City Council Agenda

Monday, January 5, 2015

6:00 p.m.

City Council Chambers

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

Swearing in Ceremony to Begin at 5:15 p.m.

6:00 p.m. **1. Roll Call**

Voting & Seating Order: Willmus, Etten, McGehee, Laliberte, Roe

6:02 p.m. **2. Approve Agenda**

6:05 p.m. **3. Public Comment**

6:10 p.m. **4. Council Communications, Reports and Announcements**

6:15 p.m. **5. Recognitions, Donations and Communications**

6:20 p.m. **6. Approve Minutes**

a. Approve December 8 Council Meeting Minutes

6:25 p.m. **7. Approve Consent Agenda**

a. Approve Resolution Designating Official Bank Depositories

b. Approve Resolution Designating Official Bank Signatories

c. Designate 2015 Legal Newspaper

d. Approve 2015 City Sign Permits

e. Approve Electrical Inspector Contract

f. Designate Weed Inspector

g. Appoint Fire Relief Association Members

h. Authorize Seeking Donations for Various City Functions and Events

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. Designate 2015 Acting Mayor
6:50 p.m.		b. Consider Citizen Advisory Commission Reappointments
7:00 p.m.		c. Consider Council/Staff Retreat: Consultant & Agenda
	13.	**Business Items (Action Items)**
7:15 p.m.		a. Discuss City Council Rules of Procedure
7:25 p.m.		b. Discuss City Council Liaisons
	14.	**Business Items – Presentations/Discussions**
7:45 p.m.	**15.**	**City Manager Future Agenda Review**
7:50 p.m.	**16.**	**Councilmember Initiated Items for Future Meetings**
8:00 p.m.	**17.**	**Adjourn**

Some Upcoming Public Meetings………

Thursday	*Jan 1*		*City Offices Closed - New Year's Day Observance*
Monday	Jan 5	6:00 p.m.	City Council Meeting
Tuesday	Jan 6	6:30 p.m.	Parks and Recreation Commission
Wednesday	Jan 7	6:30 p.m.	Planning Commission
Monday	Jan 12	6:00 p.m.	City Council Meeting
Tuesday	Jan 13	6:30 p.m.	Finance Commission
Thursday	Jan 15	6:30 p.m.	Community Engagement Commission
Monday	*Jan 19*		*City Offices Closed - Martin Luther King Jr..*
Tuesday	Jan 20	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Jan 21	6:30 p.m.	Human Rights Commission
Monday	Jan 26	6:00 p.m.	City Council Meeting
Tuesday	Jan 27	6:30 p.m.	Public Works, Environment & Transportation Commission

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1/05/15
Item No.: 7.a

Department Approval | City Manager Approval

Item Description: Designate Official Bank Depositories for 2015

BACKGROUND

State Statute requires the City to designate official bank depositories for which city funds may be deposited and held for safekeeping.

The attached resolution lists those institutions that will be used for various banking services. The institutions are selected on a bid basis.

POLICY OBJECTIVE

The designation of official bank depositories is required under State Statute.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff recommends approval of the attached resolution.

REQUESTED COUNCIL ACTION

Adopt the attached resolution designating the official bank depositories for 2015.

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution designating the official depositories for 2015

EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL
CITY OF ROSEVILLE
RAMSEY COUNTY, MINNESOTA

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 5th day of January, 2015 at 6:00 p.m.

The following members were present: __________. The following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION NO. __________

RESOLUTION ON DESIGNATION OF DEPOSITORIES

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville that the following banks are designated official depositories for the City of Roseville for 2015.

- US Bank
- Premier Bank
- BMO Harris Bank

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 5th day of January, 2015, with the original thereof on file in my office.

WITNESS MY HAND officially as said Manager and the corporate seal of the City this 5th day of January, 2015.

____
Patrick Trudgeon
City Manager

(SEAL)

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1/05/15
Item No.: 7.b

Department Approval	City Manager Approval
Christopher K. Miller (signature)	Patrick J. Trudgeon (signature)

Item Description: Designate Official Bank Signatories for 2015

BACKGROUND

State Statute requires the City to designate officials with the authority to sign checks for payment of goods and services. This includes checks processed through the City's payroll and accounts payable systems.

Traditionally, the Mayor, City Manager, and Finance Director have been designated as authorized individuals.

POLICY OBJECTIVE

The designation of official bank signatories is required under State Statute.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff Recommends that Mayor Dan Roe, City Manager Pat Trudgeon, and Finance Director Chris Miller be designated as official signatories for 2015.

REQUESTED COUNCIL ACTION

Adopt the attached resolution designating the Mayor, City Manager, and Finance Director as official signatories for 2015.

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution designating the Mayor, City Manager, and Finance Director as official signatories for 2015

EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL
CITY OF ROSEVILLE
RAMSEY COUNTY, MINNESOTA

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 5th day of January, 2015 at 6:00 p.m.

The following members were present: __________. The following were absent: __________

Member __________ introduced the following resolution and moved its adoption:

RESOLUTION NO. __________

RESOLUTION OF DESIGNATION OF BANK SIGNATORIES

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville that the following persons are designated official signatories for the City of Roseville for 2015:

- Daniel J. Roe, Mayor
- Patrick Trudgeon, City Manager
- Christopher K. Miller, Finance Director

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 5th day of January, 2015 with the original thereof on file in my office.

WITNESS MY HAND officially as said Manager and the corporate seal of the City this 5th day of January, 2015.

____
Patrick Trudgeon
City Manager

(SEAL)

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: January 5, 2015
Item No.: 7.c

Department Approval

City Manager Approval

Item Description: Designate 2015 Legal Newspaper

BACKGROUND

Minnesota Statute §331A requires cities annually to designate a legal newspaper for publication of ordinances and other notices. Although the city may not designate a legal newspaper for more than one calendar year, cities may request bids over multiple years. In 2013 staff requested quotes from the newspapers for costs for 2013 to 2015.

The city requested bids from the Pioneer Press, Roseville Review and Star Tribune. Only the Roseville Review submitted a bid. The bid is approximately a seven percent increase from 2014.

Newspaper	Roseville Review
Cost of column inch 1-time publication	$6.13
Cost of column inch additional publication	$5.88
Distribution in Roseville	8,892
Percent Circulation - Roseville	71.07%
Publication Frequency	Weekly
Lead Time to Submit Legal	3 days
Method for Ad Proof	Fax or Email
Method Affidavit of Publication	Mail
Access to Archived Affidavits	No

FINANCIAL IMPLICATIONS

The 2015 budget includes funds for legal notices. In 2014 the City spent approximately $2,000 on Legal Notices.

REQUESTED COUNCIL ACTION

Motion designating the Roseville Review as the legal newspaper for the City of Roseville for 2015.

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date:	1-5-15
Item No.:	7.d

Department Approval

City Manager Approval

Item Description: Annual City Sign Permits for 2015

Background

The City Council annually approves sign permits for City events held throughout the year by multiple City Departments.

For 2015 the Departments prepared the attached list of signage requirements for the entire year, recognizing that some events may change dates or times slightly.

The signs and displays must adhere to setback provisions, except for directional signage, which may be at the property line.

Staff Recommendation

Staff recommends the Council approve the 2015 sign permit for City uses and promotions as listed in the attached summary.

Requested Council Action

By motion, approve the 2015 sign permit for City uses and promotions as listed in the sign summary dated 1-5-15.

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachments: A: Listing of Temporary Signage

Annual City Temporary Signage 1-5-15

EVENT/ACTIVITY	SIGN DESCRIPTION	LOCATION	TIMING
PR - Rink Attendants Wanted	• 4 x 4 two-sided display	• At 6 warming house locations	• As needed November / Dec
PR - Golf Course Specials	• 4 x 8 signs on plywood	• Attached to clubhouse and I.D. sign • Attached to fence along Hwy 36	• April - October
PR - Discover Your Parks Series	• 4 x 8 signs on plywood	• In front of each scheduled park	• Various locations, April - September
PR - Community Halloween Party	• 4 x 8 sign on plywood • directional	• HANC • CP Dale Street Arboretum area	• October
PR – Nature Center Special Events Earth Day, Open House, Wild Rice Festival	• 4 x 8 sign • Directional	• HANC	• Periodically Feb - September
PR – FOR Parks fundraising events	• Directional	• Numerous locations throughout the city	• Select Dates June - November
PR – Passport to Play	• 4 x 8 sign on plywood	• In front of each programmed park	• May - August
PR - Summer Staff Recruitment	• 4 x 8 sign on plywood	• Rotated among parks system-wide	• February - May
PR –Arboretum Special Events Plant Sale	• 4 x 4 two sided display	• Entrance to the Arboretum Parking Lot on Dale Street	• Periodically May – September
PR - Rosefest events including Parade, Run/Roll for the Roses, Tour de Roses, Taste of Rosefest	• Traffic information	• Along and near route	• June/July
PR - Holiday Craft Fair/Boutique	• 4 x 8 signs on plywood • Directional	• City Hall, Skating Center • Civic Center and C and Woodhill, • Numerous locations throughout City	• December
PR - Art Series/Art and Craft Show	• 4x4 two-sided displays • Directional	• Roseville Skating Center • Civic Center and C and Woodhill, entrance to Skating Center • Numerous locations throughout City	• Periodically March - December
PR – Wild Rice Festival	• 4 x 8 signs on plywood • Directional	• HANC • Numerous locations throughout City	• September-October
PR – Summer Special Events at Amphitheatre	• Directional	• Central Park Lexington and Amphitheatre area	• May - August
PR – Tapping Time event	• 4 x 8 signs on plywood • Directional	• HANC Numerous locations throughout City	• March
PR- Skating Center Events	• Directional • Welcome	• Near Building	• Major State/National/International events as scheduled •
PR- Renewal Program	• Informational	• Throughout City in parks, along pathways, at facilities as needed for	• January - December

		the Renewal Program projects	
PR – OVALumination	• Identification	• Trees around Roseville Skating Center	• November – December
CD – Living Smarter Fair	• Directional signage	• North and Southbound Fairview Ave. and Cleveland Ave., in addition running West and East along Hwy 36 Service Rd and East and Westbound Cty Rd B and Cty Rd B2	• February
CD- HRA "Roseville: A Way of Life Signs"	• 30 x 60 - signs	• County Road B2 • Larpenteur Avenue • County Road C • Civic Center Drive	• Year round
PD - Recruiting Police Reserves	• 5 x 5 two-sided display	• In front of City Hall	• As needed
PD- Family Night Out and Night to Unite	• 4 x 8 signs on plywood	• City Hall and Central Park	• July-August
FD – Fire Prevention Program	• Informational	• Fire Station	• As needed
FD - Recruiting Fire Fighters	• 5 x 5 two-sided display	• In front of each station	• As needed
FD - Fire Dept. Booya	• 4 x 8 signs on plywood	• In front of each station	• September/October
FD - Fire Dept. Open Houses	• Approximately 4x8 ft. sign on plywood on side of City Vehicle • 4x4 two-sided display	• Located on Fire Dept. property	• Anticipated Summer/Fall
FD – Blood Pressure Clinic	• 7'x4' aluminum sign announcing upcoming clinics	• Roseville Fire Station 3	• Year round

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 01-05-2015
Item No.: 7.e

Department Approval

City Manager Approval

Item Description: **Community Development Department Request for the 2015 Electrical Inspection Service Renewal Contract.**

BACKGROUND

- Attached is an annual service agreement used with the City's electrical inspection contractor. Seven cities (Roseville, Arden Hills, Little Canada, North Oaks, North St. Paul, Shoreview and Brooklyn Center) contract with Tokle Inspections, Inc. and have a similar contract for services.
- The proposed service contract with Tokle Inspections, Inc. and owner Peter Tokle includes a requirement that the contractor maintains his insurance schedule, provides an annual report and carries an electrician's license.
- There are no changes in the permit fee schedule for 2015. The fee structure is applicable in all seven cities. The City passes the costs of doing business on to the electrical contractor as part of the electrical permit charge. The City retains 20% of the electrical permit fee, passing the remaining 80% on to Tokle Inspections, Inc.

POLICY OBJECTIVE

The Council annually considers this service contract and accepts any comments from the applicant or interested persons.

FINANCIAL IMPACTS

Over the past six years, the City has paid approximately $69,000 per year to the electrical contractor with significant peaks and valleys year to year. Staff has reviewed the alternatives to the current approach, particularly jointly hiring a contractor or adding another inspector to handle both electrical and some building inspection activities. The amount being paid to contractors is not at a high enough level to justify a long term employee. There is also no guarantee that building levels will be as high as previous years. Staff recommends that this alternative is premature. This alternative should be evaluated annually as the service contract comes up for review

STAFF RECOMMENDATION

Staff recommends approval of the 2015 one-year service agreement with Tokle Inspections, Inc. (which includes the 2015 Electrical Permit Fee Schedule) and for the agreement to be reviewed annually.

REQUESTED COUNCIL ACTION

By motion approve the 2015 Service Agreement with Tokle Inspections, Inc and authorize the Mayor and City Manager to sign the agreement, after review by the City Attorney.

Prepared by: Don Munson, Codes Coordinator

Attachments: A - Proposed Consultant Services Contract
B - 2015 Permit Fee Schedule

Standard Agreement for Professional Services

This Agreement ("Agreement") is made on the __5th__ day of ___January, 2015, between the City of Roseville, a municipal corporation (hereinafter "City"), and _Tokle Inspections Incorporated, a corporation organized and existing under the laws of the State of Minnesota, (hereinafter "Consultant").

Preliminary Statement

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the performance of professional services by the Consultant.

The City and Consultant agree as follows:

1. ***Scope of Work Proposal.*** The Consultant agrees to provide the professional services shown below ("Work") in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.

    A. Review electrical plans for sites and buildings;
    B. Provide all required on-site electrical inspection services in relation to each electrical permit;
    C. Retain all pertinent records and copies of permits and correspondence related to each permit and make them available to the City upon request;
    D. Have open office hours each business day during which the property owners and staff may work with the inspectors;
    E. Coordinate work (as necessary) with inspection work of the City through the Building Permits Coordinator.
    F. Provide an annual report summarizing permit activity.

2. ***Term.*** The term of this Agreement shall be from _January 1, 2015, through December 31, 2015, the date of signature by the parties notwithstanding.

3. ***Compensation for Services.*** The City agrees to pay the Consultant the compensation described in Attachment B attached hereto for the Work, subject to the following:

A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.

B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.

4. ***City Assistance.*** The City agrees to provide the Consultant with the following assistance concerning the Work to be performed hereunder:

A. Depending on the nature of the Work, Consultant may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City shall provide access to and make provisions to enable the Consultant to enter upon public and private land and property as required for the Consultant to perform and complete the Work.

B. The City shall furnish the Consultant with a copy of any special standards or criteria promulgated by the City relating to the Work, including but not limited to design and construction standards, that is needed by the Consultant in order to prepare for the performance of the Work.

C. A person shall be appointed to act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement.

5. ***Method of Payment.*** The Consultant shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. The Consultant shall verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. Each invoice shall contain the City's project number and a progress summary showing the original (or amended) amount of the Agreement, current billing, past payments and unexpended balance due under the Agreement.

B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon Consultant of written notice from the City of such suspension.

B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.

6. ***Project Manager and Staffing.*** The Consultant has designated Community Development Director Paul Bilotta and Codes Coordinator Don Munson ("Project Contacts") to perform and /or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. Consultant may not remove or replace Project Contracts without the prior approval of the City.

7. ***Standard of Care.*** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.

8. ***Audit Disclosure.*** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.

9. ***Termination.*** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth on page 1, a written notice at least seven (7) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If however, the City terminates the Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have, retain another consultant to undertake or complete the Work to be performed hereunder.

10. ***Subcontractor.*** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.

11. ***Independent Consultant.*** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.

12. ***Non-Discrimination.*** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

13. ***Assignment***. The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.

14. ***Services Not Provided For***. No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.

15. ***Compliance with Laws and Regulations.*** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees,

agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

16. ***Waiver.*** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

17. ***Indemnification.*** The Consultant agrees to defend, indemnify and hold the City, its Council, officers, agents and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or omission (including without limitation professional errors or omissions) of the Consultant, its agents, employees, and/or subcontractors pertaining to the performance of the Work provided pursuant to this Agreement and against all losses by reason of the failure of said Consultant to fully perform, in any respect, all of the Consultant's obligations under this Agreement.

18. ***Insurance.***

A. General Liability. Prior to starting the Work, the Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Consultant or by any subcontractor of the Consultant, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Provision 18 or required by law. Except as otherwise stated below, the policies shall name the City as an additional insured for the Work provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

B. The Consultant shall procure and maintain the following minimum insurance coverages and limits of liability with respect to the Work:

Worker's Compensation:	Statutory Limits
Employer's Liability (Not needed for Minnesota based Consultant):	$500,000 each accident $500,000 disease policy limit $500,000 disease each employee
Commercial General Liability:	$1,000,000 per occurrence $2,000,000 general aggregate $2,000,000 Products – Completed Operations Aggregate $100,000 fire legal liability each occurrence

	$5,000 medical expense
Comprehensive Automobile Liability:	$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owned vehicles).

C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:

a. Personal injury with Employment Exclusion (if any) deleted;

b. Broad Form Contractual Liability coverage; and

c. Broad Form Property Damage coverage, including Completed Operations.

D. Professional Liability Insurance. The Consultant agrees to provide to the City a certificate evidencing that it has in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy. Said policy shall insure payment of damage for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of $2,000,000. Said policy shall not name the City as an additional insured.

E. Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:

a. All policies, except the Professional Liability Insurance policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);

b. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall contain a waiver of subrogation naming "the City of Roseville";

c. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall name "the City of Roseville" as an additional insured;

d. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and

e. All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of the Consultant's insurance declaration page, Rider and/or Endorsement, as applicable, which evidences the compliance with this Paragraph 18, must be filed with City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to City and shall provide satisfactory evidence that Consultant has complied with all insurance requirements. Renewal certificates shall be provided to City prior to the expiration date of any of the required policies. City will not be obligated, however, to review such declaration page, Rider, Endorsement or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents and receipt thereof shall not relieve Consultant from, nor be deemed a waiver of, City's right to enforce the terms of Consultant's obligations hereunder. City reserves the right to examine any policy provided for under this Provision 18.

F. If Consultant fails to provide the insurance coverage specified herein, the Consultant will defend, indemnify and hold harmless the City, the City's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to the City (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of Consultant, its contractors, subcontractors, agents, employees or delegates. Consultant agrees that this indemnity shall be construed and applied in favor of indemnification. Consultant also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, the City may require Consultant to:

a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing performance of the indemnity obligation; or

b. Furnish a written acceptance of tender of defense and indemnity from Consultant's insurance company.

Consultant will take the action required by the City within fifteen (15) days of receiving notice from the City.

19. ***Ownership of Documents.*** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

20. ***Dispute Resolution/Mediation.*** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating arbitration or legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No arbitration or legal or equitable action may be instituted for a period of 90 days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Roseville unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

21. ***Annual Review.*** Prior to each anniversary of the date of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.

22. ***Conflicts.*** No salaried officer or employee of the City and no member of the Board of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

23. ***Governing Law.*** This Agreement shall be controlled by the laws of the State of Minnesota.

24. ***Counterparts.*** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

25. ***Severability***. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

26. ***Entire Agreement.*** Unless stated otherwise in this Provision 26, the entire agreement of the parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: Attachment B - Community Development Department –Request for Council Action – January 5, 2015.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

____
Mayor

____
City Manager

(CONSULTANT)

By: ___________________________

Its: ___________________________

Attachment B

2015 Electrical Permit Fees

A. Minimum fee for each separate inspection of: an installation, replacement, alteration or repair: $35.00

B. Services, changes of service, temporary services, additions, alterations or repairs on either primary or secondary services (shall be computed separately):

Description	Amount
0 to 300 amp	$50.00
301 to 400 amp	58.00
401 to 500 amp	72.00
501 to 600 amp	86.00
601 to 800 amp	114.00
801 to 1,000 amp	142.00
1,001 to 1,100 amp	156.00
1,101 to 1,200 amp	170.00
Add $14 for each add'l 100 amps	

C. Circuits, installation of additions, alterations, or repairs of each circuit or sub-feeder (shall be computed separately). Includes circuits fed from sub-feeders and includes the equipment served, except as provided for in (D) through (K):

Description	Amount
0 to 30 amp	$ 8.00
31 to 100 amp	10.00
101 to 200 amp	15.00
201 to 300 amp	20.00
301 to 400 amp	25.00
401 to 500 amp	30.00
501 to 600 amp	35.00
601 to 700 amp	40.00
Add $5 for each add'l 100 amps	

D. Maximum fee for single-family dwelling shall not exceed $150.00 if not over 200-ampere capacity. This includes service, feeders, circuits, fixtures and equipment. The maximum fee provides for not more than two rough-in inspections and the final inspection per dwelling. Additional inspections are at the re-inspection rate.

