# City Council Agenda

**Monday, September 28, 2009**
**6:00 p.m.**
**City Council Chambers**
*(Times are Approximate)*

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

Voting & Seating Order for September: Roe, Pust, Ihlan, Johnson, Klausing

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

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

6:10 p.m. **4. Council Communications, Reports, Announcements and Housing and Redevelopment Authority Report**

**5. Recognitions, Donations, Communications**

6:15 p.m. **6. Approve Minutes**

a. Approve Minutes of September 21, 2009 Meeting

6:20 p.m. **7. Approve Consent Agenda**

a. Approve Payments

b. Approve One-day Gambling License for St. Rose of Lima 2072 Hamline Avenue North, to conduct Bingo on November 15, 2009

c. Approve Northwest Youth and Family Services Contract

d. Set a Public Hearing on October 19, 2009 for an Off-Sale 3.2% Beer License for Amarose Convenience Store, 1595 W Hwy 36 #245, Roseville MN

6:30 p.m. **8. Consider Items Removed from Consent**

**9. General Ordinances for Adoption**

**10. Presentations**

6:35 p.m. a. Joint Meeting with the Human Rights Commission

**11. Public Hearings**

7:15 p.m. a. Public Hearing for On-Sale Wine and On-Sale 3.2% Liquor license for Szechuan, Inc.

7:25 p.m. b. Public Hearing for Off-Sale Intoxicating Liquor License for Network Liquors LLC

**12. Business Items (Action Items)**

7:35 p.m. a. Approve Off-Sale Intoxicating Liquor License for Network Liquors LLC

7:40 p.m. b. Approve On-Sale Wine and On-Sale 3.2% Liquor license for Szechuan, Inc.

7:45 p.m. c. Accept $400,032 Recovery Act Justice Assistance Grant

7:55 p.m. d. Approve City Abatement for Unresolved Violations of City Code at 2558 Fairview Avenue

8:05 p.m. e. Approve a Memorandum of Understanding with Aeon Pertaining to Tax Increment Financing and Sienna Green Phase II

8:15 p.m. f. Appoint Housing and Redevelopment Authority Board Members

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

8:30 p.m. a. Receive Additional Information on the Budgeting for Outcomes Process and the Springsted Report

9:15 p.m. **14. City Manager Future Agenda Review**

9:20 p.m. **15. Councilmember Initiated Items for Future Meetings**

**16. Adjourn**

*Some Upcoming Public Meetings………*

| | | | |
|---|---|---|---|
| Tuesday | Oct 6 | 6:30 p.m. | Parks & Recreation Commission |
| Wednesday | Oct 7 | 6:30 p.m. | Planning Commission |
| Monday | Oct 12 | 6:00 p.m. | City Council Meeting |
| Tuesday | Oct 13 | 6:30 p.m. | Human Rights Commission |
| Monday | Oct 19 | 6:00 p.m. | City Council Meeting |
| Tuesday | Oct 20 | 6:00 p.m. | Housing & Redevelopment Authority |
| Monday | Oct 26 | 6:00 p.m. | City Council Meeting |
| Tuesday | Oct 27 | 6:30 p.m. | Public Works, Environment & Transportation Commission |
| Tuesday | Oct 27 | 6:00 p.m. | Human Rights Forum – Roseville Skating Center |

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

Date: 9/28/09
Item: 6.a
Minutes of 9/21/09

No Attachment

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: 9/28/2009
Item No.: 7.a

Department Approval | City Manager Approval

Item Description: Approval of Payments

## BACKGROUND

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

| Check Series # | Amount |
|---|---|
| ACH Payments | $781,336.35 |
| 56413—56464 | $68,131.35 |
| Total | $849,467.71 |

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

## POLICY OBJECTIVE

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

## FINANCIAL IMPACTS

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

## STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

## REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director
Attachments: A: n/a

# Accounts Payable
## Checks for Approval

User: mjenson
Printed: 09/22/2009 - 10:38 AM

| Check Number | Check Date | Fund Name | Account Name | Vendor Name | Description | Amount |
|---|---|---|---|---|---|---|
| 0 | 09/17/2009 | Sanitary Sewer | Metro Waste Control Board | Metropolitan Council | Wastewater Service | 190,650.93 |
| 0 | 09/17/2009 | Telephone | Telephone | FSH Communications-LLC | Payphone Advantage | 64.59 |
| 0 | 09/17/2009 | General Fund | Vehicle Supplies | MES, Inc. | Flamefighter | 141.51 |
| 0 | 09/17/2009 | General Fund | Clothing | MES, Inc. | Aluminized Trim | 117.92 |
| 0 | 09/17/2009 | General Fund | Clothing | MES, Inc. | Name Patch | 39.10 |
| 0 | 09/17/2009 | Recreation Fund | Professional Services | Caitlin Bean | Dance Instruction | 20.00 |
| 0 | 09/17/2009 | Recreation Fund | Professional Services | Julie Risinger | Dance Instruction | 20.00 |
| 0 | 09/17/2009 | Information Technology | Transportation | Aaron Seeley | Mileage Reimbursement | 219.45 |
| 0 | 09/17/2009 | Information Technology | Transportation | Douglas Barber | Mileage Reimbursement | 206.80 |
| 0 | 09/17/2009 | Community Development | Electrical Inspections | Tokle Inspections, Inc. | Electrical Inspections-Aug 2009 | 3,366.80 |
| 0 | 09/17/2009 | General Fund | 211402 - Flex Spending Health | | Flexible Benefit Reimbursement | 2,120.74 |
| 0 | 09/17/2009 | General Fund | Professional Services | Ratwik, Roszak & Maloney, PA | Legal Services - August 2009 | 13,915.91 |
| 0 | 09/17/2009 | General Fund | Professional Services | Ratwik, Roszak & Maloney, PA | Legal Services - August 2009 | 26.00 |
| 0 | 09/17/2009 | Community Development | Professional Services | Ratwik, Roszak & Maloney, PA | Legal Services - August 2009 | 1,588.00 |
| 0 | 09/17/2009 | Recreation Fund | Professional Services | Ratwik, Roszak & Maloney, PA | Legal Services - August 2009 | 838.35 |
| 0 | 09/17/2009 | TIF District #17-Twin Lakes | Professional Services | Ratwik, Roszak & Maloney, PA | Legal Services - August 2009 | 193.10 |
| 0 | 09/17/2009 | Recreation Fund | Transportation | Jeff Evenson | Mileage Reimbursement | 193.60 |
| 0 | 09/17/2009 | Recreation Fund | Transportation | Roxann Maxey | MIleage Reimbursement | 294.25 |
| 0 | 09/17/2009 | General Fund | Vehicle Supplies | Catco Parts & Service Inc | Amber Lens | 21.59 |
| 0 | 09/17/2009 | General Fund | Contract Maintenance Vehicles | Catco Parts & Service Inc | 2009 Blanket PO for Vehicle Repairs | 100.36 |
| 0 | 09/17/2009 | General Fund | Contract Maintenance Vehicles | Catco Parts & Service Inc | 2009 Blanket PO for Vehicle Repairs | 72.80 |
| 0 | 09/17/2009 | Water Fund | St. Paul Water | City of St. Paul | Water Usage 6/30 - 7/31 | 564,188.33 |
| 0 | 09/17/2009 | General Fund | Operating Supplies | City of St. Paul | River Print | 395.00 |
| 0 | 09/17/2009 | Information Technology | Operating Supplies | Crescent Electric Supply Co | MM Dup, Duplx 500 | 60.18 |
| 0 | 09/17/2009 | General Fund | Contract Maintenance | Alex Air Apparatus, Inc. | Compressor Service | 570.00 |
| 0 | 09/17/2009 | General Fund | Printing | Resolution Graphics, Inc | Window Envelopes | 613.75 |
| 0 | 09/17/2009 | General Fund | Vehicle Supplies | Metro Fire | Dust Cover for Couplers | 45.29 |
| 0 | 09/17/2009 | General Fund | 209001 - Use Tax Payable | Metro Fire | Sales/Use Tax | -2.91 |
| 0 | 09/17/2009 | License Center | Contract Maintenance | Quicksilver Express Courier | Couier Service | 151.62 |
| 0 | 09/17/2009 | General Fund | Op Supplies - City Hall | Grainger Inc | Lamp | 21.29 |
| 0 | 09/17/2009 | General Fund | Operating Supplies City Garage | Eagle Clan Enterprises, Inc | Roll Towels, Toilet Tissue | 295.51 |
| 0 | 09/17/2009 | General Fund | Contract Maintenance | Mister Car Wash | Car Washes | 22.40 |



