Department while motor fuel purchases are made by Public Works.

In contrast, many of the goods and services we buy are made at the department level where specialized expertise lies. They include:

- Fire trucks, squad cars, dump trucks, etc.
- Vehicle repair parts and supplies
- Playground equipment and park shelters
- Police and firefighting/EMS equipment
- Water and sewer infrastructure components

As these two lists suggest; the size, scope, and complexity of the City's operational needs dictate that the City employs staff with specific purchasing expertise for each function the City carries out. Those same staff members need to be fluent in how the purchasing decision affects program and service outcomes. They also need to be cognizant of available joint-purchasing contracts, grant opportunities and other cost-saving programs that are typically only available for specific purposes.

Final Comments

One might surmise that most cities began with a centralized purchasing function featuring an individual or two that carried out purchasing duties that were relatively limited in scope. However, as cities evolved and the complexities grew, cities increasingly needed to rely on specific knowledge and skillsets. Decision-making as a whole (including purchasing) became further decentralized as a result.

Left unchecked, this decentralization could prove to be counter-effective and even invite missteps. This underscores the need for proper policies, procedures, and internal controls – something that is embedded into the training program of every employee that is assigned purchasing authority.