E. Maximum fee on an apartment building shall not exceed $70.00 per dwelling unit. A two-unit dwelling (duplex) maximum fee is charged per unit as separate single-family dwellings.

F. The maximum number of 0 to 30 ampere circuits to be paid on any one athletic field lighting standard is 10.

G. In addition to the above fees:
- A charge of $4.00 will be made for each street lighting standard.
- A charge of $7.00 will be made for each traffic signal standard. Circuits originating within the standard will not be used when computing fees.

H. In addition to the above fees, all transformers and generators for light, heat and power shall be computed separately at $8.00 plus $.40 per KVA up to and including 100 KVA. 101 KVA and over at $.30 per KVA. The maximum fee for any transformer or generator in this category is $80.00.

I. In addition to the above fees, all transformers for signs and outline lighting shall be computed at $8.00 for the first 500 VA or fraction thereof per unit, plus $.70 for each additional 100 VA or fraction thereof.

J. In addition to the above fees (unless included in the maximum fee filed by the initial installer) remote control, signal circuits and circuits of less than 50 volts shall be computed at $.75 per device.

K. In addition to the above fees, the inspection fee for each separate inspection of a swimming pool shall be computed at $35.00. Reinforcing steel for swimming pools requires a rough-in inspection.

L. For the review of plans and specifications of proposed installations, there shall be a minimum fee of $150.00 up to and including $30,000 of electrical estimate, plus 1/10 of 1% on any amount in excess of $30,000. To be paid by permit applicant.

M. When re-inspection is necessary to determine whether unsafe conditions have been corrected and such conditions are not subject to an appeal pending before any Court, a re-inspection fee of $35.00 may be assessed in writing by the Inspector.

N. For inspections not covered herein, or for requested special inspections or services, the fee shall be $35.00 per man hour, including travel time, plus $.25 per mile traveled, plus the reasonable cost of equipment or material consumed.

This section is also applicable to inspection of empty conduits and such jobs as determined by the City.

O. For inspection of transient projects, including but not limited to carnivals and circuses, the inspection fees shall be computed as follows:

- Power supply units according to Item “B” of fee schedule. A like fee will be required on power supply units at each engagement during the season, except that a fee of $35.00 per hour will be charged for additional time spent by the Inspector if the power supply is not ready for inspections as required by law.

- Rides, Devises or Concessions shall be inspected at their first appearance of the season and the inspection fee shall be $35.00 per unit.

P. The fee is doubled if the work starts before the permit is issued.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 01-05-2015
Item No.: 7.f

Department Approval

City Manager Approval

Item Description: **Designation Of Assistant Weed Inspector For 2015**

BACKGROUND

- Under Minnesota Statutes, the Mayor is the designated Weed Inspector of the City. The Mayor may however appoint assistant(s) to perform the statutorily required weed inspection duties of the City.

- Mayor Roe is herein requesting that the Council appoint the City of Roseville Community Development Department Codes Coordinator as his assistant to perform all weed inspection duties.

POLICY OBJECTIVE

- Under Minnesota Statutes, Section 18.80, the Mayor is designated to be the City Weed Inspector.

- Minnesota Statutes allows the appointment of "assistants" to perform the statutory weed duties of the Mayor.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Staff recommends the appointment of the Community Development Department Codes Coordinator as the duly authorized and designated Assistant Weed Inspector for the calendar year 2015.

REQUESTED COUNCIL ACTION

By motion the appointment of the City of Roseville Community Development Department Codes Coordinator as the duly authorized and designated Assistant Weed Inspector for the calendar year 2015, pursuant to Minnesota Statutes 18.80.

Prepared by: Don Munson, Codes Coordinator

Attachments: A - Designation of the Assistant Weed Inspector

City of ROSEVILLE Minnesota, USA

OFFICE OF THE MAYOR

Attachment A

Memo

To: Patrick Trudgeon, City Manager
Paul Bilotta, Community Development Director
Don Munson, Codes Coordinator

Re: Designation of Assistant Weed Inspector for 2015

Date: January 5, 2015

Under Minnesota Statute Section 18.80, the Mayor is designated to be the City Weed Inspector. The statute allows the appointment of "assistants" to perform the statutory weed duties of the Mayor. Annually, the Mayor appoints the assistant(s).

I, Mayor Dan Roe, do hereby designate the City of Roseville Community Development Department Codes Coordinator as the duly authorized and designated Assistant Weed Inspector for the City of Roseville, pursuant to Minn. Statute 18.80, for the calendar year 2015.

____

Dan Roe, Mayor
City of Roseville

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: January 5, 2015
Item No.: 7.g

Department Approval	City Manager Approval

Item Description: Appoint Mayor and City Manager to Roseville Firefighter Relief Association

BACKGROUND

Per Minnesota Statute 424A.04 Subdivision 1(a), The three municipal trustees [of a Firefighter Relief Association] must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

POLICY OBJECTIVE

Comply with Minnesota Statute 424A.04 Subdivision 1(a).

BUDGET IMPLICATIONS

None.

STAFF RECOMMENDATION

Designate the Mayor and City Manager to serve as municipal representatives to the Roseville Firefighter Relief Association.

REQUESTED COUNCIL ACTION

Approve Resolution designating the Mayor and City Manager as municipal representatives to the Roseville Firefighter Relief Association.

Prepared by: Patrick Trudgeon, Interim City Manager
Attachments: A: Resolution
B: MN Statute 424A.04 Subdivision 1(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 held on the 5th day of January, at 6:00 p.m.

The following members were present:

and the following were absent:

Councilmember ____________ introduced the following resolution and moved its adoption:

RESOLUTION _______

RESOLUTION DESIGNATING THE MAYOR AND CITY MANAGER AS MUNICIPAL REPRESENTATIVES TO THE FIREFIGHTER RELIEF ASSOCIATION

WHEREAS, Per Minnesota Statute 424A.04 Subdivision 1 (a), The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "Council") of the City of Roseville, Minnesota (the 'City"), that the Council designate:

1. The Mayor as the elected municipal representative to the Roseville Firefighter Relief Association, and;

2. The City Manager as the municipal representative to the Roseville Firefighter Relief Association.

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

the following voted against the same: , and the following abstained: .

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, 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 January 5 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th day of January, 2015.

____

Patrick Trudgeon, Interim City Manager

(Seal)

424A.04 VOLUNTEER RELIEF ASSOCIATIONS; BOARD OF TRUSTEES.

Subdivision 1. **Membership.** (a) A relief association that is directly associated with a municipal fire department must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association and three trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated. The bylaws of a relief association which provides a monthly benefit service pension may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

(b) A relief association that is a subsidiary of an independent nonprofit firefighting corporation must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association, two trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated, and one trustee must be the fire chief serving with the independent nonprofit firefighting corporation. The bylaws of a relief association may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The two municipal trustees must be elected or appointed municipal officials, selected as follows:

(1) if only one municipality contracts with the independent nonprofit firefighting corporation, the municipal trustees must be two officials of the contracting municipality who are designated annually by the governing body of the municipality; or

(2) if two or more municipalities contract with the independent nonprofit corporation, the municipal trustees must be one official from each of the two largest municipalities in population who are designated annually by the governing bodies of the applicable municipalities.

(c) The municipal trustees for a relief association that is directly associated with a fire department operated as or by a joint powers entity must be the fire chief of the fire department and two trustees designated annually by the joint powers board. The municipal trustees for a relief association that is directly associated with a fire department service area township must be the fire chief of the fire department and two trustees designated by the township board.

(d) If a relief association lacks the municipal board members provided for in paragraph (a), (b), or (c) because the fire department is not located in or associated with an organized municipality, joint powers entity, or township, the municipal board members must be the fire chief of the fire department and two board members appointed from the fire department service area by the board of commissioners of the applicable county.

(e) The term of the appointed municipal board members is one year or until the person's successor is qualified, whichever is later.

(f) A municipal trustee under paragraph (a), (b), (c), or (d) has all the rights and duties accorded to any other trustee, except the right to be an officer of the relief association board of trustees.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1-5-15
Item No.: 7.h

Department Approval

City Manager Approval

Item Description: Authorization to Seek Donations for Various City Functions and Events

BACKGROUND

The City Council established a policy in February of 1997 requiring Council approval of formal written request for donations to the City. The City has annually requested support from community groups and businesses for several city functions and special events. A typical letter of request is attached. The activities that the authorization is requested to seek donations for include:

Fire Department

- Annual Firefighter Recognition Event
- Community Partnerships for purchase of Vehicles, Supplies, & Equipment
- Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
- Explorer supplies and training
- Vial of life project
- EMS Week
- Night to Unite
- Family Night Out
- Animal Rescue
- Fire Department Community Support Fund

Parks and Recreation

- Volunteer Recognition Banquet
- Tapping Time at Nature Center
- Community Arts Program
- Tour de Roses
- Earth Day
- Summer Concert Series
- Puppet Wagon
- Discover Your Parks
- Golf Course Events and Leagues
- Rosefest
- July 4th Party in the Park
- Battle of the Bands
- Mosquito Bluegrass Festival

Roll in Movies at the OVAL
Halloween Event
Holiday Craft Fair
New Year's Eve Event
Wild Rice Festival at HANC

Police Department

Shop with a Cop program
Night to Unite
Family Night Out
Reserve Officer Recognition Dinner
Citizen Park Patrol supplies
Heart Defibrillators
Citizen Academy
Police Explorers- training and supplies
Safety Brochures and Information
K9 Unit
Senior Safety Camp
New American Forum

Roseville Housing and Redevelopment Authority

Living Smarter Home and Garden Fair

POLICY OBJECTIVE

The following is the City of Roseville's policy regarding the solicitation of donations. To avoid conflict of interest or appearance of impropriety, the solicitation of donations by City staff is not permitted except by authorization of the City Council. The Council approves all the donations received.

FINANCIAL IMPACTS

Approved donations for these events may result in a budget reduction.

STAFF RECOMMENDATION

Staff recommends the authorization as per City policy for the requesting of donations for the following special events:

Fire Department

Annual Firefighter Recognition Event
Community Partnerships for purchase of Vehicles, Supplies, & Equipment
Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
Explorer supplies and training
Vial of life project
EMS Week
Night to Unite
Family Night Out
Animal Rescue
Fire Department Community Support Fund

Parks and Recreation

Volunteer Recognition Banquet
Tapping Time at Nature Center

Community Arts Program
Tour de Roses
Earth Day
Summer Concert Series
Puppet Wagon
Discover Your Parks
Golf Course Events and Leagues
Rosefest
July 4th Party in the Park
Battle of the Bands
Mosquito Bluegrass Festival
Roll in Movies at the OVAL
Halloween Event
Holiday Craft Fair
New Year's Eve Event
Wild Rice Festival at HANC

Police Department

Shop with a Cop program
Night to Unite
Family Night Out
Reserve Officer Recognition Dinner
Citizen Park Patrol supplies
Heart Defibrillators
Citizen Academy
Police Explorers- training and supplies
Safety Brochures and Information
K9 Unit
Senior Safety Camp
New American Forum

Roseville Housing and Redevelopment Authority

Living Smarter Home and Garden Fair

REQUESTED COUNCIL ACTION

Motion authorizing the City Manager or his designee to send letters requesting support for:

Fire Department

Annual Firefighter Recognition Event
Community Partnerships for purchase of Vehicles, Supplies, & Equipment
Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
Explorer supplies and training
Vial of life project
EMS Week
Night to Unite
Family Night Out
Animal Rescue
Fire Department Community Support Fund

Parks and Recreation

Volunteer Recognition Banquet
Tapping Time at Nature Center
Community Arts Program
Earth Day
Summer Concert Series
Puppet Wagon
Discover Your Parks
Golf Course Events and Leagues
Rosefest
July 4th Party in the Park
Battle of the Bands
Mosquito Bluegrass Festival
Roll in Movies at the OVAL
Halloween Event
Holiday Craft Fair
New Year's Eve Event
Wild Rice Festival at HANC

Police Department

Shop with a Cop program
Night to Unite
Family Night Out
Reserve Officer Recognition Dinner
Citizen Park Patrol supplies
Heart Defibrillators
Citizen Academy
Police Explorers- training and supplies
Safety Brochures and Information
K9 Unit
Senor Safety Camp
New American Forum

Roseville Housing and Redevelopment Authority

Living Smarter Home and Garden Fair

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachment: A: Sample Letter

Attachment A.

Clayton Midboe
Roseville Olive Garden Restaurant
1525 West County Road C
Roseville, MN 55113

Dear Clayton,

The Roseville Parks and Recreation Department is hosting a Volunteer Appreciation Dinner on Thursday, March 6, 2014 at 6:00pm at the Roseville Skating Center. We expect 150 – 175 volunteers to attend the event, which will recognize their volunteer contributions for 2013.

We would appreciate your consideration of providing the spaghetti dinner for the volunteers that night. We would supply the following name recognition:

- Program listing
- Announcements that evening
- Acknowledgement on OVAL scoreboard
- Opportunity to give away door prizes, if so desired

Please contact Rick Schultz @ 651-792-7104 or myself @ 651-792-7101 if you have any questions concerning the Volunteer Appreciation Dinner. We have greatly appreciated this contribution in past years. Thanks very much for your consideration.

Sincerely,

Lonnie Brokke
Director of Parks and Recreation

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: January 5, 2015
Item No.: 12.a

Department Approval	City Manager Approval

Item Description:	Appoint Acting Mayor for 2015

BACKGROUND

Minnesota State Statute 412.121, Acting Mayor, requires cities annually to designate an Acting Mayor among Councilmembers. The acting mayor shall perform the duties of the mayor during the disability or absence of the mayor, or in the case of a vacancy, until a successor has been appointed.

REQUESTED COUNCIL ACTION

Motion designating the 2015 Acting Mayor.

Prepared by: Patrick Trudgeon, City Manager

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: January 5, 2015
Item No.: 12.b

Department Approval	City Manager Approval

Item Description: Citizen Advisory Commission Reappointments

BACKGROUND

Roseville has eight standing advisory commissions. Commissions advise the City Council on specific actions and offer citizen input on issues of importance. Annually the City Council requests interviews, appoints and reappoints Commissioners and/or declares vacancies on the standing Commissions.

At the December 8 meeting, the City Council confirmed the reappointment calendar. They agreed that at the January 5 organizational meeting, the Council would determine whether to reappoint some or all of the commissioners who are reapplying, or invite them to be interviewed at the January 12 Council meeting. Commissioners would be appointed to terms that begin April 1 through March 31, 2018.

Twelve commissioners on seven commissions have expressed interest in being reappointed to their commissions. Their attendance record for the previous 12 months is included and applications are attached.

Community Engagement

Scot Becker – eligible and requests reappointment: attended 4 of 5 meetings
Gary Grefenberg – eligible and requests reappointment: attended 5 of 5 meetings

Finance Commission

Nagaraja Konidena - eligible and requests reappointment: attended 6 of 7 meetings
Peter Zeller - eligible and requests reappointment: attended 7 of 7 meetings

Human Rights Commission

Mary Bachhuber - eligible and requests reappointment: attended 7 of 7 meetings
Lisa Carey - eligible and requests reappointment: attended 5 of 5 meetings
Wayne Groff - eligible and requests reappointment attended 7 of 9 meetings

Parks and Recreation Commission

Jerry Stoner – eligible and requests reappointment: attended 7 of 10 meetings

Planning Commission

Shannon Cunningham – eligible and requests reappointment: attended 7 of 9 meetings
(Mohamed Keynan notified staff that he is no longer interested in reappointment)

Police Civil Service Commission

Brad VanderVegt – eligible and requests reappointment: attended 3 of 3 meetings

Public Works, Environment and Transportation Commission

Duane Seigler – eligible and requests reappointment: attended 8 of 8 meetings

Staff asked chairs for recommendations of reappointments.

Community Engagement Commission Chair Gary Grefenberg recommends Scot Becker be reappointed to the Community Engagement Commission.

Finance Commission Chair Robin Schroeder recommends Nagaraja Konidena and Peter Zeller be reappointed to the Finance Commission.

Human Rights Commission Chair Wayne Groff recommends Mary Bachhuber and Lisa Carey be reappointed to the Human Rights Commission.

Parks and Recreation Commission Chair David Holt recommends Jerry Stoner be reappointed to the Parks and Recreation Commission.

Planning Commission Chair John Gisselquist recommends Shannon Cunningham be reappointed to the Commission.

Public Works Commission Chair Dwayne Stenlund recommends Duane Seigler be reappointed to the Commission.

REQUESTED COUNCIL ACTION

Reappointment and/or determine which commissioners the Council wants to interview on January 12 at the regular Council meeting.

Prepared by: **Patrick Trudgeon, City Manager**
Attachments: A: Commission reappointment applications

Full Name: Scot Becker
Last Name: Becker
First Name: Scot
Company: HRC

Home Address:
Roseville, MN 55113

E-mail:
E-mail Display As: Scot Becker

The following form was submitted via your website: Commission Application

Please check commission applying for: Community Engagement Commission

If Other, please list name:
How did you learn about this Commission position?: Other
If Other, please describe:

This application is for:: Reappointment

If this is a student application, please list your grade:

Name:: Scot Becker
Address::
City, State, Zip: Roseville, MN 55113

Preferred Phone Number::

Email address::

How many years have you lived in Roseville?: 12

Work Experience (especially as it relates to the Commission/Board for which you are applying): Commissioner on Roseville Human Rights Commission 2012-2015 (2014 Vice Chair) Since 1995, I've amassed detailed professional experience in the intersection of information technology with "business" needs to include internet and communication technologies and direct application of these technologies for county, state, and federal clients. Specific employment history includes: Associate Director, Optum (UnitedHealth Group) (current), Small Business Owner (Orthogonal Software Corporation) (2001-2013), Partner, software consulting firm (1998-2001)

Education:: BSc Electrical Engineering, University of Minnesota, Institute of Technology Various professional certifications

Civic and Volunteer Activities (Past and Present):: Commissioner on Roseville Human Rights Commission 2012-2015 (2014 Vice Chair) Mentor at the University of Minnesota College of Science and Engineering Fundraiser for various charities Various volunteer/charity activities Member of Social Responsibility Committee, UnitedHealth Group CSD

Please state your reasons for wanting to serve on the Commission/Board:: I'm continually looking for ways to engage and serve my community – both in a global sense (i.e. humanity) and at the local level (i.e. Roseville and my immediate neighborhood). I've also had a life-long interest in politics, especially as it relates to the state and local level. Government often has the most impact on an individual's life at the local level, and as such I feel in serving on this commission I can directly help people, which is my ultimate goal for all volunteer activities.

What is your view of the role of this Commission/ Board?: Serve in an advisory capacity to the city council on community engagement issues, act as a general community liaison, provide an additional means for public interface with the city of Roseville, provide leadership on community engagement issues, and, of course, drive community engagement with the city across its entire population.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I've been a Roseville resident since April of 2003 and, having recently purchased a subsequent home in Roseville, I plan to continue raise my family in the city for many years to come. I've come to appreciate all that Roseville has to offer its citizens -- and I want to contribute.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §13.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Preferred Email Address

Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 12/22/2014 4:24:53 PM

Full Name: Gary Grefenberg
Last Name: Grefenberg
First Name: Gary
Company: CEC

Home Address:
Roseville, MN 55113

Home:

E-mail:
E-mail Display As: Gary Grefenberg

The following form was submitted via your website: Commission Application

Please check commission applying for: Community Engagement Commission

If Other, please list name:

How did you learn about this Commission position?: Other

If Other, please describe: I'm on the Commission

This application is for:: Reappointment

If this is a student application, please list your grade:

Name:: Gary Grefenberg
Address::
City, State, Zip: Roseville, MN 55113

Preferred Phone Number::
Email address::

How many years have you lived in Roseville?: 17

Work Experience (especially as it relates to the Commission/Board for which you are applying):
community organizing experience of 40 years plus,
20 years administering a State of Minnesota Planning Commission, and eight years of experience working in Roseville Civic Affairs.

Education:: BA from the St. Paul Seminary MAT from the University of St. ThomasServes

Civic and Volunteer Activities (Past and Present):: eights years of working in Roseville civic affairs, from Imagine Roseville 2025, Split Lot Study Group, Human Rights Commission (missed only two meetings in over four years), founder of SouthWest Area of Roseville Neighborhoods, founder of Neighbors Against the Asphalt Plant, Roseville Designer Selection Committee to Select a Web Site Redesigner (2012-2013), Parks Master Planning 2009-2010), and eight months on the newly-created Community Engagement Commission.