Attachment A

| Check Number | Check Date | Fund Name | Account Name | Vendor Name | Description | Amount |
|---|---|---|---|---|---|---|
| 0 | 09/17/2009 | General Fund | Contract Maintenance Vehicles | Mister Car Wash | Car Washes | 89.60 |
| 0 | 09/17/2009 | Water Fund | Operating Supplies | Northern Water Works Supply | PVC Pipe, Meter Pit Locking Lid | 606.99 |
| 0 | 09/17/2009 | Sanitary Sewer | Operating Supplies | Northern Water Works Supply | PVC Pipe, Meter Pit Locking Lid | 54.38 |
| 0 | 09/17/2009 | General Fund | Vehicle Supplies | St. Joseph Equipment Inc. | 2009 Blanket PO for Vehicle Repairs | 222.92 |
| 0 | 09/17/2009 | General Fund | Vehicle Supplies | St. Joseph Equipment Inc. | Credit | -209.80 |
| | | | | | Check Total: | 781,336.35 |
| 56413 | 09/17/2009 | General Fund | Clothing | Aspen Mills Inc. | Boots | 79.95 |
| | | | | | Check Total: | 79.95 |
| 56414 | 09/17/2009 | General Fund | Operating Supplies | Batteries Plus, Inc. | Alkaline Batteries | 18.47 |
| | | | | | Check Total: | 18.47 |
| 56415 | 09/17/2009 | Water Fund | Accounts Payable | MICHAEL BERG | Refund check | 64.34 |
| | | | | | Check Total: | 64.34 |
| 56416 | 09/17/2009 | Recreation Fund | Professional Services | Biolawn | Lexington Park Dale Street Soccer Fields | 2,807.61 |
| | | | | | Check Total: | 2,807.61 |
| 56417 | 09/17/2009 | General Fund | Operating Supplies | Bituminous Roadways Inc | 2009 Blanket PO for LVWE45030B, LVNW3500 | 515.91 |
| 56417 | 09/17/2009 | Water Fund | Operating Supplies | Bituminous Roadways Inc | Valve Repair Lydia & Fairview | 570.58 |
| | | | | | Check Total: | 1,086.49 |
| 56418 | 09/17/2009 | Telephone | Unity Voice Mail Box | CDW Government, Inc. | Cisco Direct | 1,732.98 |
| | | | | | Check Total: | 1,732.98 |
| 56419 | 09/17/2009 | Sanitary Sewer | Operating Supplies | Cemstone Products Co, Inc. | PSI 3/4 Fly | 523.69 |
| | | | | | Check Total: | 523.69 |
| 56420 | 09/17/2009 | General Fund | 211403 - Flex Spend Day Care | | Dependent Care Reimbursement | 564.00 |

| Check Number | Check Date | Fund Name | Account Name | Vendor Name | Description | Amount |
|---|---|---|---|---|---|---|
| | | | | | Check Total: | 564.00 |
| 56421 | 09/17/2009 | General Fund | Contract Maintenance Vehicles | Clarey's Safety Equipment Inc | Mobile Truck Repairs | 272.00 |
| | | | | | Check Total: | 272.00 |
| 56422 | 09/17/2009 | Information Technology | Telephone | Comcast Cable | High Speed Internet | 45.61 |
| | | | | | Check Total: | 45.61 |
| 56423 | 09/17/2009 | Charitable Gambling | Professional Services - Bingo | Cornell Kahler Shidell & Mair | Midway Speedskating-Bingo Billing-Aug | 2,177.28 |
| 56423 | 09/17/2009 | Charitable Gambling | Professional Services - Bingo | Cornell Kahler Shidell & Mair | Rsvl Youth Hockey-Aug Bingo Billing | 1,939.14 |
| | | | | | Check Total: | 4,116.42 |
| 56424 | 09/17/2009 | Recreation Fund | Advertising | Dex Media East LLC | Yellow Pages Advertising | 38.80 |
| 56424 | 09/17/2009 | Golf Course | Advertising | Dex Media East LLC | Yellow Pages Advertising | 38.80 |
| | | | | | Check Total: | 77.60 |
| 56425 | 09/17/2009 | General Fund | Training | Joe Friedrichs | Fire Training | 341.92 |
| | | | | | Check Total: | 341.92 |
| 56426 | 09/17/2009 | Recreation Fund | Fee Program Revenue | Vincent Gensch | Youth Soccer Refund | 36.00 |
| | | | | | Check Total: | 36.00 |
| 56427 | 09/17/2009 | Recreation Fund | Transportation | Tricia Hartman | Mileage Reimbursement | 30.80 |
| | | | | | Check Total: | 30.80 |
| 56428 | 09/17/2009 | Information Technology | Computer Equipment | Hewlett-Packard Company | Computer Equipment | 1,309.57 |
| | | | | | Check Total: | 1,309.57 |
| 56429 | 09/17/2009 | Singles Program | Operating Supplies | Jean Hoffman | Singles Supplies | 43.17 |

| Check Number | Check Date | Fund Name | Account Name | Vendor Name | Description | Amount |
|---|---|---|---|---|---|---|
| | | | | | Check Total: | 43.17 |
| 56430 | 09/17/2009 | Information Technology | Computer Equipment | Hubb Systems | D9-01-6001 M6 CPU | 2,560.61 |
| 56430 | 09/17/2009 | Information Technology | Computer Equipment | Hubb Systems | Intel Core 2 Duo 2.2 Ghz | 383.88 |
| 56430 | 09/17/2009 | Information Technology | Computer Equipment | Hubb Systems | 1 GB to 2 GB Ram | 212.89 |
| 56430 | 09/17/2009 | Information Technology | Computer Equipment | Hubb Systems | 60.0 GB Hard Drive (SATA) | 149.43 |
| | | | | | Check Total: | 3,306.81 |
| 56431 | 09/17/2009 | Telephone | Telephone | Integra Telecom | Telephone-Acct #-793467 | 45.39 |
| 56431 | 09/17/2009 | Telephone | Telephone | Integra Telecom | Telephone-Acct #-789297 | 307.97 |
| | | | | | Check Total: | 353.36 |
| 56432 | 09/17/2009 | Recreation Fund | Professional Services | Island Lake Golf | Adult Golf Classes-Mary and June | 780.00 |
| | | | | | Check Total: | 780.00 |
| 56433 | 09/17/2009 | Singles Program | Operating Supplies | Bill Koch | Singles Supplies | 23.51 |
| | | | | | Check Total: | 23.51 |
| 56434 | 09/17/2009 | Equipment Replacement Fun | Rental - Copier Machines | Konica Minolta Business Soluti | Copy Charges | 1,893.27 |
| 56434 | 09/17/2009 | Equipment Replacement Fun | Rental - Copier Machines | Konica Minolta Business Soluti | Copy Charges | 78.57 |
| | | | | | Check Total: | 1,971.84 |
| 56435 | 09/17/2009 | Water Fund | Operating Supplies | Larson Contracting | Sand | 1,062.00 |
| | | | | | Check Total: | 1,062.00 |
| 56436 | 09/17/2009 | General Fund | Advertising | Lillie Suburban Newspaper Inc | Bids, Notices | 161.50 |
| | | | | | Check Total: | 161.50 |
| 56437 | 09/17/2009 | Sanitary Sewer | Professional Services | Lone Oak Companies, Inc. | Folding, inserting, mailing, utility sta | 159.63 |
| 56437 | 09/17/2009 | Water Fund | Professional Services | Lone Oak Companies, Inc. | Folding, inserting, mailing, utility sta | 159.63 |
| 56437 | 09/17/2009 | Storm Drainage | Professional Services | Lone Oak Companies, Inc. | Folding, inserting, mailing, utility sta | 159.63 |