Please state your reasons for wanting to serve on the Commission/Board:: I want to conclude my efforts at integrating community engagement into city hall culture, which began when I co-chaired the Community Life and Civic Engagement Committee of Imagine Roseville 2025 over eight years ago.

What is your view of the role of this Commission/ Board?: Serves as an advisor to the City Council "in the effective and meaningful involvement of Roseville residents in their community," and it makes recommendations, reviews policies, and suggest strategies that will help to improve City communication and increase a sense of community." (City Ordinance 1462)

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I spent the past eight months working with the Commission in developing its goals and strategies. I'd now like one full term to conclude my participation in that work, and help assure that the Commission and the Council appropriately and in collaboration implement the Commission's goals as given to them by the Council.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §13.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Home Phone Number,Preferred Email Address

Home Phone :
Work Phone :
Cell Phone:

Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 12/22/2014 6:36:00 PM

Full Name: Nagaraja Rao Konidena
Last Name: Konidena
First Name: Nagaraja
Company: Finance Reapplication

Home Address:
Roseville, MN 55113

Business:
Home:
Mobile:

E-mail:
E-mail Display As: Nagaraja Rao Konidena

The following form was submitted via your website: Commission Application

Please check commission applying for: Finance Commission

If Other, please list name:

How did you learn about this Commission position?: Contacted by Council or Commission member,Other

If Other, please describe: Staff

This application is for:: Reappointment

If this is a student application, please list your grade:

Name:: Nagaraja Rao Konidena
Address::
City, State, Zip: Roseville, MN 55113
Preferred Phone Number::
Email address::

How many years have you lived in Roseville?: 8 years

Work Experience (especially as it relates to the Commission/Board for which you are applying): Member of Capital projects review committee, Risk Review Committee, Process Improvement committee and Corporate Compliance committees at my work place. Manage divisional budget of $17.6 million, spread over 3 office locations.

Education:: M.B.A. from Carlson School of Management, U of MN M.S.E.E. from University of Texas at Arlington, Arlington, TX B.E. from Bangalore University, Bangalore, India

Civic and Volunteer Activities (Past and Present):: Current Finance Commissioner, City of Roseville Electric Vehicle volunteer

Please state your reasons for wanting to serve on the Commission/Board:: I believe I add value to the Finance Commission from a non-finance major perspective.

What is your view of the role of this Commission/ Board?: This Finance commission is new, and we started in 2014 with a lot on our plate. We have high expectations, and we are addressing the Councils expectations one step at a time. For ex; Debt, Capital improvements policy discussions etc.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: If the council feels strongly about having finance major experience is critical to finance commission, I will be glad to volunteer for other commissions.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §13.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Cell Phone Number,Preferred Email Address

Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:
Form submitted on: 12/4/2014 3:35:19 PM

Full Name: Peter Zeller
Last Name: Zeller
First Name: Peter
Company: Finance

Home Address:
Roseville, MN 55113

Home:

E-mail:
E-mail Display As: Peter Zeller (

The following form was submitted via your website: Commission Application

Please check commission applying for: Finance Commission

If Other, please list name:

How did you learn about this Commission position?: Roseville Review newspaper

If Other, please describe:
This application is for:: Reappointment

If this is a student application, please list your grade:

Name:: Peter Zeller
Address::
City, State, Zip: Roseville, MN 55113
Preferred Phone Number::
Email address::

How many years have you lived in Roseville?: 24

Work Experience (especially as it relates to the Commission/Board for which you are applying): I have worked for various businesses over the past 30 years as a financial accountant, consultant and controller. Currently hold an active CPA certificate, as a member in industry.

Education:: BBA degree from University of Wisconsin-Eau Claire Comprehensive major in Accounting

Civic and Volunteer Activities (Past and Present):: I have served as treasurer for various non-profit organizations over the years. Charter member of the Roseville Finance Commission.

Please state your reasons for wanting to serve on the Commission/Board:: I am seeking reappointment in order to continue our work in helping others understand the City of Roseville financial picture.

What is your view of the role of this Commission/ Board?: Our goal is to provide insight to the City Council which will enable them to make more informed decisions as they relate to city budgets and finances.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: The Finance Commission has been effective during it's first year but much still needs to be done with regard to policy formation and fiscal transparency.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §13.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Preferred Email Address

Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:
Form submitted on: 12/19/2014 7:22:12 PM

Full Name: Mary Bachhuber
Last Name: Bachhuber
First Name: Mary
Company: HRC

Home Address:
Roseville, MN 55113

Home:

E-mail:
E-mail Display As: Mary Bachhuber

The following form was submitted via your website: Commission Application

Please check commission applying for: Human Rights Commission

If Other, please list name:

How did you learn about this Commission position?: Other

If Other, please describe: City notified me that I needed to reapply

This application is for:: Reappointment

If this is a student application, please list your grade:

Name:: Mary Bachhuber
Address::
City, State, Zip: Roseville, MN 55113

Preferred Phone Number::

Email address::

How many years have you lived in Roseville?: almost 5

Work Experience (especially as it relates to the Commission/Board for which you are applying): Human Rights was part of my curriculum as a high school teacher in the 1990's. I've also been an elementary school librarian - a job in which I worked for student access to education, information and privacy. I currently volunteer and substitute at Roseville's Brimhall Elementary's library.

Education:: BA, Psychology, and social studies teaching license, Lawrence University, Appleton, WI. Masters in Information Science and library teaching licensure, University of WI - Milwaukee.

Civic and Volunteer Activities (Past and Present):: Current member of HRC, starting Spring 2014 District 623 Gifted and Talented Advisory Council (Present) District 623 Curriculum Advisory Committee (2011-2014) Volunteer and PTA member at Brimhall Elementary (2010-2014), RAMS (2012-Present) and RAHS

(Present) Volunteer guide for student groups to the Minneapolis Institute of Art (MIA) (2011-Present) Board member of the Friends of the Institute (MIA) (Present)

Please state your reasons for wanting to serve on the Commission/Board:: It remains true that I'd like to be more involved in our community and this commission's issues/interests match well with my interests and values.

What is your view of the role of this Commission/ Board?: To promote and help ensure human rights in Roseville, primarily through education.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I feel as though I've been an active commissioner. I've sought out community members with whom to collaborate or build productive relationships, such as Dr. Juanita Hoskins (Head of ISD 623 Integration and Equity), the advisor of RAHS's Straight/Gay Alliance, Sara Barsel of Roseville A/D, Chong Bee Vang and Maureen Rafferty of the Karen Organization of MN, and the program director of the MN Humanities Center. I've helped complete HRC initiatives, such as the new annual HRC award, and pursued the possibility of a community-wide read. I attend as many community events related to human rights as possible, i.e.: Roseville ACT, the library's "Many Voices, One MN" programs, and last night's valuable city engagement with the Karen.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §13.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Home Phone Number

Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 12/19/2014 8:18:25 AM

Full Name: Lisa Carey
Last Name: Carey
First Name: Lisa
Company: HRC reapplication

Home Address:
Roseville, MN 55113

Mobile:

E-mail:
E-mail Display As: Lisa Carey

The following form was submitted via your website: Commission Application

Please check commission applying for: Human Rights Commission
If Other, please list name:

How did you learn about this Commission position?: Contacted by Council or Commission member

If Other, please describe:
This application is for:: Reappointment
If this is a student application, please list your grade:

Name:: Lisa Carey
Address::
City, State, Zip: Roseville, MN 55113
Preferred Phone Number::
Email address::

How many years have you lived in Roseville?: 1.5

Work Experience (especially as it relates to the Commission/Board for which you are applying): Business Analyst - Thrivent Financial Group Fitness Instructor - LA Fitness Roseville

Education:: University of Wisconsin - Milwaukee (Bachelor of Business Administration 2002)

Civic and Volunteer Activities (Past and Present):: Roseville Human Rights Commission (2014-present) Roseville Community Playground Build (2014 - this was rained out) Thrivent Financial Blood Drive Corporate Team (2009-present) Salvation Army Bell Ringer (2008-present) Thrivent Builds Habitat for Humanity - Biloxi, MS (2008) Habitat for Humanity - various local builds

Please state your reasons for wanting to serve on the Commission/Board:: Community members help drive and determine how successful a community will be. Upon purchasing our home in Roseville, I immediately decided I wanted to be involved and help drive a positive future for Roseville. The more involved we are, the more educated we become, and the stronger we can make the community. I've learned a great deal about the various dynamics of Roseville and am passionate about finding ways to connect with and help neighbors, including the Karen, the large aging population, and other residents of various age, backgrounds, and needs. I'm excited to continue working to educate myself and the community, build bonds between groups, and promote Roseville as one, strong community.

What is your view of the role of this Commission/ Board?: We have a great group of people on the commission. I view myself as one piece of the pie that actively meets and works to find ways to bring the residents of Roseville together, to help us understand each other better, and create opportunities to help each other and strengthen our community!

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I'm currently working on securing funding for a Civility Training in 2015. This would be open to city staff, commission and elected officials, and City of Roseville residents. We are not the first city to look at civility training and other communities that have experienced the training have had very positive outcomes.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

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Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:
Form submitted on: 12/3/2014 1:09:46 PM

Full Name: Wayne Groff
Last Name: Groff
First Name: Wayne
Company: HRC

Home Address:
Roseville, MN 55113

Mobile:

E-mail:
E-mail Display As: Wayne Groff

The following form was submitted via your website: Commission Application
Please check commission applying for: Human Rights Commission

If Other, please list name:
How did you learn about this Commission position?: Contacted by Council or Commission member

If Other, please describe:
This application is for:: Reappointment
If this is a student application, please list your grade:

Name:: Wayne Groff
Address::
City, State, Zip: Roseville, MN 55113
Preferred Phone Number::
Email address::

How many years have you lived in Roseville?: 4

Work Experience (especially as it relates to the Commission/Board for which you are applying): I have served on the Human Rights Commission for 3 years.
Presently serving as chair of the commission.

Education:: Bachelor of Science
Some graduate course work

Civic and Volunteer Activities (Past and Present):: Served on the Human Right Commission in Falcon Heights.
Helped implement compliance with Americans with Disablities Act in public buildings and helped commercial buildings achieve compliance in Falcon Heights.
Served on the League of MN Human Rights Commission as a board member.

Please state your reasons for wanting to serve on the Commission/Board:: I feel we have done good work on the commission in the years I have been a member but we have several projects that I would like to see completed.

This year we are working on Mental Illness and how we can better understand and work with individuals in our community.
Also working on Civility Training to encourage constructive relationships within the city.

What is your view of the role of this Commission/ Board?: I feel the current commission has several very active members working hard to encourage fair and equal treatment for all individuals in Roseville.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.:

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

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Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:
Form submitted on: 12/9/2014 2:10:40 PM

Full Name: Shannon Cunningham
Last Name: Cunningham
First Name: Shannon
Company: Planning

Home Address:
Roseville, MN 55113

Mobile:

E-mail:
E-mail Display As: Shannon Cunningham

The following form was submitted via your website: Commission Application

Please check commission applying for: Planning Commission

If Other, please list name:

How did you learn about this Commission position?: Other
If Other, please describe: Current Commissioner
This application is for:: Reappointment

If this is a student application, please list your grade:

Name:: Shannon Cunningham
Address::
City, State, Zip: Roseville, MN 55113

Preferred Phone Number::
Email address:: S

How many years have you lived in Roseville?: 7

Work Experience (especially as it relates to the Commission/Board for which you are applying): Director of Political, Legislative and Community Advocacy- Minnesota Nurses Association (Present) Committee Administrator, Minnesota Senate

Education:: Masters of Advocacy and Political Leadership from the University of MN-Duluth Bachelor of Political Science from Bemidji State University

Civic and Volunteer Activities (Past and Present):: Planning Commission member- present Board of Directors, City & County Credit Union- present Greater Twin Cities United Way Emerging Leader

Please state your reasons for wanting to serve on the Commission/Board:: I believe I have provided a unique and balanced perspective in my current role on the Commission. I enjoy interacting with Roseville citizens and business owners to ensure everyone's voice is heard. I would be honored to continue to serve.

What is your view of the role of this Commission/ Board?: The Commission addresses issues relating to city planning and development and makes recommendations to the city council regarding these items.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I have very much enjoyed my time on the Commission and, if the council wishes, would be honored to continue to serve.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

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Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:
Form submitted on: 12/28/2014 1:14:09 AM

Full Name: Brad VanderVegt
Last Name: VanderVegt
First Name: Brad
Company: Police Civil Service

Home Address:
Roseville, MN 55113

Business:
Home:
Mobile:

E-mail:
E-mail Display As: Brad VanderVegt

The following form was submitted via your website: Commission Application

Please check commission applying for: Police Civil Service Commission

If Other, please list name:

How did you learn about this Commission position?: Contacted by Council or Commission member

If Other, please describe:

This application is for:: Reappointment

If this is a student application, please list your grade:

Name:: Brad
Address:: VanderVegt
City, State, Zip: Roseville, MN 55113
Preferred Phone Number::
Email address::

How many years have you lived in Roseville?: 7 years

Work Experience (especially as it relates to the Commission/Board for which you are applying): I am a probation and parole officer in MN and have worked in the corrections field for over thirteen years. I served in the United Stated Marine Corps for four years as an infantry squad leader and the United States Air Force reserve as a security forces, combat arms training and maintenance instructor for eight years.

Education:: I received my high school diploma form Ogilvie high school in 1997. I received my Bachelors of Science degree in 2005 from Metropolitan State University where my educational focus was in social science, cultural anthropology and political science.

Civic and Volunteer Activities (Past and Present):: I've been a member of the Roseville Police and Civil Service Commission for the past three years. I am also a member of the Marine Corp reentry program committed to assisting returning veterans in reentering their community successfully.

Please state your reasons for wanting to serve on the Commission/Board:: As a member of the Roseville Community I am committed to serving the City in whatever capacity I can to help ensure it is efficient, effective and ultimate remains a wonderful place to live, work and raise a thriving family.

What is your view of the role of this Commission/ Board?: To ensure fair and equitable hiring practices are upheld within the department with an emphasis on attracting the best and brightest in law enforcement talent, retaining those officers and creating a retirement option that rewards their hard work and commitment to our City.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I have thoroughly enjoyed my time on the commission and am eager to return if allowed to by the council and continue the good work that is being done by this collaboration to benefit our City.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

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Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:
Form submitted on: 12/27/2014 2:03:10 PM

Full Name: Jerry Stoner
Last Name: Stoner
First Name: Jerry
Company: Parks and Recreation

Home Address:
Roseville, MN 55113

Mobile:

E-mail:
E-mail Display As: Jerry Stoner

The following form was submitted via your website: Commission Application

Please check commission applying for: Parks and Recreation Commission

If Other, please list name:

How did you learn about this Commission position?: Other

If Other, please describe: Lonnie Brokke
This application is for:: Reappointment
If this is a student application, please list your grade:

Name:: Jerry Stoner
Address::
City, State, Zip: Roseville, MN 55113
Preferred Phone Number::
Email address::

How many years have you lived in Roseville?: 3

Work Experience (especially as it relates to the Commission/Board for which you are applying): I work for Dickey-john Corp writing software for agricultural machinery. Previously I have worked for Distek Integration doing consulting software design for John Deere and Vermeer Mfg.

Education:: I have BS degrees in Electrical Engineering and Computer Engineering from Iowa State University.

Civic and Volunteer Activities (Past and Present):: I served as treasurer and then president of the ISU Hapkido club. I helped promote and write a new constitution merging the three martial arts clubs at ISU into a single large entity.

I spent 5 years mentoring the Ogden Iowa Middle School First Lego League team. I am proud to say that the team went to the world competition twice during that time. First Lego League is a competition that teaches science and engineering concepts to teenagers using Lego robotics kits.

Please state your reasons for wanting to serve on the Commission/Board:: Originally I wanted to join the P&R Commission because we were supremely impressed with the park system of Roseville when we first moved to the Twin Cities. It is what convinced us that we wanted to plant our roots in this community. I met Lonnie Brokke at a Discover Your Parks at Applewood Park and he asked me to consider applying after a lengthy conversation about the Renewal Plan.

During my term, I have met many excellent commission members and learned even more about Roseville's P&R system. It amazes me at the different subjects that continue to arise, and I want to continue to learn more and contribute on those subjects. The commission interests me and I would like to continue to be a part of it.

What is your view of the role of this Commission/ Board?: This hasn't changed much from my original application: listen. The commission isn't just a group of opinions, it's an opportunity to investigate, gather information and make informed recommendations when appropriate to the City Council. While the recommendation may be the most visible part, the investigation and fact gathering are the most important.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I have greatly enjoyed the term I have had thus far with the Parks and Rec commission. It has been fun and interesting getting to know staff and council, and I appreciate the opportunity to serve.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

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Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:
Form submitted on: 12/25/2014 12:32:34 AM

Full Name: Duane Seigler
Last Name: Seigler
First Name: Duane
Company: PWET

Home Address:
Roseville, MN 55113

Home:

E-mail:
E-mail Display As: Duane Seigler

The following form was submitted via your website: Commission Application

Please check commission applying for: Public Works, Environment and Transportation Commission

If Other, please list name:
How did you learn about this Commission position?: Other

If Other, please describe:
This application is for:: Reappointment
If this is a student application, please list your grade:

Name:: Duane Seigler
Address::
City, State, Zip: Roseville, MN 55113

Preferred Phone Number::
Email address::

How many years have you lived in Roseville?: 16

Work Experience (especially as it relates to the Commission/Board for which you are applying): I've worked for Target Corporation for 14 years. I deal with financial and operations issues. I can use my experiences in the corporate world to bring different views into the Public Works committee. After being on the committee for one year, I think I can bring more value in continuing.

Education:: B.S. Minnesota State University - Mankato

Civic and Volunteer Activities (Past and Present):: Public Works Environment and Technology Committee, 1 year.

Please state your reasons for wanting to serve on the Commission/Board:: I believe I can bring a different view to the committee. I have a broad private sector experience and can bring new ideas to the committee.

What is your view of the role of this Commission/ Board?: The Commission makes recommendations to the City Council about complex issues such as Solar Gardens.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I have really enjoyed my one year on the commission and would like to continue with another term.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

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Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Ye

Additional Information:
Form submitted on: 12/8/2014 5:49:48 PM

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: January 5, 2015
Item No.: 12.c

Department Approval

City Manager Approval

Item Description: Discussion of 2015 City Council and Staff Retreat

BACKGROUND

At the December 7, 2014 meeting, the City Council discussed holding a strategic planning retreat early in 2015. In the discussion, the City Council indicated a desire to meet with Department Heads to create strategic priorities. The City Council, after some discussion, felt that having two half-day sessions would work the best. While it was discussed that the Department Heads may only need to attend the first session, the City Manager recommends that staff be involved in both sessions to be both a resource and a participant in crafting the strategic priorities.

As part of the discussion staff indicated that a facilitator was needed. While there where differing opinions by the City Council on whether a facilitator should be used, the City Manager and Department Heads feel strongly that a paid facilitator should be used as part of the process. An outside facilitator will allow all necessary persons to participate in the process. A facilitator will also allow for an independent voice to move the process forward by keeping efforts focused on tangible goal planning and prioritization. Staff recommends that the City utilize Craig Rapp as a facilitator to lead us through our strategic planning process. Mr. Rapp is a former City Manager in Minnesota and currently has a consulting business that provides strategic planning and visioning facilitation services for the public and non-profit sectors. He comes highly recommended from colleagues in other cities. Most recently Mr. Rapp has led strategic planning processes in the Twin Cities Metro including neighboring cities, New Brighton and Vadnais Heights.

Mr. Rapp is proposing to conduct a two-day strategic planning process. (See Attachment A for a full description of his proposed services). The first session, lasting about 4 hours, will begin the process of identifying strategic priorities. Mr. Rapp will have the group examine the internal and external operating environment for the organization and lead a discussion based on a SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats) completed by City Council and Department Heads prior to the session. As part of the first session, he will also lead a conversation with the group to examine the organization’s culture and values. Based on these discussions, the City Council and Department Heads will better understand the challenges and opportunities for the organization as we head to the second session

The second session will occur the following day and will last 5-6 hours. Building off of the information gathered and discussed as part of the first session, the group will work on the development of 4-6 strategic priorities. Once the strategic priorities are determined, the group will identify “key outcomes” which will include targets and success measures.

After the process is completed, Mr. Rapp will provide a summary report of the process and outcomes. Staff has included a summary report from the Vadnais Heights strategic planning effort (Attachment B) and a "Strategic Performance Report" from the City of New Brighton detailing their progress on meeting their strategic planning priorities (Attachment C).