| Check Number | Check Date | Fund Name | Account Name | Vendor Name | Description | Amount |
|---|---|---|---|---|---|---|
| | | | | | Check Total: | 478.89 |
| 56438 | 09/17/2009 | Boulevard Landscaping | Operating Supplies | Midwest Grounds Maintenance Co | Retaining Wall Installation | 645.00 |
| | | | | | Check Total: | 645.00 |
| 56439 | 09/17/2009 | Recreation Fund | Professional Services | Megan Miner | Dance Instructor | 20.00 |
| | | | | | Check Total: | 20.00 |
| 56440 | 09/17/2009 | Recreation Fund | Transportation | Minnesota Coaches, Inc. | Transportation to Stepping Stone Theatre | 189.35 |
| 56440 | 09/17/2009 | Recreation Fund | Transportation | Minnesota Coaches, Inc. | Transportation to Lynx Game | 197.52 |
| | | | | | Check Total: | 386.87 |
| 56441 | 09/17/2009 | Water Fund | Conferences | MN AWWA, c/o Jeanette Boothe | Annual Conference | 205.00 |
| | | | | | Check Total: | 205.00 |
| 56442 | 09/17/2009 | Community Development | Building Surcharge | MN Dept of Labor and Industry | Building Permit Surcharges | 1,363.38 |
| 56442 | 09/17/2009 | Community Development | Miscellaneous Revenue | MN Dept of Labor and Industry | Building Permit Surcharges-Retention | -27.22 |
| | | | | | Check Total: | 1,336.16 |
| 56443 | 09/17/2009 | Telecommunications | Furniture and Fixtures | Pagasus Awards | Award Trophy | 315.28 |
| 56443 | 09/17/2009 | Telecommunications | Use Tax Payable | Pagasus Awards | Sales/Use Tax | -20.28 |
| | | | | | Check Total: | 295.00 |
| 56444 | 09/17/2009 | Storm Drainage | Postage | Postmaster- Cashier Window #5 | Leaf Card Pickup Postage-Acct #-2437 | 1,660.38 |
| | | | | | Check Total: | 1,660.38 |
| 56445 | 09/17/2009 | General Fund | 211402 - Flex Spending Health | Premier Bank | HSA | 1,016.42 |
| 56445 | 09/17/2009 | General Fund | 211405 - HSA Employer | Premier Bank | HSA | 3,087.69 |
| | | | | | Check Total: | 4,104.11 |
| 56446 | 09/17/2009 | Telephone | St. Anthony Telephone | Qwest | Telephone | 79.75 |

| Check Number | Check Date | Fund Name | Account Name | Vendor Name | Description | Amount |
|---|---|---|---|---|---|---|
| 56446 | 09/17/2009 | Telephone | St. Anthony Telephone | Qwest | Telephone | 50.56 |
| 56446 | 09/17/2009 | Telephone | St. Anthony Telephone | Qwest | Telephone | 187.93 |
| 56446 | 09/17/2009 | Telephone | St. Anthony Telephone | Qwest | Telephone | 298.62 |
| 56446 | 09/17/2009 | Telephone | Telephone | Qwest | Telephone | 172.11 |
| 56446 | 09/17/2009 | Telephone | Telephone | Qwest | Telephone | 641.26 |
| 56446 | 09/17/2009 | Telephone | Telephone | Qwest | Telephone | 641.26 |
| 56446 | 09/17/2009 | Telephone | Telephone | Qwest | Telephone | 86.06 |
| 56446 | 09/17/2009 | Telephone | Telephone | Qwest | Telephone | 641.26 |
| 56446 | 09/17/2009 | Telephone | Telephone | Qwest | Telephone | 641.26 |
| 56446 | 09/17/2009 | Telephone | Telephone | Qwest | Telephone | 86.76 |
| 56446 | 09/17/2009 | Telephone | Telephone | Qwest | Telephone | 373.08 |
| | | | | | Check Total: | 3,899.91 |
| 56447 | 09/17/2009 | General Fund | Professional Services | Ramsey County | Easement Filing Fee | 46.00 |
| | | | | | Check Total: | 46.00 |
| 56448 | 09/17/2009 | Recreation Fund | Transportation | James Rask | Mileage Reimbursement | 167.75 |
| | | | | | Check Total: | 167.75 |
| 56449 | 09/17/2009 | Recreation Fund | Transportation | Lisa Remark | Mileage Reimbursement | 103.95 |
| | | | | | Check Total: | 103.95 |
| 56450 | 09/17/2009 | Singles Program | Operating Supplies | Ron Rieschl | Singles Supplies | 20.00 |
| | | | | | Check Total: | 20.00 |
| 56451 | 09/17/2009 | Building Improvements | MN Grant Skating Center | Roof Spec Inc. | Litigation Services | 350.00 |
| | | | | | Check Total: | 350.00 |
| 56452 | 09/17/2009 | Recreation Fund | Advertising | Roseville Girls Hockey Booster | Program Ad | 100.00 |
| | | | | | Check Total: | 100.00 |
| 56453 | 09/17/2009 | General Fund | Operating Supplies | Sam's Club | Cleaning Supplies | 604.80 |
| | | | | | Check Total: | 604.80 |

| Check Number | Check Date | Fund Name | Account Name | Vendor Name | Description | Amount |
|---|---|---|---|---|---|---|
| 56454 | 09/17/2009 | Recreation Fund | Transportation | Conrad Schoeniebcr | Mileage Reimbursement | 42.35 |
| | | | | | Check Total: | 42.35 |
| 56455 | 09/17/2009 | Recreation Fund | Professional Services | Melissa Schuler | Dance Instruction | 17.50 |
| | | | | | Check Total: | 17.50 |
| 56456 | 09/17/2009 | General Fund | Training | Laura Sigler | Holiday Food | 38.48 |
| | | | | | Check Total: | 38.48 |
| 56457 | 09/17/2009 | Risk Management | Police Patrol Claims | Snelling Collision Service, In | Vehicle Repair | 9,494.69 |
| | | | | | Check Total: | 9,494.69 |
| 56458 | 09/17/2009 | Recreation Fund | Transportation | Speco Charter LLC | Seniors to Old Log Theatre | 530.00 |
| | | | | | Check Total: | 530.00 |
| 56459 | 09/17/2009 | G.O. Bond Issue # 25 (1999) | Professional Services | Springsted | 2009 Bond Issuance & Reporting Costs | 18,457.18 |
| 56459 | 09/17/2009 | TIF District #17-Twin Lakes | Professional Services | Springsted | Twin Lakes Financial Analysis | 2,640.32 |
| | | | | | Check Total: | 21,097.50 |
| 56460 | 09/17/2009 | P & R Contract Mantenance | Telephone | Sprint | Cell Phones | 40.41 |
| 56460 | 09/17/2009 | Storm Drainage | Telephone | Sprint | Cell Phones | 40.41 |
| 56460 | 09/17/2009 | General Fund | Operating Supplies | Sprint | Cell Phones | 40.41 |
| 56460 | 09/17/2009 | Information Technology | Telephone | Sprint | Cell Phones | 80.84 |
| 56460 | 09/17/2009 | Recreation Fund | Professional Services | Sprint | Cell Phones | 40.41 |
| | | | | | Check Total: | 242.48 |
| 56461 | 09/17/2009 | General Fund | Professional Services | Sheila Stowell | Human Rights Commission Mtg Minutes | 126.50 |
| 56461 | 09/17/2009 | General Fund | Professional Services | Sheila Stowell | Mileage Reimbursement | 4.79 |
| 56461 | 09/17/2009 | General Fund | Professional Services | Sheila Stowell | City Council Meeting Minutes | 276.00 |
| 56461 | 09/17/2009 | General Fund | Professional Services | Sheila Stowell | Mileage Reimbursement | 4.79 |
| | | | | | Check Total: | 412.08 |
| 56462 | 09/17/2009 | General Fund | Memberships & Subscriptions | Twin Cities North Chamber of C | 2009 Membership Dues | 225.00 |

| Check Number | Check Date | Fund Name | Account Name | Vendor Name | Description | Amount |
|---|---|---|---|---|---|---|
| | | | | | Check Total: | 225.00 |
| 56463 | 09/17/2009 | General Fund | Training | Twin Cities Transport & Recove | Cars for Extrication | 200.00 |
| 56463 | 09/17/2009 | General Fund | Training | Twin Cities Transport & Recove | Cars for Extrication | 500.00 |
| 56463 | 09/17/2009 | General Fund | Training | Twin Cities Transport & Recove | Towing | 89.84 |
| | | | | | Check Total: | 789.84 |
| 56464 | 09/17/2009 | Singles Program | Operating Supplies | Martha Weller | Singles Supplies | 7.98 |
| | | | | | Check Total: | 7.98 |
| | | | | | Report Total: | 849,467.71 |