As part of his proposal, Mr. Rapp proposes an optional 3-hour session where he would lead staff in developing strategic initiatives and action plans based on the agreed-upon strategic plan. From staff's perspective, this session would be beneficial as it not only helps identify steps to be taken to implement the strategic priorities, it will also help focus discussion on incorporating the strategic plan into department work plans. The City Manager would propose having the Roseville Leadership Team (Department Heads, Assistant Department Heads, and Supervisors) take part of this session. Once the work is completed, staff will present the action plans to the City Council for review and approval.

At the December 7th meeting, the City Council also discussed maybe doing the sessions on a Friday afternoon and Saturday morning. At this point, Mr. Rapp has limited availability on the weekend for the first three months of the year. The next opportunity for a weekend session is January 23 and 24. (Mr. Rapp could also do a Friday/Saturday session on February 20-21, and March 27-28). If those dates do not work, staff proposes that we look at holding the sessions over two weekdays with the first session be held on a weekday afternoon and the second session be the following morning. Possible dates include January 26, 27, 28; February 9, 10, 17, 18, 23, 24, 25, 26, and March 2, 3, 4. Staff recommends that the sessions be held in the City Council Chambers so that it can be recorded for playback on CTV 15. Staff recommends the recording secretary be present to record minutes of the session.

POLICY OBJECTIVE

As a result of conducting a strategic planning retreat, the City Council and staff will identify priorities for City operations and services that will provide guidance for department work plans and the 2016 Budget.

FINANCIAL IMPACTS

Mr. Rapp will provide his two-session strategic planning facilitation services for $4,950. The optional session to develop strategic initiatives and action plans with staff would cost an additional $2,500. The total costs for these sessions are $7,450 and are proposed to come from the Communications Fund.

STAFF RECOMMENDATION

Staff recommends that the City hire Mr. Craig Rapp to conduct the strategic planning process as outlined in his proposal contained in Attachment A for a cost of $4,950. In addition, staff also recommends that the City hire Mr. Rapp to conduct a session with the City's leadership team to develop strategic initiatives and action plans based on the adopted strategic priorities for a cost of $2,500.

REQUESTED COUNCIL ACTION

A motion to hire Craig Rapp to facilitate the City Strategic Planning process in the amount of $7,450 that will include a two-day session with City Council and Department Heads and a half-day session with the Roseville Staff Leadership Team.

The City Council should also choose a date to hold the two-day strategic planning session.

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

Attachments:
A: Proposal from Craig Rapp
B: Vadnais Heights Strategic Plan Summary Report
C: New Brighton Strategic Performance Report

CRAIG RAPP, LLC
IMPROVING ORGANIZATIONS & THE PEOPLE WHO LEAD THEM

December 18, 2014

Patrick Trudgeon
City Manager
City of Roseville
2660 Civic Centre Drive
Roseville, MN 55113

RE: Proposal to provide strategic planning services

Dear Pat,

Based upon the City of Roseville's interest in strategic planning services, the following proposal is offered for your consideration. The proposal addresses the needs identified in our recent discussion.

As the list of references reflects, I have provided strategic planning services to numerous cities throughout the metropolitan area.

Thank you for the opportunity to assist the City of Roseville.

Yours truly,

Craig Rapp
President

CHICAGO: 40 East Chicago Avenue #340, Chicago, IL 60611 • MINNEAPOLIS: 3208 West Lake Street #142, Minneapolis, MN 55416 TOLL FREE: 800-550-0692 • craig@craigrapp.com

Proposal

The following describes a two-session strategic planning process proposed for the City of Roseville. An optional session to assist the staff with work related to plan implementation has also been provided, should the City wish to include this as an activity.

Session #1- Examine the Environment- SWOT Analysis, Culture and Value Proposition, Strategic Challenges- 4 hour meeting. The first session will be dedicated to examining the internal and external operating environment and identifying strategic challenges. A facilitated process using information generated by a SWOT questionnaire filled out in advance by the City Council, and senior staff will yield a set of challenges and priorities. A review of the organization's culture and value proposition will also occur- supported by the results of a brief questionnaire administered to the group. The culture and value proposition discussion will include a review of mission, vision and value concepts.

a. Develop and distribute SWOT questionnaire
b. Review and compile questionnaire results
c. Facilitate session
d. Summarize results- prepare agenda materials
e. Incorporate results into follow-up session

Session #2 – Determine Strategic Priorities, Establish Key Outcomes and Targets, 5-6 hour meeting The second session will be dedicated to finalizing any work remaining from session one, and the development of 4-6 Strategic Priorities. The group will then identify Key Outcomes, including indicators, targets and measures. An initial discussion of strategic initiatives will be held, which will help guide the development of specific projects to be undertaken.

a. Prepare background materials
b. Review previous session discussion/results
c. Discuss plans/documents with City Manager
d. Facilitate session
e. Summarize results

Optional Session – Develop Strategic Initiatives and Action Plans – 3 hour meeting This session will be conducted with the management staff and will focus exclusively on finalizing the strategic initiatives and creating detailed action plans for each strategic priority, in line with Key Outcome Indicators. Action plans need to be developed in sufficient detail to establish accountability and make the effort real. The session will include a review of the strategic planning process to provide guidance on the development of effective plans.

a. Meeting with City Manager
b. Prepare background materials
c. Review previous session discussion/results
d. Facilitate session, train group
e. Summarize results

Summary Report. A summary report, detailing the process, including the draft action plan developed, will be prepared and submitted to the City.

a. Prepare summary report

Proposed Fee

The total fee for the proposed process is $4,950.00, which includes all costs.

The fee for the Optional Session is $2,500.00.

Approval:

___

for the City of Roseville Dat

December 18, 2014

___

for Craig Rapp, LLC Date

REFERENCES

Below are selected references from recent engagements in Minnesota similar to the one proposed for Roseville.

Recent strategic planning projects led by Craig Rapp:

1. City of Brooklyn Center, MN
2. City of Crystal, MN
3. City of New Brighton, MN
4. City of St. Louis Park, MN
5. City of Edina, MN
6. City of Wayzata, MN
7. City of Vadnais Heights, MN

Contact:
Curt Boganey, City Manager, City of Brooklyn Center,
Anne Norris, City Manager, City of Crystal, anorris@ci.crystal.mn.us, (763) 531-1000
Dean Lotter, City Manager, City of New Brighton- Dean.Lotter@newbrightonmn.gov, (651) 638-2041
Tom Harmening, City Manager, City of St. Louis Park, tharmening@stlouispark.org, (952) 924-2526
Scott Neal, City Manager, City of Edina – sneal@ci.edina.mn.us, (952) 826-0401
Heidi Nelson, City Manager, City of Wayzata, hnelson@wayzata.org, (952) 404-5309
Kevin Watson, City Administrator, City of Vadnais Heights, Kevin.Watson@cityvadnaisheights.com, (651) 204-6010

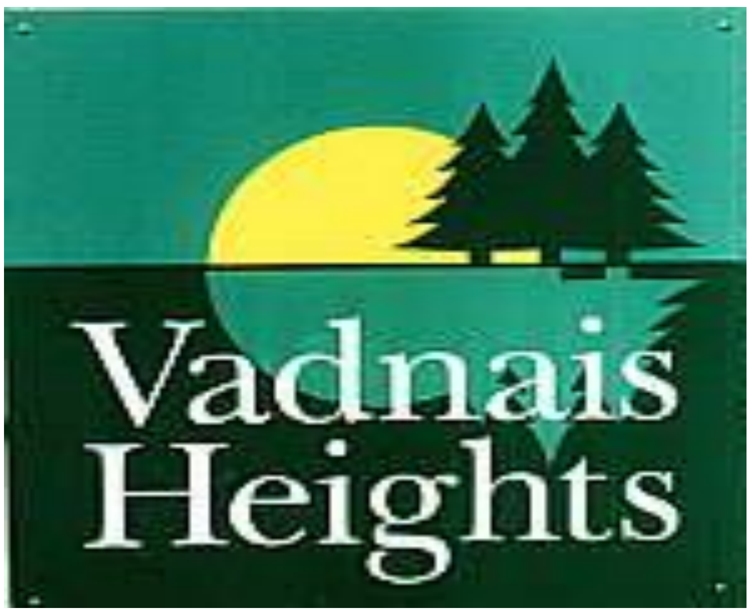
CONSULTANT CREDENTIALS

Craig Rapp, President, Craig Rapp, LLC is a nationally recognized speaker, a former city manager, and the former Director of Consulting for the International City-County Management Association (ICMA). Mr. Rapp speaks and conducts workshops throughout the United States on a wide range of subjects such as: leading in difficult political environments, effective governance, service delivery optimization, and authentic leadership.

Mr. Rapp's thirty-five years of experience as a senior executive in the public, private and non-profit sectors includes service as city manager in three Minnesota cities, senior director at the Metropolitan Council, and vice president of a national consulting firm. The focus of his work is leadership development, strategic planning and optimizing organizational performance. He has a master's degree in public administration, a bachelor's degree in urban studies, holds a Credentialed Manager designation from ICMA, and has completed the Senior Executive Institute at the University of Virginia.

THE CITY OF VADNAIS HEIGHTS
STRATEGIC PLAN

December 2013



CRAIGRAPP, LLC
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TOLL FREE: 800-550-0692 • craig@craigrapp.com

CRAIGRAPP, LLC
IMPROVING ORGANIZATIONS & THE PEOPLE WHO LEAD THEM

January 13, 2013

RE: 2014-2016 Strategic Plan- City of Vadnais Heights

Dear Mayor Johannsen,

I am pleased to present the 2014-2016 Strategic Plan and Summary Report to the City of Vadnais Heights. The plan reflects the organization's commitment to strategic thinking, measurable results and the delivery of quality services.

You, the City Council and senior management is to be commended for your hard work and dedicated effort. I am pleased to have been part of your process.

I also want to thank City Administrator Kevin Watson for his assistance and support during the process.

Yours truly,

Craig R. Rapp
President

CHICAGO: 40 East Chicago Avenue #340, Chicago, IL 60611 • MINNEAPOLIS: 3208 West Lake Street #142, Minneapolis, MN 55416
TOLL FREE: 800-550-0692 • craig@craigrapp.com

Executive Summary

On December 13 and 14, 2013, and January 9, 2014, the City of Vadnais Heights engaged in a strategic planning process with the assistance of the Craig Rapp LLC. The three meetings yielded a draft strategic plan for the three-year period 2014-1016.

The strategic plan consists of a set of four *strategic priorities*, which are the highest priority issues for the next three years; a series of *key outcome indicators*, which describe desired outcomes and success measures; and a list of *strategic initiatives*, which define the actions that will be taken to ensure successful effort.

At the initial session, held December 13, the group conducted a review or their operating environment (an environmental scan) and identified a range of challenges confronting the City. Using this information, the group determined the four most important strategic priorities for the performance period covering 2014-16.

On December 14, the group developed a set of key outcome indicators for each priority, and on January 9, the senior management team met and established a set of strategic initiatives with accompanying action plans.

The strategic priorities, key outcome indicators and strategic initiatives are summarized on the following page:

City of Vadnais Heights- Strategic Plan Summary 2014-16

Strategic Priority	Key Outcome Indicators (KOI's)	Measure	Target	Strategic Initiatives
Economic Development **GROWTH**	New development- Goff properties	Development agreements	Executed agreements for both Goff properties –consistent w/ City Center plans by 12/31/16	a) Establish development plan for NE quadrant b) Create a staffing and resource plan for economic development c) Adopt city-wide economic development plan d) Review/ modernize codes to support econ dev & redevelopment e) Establish an economic development subsidy policy
	Tax Base growth	C/I market value	$3M in new C/I mkt. value by 12/31/16	
	Job Growth	Jobs/subsidy		
Redevelopment **MAINTENANCE**	County Rd. E corridor	Targeted properties	2 of 3 targeted properties converted to highest/best use by 12/31/16	a) Develop a redevelopment and subsidy plan Cty Rd. E corridor b) Define vision -61/694/Buerkle c) Review/modernize codes to support econ dev & redevelopment d) Review/update -Housing strategy in Comp Plan e) Review and inventory housing conditions city-wide f) Research options- housing rehab
	Hwy. 61/694/Buerkle Rd.	Redevelopment plan	Adopted redevelopment plan by 12/31/16	
	Housing	Homes rehabilitated	20 homes rehabilitated consistent w/ housing strategy by 12/31/16	
Long-term Planning **FINANCE**	Financial resources	Financial planning	Comprehensive long-term financial plan in place by 12/31/14	a) Conduct building and facilities inventory and forecasts b) Develop recommendations on dedicated funding sources c) Research alt. revenue sources d) Create long-term operating expenditure forecasts e) Develop a consistent framework for operating and capital planning
	Capital resources	Capital Financing	5 yr. CIP w/ funding plan adopted by 12/31/14	
	City Assets	Asset maintenance	Long-term asset management plan adopted by 7/1/15	
Service Delivery **OPERATIONS**	Core Services	Service Levels	Service levels approved for PW, Parks, Fire, Admin, Police/Sheriff by 12/31/15	a) Identify core services b) Document standard operating procedures - core services c) Standardize review process - contract services d) Establish benchmark comparables for core services e) Review committee structure f) Formalize agenda review process
	Contract Services	Standards	Completed reviews of all contract services by 12/31/16	
	Decision-making	Council-staff process	Adopt Council-staff decision process standards -12/31/14	

City of Vadnais Heights Strategic Planning Process

Overview

Strategic planning is a process that helps leaders examine the current state of the organization, determine a desired future state, establish priorities, and define a set of actions to achieve specific outcomes. The process followed by the City was designed to answer four key questions: (1) Where are we now? (2) Where are we going? (3) How will we get there? (4) What will we do?

Organizational Culture and Value Proposition

An organization's culture, and the value proposition it puts forth provide the foundation for how services are delivered and strategic direction is set. Studies have determined that there are four core cultures and three value propositions common to all organizations. City organizations, like all organizations, must address culture and value proposition if they are to be successful, and perform at a high level.

Culture underpins how an organization operates, or "how thing get done". It's the pattern of relationships, the system of rewards, and consciously or unconsciously- the organization's reality.

Value proposition is how an organization presents itself to its citizens, customers and stakeholders- and specifically, how it provides services. Value proposition is how the organization distinguishes itself. The consumer/citizen determines the value of a service; therefore the city focuses on fulfilling its "value promise".

While organizations may have different value propositions within their operations, the highest performing, and most successful, define a primary value proposition and work diligently to align their culture with that value system. Focusing on more than one, or trying to be all things to all people creates excess managerial complexity, making it difficult to make decisions, resolve conflicts and set clear priorities.

The four core cultures and three value propositions presented to the Vadnais Heights leadership team, are summarized below:

Four Core Cultures

Control Culture (Military - command and control)
Strengths: Systematic, clear, conservative
Weaknesses: Inflexible, compliance more important than innovation

Competence Culture (Research Lab – best and brightest)
Strengths: Results oriented, efficient, systematic
Weaknesses: Values can be ignored, human element missing, over planning

Collaboration Culture (Family-teams)
Strengths: Manages diversity well, versatile, talented
Weaknesses: Decisions take longer, group think, short-term oriented

Cultivation Culture (Non-profit/religious group-mission/values)
Strengths: Creative, socially responsible, consensus oriented
Weaknesses: Lacks focus, judgmental, lack of control

<u>Three Value Propositions</u>

Operational Excellence (Walmart, Southwest Airlines)
- ❑ They adjust to us (command and control)

Product/Service Leadership (Apple, Google)
- ❑ They ‘ooh and ‘ah’ over our products/services (competence)

Customer Intimacy (Nordstrom, Ritz-Carlton)
- ❑ We get to know them and solve their problems/satisfy their needs (collaborative)

The group discussed their perspectives on organizational culture. Based upon the discussion, it was speculated that the organization was likely a Control Culture, but that there was a great deal of collaboration throughout the organization to get the job done. Jointly, they determined that moving toward a collaboration culture would best fit their on-going needs.

The group engaged in a lively discussion regarding the organization’s value proposition. In general, they agreed that historically they have provided “high touch/high quality” service delivery, which is a Customer Intimate value proposition. There was a great deal of discussion however regarding the necessity of certain types or levels of service delivery. After a lengthy discussion, the group generally agreed that they wanted to continue to provide a Customer Intimate value proposition, but that a continued discussion would be in order to finalize this determination.

The group agreed to continue this discussion-in conjunction with work refining the strategic plan and implementing and adhering to community values.

Reviewing the Environment, setting Strategic Priorities

The first step taken in the strategy process was an assessment of the City’s operating environment. This was done via a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis- a process that examines the organization’s internal strengths and weaknesses, as well as the opportunities and threats in the external environment. To facilitate this, a SWOT questionnaire was distributed to the Council and senior staff in advance of the first planning session. The SWOT process revealed the most frequently mentioned characteristics in each area:

STRENGTHS

- Great place to live, work and shop
- Responsive to residents and businesses
- Reasonable taxes-cost to live here
- Excellent team-staff and Council

WEAKNESSES

- Lack of management direction in economic development and planning function
- Divided Council may lead to unclear vision and direction
- Lean staff impacts ability to be proactive, typically reactive
- Maintenance and use plan for city assess (buildings, streets, parks, etc.)

- Limited dollars for capital

OPPORTUNITIES

- Economic development
  - Housing-redevelopment and infill
  - Business
  - Financial assistance
- Maintain tax base
- Services
  - Improve
  - Reduce cost

THREATS

- Losing business, having them move out
- Inability to attract major corporations or retailers
- Vacant businesses
- Declining market values and more low value houses
- Continually depleting savings (reserves) not levying enough
- Most land is developed, many need to start redevelopment

The group then engaged in an exercise using the summarized SWOT data. They compared strengths with opportunities and weaknesses with threats, to determine which opportunities would maximize strengths, and which weaknesses would be exacerbated by the threats. This effort helped to crystalize the current challenges and opportunities facing the community. The analysis is shown below:

STRENGTHS-OPPORTUNITIES
(Make good things happen)

- Maximize tax base
- Redevelop and In-fill housing
- Improve service and reduce costs

WEAKNESSES-THREATS
(Keep bad things from happening)

- Vacant businesses/businesses moving out/inability to attract
- Continually depleting savings/not levying enough
- Housing-need to redevelop

Once the current challenges and opportunities were identified, the group discussed the issues that were most important over the next three years. From that discussion, a set of four Strategic Priorities was established.

The **Strategic Priorities** –including statements clarifying their meaning are:

1. ***Economic Development***
   ⇒ *Proactive, Partner, Incentives, Business friendly, Evidence/Analysis-based decision-making, Livable wage jobs, Housing, Recruit/expand/retain, Integrate with VHEDC*

2. ***Redevelopment***
   ⇒ *Identification of blight, Focused action, Maintenance of existing properties, Coordination with property owners, Targeted effort, Housing*

3. ***Long-term Planning***
   ⇒ *Basic systems- Sewer, Water, Storm Sewer, Financial plans, Facilities, Financing needs*

4. ***Service Delivery***
   ⇒ *Cost-effective operations, Levels of service, citizen/stakeholder satisfaction, Meeting needs/expectations, Data/evidence driven decisions*

Determining Success- Defining the Key Outcome Indicators

After identifying strategic priorities, the group focused on developing a set of Key Outcome Indicators (KOI's). KOI's define what success looks like and includes a description of successful outcomes, with associated measures and targets.

The KOI's provide organizational focus by establishing a limited set of desired outcomes, performance targets, and deadlines for achievement for each strategic priority. The alignment created between KOI's and Strategic Priorities is important, not only for clarity, but for maintaining disciplined focus on the desired results.

Key Outcome Indicators, by priority are:

1. *Economic Development*

a. Goff Properties
b. Tax Base
c. Job Growth

2. *Redevelopment*

a. County Rd. E corridor

   b. Hwy 61/694/Buerkle Rd area
   c. Housing

3. *Long-term Planning*
   a. Financial resources
   b. Capital resources
   c. City Assets

4. *Service Delivery*
   a. Core services
   b. Contract services
   c. Decision-making

Detailed measures and targets connected to each KOI are listed in the strategic planning summary on page 2.

Implementing the Vision- Developing Strategic Initiatives and Action Plans

To successfully address the strategic priorities and achieve the intended outcomes expressed in the KOI's, it is necessary to have a focused set of actions, including detailed implementation steps to guide organizational effort. The City of Vadnais Heights accomplished this through development of strategic initiatives for each priority. Strategic initiatives are broadly described, but narrowly focused activities that are aligned with the priorities, and targeted to the achievement of outcomes expressed in the KOI's.

The leadership group, during a strategic planning session on January 9, developed a set of strategic initiatives, which are listed below. Detailed action steps associated with each initiative will be developed by staff and approved by the Council in a subsequent session(s):

1. *Economic Development*
   a. Establish a development plan for the northeast quadrant
   b. Create a staffing and resource plan for economic development
   c. Adopt a city-wide economic development plan
   d. Review and modernize codes to support economic development and redevelopment

e. Establish an economic development subsidy policy

2. *Redevelopment*
   a. Develop a redevelopment and subsidy plan for the County Rd. E corridor
   b. Define a vision for the 61/694/Buerkle area
   c. Review and modernize codes to support economic development and redevelopment
   d. Review and update as needed-Housing strategy in the Comprehensive Plan
   e. Review and inventory housing conditions city-wide
   f. Research options for assisting housing rehabilitation

3. *Long-term Planning*
    a. Conduct building and facilities inventory and forecasts
    b. Develop recommendations on dedicated funding sources
    c. Research alternative revenue sources
    d. Create long-term operating expenditure forecasts
    e. Develop a consistent framework for operating and capital planning

4. *Service Delivery*
    a. Identify core services
    b. Document standard operating procedures in core services
    c. Standardize review process for contract services
    d. Establish benchmark comparables for core services
    e. Review committee structure
    f. Formalize agenda review process

Strategic Planning Participants

The strategic plan was developed with the hard work and dedication of many individuals. The City Council led the way, taking many hours out their schedules to commit to long-term thinking and define a direction and a set of outcomes that are important to the community. The City Administrator and senior staff all spent time engaged in new ways of thinking to come up with a set of plans that will help the Council successfully measure and achieve the outcomes they defined.

Elected Officials

Mayor
Marc Johannsen
Councilmember
Joe Murphy
Councilmember
Jerry Auge
Councilmember
Terry Nyblom
Councilmember
Craig Johnson

City Administration-Department Staff

City Administrator
Kevin Watson
Assistant City Administrator
Kathy Keefe
City Engineer
Mark Graham

Fire Chief
Ed Leier
Finance Director
Bob Sundberg

APPENDICES

SWOT Analysis Data

In order to clarify the strategic challenges confronting the community, the City Council and senior staff conducted a review of the current operating environment using a SWOT analysis methodology.

SWOT stands for Strengths, Weaknesses, Opportunities and Threats. The internal strengths and weaknesses and the external opportunities and threats were assessed. This was done in two parts: (1) in advance of the retreat, all participants completed a SWOT questionnaire; and (2) the group participated in a facilitated process that used the questionnaire results as the basis for analysis and decision-making.

The following Appendices contain the complete information contained in the questionnaire responses

APPENDIX I

SWOT Results- Strengths

Compiled responses- Council and Staff

- Our greatest strength is that we listen to our residents and their concerns. And after listening we try to come up with a solution that best fits the city as a whole.
- We are nicely situated as a first outer ring suburb very attractive to both residential and business both office and retail.
- We have a very large amount of open green space with our parks and Ramsey County's.
- We have very up to date Fire and Public works buildings.
- We have adequate staff to provide service.
- We have a fairly low level of abandoned businesses and residences compared to inner ring cities.
- Our Tax rates seem to be favorable compared to others for housing.
- Our utilities prices are low compared to others.
- Our City staff
- Many Citizens Volunteer and many have lived here for a long time.
- Experienced, competent employees
- Modern, adequate equipment and facilities
- City staff genuinely cares about their job and works hard every day.
- Longevity of staff indicates this is a very good place to work.
- All City staff currently in place is fully capable of completing their assigned positions.
- The longevity and dedication of staff.
- Capability of staff to wear many hats due to lean staffing. However, they still complete the tasks/projects required and also those that have been added to their normal job duties.
- Size - we are large enough to provide services to the community on a par with much larger cities but yet small enough to add the personal touch
- We are a lean organization and as a result we have a significant amount of cross training that occurs with certain processes.
- Our staff is very knowledgeable/professional when communicating with the public
- Our facilities are excellent and we should be set for the next 30-40years.
- Our staff has stayed with the organization for a long time. Some staff that have worked for VH for over 20 and 30 years.

- For the Northeast Metro, VH has a reputation of being a nice place to live.
- Other than the Sportscenter, the organization has been fiscally responsible. Even through the Sportscenter issues, the City has a fairly healthy budget.
- We have low taxes and low utility prices (especially for residents.)
- We contract police services that allow consistency with our budget. We get a professional service at a discount if we had to provide our own department.
- The new administrator provides an opportunity to change and improve.
- Staff Works hard

APPENDIX II

SWOT Results- Weaknesses

Compiled responses- Council and Staff

- We are to concerned with taxes and trying not to raise while we are the cheapest city taxed as compared to other cities our size. While I know we don't want the highest rating for taxes yet my concern would be that we have enough working capital as not to bond every time we need a repair.
- We don't have any replacement plan for equipment or capital assets we own. So every time we are in need of replacement we have to scrutinize every expenditure.
- We have a large number of City, Fire, and Public works buildings that will need to be maintained.
- We are falling behind on maintaining our residential roads and maybe our sanitary sewer and storm water systems.
- We have gotten ourselves into a non public service business by running the Commons as a reception hall placing demands on staff time and providing an income that does not cover the cost of maintenance and the eventual replacement of the asset. Rent does not cover the cost of the loan for its original construction. This will be an issue in 15 years when it is worn out or dated and can no longer attract its original price or business volume. This is not a public interest operation.
- We have over built the NSC as far as the size and construction materials of the facility. This will also come back as a high cost maintenance item when the roof needs repairs or replacement in 20 years at $2M in 2012 pricing for this sized building.
- Repair and replacement of an extensive trail systems that new money may not be available from the State
- Even though I'm not a supporter of Grants we do not apply for enough Grant money to cover some of these recreational improvements that we have made if the money exists.
- Lack of vision, we have no plan on what kind of city we want to be in the next decade
- Weak leadership, no leadership
- Some Council members are unable to respect an opposing opinion.
- Lack of community development or planning competencies
- Knee jerk decision-making that disregards established rules, regulations and staff recommendations
- Lack of leadership, goals or vision for the city
- Divided city council
- Reactive vs. proactive approach in all facets of the organization

- All City departments are EXTREMELY lean. I don't believe this is totally understood or cared about by all, particularly the City Council. This requires staff to do their job plus portions of other jobs.
- Upcoming retirements in Public Works (2 likely in 2014).
- Day to day planning department activities are very difficult to complete and several staff members have carried additional workload. 2013 has been a very busy year in the planning department.
- There is very little confidence in the consultant city planner. Much of the "gatekeeper" responsibility for review of the consultant planner's work is no longer available.
- Lack of in-house planner affects staff as well as developers, residents, businesses, etc.
- The City does not have a mission statement or annual goals to work towards.
- City Council does not provide clear direction to staff.
- Inability for long range planning, we plan in a vacuum. We seem to want to maintain our small city atmosphere. However we miss opportunities for growth and a vision for the future.
- Because we are so lean, when staff is out of the office, we are susceptible to falling behind on projects or making mistakes.
- Some department heads are spread too thin to effectively complete all tasks.
- Some staff are working out of their job descriptions to complete tasks (specifically planning needs.)
- Staff does not communicate as well as we should given the size of our organization.
- Staff could attend more training opportunities, but it comes with a cost to the citizens.
- The City has expended all it's extra resources on the Sportscenter and must now build those resources back up.
- The City's reputation with the sportscenter issue could be viewed as a hurdle.
- The City does not have one person actively pursuing EcoDevo opportunities. Given the size of our industrial and commercial areas, this could be a concern at some point.
- New City Administrator brings a new culture that requires a shift. Not the easiest to be comfortable with.
- The previous administrator did more micromanagement. The new manager is asking for a change to more autonomous department heads/staff and that could be difficult at times.
- City Administrator needs City Council vision/direction to implement with Staff.
- City Council is obviously split on some issues and has a difficult time communicating with each other regarding these issues.

- Because we are so lean, when staff is out of the office, we are susceptible to falling behind on projects or making mistakes.
- Some department heads are spread too thin to effectively complete all tasks.
- Some staff are working out of their job descriptions to complete tasks (specifically planning needs.)
- Staff does not communicate as well as we should given the size of our organization.
- Staff could attend more training opportunities, but it comes with a cost to the citizens.
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- City Administrator needs City Council vision/direction to implement with Staff.
- City Council is obviously split on some issues and has a difficult time communicating with each other regarding these issues.

APPENDIX III

SWOT Results- Opportunities

Compiled responses- Council and Staff

- We have a good business tax base and I believe we should strive to keep it at present or better it. Whether that is through VHEDC or city.
- Should we be meeting with VHEDC on a regular basis? Or is it enough that we do it with council liaison as we do now? Should we discuss what their goals should be?
- Look for ways to outsource more of the current operations. Park maintenance like mowing could be outsources at some levels. Private contractors could take on duties in competitive bidding. Snow plowing of cul-de-sacs' could be outsourced like North Oaks does.
- Stop doing those things that are not the cities responsibilities. Or prioritize every year and cut the bottom 10% of the spending on items that are not a city responsibility.
- To improve our housing stock
- To improve our parks and trails
- More quality development projects
- Proactive recruitment of desired businesses and development of remaining vacant land parcels
- Consistent with newly established council goals and vision
- Proactive involvement in redevelopment activities consistent with newly established council goals and vision
- Prudent use of TIF capital funds consistent with established council goals and vision
- The medical developments (Summit and Allina) can be capitalized on for additional commerce and visibility.
- Need to be proactive for development and redevelopment.
- Shared services with other communities, mass transit and business growth
- Our location between I-694 and I-35E
- Our recent budget hearing had 0 people in the audience (granted the weather may have prevented them from coming), but it's indication that the Citizenry is generally happy with the services we're providing at the price.
- Social media allows for more opportunities to communicate with the public.
- The economy is on an uptick.

- We are located in the first ring suburbs of a major metro with international corporations nearby.
- Our local and regional parks with trails. Opportunity to further connect the community with more walking and bike trails to our commercial centers.
- The next generation of families is moving to the suburbs from the downtown core and we have a chance to get them to move and invest in VH.
- Our proximity to downtown Minneapolis and St. Paul. Our Shoreview and White Bear neighbors allow for opportunities to network and collaborate on projects.

APPENDIX IV

SWOT Results-Threats

Compiled responses- Council and Staff

- Losing track of business in in our city and they move to other destinations. we need to keep a rapport with the business community
- Internal resistance to change.
- A stagnate economy and high unemployment or under employment by the private sector.
- Looming high inflation.
- Future crime rates rising as St. Paul's problems move out in our direction.
- The Met Council's "Thrive 2040" and plans for Mass Transit instead of Roads and Bridges.
- Our ability to attract a major corporate office or a major high tech manufacturer
- Lack of vision
- Lack of planning
- Lack of leadership
- Sport Center litigation.
- More vacant business properties
- Political vs. rational decision-making process
- Inability to overcome the external hurdles/challenges/lack of confidence/perception of incompetence/lack of funding resulting from the sports center disaster
- Employee turnover and inability to recruit replacement employees due to employment market realities
- Declining market values due to excessive buildup of low-valued housing stock
- Concern that any retirements are left unfilled as a budget reduction initiative.
- Overriding belief by City Council that each and every aspect of the City can be trimmed.
- Lack of faith/confidence from some City Council Members regarding the capability of department heads.

- Continually depleting savings during the budget process and not levying accordingly.
- We have great services but we keep them a secret and are afraid of technology. We do very little to search out development
- We are an unknown quantity in the Metro. Some people do not even know where VH is. Once it's explained we are located between Shoreview and White Bear Lake, they understand. Overcoming that could be a challenge.
- How does the City communicate to the community new opportunities given the City's recent troubles with the sportscenter?
- We are virtually built out on vacant land and it's likely most new development will have to be redevelopment.
- Our website is poor and is too cumbersome to navigate and manage on the back end. Changing could be viewed as wasteful since it's fairly new.

APPENDIX V

SWOT Results- Highest Priorities

Compiled responses- Council and Staff

- Set up a replacement program for buildings, equipment, and other assets of great value. I know we can't finance completely but we should make a attempt to get a start. Possibility it could be a way to use unspent monies remaining in the budget at the end of the year.
- Street maintenance, repairs and replacement.
- Maintaining a properly sized Fire department.
- The increasing costs of Police Services. With a retirement bubble coming.
- Keeping City infrastructure in operating condition.
- Improve housing stock, add
- Increase opportunities for economic development
- Move beyond the Sport Center without being sued.
- Develop a coherent vision and establish and communicate goals to staff
- Acquire community development and planning competencies
- Resolve the sports center mess without caving in to the trustees as in the past; we need to proactively seek to recover funds expended by the city if possible
- Maintain city staff levels through upcoming retirements, both in Public Works and City Hall staff.
- Improve planning department functions, which should include business outreach and retention.
- Remove/conclude the continuing staff time of sports center discussion and legal matters.
- Succession planning due to upcoming retirements.
- Economic development and redevelopment, including an in-house planner.
- Comprehensive trail system throughout the City. (long range)
- Develop some type of identity for Vadnais Heights. (long range)
- Senior housing (we have none)
- Reduce the decay and lost property values, we are experiencing more low-income housing Paying for the increase levels of service.
- Address Planning/Community Development/Economic Development staffing needs.
- Identify fiscal policy and long-term equipment/facility replacement plans.
- Identify a long-term economic plan with design standards, incentives to private development, etc. What do we want VH to be in 25 years? Yet stay flexible to the unknown opportunities.

Strategic Priority: **Initiative**:			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**

Strategic Performance Report

Third Quarter 2014

Contents

☑ Target achieved ☺ Heading toward target
😐 Performance unchanged/not making progress ☹ Unacceptable performance

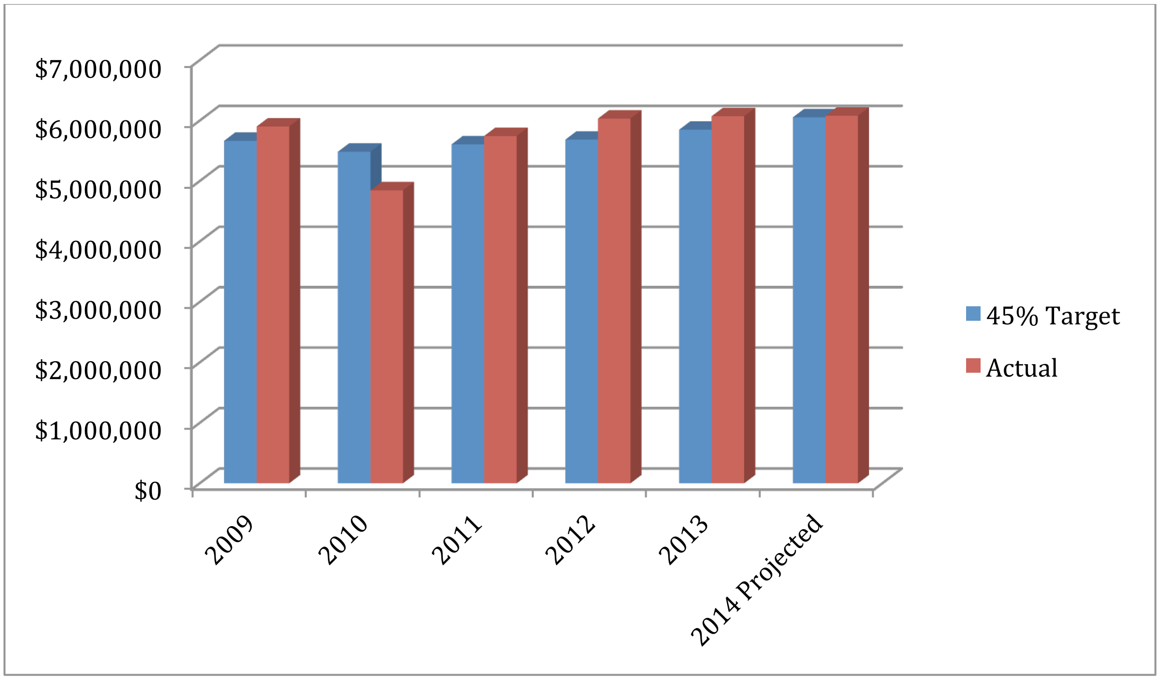
Financial Sustainability

Our strategic intent for financial sustainability is to maintain a strong base of financial reserves in line with our established policy. In addition, we will seek to broaden our revenue options in order to minimize reliance on property taxes for revenue. Finally, we will maintain, and to the extent possible, increase, our current AA bond rating.

☺ KPI: Fund Reserves

General Fund reserves equal or greater than 45% of the subsequent year's operating expenses.

RESULTS



INTERPRETATION

With the exception of 2010, in which a $1.1 million transfer was made to the Fleet/Non-Fleet Funds, a 45% Fund Reserve Balance has been met.

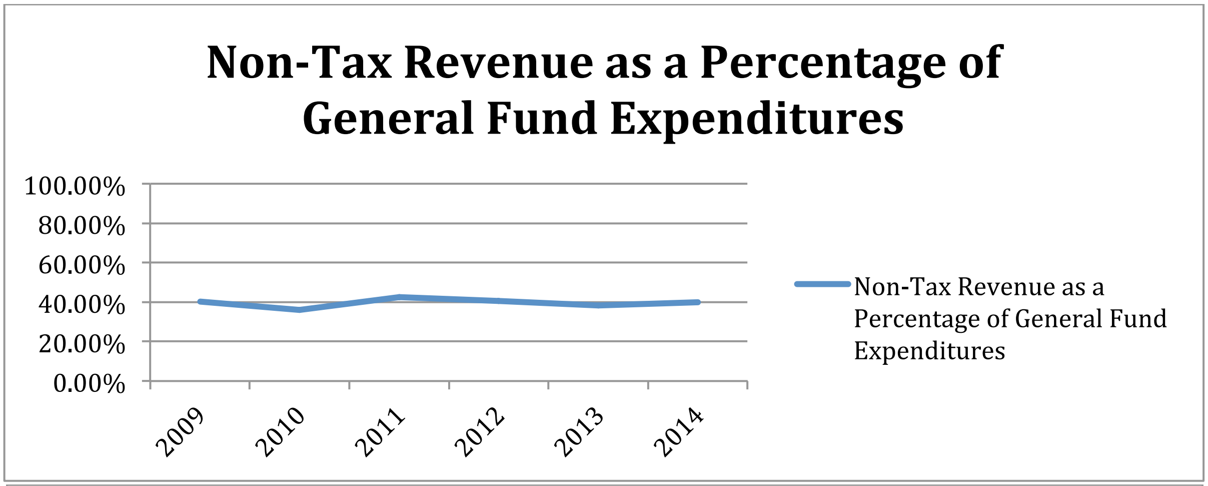
RESPONSE

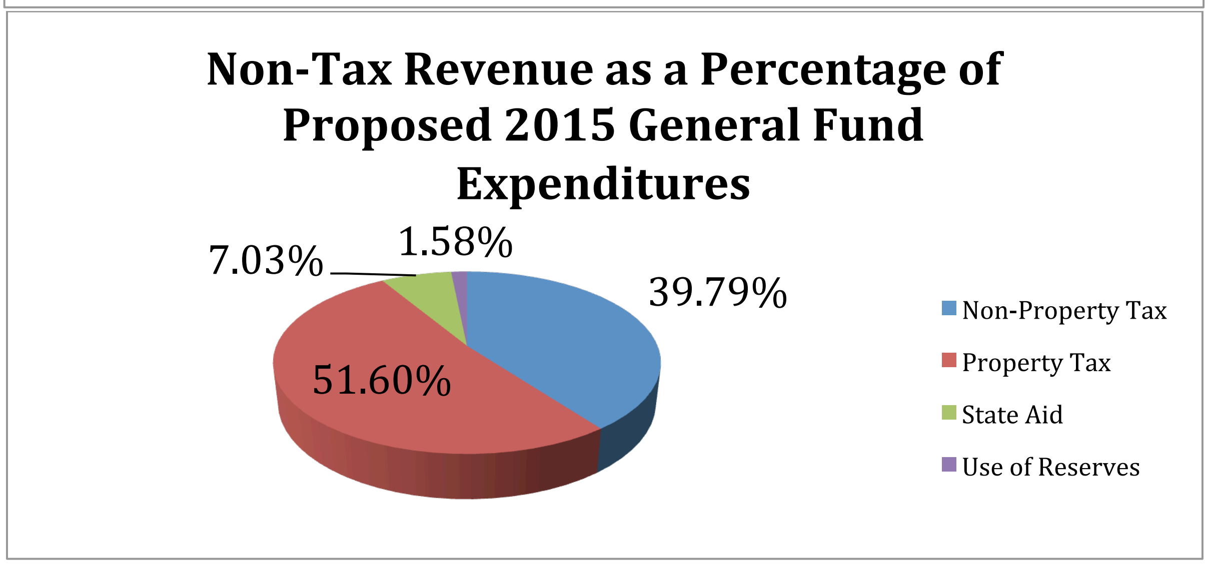
The Finance Director has assembled a worksheet to examine expenditure trends and long term operating costs in order to project more closely the City's ability to maintain reserve balances.