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: 09/28/09
Item No.: 7.b

Department Approval | City Manager Approval

**Item Description:** St. Rose of Lima School One Day Gambling License.

## BACKGROUND

St. Rose of Lima Church has applied for an Exemption from Lawful Gambling Licensing Requirements to conduct lawful gambling activities on November 15, 2009 at St. Rose of Lima Catholic School located at 2072 Hamline Ave North.

The Minnesota Charitable Gambling Regulations allow any nonprofit organization, which conducts lawful gambling for less than five (5) days per year, and total prizes do not exceed $50,000.00 in value, to be exempt from the licensing requirements if the city approves.

## COUNCIL ACTION REQUESTED

Motion approving St. Rose of Lima Church request to conduct bingo on November 15, 2009 at St. Rose Catholic School located at 2072 Hamline Ave North.

Attachment A



*Minnesota Lawful Gambling*

# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

| Application fee | |
|---|---|
| If application postmarked or received: | |
| less than 30 days before the event **$100** | more than 30 days before the event **$50** |

## ORGANIZATION INFORMATION

Check # 38212 $ 50

Organization name

Previous gambling permit number

**Type of nonprofit organization.** Check one.

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other nonprofit organization

| Mailing address | City | State | Zip Code | County |
|---|---|---|---|---|
| 2048 Hamline Ave. N. | | MN | 55113 | Ramsey |

| Name of chief executive officer (CEO) | Daytime phone number | Email address |
|---|---|---|
| Robert J. Fitzpatrick | 651-645-9389 | frfitz@saintroseoflima.net |

**Attach a copy of ONE of the following for proof of nonprofit status. Check one.**

Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.

☐ **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

☒ **IRS income tax exemption [501(c)] letter in your organization's name.**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

☐ **IRS - proof previously submitted to Gambling Control Board**
If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

## GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)

Saint Rose of Lima School

| Address (do not use PO box) | City | Zip Code | County |
|---|---|---|---|
| 2072 Hamline Avenue N. | Roseville | 55113 | Ramsey |

Date(s) of activity (for raffles, indicate the date of the drawing)

11/15/09

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

☒ Bingo* ☐ Raffles ☐ Paddlewheels* ☐ Pull-Tabs* ☐ Tipboards*

* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

Also complete Page 2 of this form.

Fill-in & Print Form

Reset Form

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: September 28, 2009
Item No.: 7.c

| Department Approval | City Manager Approval |
|---|---|

Item Description: Approve Northwest Youth and Family Services Contract

## BACKGROUND

Northwest Youth and Family Services (NYFS) is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within northwest Ramsey County and school districts 621, 623 and 282. The City of Roseville has provided financial support to NYFS for many years. The City Managers and Administrators from Arden Hills, Falcon Heights, Little Canada, Mounds View, New Brighton, North Oaks, Shoreview, St. Anthony and Roseville reached a five-year agreement that would provide annual increases based on the Consumer Price Index (CPI) rather than the Implicit Price Deflector (IPD).

## FINANCIAL IMPACTS

Annual increases to the NYFS would be tied to the CPI and would not exceed three percent. In 2010 there would be no increase over the 2009 rate.

## STAFF RECOMMENDATION

Approve the NYFS contract.

## REQUESTED COUNCIL ACTION

Approve the NYFS contract.

**Prepared by:** **Bill Malinen**
Attachments: A: NYFS Contract

# AGREEMENT

## I. PARTIES

This agreement is made and entered into by and between the City of Roseville, Minnesota ("City") and Northwest Youth and Family Services ("NYFS").

## II. RECITALS

A. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northwest suburbs of Ramsey County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement ("participating municipalities") and students and families from Independent School Districts 621, 623, and 282.

B. Through this Agreement the City intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.

C. This Agreement shall be used as the form agreement between NYFS and each of the participating municipalies. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the City and NYFS.

## III. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

A. <u>Prior Agreements Cancelled</u>. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.

B. <u>Services Provided</u>. NYFS shall provide the City and its residents with youth and family counseling and programs set forth in the Addendum attached hereto.

C. <u>Principles of Service and Program Establishment and Operations</u>. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:

1. Report regarding proposed changes in services and programs to the City; and

2. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

D. Funding

1. In addition to the participating municipalities share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.

2. The City shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation using the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U). Such adjustment shall not exceed plus or minus 3% in any year. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.

3. Amounts payable by the City shall be paid to NYFS on or before January 30, of each year to cover the City's share for that year.

E. Board of Directors. This agreement is contingent upon the City having a designated seat on the Board of Directors. The Board of Directors shall be limited to not more than 24 Board members.

F. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the following:

1. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.

2. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.

3. On or before November 30, of any year NYFS shall submit a written report to the City including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, 30 days from the end of each calendar quarter, NYFS shall submit a written report to the participating municipality.

4. Periodically advising the City of services available through NYFS to the City's residents;

5. Establishing a sliding scale for counseling services available through NYFS to the City's residents and periodically advising the City of such fees;

6. Providing other reasonable information requested by the City;

7. Purchasing a policy of liability insurance in the amount of at least $1,000,000.00, naming the City as an additional insured and providing a copy of the insurance certificate evidencing such policy to the City, annually;

8. Provide the City with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;

9. NYFS shall defend and indemnify the City from any and all claims or causes of actions brought against the City of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,

10. Without the written approval of the City, NYFS will not enter into any agreement with any other city which differs from the terms and conditions of this Agreement.

G. Term. The term of this agreement will be from January 1, 2010 through December 31, 2014. Unless the City has taken the required action to terminate this agreement, NYFS will continue to provide services to the City if a successor agreement has not been executed prior to the end of the term.

H. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

1. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,

2. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

1. Consider the request and by a majority vote deny it.

2. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.

3. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on this date set forth below.

**CITY OF ROSEVILLE**

_________________________________

Craig D. Klausing, Mayor

_________________________________

William J. Malinen, City Manager

Dated:_____________________________

**NORTHWEST YOUTH & FAMILY SERVICES**

_________________________________

Chair of the Board of Directors

_________________________________

President & CEO

Dated:_____________________________

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: 09-28-09
Item No.: 7.d

Department Approval | City Manager Approval

Item Description: Amarose Convenience Store application for Off Sale 3.2% Beer License.

## Background

Amarose Convenience Store has applied for an Off Sale 3.2 % Beer license at 1595 W Hwy 36 #245. The City Attorney will review the application prior to the issuance of the license to ensure that it is in order. A representative from Amarose Convenience Store will attend the hearing to answer any questions the Council may have.

## Financial Implications

The revenue that is generated from the license fees collected is used to offset the cost of police compliance checks, background investigations, enforcement of liquor laws, and license administration.

## Council Action

Motion to set a public hearing for Off Sale 3.2% Beer License for Amarose Convenience Store to be held on October 19, 2009.

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

Attachment A

City of Roseville
Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 490-2212

# Off-Sale 3.2 Malt Liquor License Application

Business Name: Amarose Convenience store

Business Address: 1595 W HWY 36 space # 245
Roseville, MN 55113

Business Phone: 651- 636-3849

*Person to Contact in Regard to Business License:*

Name: RAJINDER KAUR

Address: ______

Phone: ______ Date of Birth: ______

Drivers License Number: ______

Social Security Number: ______

U.S. Citizen? ✓ Yes ___ No Naturalized? ✓ Yes ___ No

If yes, date and place: ______

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2009, and ending June 30, 2010, in the City of Roseville, County of Ramsey, State of Minnesota.

| License Required | Fee |
|---|---|
| Off-Sale 3.2 Malt Liquor Beverage | $30.00 |

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

Signature: Rajinder Kaur

Date: 9/15/2009

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

*For office use only:*

Receipt # ______

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: September 28, 2009
Item No.: 10.a

Department Approval | City Manager Approval

Item Description: Meeting with the Human Rights Commission

## BACKGROUND

The City Council meets annually with the Human Rights Commission. The HRC adopted the attached Strategic Plan and Commission initiatives for 2009. They want to discuss this and other topics of importance

**Prepared by: Carolyn Curti, HRC Staff Liaison**
Attachments: A: Strategic Plan and Commission Initiatives for 200

# CITY OF ROSEVILLE
# HUMAN RIGHTS COMMISSION

## Strategic Plan and Commission Initiatives for 2009

### Board Training and Development

A. Parliamentary Procedures, Decorum and public meeting/hearing procedures, rules
B. Mission Statement
C. By-Laws and Standing Rules

### Outreach

A. Establish Partnerships with neighboring Cities and Sponsor and Co-sponsor various initiatives relative to our purpose and mission.
B. Establish a youth Human Rights Committee.
C. Continue and build and expand on current race and diversity dialogues.
D. Begin the process to have all meetings/hearings live on channel 16.

### Fostering community through inclusive, welcoming, responsive neighborhoods and city government

A. Develop a process to assess city government activities, programs and services for accessibility so that city activities, programs and services may be understandable and responsive to a diverse citizenry.
B. Develop a process to monitor statistical and other data trends. Use the information to create a set of recommendations for the City Council. The purpose of the set of recommendations is to encourage mutual understanding among our citizens about the community's diversity.
C. Develop programs and recommendations for the Council to encourage and assist in the development of neighborhood groups, forums, and networks in order to provide residents with a sense of belonging and facilitate effective citizen engagement.

### Review Various Sources for Additional Funds

Adopted August 11, 2009

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: 09-28-2009
Item No.: 11.a

Department Approval | City Manager Approval

Item Description: Conduct public hearing for Szechuan, Inc. application for On-Sale Wine and On-Sale 3.2% Liquor License.

## Background

Szechuan, Inc. has applied for an On-Sale Wine and 3.2% Malt Liquor License at 2193 Snelling Avenue N. The City Attorney will review the application prior to the issuance of the license to ensure that it is in order. A representative from Szechuan, Inc. will attend the hearing to answer any questions the Council may have.

## Financial Implications

The revenue that is generated from the license fees collected is used to offset the cost of police compliance checks, background investigations, enforcement of liquor laws, and license administration.

## Council Action

Conduct public hearing and consider approving/denying the On-Sale Wine and 3.2% Malt Liquor license, for Szechuan, Inc. located at 2193 Snelling Avenue N.

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

AGE Alcohol & Gambling Enforcement

Minnesota Department of Public Safety
**Alcohol and Gambling Enforcement Division (AGED)**
444 Cedar Street, Suite 133, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License**

**Cities and Counties:** You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License ROSEVILLE License Period From: 1-1-09 To: 12-31-09

Circle One: New License License Transfer ______ (former licensce name) Suspension Revocation Cancel ______ (Give dates)

License type: (circle all that apply) ~~On Sale Intoxicating~~ ~~Sunday Liquor~~ Wine $750 3.2% On sale 100. 3.2% Off Sale

Fee(s): On Sale License fee:$ ~~1000~~ Sunday License fee: $ ~~200.00~~ 3.2% On Sale fee: $ 100 3.2% Off Sale fee: $______

Licensee Name: JESSIE H. WONG (corporation, partnership, LLC, or Individual) DOB [redacted] Social Security # ______

Business Trade Name SZECHUAN Business Address 2193 SNELLING AV N City ROSEVILLE

Zip Code 55113 County RAMSEY Business Phone 651-633-2113 Home Phone ______

Home Address ______ City ______ Licensee's MN Tax ID # ______ (To Apply call 651-296-6181)

Licensee's Federal Tax ID # ______ (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

| Partner/Officer Name (First Middle Last) | DOB | Social Security # | Home Address |
|---|---|---|---|
| (Partner/Officer Name (First Middle Last) | DOB | Social Security # | Home Address |
| Partner/Officer Name (First Middle Last) | DOB | Social Security # | Home Address |

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:
1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: THE TRAVELERS INDEMNITY Policy #______

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
City Clerk or County Auditor Signature ______ (title) Date ______

**On Sale Intoxicating liquor licensees must also purchase a $20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.**

(Form 9011-5/06)

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: 09-28-09
Item No.: 11.b

Department Approval | City Manager Approval

Item Description: Network Liquors LLC application for Off Sale Intoxicating Liquor License.

## Background

Network Liquors, LLC has applied for a transfer of ownership of their Off Sale Intoxicating liquor license at 2727 Lexington Ave. The City Attorney will review the application prior to the issuance of the license to ensure that it is in order. A representative from Szechuan, Inc. will attend the hearing to answer any questions the Council may have.

## Financial Implications

The revenue that is generated from the license fees collected is used to offset the cost of police compliance checks, background investigations, enforcement of liquor laws, and license administration.

## Council Action

Conduct public hearing and consider approving/denying the Off-Sale Intoxicating liquor license, for Network Liquors, LLC located at 2727 Lexington Avenue.

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

Attachment A

Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
444 Cedar St., Suite 133, St. Paul, MN 55101-5133
(651) 201-7507 FAX (651)297-5259 TTY(651)282-6555
WWW.DPS.STATE.MN.US

## APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE

No license will be approved or released until the $20 Retailer ID Card fee is received

Workers compensation insurance company Name BRAC Policy # Pending
Licensee's MN Sales and Use Tax ID # 1154816 *To apply for a MN sales and use tax ID #, call (651) 296-6181*
Licensee's Federal Tax ID # [redacted] 27-0870732

If a corporation, an officer shall execute this application. If a partnership, a partner shall execute this application.

| | | | |
|---|---|---|---|
| Licensee Name (Individual, Corporation, Partnership, LLC)<br>Network Liquors LLC | Social Security # | Trade Name or DBA<br>Network Liquors LLC | |
| License Location (Street Address & Block No.)<br>2727 Lexington Ave | License Period<br>From To | | Applicant's Home Phone # |
| City<br>Roseville | County<br>Ramsey | State<br>MN | Zip Code<br>55109 |
| Name of Store Manager<br>Rodney Rathburn | Business Phone Number | | DOB (Individual Applicant) |

If a corporation or LLC state name, date of birth, Social Security # address, title, and shares held by each officer. If a partnership, state names, address and date of birth of each partner.

| Partner Officer (First, middle, last) | DOB | SS# | Title | Shares | Address, City, State, Zip Code |
|---|---|---|---|---|---|
| Rodney A. Rathburn | | | Owner | | |
| Partner Officer (First, middle, last) | DOB | SS# | Title | Shares | Address, City, State, Zip Code |
| Partner Officer (First, middle, last) | DOB | SS# | Title | Shares | Address, City, State, Zip Code |
| Partner Officer (First, middle, last) | DOB | SS# | Title | Shares | Address, City, State, Zip Code |

1. If a corporation, date of incorporation ________, state incorporated in ________, amount paid in capital ________. If a subsidiary of any other corporation, so state ________ and give purpose of corporation ________. If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota? ☐ Yes ☐ No

2. Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state. 1st floor

3. Is establishment located near any state university, state hospital, training school, reformatory or prison? ☐ Yes ☒ No If yes state approximate distance.