☺ KPI: Non-Tax Revenue

The non-tax revenue will be equal or greater than 40% of general fund expenditures (including debt service).

RESULTS





INTERPRETATION

Five years of history demonstrates this is an attainable goal. Currently, the City has been maintaining a level of non-property tax revenue at the targeted level of performance. Long-term, it is a prudent strategy and beneficial to taxpayers to reduce reliance on property taxes to fund General Fund Expenditures.

RESPONSE

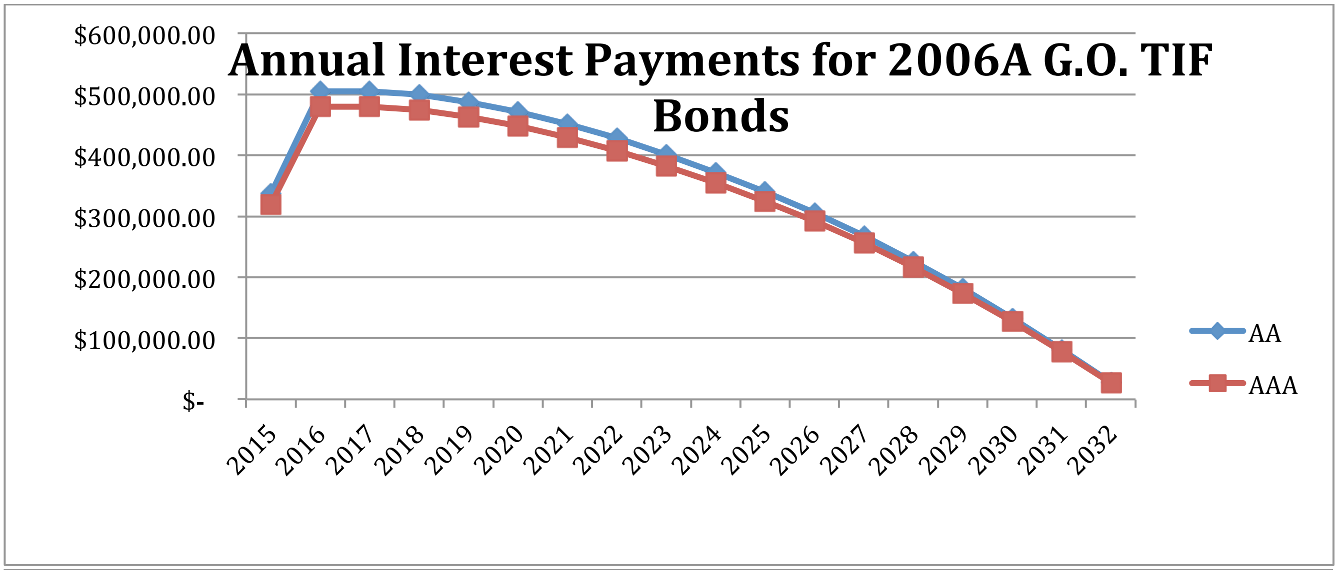
Other potential revenue sources will be researched to improve non-tax revenue. This includes researching additional grants, soliciting donations from individuals or corporations, and expanding services such as the License Bureau or Parks and Recreation programming. The fair market value of the City's investments is projected to improve over last year which will aid in increasing the non-property tax percentage.

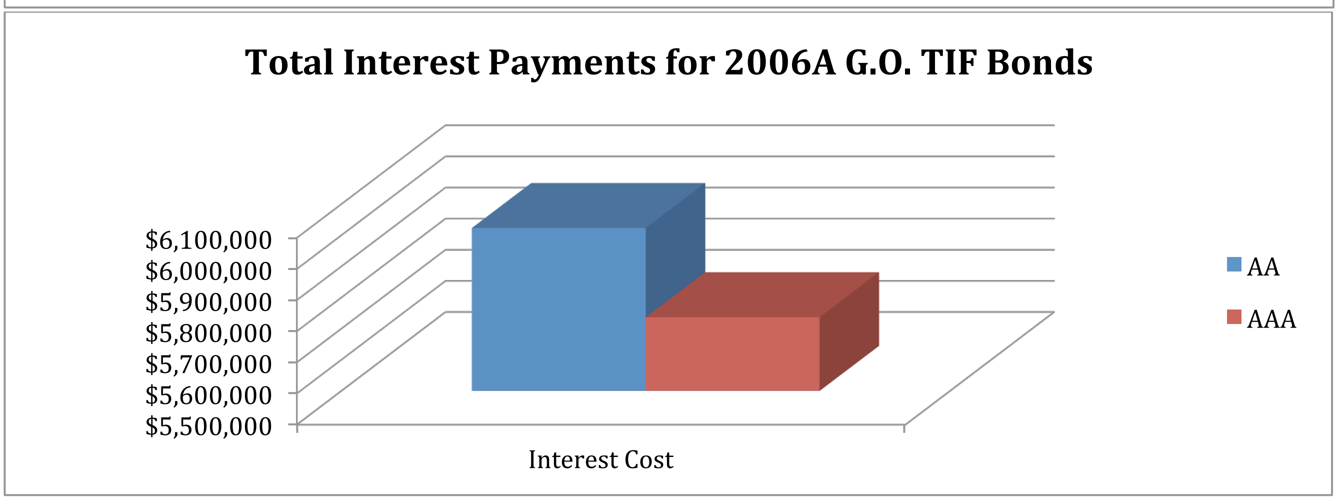
☺ KPI: Bond Rating

AA Bond Rating or better

RESULTS

The City currently has a AA Bond Rating.





INTERPRETATION

Additional savings could be obtained today if the City were awarded a AAA bond rating. The graphs above illustrate an interest savings of .13% if the City were to refund the $20,450,000 2006A G.O. TIF Bonds today with a AAA rating. This represents a savings of $230,000 in today's dollars over the payment life of the refunded bond.

RESPONSE

Striving to obtain a AAA bond rating will require a City-wide effort. The City must continue with its efforts to communicate and update its financial condition to Council, maintain an annual capital plan with actual and projected costs and more importantly keep a strong fund balance reserve of all governmental funds. The City will need to create and adhere to a debt policy, show a budget surplus every year for all governmental funds, and create a multi-year financial plan to be monitored and identify future issues and solutions where possible. City staff will contact S & P and/or Moody's to determine what are the actionable steps to increasing the City's bond rating to AA+ or AAA.

Effective Governance

Our strategic intent for effective governance is a City Council that is open, communicates clearly, and supports collaborative decision-making. Further, rules of engagement are in place and followed, enabling respectful dialogue. The City Council achieves results by having clarity of purpose and clear delineation of roles.

☺ KPI: Council meeting civility

Meeting rating of 7 or greater on 1-10 scale (Meeting quality index)

The Council shall impose its own rules to ensure that meetings allow for vigorous exchange of ideas for the purpose of finding the best policy position or decision.

RESULTS

- **The Council established rules of engagement in July 2012.**
- **There have been no incidents of meetings interrupted by uncivil discourse.**
- **Other results:**
  - **The Mayor has not called a recess to confront unprofessional conduct, nor used the gavel to regain control of a meeting**
  - **More than 70% of the meetings have run smoothly according to the criteria.**

INTERPRETATION

The Council has been confronted with significant decisions in the past 12 months including: adopting budgets, setting levies, adopting business deals with Pulte, API and CSI (and related land use approvals), as well as settling two different federal court cases. These were serious, difficult matters that required effective governance to achieve resolution. The Council conducted these meetings in a civil, respectful manner and achieved desired outcomes.

The Council has stated that when work session and regular business meeting dialogue degrades due to impersonal or unprofessional conduct, dialogue suffers. If the dialogue suffers, the governing body cannot govern effectively. The Council believes that respectful dialogue is one of the cornerstones to effective governance.

RESPONSE

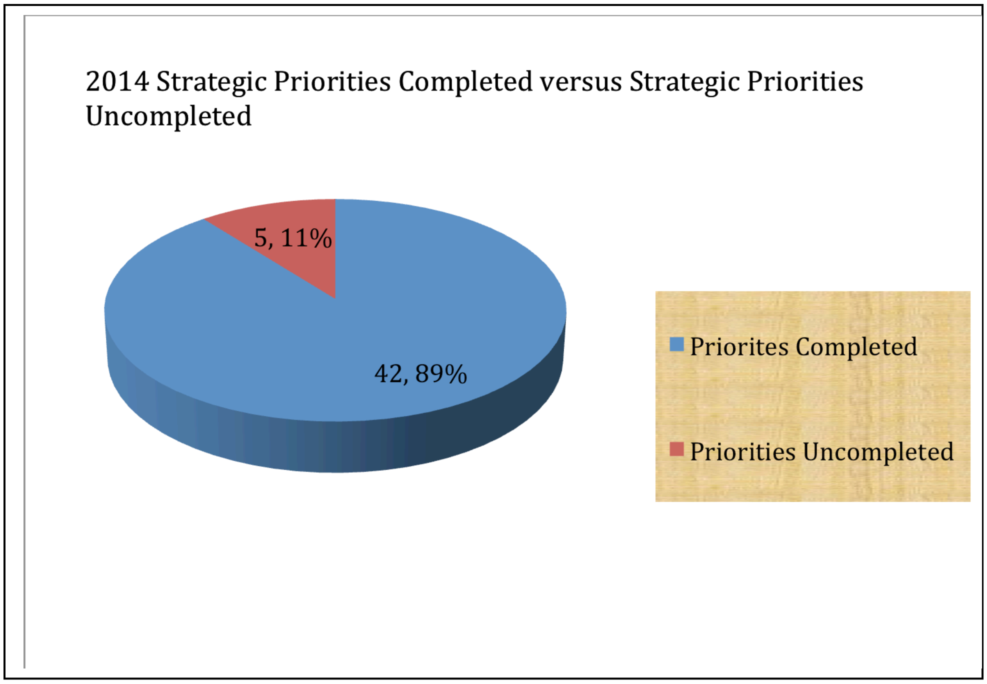
No formalized index yet exists and it is the Council's role to determine what the index should include. A worksession with the Council should be held to discuss the process and criteria for evaluation. Possible criteria could include those listed above such as using a gavel or recessing a meeting. Additionally, the Council indicated that an outsiders, such as Board and Commission members could, or should be enlisted to evaluate the performance of the Council. This will be added to the discussion at a worksession.

Once established, Council should review their rules and performance regarding this KPI at the annual teambuilding retreat and quarterly meetings to make adjustments, and direct staff on how to further assist in this area.

☑ KPI: Priorities addressed

More than 75% of annual goals achieved

RESULTS



- **47 total topics/priorities as of the 3rd quarter of 2014.**
- **42 or 89% of topics/priorities completed through the 3rd quarter of 2014.**
- **At the June 3rd 2014 meeting, Council indicated that most if not all worksession items tie out to a strategic priority. Unscheduled or impromptu items should be reported on as well.**

INTERPRETATION

Council established the goal of achieving 75% of strategic priorities in the strategic plan. At the June 3, 2014 Council Policy meeting, Council acknowledged that their worksession meetings have been full of significant projects and topics that consume a lot of Council and staff time. Staff was directed to identify worksession topics along with Strategic Priority topics in an effort to acknowledge that most every worksession topic planned or impromptu drives the City towards successfully upholding the Council's Strategic Priorities. Considering all strategic topics on the worksession calendar through September 9, 2014; Council has worked on 47 different items. Five of those items have been postponed due to timing issues, staff turnover in key areas or due to Council direction. Council have achieved 89% of their worksession topics.

Council acknowledges that the City is confronted with a variety of issues that need Council time and attention. Council also acknowledges that unplanned issues or challenges pop up all of the time and require flexibility with regards to what issues get Council and staff time and attention. In this vein, Council and staff are meeting their established goal of addressing at least 75% of their scheduled goals.

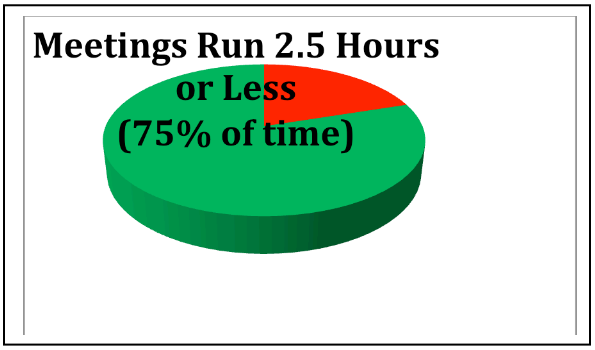
RESPONSE

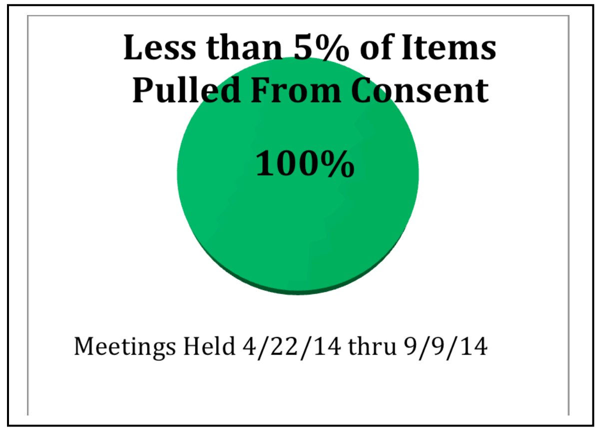
Council should review progress at their quarterly policy meetings. Staff will present data to support the review.

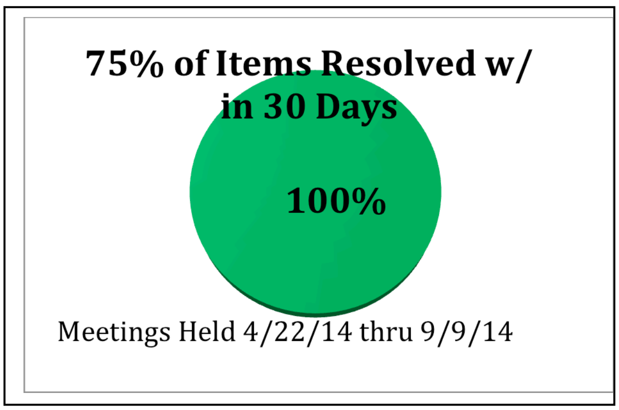
☺ KPI: Meeting effectiveness

- Meetings run 2.5 hours or less -75% of time
- Less than 5% of items pulled from consent agenda
- 75% of all agenda items resolved within 30 days

RESULTS







INTERPRETATION

Council and staff have worked together to better understand expectations of staff regarding topic management for the regular business meetings and worksessions. Staff reports are complete and provide appropriate background for good decision-making. Staff also provides additional updates via commission reports/presentations, weekly memos, and special email updates to keep Council informed of decisions and upcoming challenges.

RESPONSE

Council and staff will review progress on these measures on a quarterly basis, and will engage in dialogue regarding improvement initiatives, as needed.

😐 KPI: Council-staff communication

Effectiveness rating of 7 or greater on 1-10 Communication index

RESULTS

The following are the preferred methods of updating and providing information to Council by the City Manager or City Staff.

- Mayor Jacobsen – phone calls or emails
- Councilmember Bauman – phone calls or emails to city email
- Councilmember Burg – texts or phone calls
- Councilmember Jacobsen –phone calls
- Councilmember Strub – phone calls or emails to personal email

Other avenues of communication that keep elected officials and staff connected are as follows:

- Weekly memo
- Ilegislate/IPAD - Council and Worksession Meeting Packets
- Teamtalk
- Staff memos
- Emails
- Phone
- Team Building
- Neighborhood Meetings
- Townhalls
- Website
- Monthly Financial Statements
- Quarterly Financial Statements
- Comprehensive Annual Financial Report (CAFR)
- Audit Reports
- Annual Budgets
- Utility Rate Analysis
- Quarterly Investment Reports
- Social Media sites i.e. Facebook for Public Safety and Parks and Recreation
- Constant Contact – Parks and Recreation
- Monthly reporting i.e. Public Safety monthly report
- NBE Exchange Update/Newsletter
- Council liaison reporting at Council meetings (attendance of meetings by Council/staff usually sends liaison updates before regular meeting.)
- Fix311

INTERPRETATION

At the April 1, 2014 council worksession and June 3, 2014 council worksession the flow of communication between Council and staff was discussed. At the April meeting staff reporting was specifically focused on for example the weekly memo and council reports as well as other kinds of formal communication. Council at that time commented that the avenues for receiving information from staff were working and even commented that recent changes to the weekly memo were noticed and appreciated. At the June 3rd, 2014 Council indicated their preferred method of receiving updates from the City Manager.

RESPONSE

If Council believes there needs to be a rating of this KPI then that needs to be created by them at a future meeting. It's the City Manager's opinion that Council should review the methods of communication that exist from time to time and provide direction on their information needs.

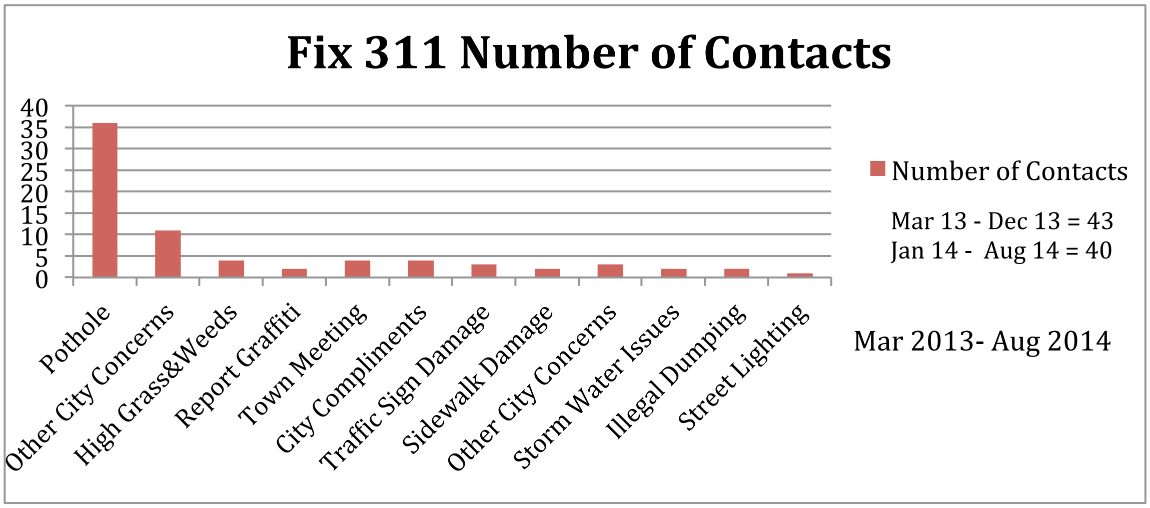
Community Engagement

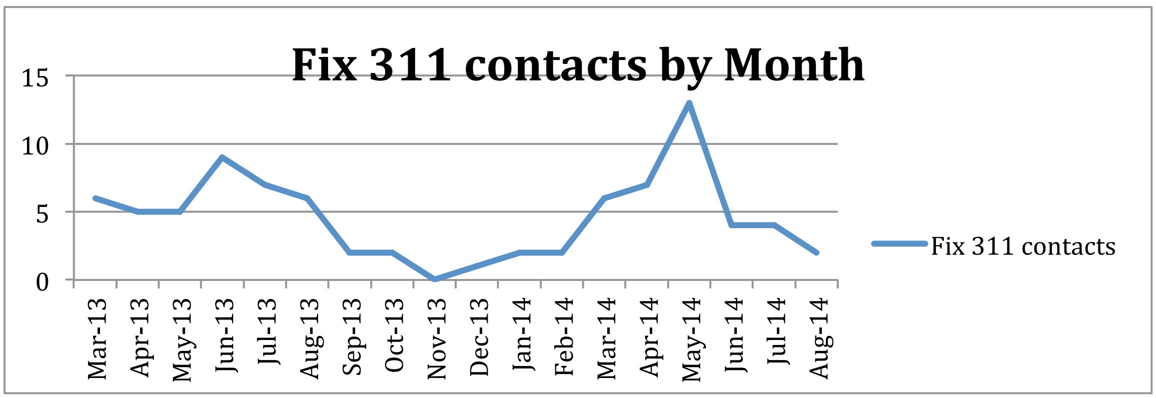
Our strategic intent for community engagement is to provide a broad range of opportunities for citizens and stakeholders to volunteer to improve the quality of life in the City of New Brighton and to express their opinions and expectations of the City. Additionally, we will be transparent regarding our business, and we will regularly and consistently convey information to our stakeholders regarding City deliberations.