4. Name and address of building owner: Roseville Center Limited Partnership c/o Gaughan Properties 56 East Broadway Suite 200 Forest Lake, MN 5502[illegible]
Has owner of building any connection, directly or indirectly, with applicant? ☐ Yes ☒ No

5. Is applicant or any of the associates in this application, a member of the governing body of the municipality in which this license is to be issued? ☐ Yes ☒ No If yes, in what capacity?

6. State whether any person other than applicants has any right, title or interest in the furniture, fixtures or equipment for which license is applied and if so, give name and details. NONE

7. Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota? ☐ Yes ☒ No If yes, give name and address of establishment.

8. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment? Yes No

9. State whether applicant has or will be granted, an On sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises. Yes No Will be granted Off Sale only

10. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License. Yes No Will be granted

11. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality. ________

12. State Number of Employees 1F 2PT

13. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)? N/A

14. If this license is being issued by a County Board, is it located in an organized township? If so, attach township approval. N/A

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1. State whether applicant or any of the associates in this application, have ever had an application for a liquor license rejected by any municipality or state authority; if so, give dates and details. NO

2. Has the applicant or any of the associates in this application, during the five years immediately preceding this application ever had a license under the Minnesota Liquor Control Act revoked for any violation of such laws or local ordinances; if so, give dates and details. NO

3. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere, including State Liquor Control penalties? Yes No If yes, give dates, charges and final outcome.

4. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802. Yes No If yes, attach a copy of the summons.

---

This licensee must have one of the following: **(ATTACH CERTIFICATE OF INSURANCE TO THIS FORM.)**

Check one

A. Liquor Liability Insurance (Dram Shop) - $50,000 per person, $100,000 more than one person; $10,000 property destruction; $50,000 and $100,000 for loss of means of support.

or

B. A surety bond from a surety company with minimum coverage as specified in A.

or

C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of $100,000 or $100,000 in cash or securities.

**I certify that I have read the above questions and that the answers are true and correct of my own knowledge.**

| Print name of applicant & title | Signature of Applicant | Date |
|---|---|---|
| | | |

## REPORT BY POLICE\SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota or municipal ordinances relating to intoxicating liquor except as follows:

Police/Sheriff's Department Title Signature

County Attorney's Signature

PS 9136-(2006)

## IMPORTANT NOTICE

All retail liquor licensees must register with the Alcohol, Tobacco Tax and Trade Bureau.
For information call (513) 684-2979 or 1-800-937-8864

Date: 9/28/09
Item: 12.a
Network Liquor License

See 11.b

Date: 9/28/09
Item: 12.b
Szechuan Liquor License

See: 11.a

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: September 28, 2009
Item No.: 12.c

Department Approval

City Manager Approval

Item Description: **ACCEPT RECOVERY ACT JUSTICE ASSISTANCE GRANT**

## BACKGROUND

In 2003, the department hired a consultant to assist in the search for a combined mobile, RMS, and field reporting package. After extensive research, with emphasis on cost, the decision was made to purchase the package we believed met required criteria.

No sooner was the package implemented than multiple problems arose. Data entered into RMS was often lost, stats could not be retrieved, once submitted to RMS reports could not be changed so minor changes (i.e., misspelled names) required the generation of supplement reports, pdf's could not be added to RMS resulting in completed reports in two separate locations, and there was no download of data to the state as mandated. For accuracy and data retrieval, our records technicians were required to enter data into both the old and new systems. Officers found the field reporting package cumbersome and hard to use, the mobile laptop screen was difficult to see, and reports were continually lost. Furthermore, the designer behind the project left six months into the implementation and was not replaced.

After five years we were still unable to: download data from dispatch to the field reporting package, make changes to submitted reports without writing a supplement, print out a report without individually clicking on all components of the report (i.e., supplements), add pdf's to reports in RMS, run statistical reports, expunge records, or share data with other agencies.

Our current provider informed us that due to budget constraints, the key programmer in the project would be transferred to a different department within their organization and would not be replaced. A major roadblock for future fixes to this already inadequate system.

Our agency continued to struggle with the deficiencies of the current system, all the while trying to work with the provider in a continued attempt to improve the package. The Roseville Police Department took the action to manage a GAP list of services promised by the current provider which did result in issues such as improved data/stat reporting, auto download of monthly crime stats to the BCA, additional query capabilities being addressed and now operable; however, the following features, as promised, are not available:

- dispatch auto download

- incident reports available real-time at multiple off-site locations for use as a resource
- evidence tracking
- crime mapping
- ticket writer/e-citation package
- on scene evidence scanning/entry
- single repository of information/media for an incident
- modification of a police report once it is approved
- secured server on-site
- expunge records as per court order
- export stats from database to an analytical format (i.e., Excel)
- data sharing with other urban agencies
- online forms

In June 2009, the Minnesota Office of Justice Programs (OJP) announced Requests for Proposals for criminal justice systems improvement projects with available funding through the 2009 American Recovery and Reinvestment (ARRA), Edward Byrne Memorial Justice Assistance grant (JAG) program. This one-time (no match required funding) was available to local government agencies. The Roseville Police Department submitted an RFP for a replacement records management system (RMS) and wireless report writing (WRW) system.

The Roseville Police Department had been approached by vendors who sell mobile, RMS, and field reporting packages, but price, due to budget restrictions, was the caveat to purchasing a system that fully suited and met public safety needs. Funding available through the Recovery Act provided the opportunity for this agency to seek funding to purchase an innovative and comprehensive solution to enhance public safety services and protect the community.

Founded in 2002, Law Enforcement Technology Group (LETG) contracts with more than 100 agencies throughout Minnesota and Iowa. LETG offers a package at a price within the terms of the grant that provides the tools and solutions required by this department. LETG’s package interfaces and integrates with MNCIS E-Citations, CJRS and CJIS. The system is also CIBRS/NIBRS compliant. LETG is the RMS/WRW vendor selected by the State of Minnesota to provide expertise in the design and feasibility of pending public safety programs.

The comprehensive mobile, RMS, and field reporting package as quoted by LETG offers the full complement of services not delivered by our current contractor. Implementation of LETG’s package would allow the Department enhanced operational capabilities and effectiveness through field-based reporting and automated ticket writing providing greater efficiencies and response capabilities in conjunction with LETG’s comprehensive, web-based RMS. The entire suite of products and services offers a direct benefit to the department and the community.

Benefits include:

- Reduced liability to data privacy litigation
- Reduced use of office supplies (i.e., paper, CD’s)
- Reduced time/effort related to incident management
- Increased data sharing throughout agency
- Increased staff efficiency/effectiveness

- Increased time to follow through with public inquiries
- Increased ability/time for staff cross training
- Increased inter-departmental support
- Increased (simplified) data sharing between squads and dispatch
- Immediate access to mission critical data
- Reduced officer response time
- Eliminate redundant data entry from officers to RMS
- Reduced time on traffic stops by 75%
- Increased accuracy/completeness of records and citations
- Decreased probability for incorrect suspect information
- Web-based RMS accessed at any location

All incident media (forms, report, photos, audio) will be available over the web for any agency, the state, courts, or county/city attorneys to access—no more paper, CD's, time spent sending lengthy faxes or time and money spent driving incident data to court or attorneys.

LETG's package will allow officers more time to deal with street issues and community concerns. Investigators will have access to real-time data as entered by the officer and on-scene evidence bar-coding will save time and duplicate entry. Office staff will have time to expand duties and will be able to assist with investigative details, process public inquiries, and analyze criminal data for use by the department and the public.

## POLICY OBJECTIVE

The Roseville Police Department took the action to meet with LETG before submitting the RFP to the Office of Justice Programs. LETG submitted a quote to the department in the amount of $400,032 that fully covers the cost of a full replacement of the current RMS/WRW plus many features that are not available in the current system.

The Department submitted its RFP (with the LETG quote attached) to the Office of Justice Programs on July 23, 2009. The Roseville Police Department was notified September 9, 2009, that it was awarded the full RFP request in the amount of $400,032 which will allow the department to fully replace its current RMS/WRW system. Per the terms of the grant, the department has the responsibility to ensure the RMS/WRW system is fully operational by January 1, 2010.