☺ Stakeholder input

Increase number of contacts from citizens by 5%

RESULTS





INTERPRETATION

Fix 311 is a new program for resident input that debuted in March 2013. Current data shows for 8 months of operation in 2014 (January- August), residents have reported a similar number of issues in comparison to a 10 month time-frame in 2013 (March-December). This indicates that technology is increasing ways for residents to report issues directly to the City.

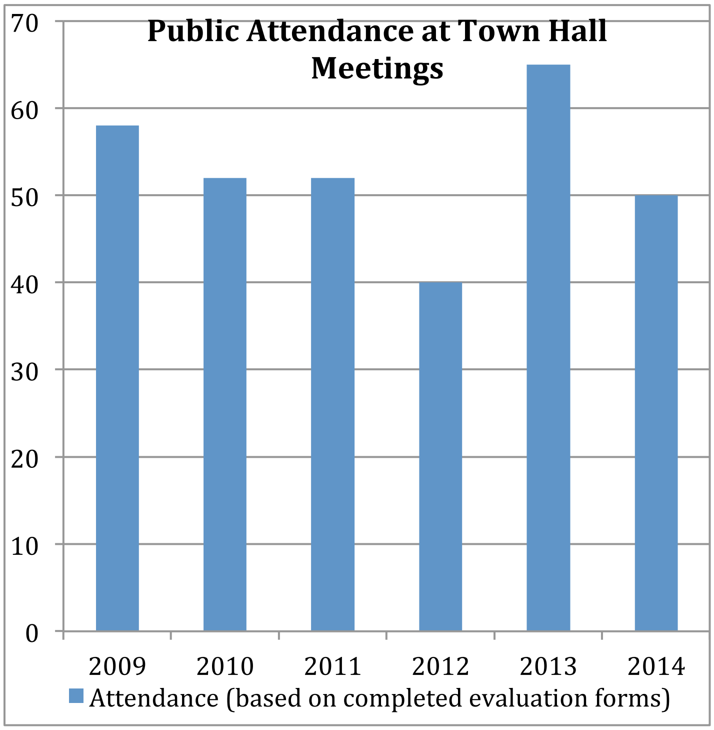
RESPONSE

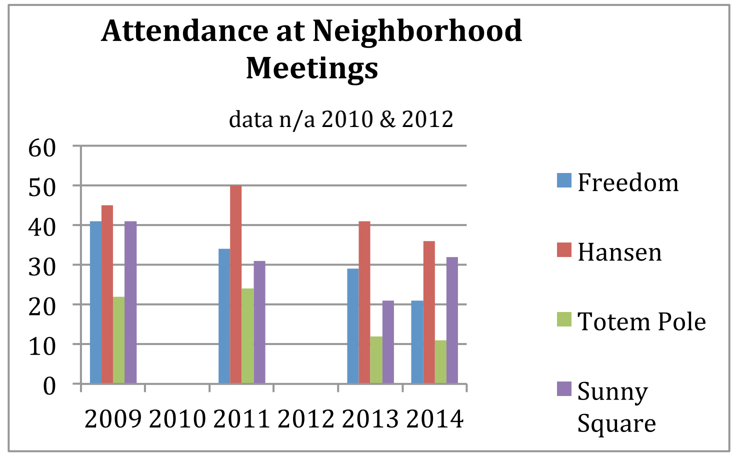
The data on outward community communication is vast. There is less data on inward communication. If we desire to measure inward communication, communications methodologies will need to be identified, prioritized, and measures developed. The next community survey should ask a question relating to how residents currently prefer to reach out to the City. The staff will present this issue to the Council at an upcoming meeting.

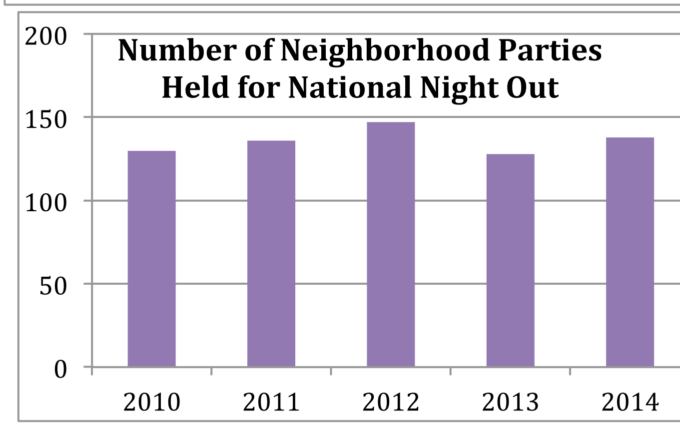
😐 Citizen participation

Increase participation at city sponsored events by 5%

RESULTS







INTERPRETATION

Neighborhood meetings, Town Hall meetings and National Night Out party numbers indicate a consistent number of participants with very little change in the last five years.

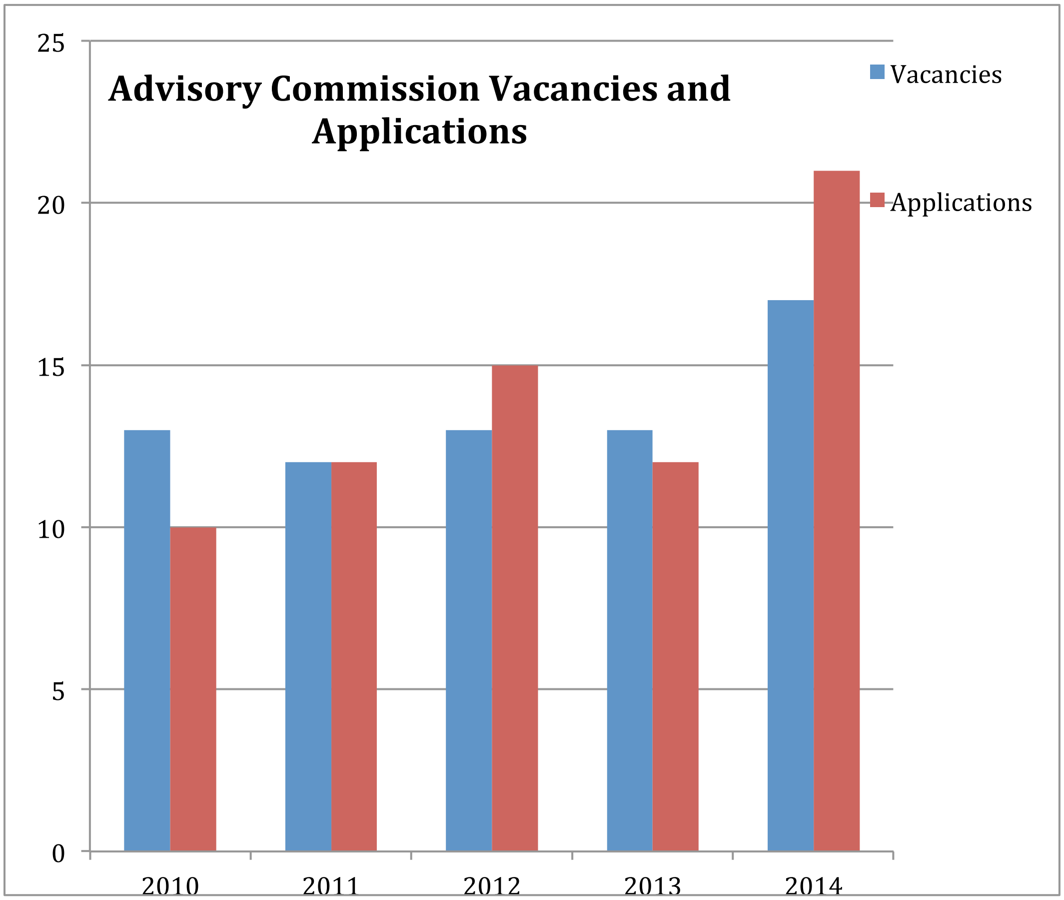
RESPONSE

These numbers show consistency, but do not reflect an upward trend in attendance. These events should be future reviewed for community support (survey findings) and evaluated more in-depth. In addition, it is recommended that other City sponsored events be studied further and included in this graphing in future years. Statistics should be taken and analyzed to further illustrate citizen participation.

☺ Advisory Commission participation

Minimum of two (2) qualified applicants for each vacancy

RESULTS



INTERPRETATION

In 2014 the City had more applications than in each of the preceding five years. This can be attributed to marketing being done differently. Position openings were advertised on Facebook and a Constant Contact message was sent out. In addition it should be noted that a number of applicants referenced a council member on their application in 2014.

RESPONSE

Given the recent success of the number of applicants in 2014, the City should continue to find ways to advertise commission openings. This includes Social Media and continuing to use the regular platforms website, newspaper, etc.). Also, Council Members outreach is an effective approach to encourage applications.

Economic Development

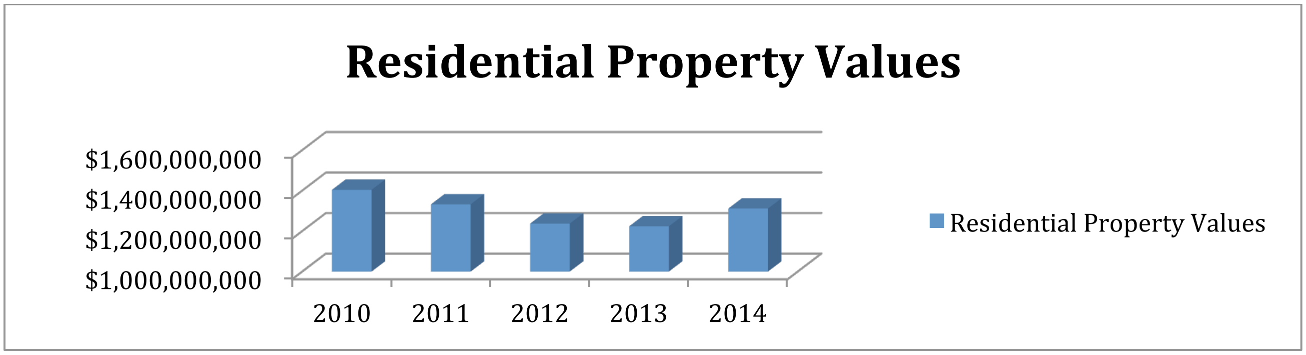
Our strategic intent for economic development is to increase and broaden the City's tax base. We will clearly articulate the City's role in supporting and leveraging private sector activity, and we will ensure that all sectors of the local economy are included in our efforts.

☺Tax Base

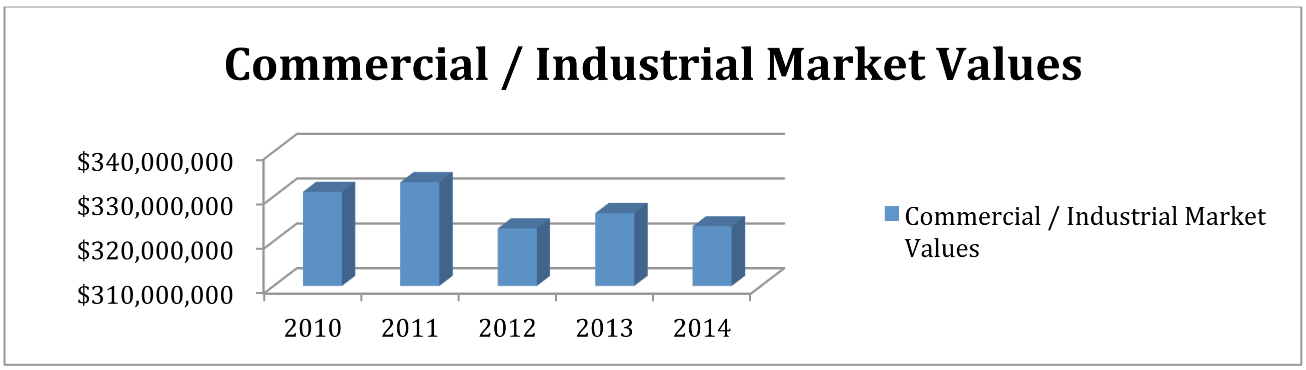
Residential growth of $9.5M; C/I growth of $5M by the end of 2016

RESULTS

Total Residential Property Values (2010-2014) *



Total Commercial Property Values (2010-2014) *



* Source: Ramsey County Assessor

INTERPRETATION

As of January 1, 2014 two office projects and an apartment building have been completed with a total taxable market value of $28 million. Several projects are in the development pipeline (Pulte Homes, Cardiovascular Systems and APi Group) and will be constructed in the next 3-5 years. These projects (with anticipated future expansion phases) are expected to increase the tax base by another $62 million by the end of 2018.

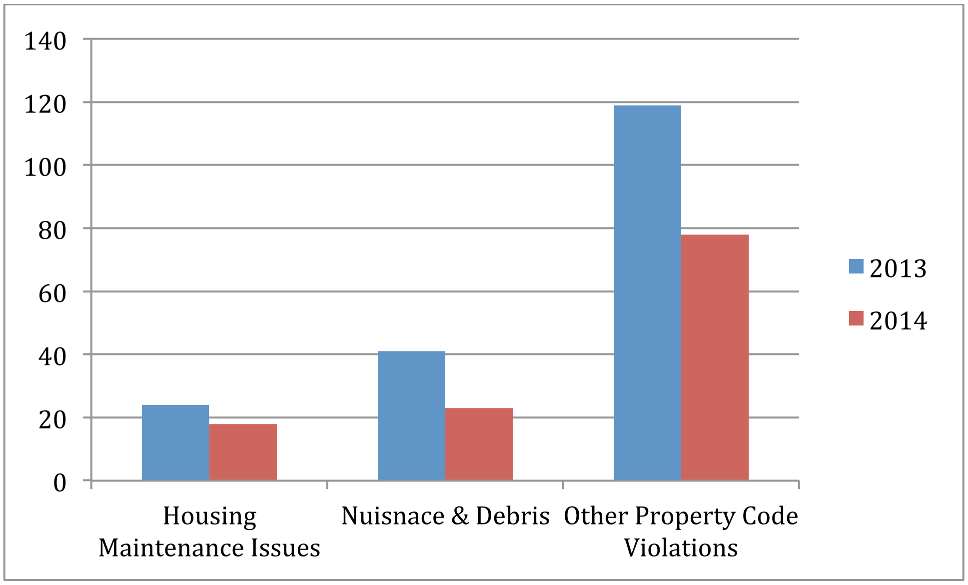
RESPONSE

City staff will continue to work with our partners (Ryan Companies and Colliers International) to actively market the remaining sites (about 14 acres) in order to reach full build-out by 2022. One of the challenges in pursuing development on the remaining sites is the whether the City can obtain the appropriate approvals from the Minnesota Pollution Control Agency.

Blight reduction

15% reduction in the number of code enforcement cases by the end of 2016

RESULTS



INTERPRETATION

The City will measure progress on this initiative in terms of a reduction in the number of housing maintenance –type code enforcement cases. The goal is to reduce this category of cases by 15% by the end of 2016. The chart above shows the general categories or types of code enforcement cases for 2013 and 2014. In 2013, the City began using new software to track code enforcement caseloads.

RESPONSE

To aid in blight reduction and encourage private neighborhood investment, the City will consider adoption of a housing rehabilitation program sometime in late 2014 or early 2015. Council should also revisit this measurement "15% reduction in the number of code enforcement cases by the end of 2016" may a lofty goal given that there aren't any housing policies in place at this time. The Council's intent on this KPI should be revisited. If Council chooses not to implement any housing policies, it is recommended that this KPI be removed from the Strategic Priorities.

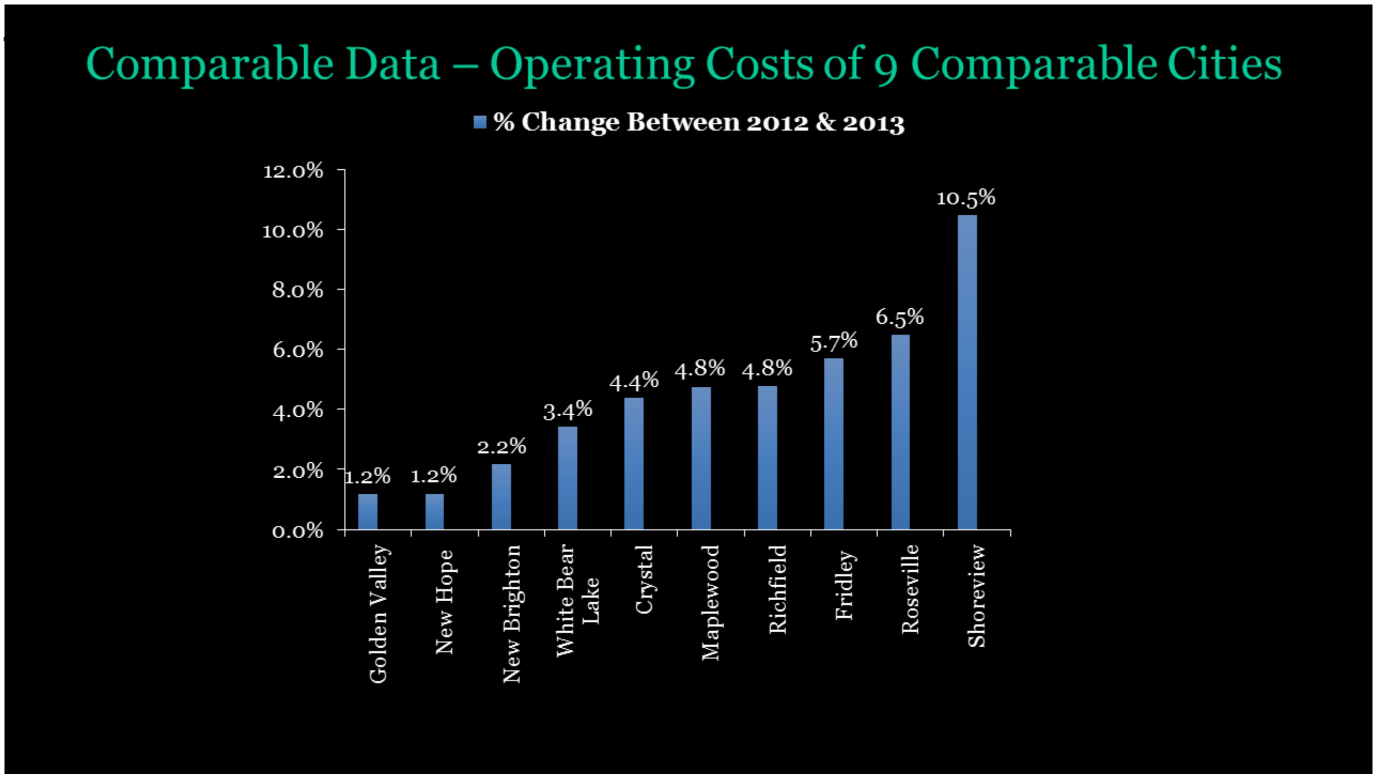
Operational Excellence

Our strategic intent for operational excellence is to meet the service delivery needs of our citizens and stakeholders consistently and effectively. We will do this by setting service levels in line with stakeholders' expectations, establishing measureable targets for performance, and establishing a system of accountability for results. To the extent feasible, we will partner with others to achieve our service delivery outcomes.

☺ Operating Costs

The expenditures for general government is equal to or less than comparable cities based on a % change over a rolling 4 year period.

RESULTS



INTERPRETATION

The average % change of operating costs for 2012-2013 was 4.8% for the 9 comparable cities. The City of New Brighton was 2.2% during this time period. Costs are the result of operational choices, unanticipated events, and community priorities-reflected in levels of service desired and delivered.

*The operating costs for most cities were found on Statement 4 of the annual CAFR. In most cases, these values include General Government (Administration), Community Development, Public Safety, Public Works, and Community Development. Enterprise operations are excluded from the cost totals.

RESPONSE

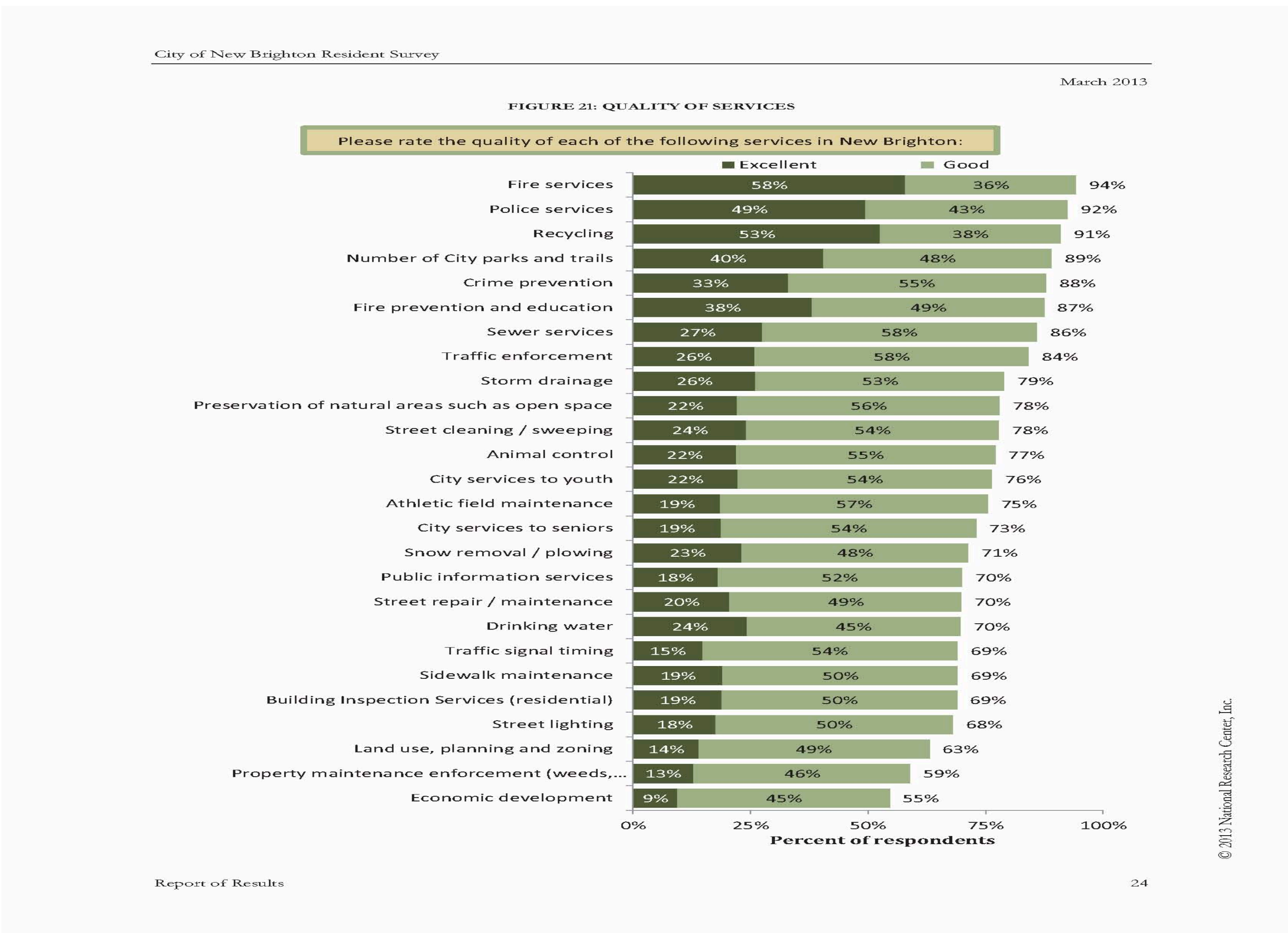
Council annually reviews expenditures via the budgeting process. Council and staff realize that choices in service levels, unanticipated events, level of service and priorities drive a budget and costs of operation.

☺ Service Quality

A citizen satisfaction rating of 70% or greater (excellent or good) for City services or an increase of five percentage points since last measurement.

RESULTS

The City of New Brighton receives scores that beat most regional and national levels in all areas of service. When reviewing this list the areas that could be considered core service areas all receive 70% or above.



INTERPRETATION

- Eighty-five percent of respondents felt that the overall quality of services in New Brighton was "excellent" or "good."
- The most highly rated services included fire, police, and recycling services, with over 9 in 10 respondents rating them "excellent" or "good."
- Almost all services that could be compared to the national and regional averages were above or much above these benchmarks; no services fell below the benchmarks.
- 19 services out of the 26 measured are rated above 70%.

RESPONSE

Measure every-other year, and create a list of priorities for follow-up action.

😐 Performance

Meet or exceed established targets.

RESULTS

	2013	2014	Target
PUBLIC SAFETY			
Part I Crime Rate per 1,000 residents (violent crimes)			
Fire response time			
PUBLIC WORKS			
Watermain breaks or interruption of services (water and sewer)			
Snow plowing – percent of full snow/ice events completed in 8 hours			
PARKS AND RECREATION			
Community Center visits or timely maintenance of parks			
Number of Community Center cost recovery			
FINANCE			
Bond rating (Standard and Poor's)			
Number of License Bureau profitiblity			
COMMUNITY DEVELOPMENT			
Number of building permits issued or turnaround metric			

INTERPRETATION

This chart reflects the first attempt to identify the most important data on the performance of core city services. Council needs to provide direction to staff on what they would like to measure and why, in other words, there should be clarity that a metric of some kind provides meaningful information regarding performance.

RESPONSE

The City Council, City Manager and senior management team need agree on the measures to be tracked, and to establish targets for each measure.

Workforce Engagement and Development

Our strategic intent for workforce engagement and development is the establishment of an organizational culture that values employee contributions, and provides the training and support necessary for employee success and business results. Further, the organization's approach will focus on retention of high quality employees and planning for organizational succession.

☑ Employee Capabilities

90% of employees meet job competency requirements

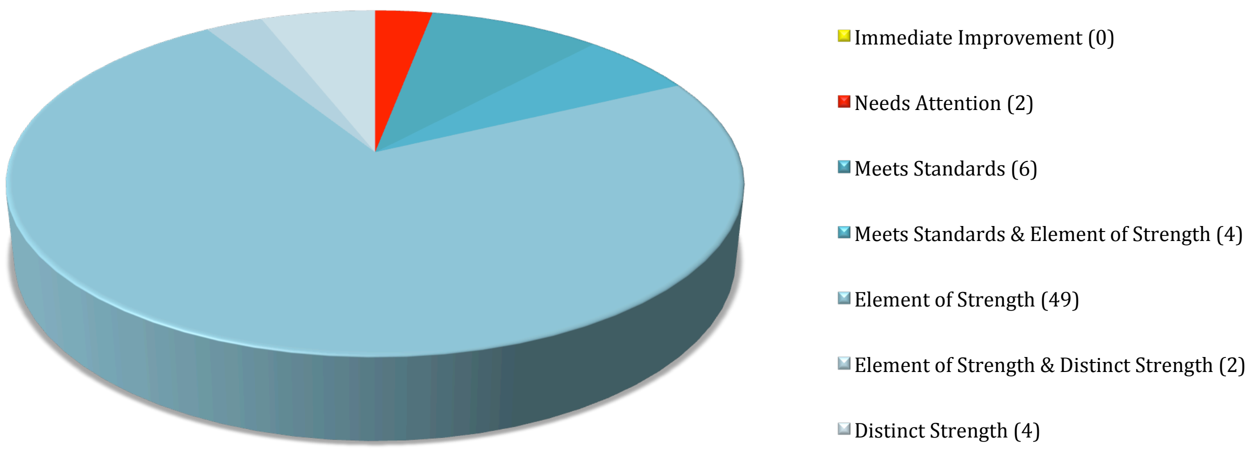
RESULTS

The following excerpt is from annual performance reviews:

Summary of How Well Performance on Essential Accountabilities Is Being Delivered.

☐Immediate Improvement ☐Needs Attention ☐Meets Standards ☒Element of Strength ☐Distinct Strength

97% of Emloyees Meet or Exceed Standards



INTERPRETATION

If the employee receives a ranking of Immediate Improvement or Needs Attention, the employee's manager must provide examples of areas where the employee needs to show improvement. An employee with a rating of meeting standard or above meets the job competency requirements.

RESPONSE

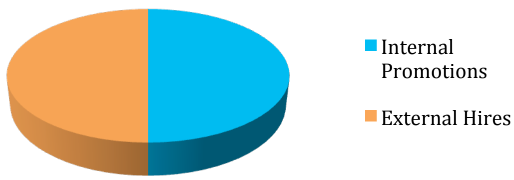
The Management Analyst/Human Resource Specialist will annually tabulate the results from departmental performance reviews. Based on 2013 annual performance reviews, 97% of the employees meet job competency requirements.

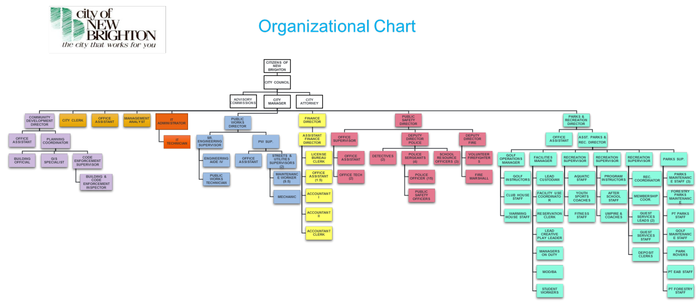
☺ Management Capabilities

Qualified internal candidates for management/supervisory job openings-60% of the time

RESULTS

50% of Management/ Supervisory Positions Internally Filled





INTERPRETATION

The City of New Brighton Organizational Structure has 24 positions that have management/supervisory responsibilities.

City Manager	Management Analyst/Human Resource Specialist	Community Development Director	Planning Coordinator	It Administrator	Public Works Director
Sr. Engineering Supervisor	Street & Sewer Supervisor	Storm and Water Supervisor	Public Works Superintendent	Public Safety Director	Deputy Director Police
Deputy Director Fire	Parks and Rec Director	Asst. Park and Rec Director	Golf Operations Manager	Facilities Manager	Recreation Supervisor
Recreation Supervisor	Recreation Supervisor	Parks Superintendent	PS Office Supervisor	Finance Director	Assistant Finance Director

A goal for the organization is to develop and invest in staff so that when vacancies occur with supervisory positions 60% or more of these vacancies have qualified internal candidates. The organization will provide the proper training and tools for employees in order to reach this goal. ___

Since 2013, the City has interviewed and filled four management/supervisory positions:

1. Finance Director
2. Management Analyst/Human Resource Specialist
3. Assistant Park and Recreation Director
4. Facilities Manager

Three of these positions had internal applicants as finalists. Two internal candidates were hired. The organization will continue to provide training to qualified employees with the goal of developing leaders for positions as they become available.

RESPONSE

At this time, the City is meeting this target. Staff needs to continue to track, trend and report on this target to ensure that internal candidates are continuing to be groomed so that transition planning is smooth and effective.

Employee Satisfaction

Employee satisfaction rating of 80% or greater on culture survey

RESULTS

INTERPRETATION

In November of 2014 employees will complete an anonymous satisfaction/engagement survey. This will provide the City Council with feedback on how the employees view the organization. The survey will also provide valuable information to supervisory staff on how they can improve their performance to address employee concerns, and what training opportunities should be explored to allow for personal growth for their staff.

RESPONSE

A benchmark of 80% has been established for organization-wide employee satisfaction. Employees, who indicate via survey that they are not satisfied, will be asked to elaborate. With this information the organization will look to address the root issues for all employees.

Tools

Interpretation Flags

☑ Target achieved
Targeted outcome(s) have been achieved.

☺ Heading toward target
Performance is moving toward targeted performance levels. It is either on track, or is responding to actions designed to meet targeted outcomes.

😐 Performance unchanged or not making desired progress
Performance is unchanged from initial state. This could be the result of delayed implementation, an early warning sign that performance is not moving toward targeted performance levels, or that performance is either not responding to actions designed to achieve desired results, or is starting to deteriorate.
Investigation of likely causes, and/or the obstacles that are preventing progress toward the target should be undertaken.

☹ Unacceptable performance
Based upon current performance patterns, performance targets will not be achieved.
This is the highest priority for remedial action. Analysis of performance, including diagnosing the effectiveness of actions, should be conducted.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: January 5, 2015
Item No.: 13.a

Department Approval | City Manager Approval

Item Description: Discussion of City Council Rules and Procedures

BACKGROUND

Each year, the Council reviews and adopts Council Rules and Procedures for ways to best conduct City business.

REQUESTED COUNCIL ACTION

Discussion and adoption of Council rules and procedures.

Prepared by: **Patrick Trudgeon, City Manager**
Attachments:
A: 2013 Rules (No Changes in 2014)
B: Rosenberg's Rules of Order
C: January 6, 2014 Meeting Minutes

Revised April 8, 2013

Roseville City Council
Rules of Procedure

<u>Rule 1 Rosenberg's Rules of Order</u>
The Council adopts Rosenberg's Rules of Order for all Council meetings.

<u>Rule 2 Timing of Council Packet Formation and Delivery</u>
Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

<u>Rule 3 Agenda</u>
The following shall be the order of business of the City Council:

1) Roll Call
2) Approve Agenda
3) Public Comment (and Report on Previous Public Comments)
4) Council Communications, Reports and Announcements
5) Recognitions, Donations and Communications
6) Approval of Minutes
7) Consent Agenda
8) Items Removed from Consent
9) General Ordinances
10) Presentations
11) Public Hearings
12) Budget Items
13) Business Items – Action
14) Business Items – Presentation/Discussion
15) City Manager Future Agenda Review
16) Councilmember Initiated Future Agenda Items
17) Adjourn

The Council will schedule a 10 minute break after approximately two hours of meeting.

Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows:

A Councilmember may, at a council meeting, request that an action item be placed on a future council agenda, or;

A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, with a copy of the email to the other Councilmembers, no later than noon of the Wednesday preceding the council meeting. That agenda item will be included on the agenda for the next council meeting under the heading "Councilmember Initiated Future Agenda Items" for notice purposes only, not for action or removal from future agendas, but will not be an action item. The item will become a regular council agenda item (i.e., for discussion and action) at the subsequent council meeting, or;

A Councilmember may request the addition of an agenda item at the same meeting at which the item is to be addressed. However, the addition of an agenda item shall require the approval of a majority of the Councilmembers present.

Rule 4 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 5 Public Comment

The City Council will receive public comment at Council meetings in accordance with the following guidelines:

a. Public Comment at the beginning of a Council meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Presentations will be limited to 5 minutes per speaker.

b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before Council discussion and deliberation. These public comments are also limited to 5 minutes per speaker.

c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments to the Council or staff before, during, or after a Council meeting.

d. Signs may be held and displayed during Council Meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.

e. Public comment, like staff and Councilmember comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.

f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 6 Issue and Meeting Curfew
The Council recognizes that meetings are for the benefit of the citizens of Roseville so Council meetings will end by 10:00 p.m. Council meetings may be extended upon the vote of the City Council, but at no time will a meeting run past 11:00 p.m. If Council business remains on the agenda, the Council may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 7 City Council Task Force or Subcommittee Formation
The Council shall, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the full Council. The task force will have a specific topic or issue to address and the task force will report its findings or recommendations by a specific deadline established by the Council.

Rule 8 Recording of Meetings
Except for closed executive sessions authorized under state law, all meetings of the City Council shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 9 Suspension of Rules
Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the City Council.

Rule 10 Effective Date
These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Attachment B

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

LEAGUE OF CALIFORNIA CITIES

MISSION:

To restore and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION:

To be recognized and respected as the leading advocate for the common interests of California cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts educational conferences and research, and publishes *Western City* magazine.

About *Western City* Magazine

Western City is the League of California Cities' monthly magazine. *Western City* provides lively, interdisciplinary analyses of issues affecting local governance. Its goal is to offer immediately practical ideas, information and bigger-picture policy issues and trends. For more information, visit www.westerncity.com.

"Rosenberg's Rules of Order" first appeared in *Western City* magazine in August and September 2003.

About the Author

Dave Rosenberg is an elected county supervisor representing the 4th District in Yolo County. He also serves as director of community and intergovernmental relations, director of operations, and senior advisor to the governor of California. He has served as a member and chair of numerous state and local boards, both appointed and elected, and also served on the Davis City Council for 12 years, including two terms as mayor. He has taught classes on parliamentary procedure and has served as parliamentarian for large and small governing bodies. In the fall of 2003, Gov. Davis appointed Rosenberg as a judge of the Yolo County Superior Court.

To order additional copies of this publication, call (916) 658-8257 or visit www.cacities.org/store.

1400 K Street, Sacramento, CA 95814
(916) 658-8200
Fax (916) 658-8240
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Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body, a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move …" A typical motion might be: "I move that we give 10 days' notice in the future for all our meetings."

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."

> Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

2. Suggesting a motion to the members: "A motion would be in order that we give 10-days' notice in the future for all our meetings."
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. **The substitute motion.** If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would "move a substitute motion." A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

> The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item.* This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

> If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

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d. Set Public Hearing to Consider Approving a Brew Put Off-Sale Liquor License for Granite City located at 851 Rosedale Center #1005

Laliberte moved, Etten seconded, setting a public hearing for January 27, 2014 to consider approving/denying the requested liquor license for calendar year 2014.

Roll Call

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

Councilmember McGehee requested staff to provide additional information at the public hearing that defined a Brew Pub and licenses currently held by Roseville.

14. Business Items – Presentations/Discussions

a. Discuss City Council Rules and Procedure

Councilmember McGehee requested adding a process for a Councilmember to add something to the agenda if received by staff before noon on Wednesday by polling Councilmembers electronically to include that item in the meeting and packet.

Mayor Roe, with concurrence by City Attorney Bartholdi, advised that this would create considerable Open Meeting Law violation issues by polling Councilmembers outside a public meeting.

Councilmember Willmus stated that there was already a process in place for such an instance under the City Council's current Rules and Procedures.

Councilmember Laliberte suggested that the City Council include the Pledge of Allegiance at the beginning of Councilmembers as a way to remember the democratic process that put them in office as elected officials.

Laliberte moved, Roe seconded, including the Pledge of Allegiance as Agenda Item 3 to the City Council Rules and Procedures.

Discussion included peer community practices; a history of if and when Roseville did so; and how much of a role tradition played in the practice.

Roll Call

Ayes: Laliberte and Roe.
Nays: Etten; Willmus: McGehee.
Motion failed.

b. Discuss City Commissions Subcommittee Report

Advisory Commission Subcommittee members Laliberte and McGehee each provided a bench handout with their differing recommendations,

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: January 5, 2015
Item No.: 13.b

Department Approval

City Manager Approval

Item Description: Discussion of Council Liaisons

BACKGROUND

Each year the Council reviews, discusses and appoints Councilmembers to various commissions, community groups, task forces and other groups. The attached list includes 2014 appointments.

REQUESTED COUNCIL ACTION

Discussion of Council Liaisons could include:

- Changes to memberships
- Additional groups appropriate to have a Council or staff liaison
- Policy for selection and rotation of councilmembers to these groups
- Expectations (frequency, type of information) for reporting to the Council
- Level of activity that liaisons play

Prepared by: Patrick Trudgeon, City Manager
Attachments: A: 2014 Council Memberships/Liaisons

2014 Council Liaisons

Group/Organization/Activity	2014	2015
Northwest Youth & Family Services Board, Roseville Board Member	Roe	
North Suburban Communications Commission/ North Suburban Access Corporation Board, Roseville Board Member	Roe, Alt - McGehee	
Ramsey County League of Local Governments, Roseville Representative	Laliberte, Alt - McGehee	
Roseville Fire Relief Association, Board of Trustees, Ex-officio members	City Manager, Roe	
ISD 623 Owasso School Site Task Force	McGehee, Willmus, City Manager	
Snelling Avenue Bus Rapid Transit Citizen Advisory Committee	Laliberte	

2014 Council Liaisons

Council Standing Subcommittees	**2013**	**2014**
City Manager Performance Review	Etten, Willmus	Etten, Willmus
Finance & Budget	McGehee, Etten	McGehee, Etten

Council Ad-Hoc Subcommittees	**2013**	**2014**
Commissions, Review Ad Hoc Subcommittees	Laliberte, McGehee	NA

Other Activities **(For information only; not council-designated)**	**2013**	**2014**
League of Minnesota Cities Policy Committees: (3 meetings: July, August, September: weekdays at LMC Bldg in St. Paul) 1. Improving Service Delivery 2. Improving Local Economies 3. Human Resources & Data Practices 4. Improving Fiscal Futures	City Manager	City Manager
Metro Cities Policy Committees: (3 meetings: July, August, September; 11 AM weekdays at LMC Bldg in St. Paul) 1. Housing & Economic Development (Mondays) 2. Municipal Revenue & Taxation (Tuesdays) 3. Transportation & General Legislation (Weds) 4. Metropolitan Agencies (Thurs x2, Fri)	City Manager	City Manager
Regional Council of Mayors	Roe	Roe
Minnesota Mayors Association, Member	Roe	Roe
Minnesota Benefit Association, Board Member	Roe	Roe