## BUDGET IMPLICATIONS

There is no City match required per the terms of this grant. Monthly maintenance fees for the LETG system are $7,237 less annually than the current RMS/WRW; however, the Department will incur the cost of 20 air cards (for the mobile laptops) at a cost of $10,560 per year for an annual increase of $3,323 to the department's operating budget—a cost the department can absorb with no negative impact to service due to the cost saving of materials and time with LETG's package.

## STAFF RECOMMENDATION

The police department is recommending that it be allowed to accept funding that covers the full cost for the purchase of an RMS/WRW package that fully meets the needs of the Department and the community. Funding is in the amount of $400,032 and there is no City match required.

**REQUESTED COUNCIL ACTION**

The police department is requesting Council approval to accept funding that covers the full cost for the purchase of an RMS/WRW package that fully meets the needs of the Department and the community. Funding is in the amount of $400,032 and there is no City match required.

Prepared by: Carol Sletner, Police Chief
Attachments: Ltr from MN Office of Justice Programs

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY**

**Office of Justice Programs**
445 Minnesota Street, Suite 2300
St. Paul, Minnesota 55101-2139
Phone: 651/201-7350 FAX: 651/284-3317 TTY: 651/282-6565
Internet http://www.dps.state.mn.us/OJP/

Alcohol & Gambling Enforcement
Bureau of Criminal Apprehension
Capitol Security
Driver & Vehicle Services
Emergency Communication Networks
Office of Justice Programs
Homeland Security and Emergency Management
State Fire Marshal/ Pipeline Safety
State Patrol
Traffic Safety

September 9, 2009

Karen Rubey
Police Services Manager
City of Roseville Police Department
2660 Civic Center Drive
Roseville, MN 55113

Dear Karen Rubey;

I am pleased to inform you that the City of Roseville Police Department proposal number 8986 submitted for a Recovery Act Justice Assistance Grant for the Information Technology Systems Improvement Project has been selected for funding. The tentative award amount is $400,032 contingent upon final negotiation of a work plan and budget.

The Recovery Act application process was very competitive, with 334 proposals requesting more than $111 million. OJP is awarding 7 state agency grants and 40 grants to local governments and not-for-profit organizations totaling $16 million.

A grant manager will be contacting you soon to finalize negotiations. A mandatory grantee orientation workshop will be held this fall with more information on expedited reporting requirements.

Keep in mind that grant agreements must be fully executed within 30 days of receipt with subcontracts executed and grant activities beginning within 60 days. We encourage you to start the administrative processes to retain and hire grant staff immediately.

Congratulations on being selected for funding! Only those proposals that hired, reinstated or maintained staff, employed best practices and improved the criminal justice system were selected. We look forward to working with you on this Recovery Act initiative.

Sincerely,

Tricia Hummel
Director, Community and Justice Grants Division, Office of Justice Programs

Equal Opportunity Employer

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: 9-28-09
Item No.: 12.d

Department Approval

P. Trudgeon

City Manager Approval

Item Description: **Community Development Department Request to Perform a City Abatement for Unresolved Violations of City Code at 2558 Fairview Avenue.**

## BACKGROUND

- The subject property is a vacant single family home previously used as a rental property.
- The current owner is Mr. Nam T. Nguyen who lives at 1880 Snelling Avenue in Roseville, Minnesota.
- Current violations include:
    - Piles of dead vegetation (Violation of City Code Section 407.02.D).
    - Junk and debris in the side and rear yards (Violation of City Code Section 407.02.D).
    - House has been broken into and is not secured from entry (violation of City Code Section 407.03.J).
- A status update, including pictures, will be provided at the public hearing.

## POLICY OBJECTIVE

The City goals within the Comprehensive Plan are to protect and improve property values (Goal 3, 4, and 5; page 6 and, Section 3) and to adhere to performance standards which protect the integrity of the housing units and the neighborhood (Policy 6, page 8, Section 3).

## FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Removal and disposal of all dead brush, junk and debris.
    - o Approximately - $300.00
- Secure openings.
    - o Approximately - $250.00
- Total: Approximately - $550.00.

In the short term, costs of the abatement will be paid out of the HRA budget, which has allocated $100,000 for abatement activities (residential). The property owner will then be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B. Costs will be reported to Council following the abatement.

## Staff Recommendation

Staff recommends that the Council direct Community Development staff to abate the above referenced public nuisance violations at 2558 Fairview Avenue.

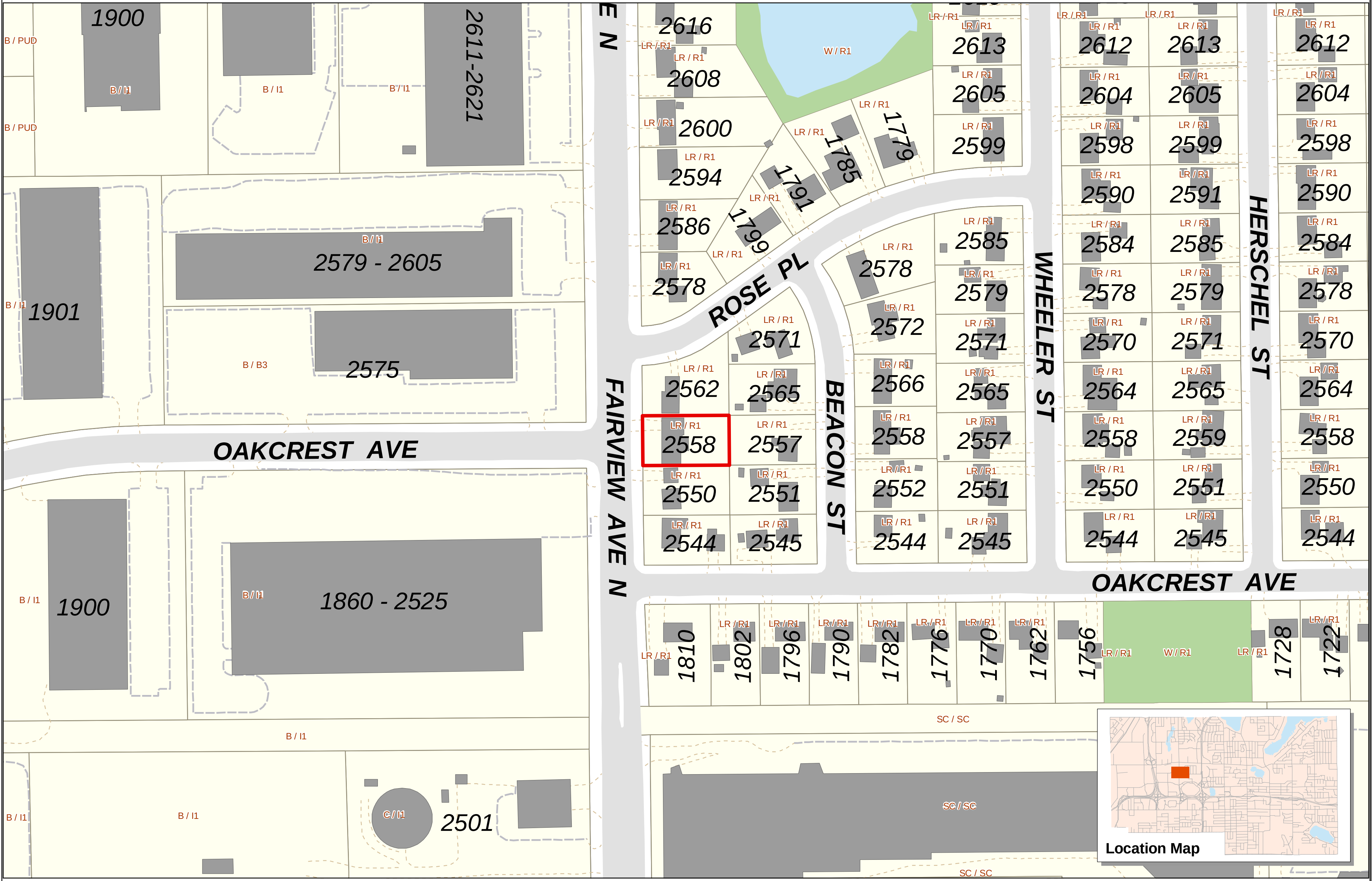
## Requested Council Action

Direct Community Development staff to abate the above referenced public nuisance violation at 2558 Fairview Avenue North by hiring a general contractor to remove and dispose of all dead vegetation, junk and debris from the yard and to secure the building from entry. The property owner will then be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B.

Prepared by: Don Munson, Permit Coordinator

Attachment: A: Map of 2558 Fairview.

# 2558 Fairview Ave N




Prepared by:
Community Development Department
Printed: September 16, 2009

**Site Location**

LR / R1 Comp Plan / Zoning Designations

**Data Sources**
* Ramsey County GIS Base Map (9/4/2009)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

**Disclaimer**
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 100 200 Feet
N

mapdoc: planning_commission_location.mxd

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: 09/28/2009
Item No.: 12.e

| Department Approval | City Manager Approval |
|---|---|
| P. Trudgeon | WJMalinen |

**Item Description:** Approve a Memorandum of Understanding between the City and Aeon Pertaining to Tax Increment Financing and Sienna Green Phase II

## BACKGROUND

On July 13, 2009, the City Council approved the creation of Tax Increment Financing (TIF) No. 18, which encompasses the Sienna Green (formerly Har Mar Apartments) parcel. Aeon, the owner of Sienna Green, requested the creation of this district to provide a gap financing mechanism for the second phase of its project. As planned, Sienna Green Phase II includes the construction of a new, 50-unit apartment building. These new apartments are intended to provide affordable two-and-three bedroom apartments to complement the existing one-bedroom units Aeon is renovating as part of the first phase of their project.

Aeon is preparing an application to the Minnesota Housing Finance Authority (MHFA) for affordable housing tax credits and requested that the City and Aeon work together to draft a development agreement to set forward the level and extent of increment to be provide to the project in order to bolster their application. However, it is premature for the City to negotiate and enter into a development agreement with Aeon as the actual financial gap has yet to be established. In lieu of a development agreement, staff recommended that a Memorandum of Understanding (MOU) between the City and Aeon detailing the future steps toward a development agreement would be an appropriate action and could demonstrate to the agency the City's commitment to this project without obligating the City or Aeon to specific dollar amounts or project requirements.

Staff has worked with the City's development attorney with Briggs and Morgan, Jennifer Boulton, to prepare a draft MOU. To review the MOU, please see Attachment A. Aeon has reviewed the document and feels that the language within the document provides them with the assurances that the Minnesota Housing Finance Authority is looking for as part of tax credit application process. This agreement outlines the project, discusses the TIF district and the City's willingness to allocate increment to this project with terms and conditions to be set forward in a future development agreement, identifies the requirements to negotiate a development agreement, establishes fees and expenses and termination and approval processes. The MOU does not commit the City to allocate any specific dollar amount for the project. The total amount and terms of assistance will be negotiated and approved by the City Council at a later date.

## POLICY OBJECTIVE

By approving the MOU, the City Council is advancing the potential availability of affordable housing as advocated for through the goals and policies of the preliminarily approved 2030 Comprehensive Plan. In addition, development of new affordable rental housing will help the City meet its affordable housing goal, which is set by the Metropolitan Council.

## BUDGET IMPLICATIONS

Approving this MOU does not impact the City's budget. The TIF contribution to this project is outside of the City's general levy and will be negotiated through a future development agreement.

## STAFF RECOMMENDATION

Staff recommends the approval of the MOU between the City and Aeon. This MOU identifies the City's willingness to provide tax increment to the Sienna Green Phase II project and sets the protocol for the negotiation of a future development agreement. By creating the TIF district the City created a funding source by which to provide funding to this specific project. The MOU only makes a logical connection between the creation of the district and the willingness to provide the funding to this project. The MOU does not identify how much funding the project will receive, but clearly states that it will be gap funding. By committing to fund the project on a conceptual level, the City will be working with the developer to strengthen their tax credit application.

## REQUESTED COUNCIL ACTION

Approve a Memorandum of Understanding with Aeon pertaining to the use of tax increment financing and the negotiation of a future development agreement for the Sienna Green Phase II project.

Prepared by: Jamie Radel, Economic Development Associate
Attachments: A: Memorandum of Understanding
B:
C:

# MEMORANDUM OF UNDERSTANDING

# SIENNA GREEN PHASE II PROJECT

This Memorandum of Understanding is dated as of this ____ day of ____________, 2009 (the "Memorandum") and is entered into by and between the City of Roseville, Minnesota (the "City") and Aeon, a non-profit housing developer (the "Developer").

This Memorandum relates to a development more particularly described in Article 1 hereof (the "Project") to be constructed on the real property currently identified as the south 7 acres of the NE Quarter of the SE Quarter of the SE Quarter, Section 9, Township 29, Range 23, according to the Government Survey thereof and as parcel identification number 09-29-23-44-0247 (the "Development Property"). It is the intent of the City and Developer (collectively, the "Parties") that this Memorandum will outline the general understanding of the Parties with respect to the acquisition, construction and financing of the Project, and will provide a framework for and will be superseded in its entirety by a final development agreement (the "Development Agreement") to be entered into by the Parties at a later date as contemplated in Article 3 hereof.

Now therefore, the Parties hereby agree that the following sets forth an outline of their general understanding of the general plan for the development of the Project and a framework of the matters to be covered in the Development Agreement.

## ARTICLE 1. DESCRIPTION OF THE PROJECT

1.01 Sienna Green Phase II (the "Project") will consist of the new construction of approximately 50 units of affordable rental housing. The approved site plan for the Project is attached hereto as **Exhibit A**.

1.02 The Developer expects that the construction of the Project will commence in May, 2010, and will be substantially completed by April, 2011.

## ARTICLE 2. TAX INCREMENT FINANCING

2.01 On July 13, 2009, the City acted to create Tax Increment Financing District No. 18 (the "District"), which includes the parcel upon which the Project will be developed in accordance with Minnesota Statutes Section 469.174 through 469.1799. The City has submitted the required documentation to Ramsey County requesting certification of the district and to the Minnesota Department of Revenue and Office of the State Auditor.

2.02 Based on the assumptions detailed in the adopted Tax Increment Finance Plan, the District is expected to generate approximately $2,194,515 of tax increment over the maximum term of 26 years, which translates into a present value of approximately $934,481 using the September 2009 semi-annual long term Applicable Federal Rate (AFR) as the discount rate. The TIF Financing Plan set forward a budget not to exceed $913,610 for land/building acquisition.

2.03 The City will provide the Developer with tax increment financing assistance for the Project, payable solely from tax increments derived from the Development Property in the form of pay-as-you-go tax increment assistance that may be evidenced by a tax increment revenue note (the "Note") in accordance with the terms and conditions of the Development Agreement. The amount, interest rate and payment terms of the Note and the administrative fee of the City will be negotiated subsequent to the execution of this Memorandum and prior to the execution of the Development Agreement.

2.04 The Developer acknowledges that the City will not initiate preparation of the final Development Agreement referred to in Article 3 hereof until the Developer has provided the City with sufficient detail about the Project to enable the City to accurately estimate the level of tax increment financing required by the Project to make it economically feasible. The principal amount of the Note will take into account, among other things, the need for "gap financing", the amount of public benefit from the Project, the design of the Project, and the costs of the Project which are eligible to be reimbursed from tax increments.

## ARTICLE 3. DEVELOPMENT AGREEMENT

3.01 The Developer and City will exercise their best efforts to negotiate and enter into a binding Development Agreement, the provisions of which will supersede, but be consistent with the terms of this Memorandum. The Development Agreement will contain such other terms and conditions as are customary in the industry and are otherwise agreed to by Developer and City.

3.02 Prior to preparation of the Development Agreement, the Developer acknowledges that it will be required to provide the City with all documentation deemed necessary by the City to evaluate the Project, including but not limited to the following: (a) a timetable, acceptable to the City, for the construction of the Project; (b) letters of intent, commitment proposals or other evidence reasonably satisfactory to the City, from financial institutions, subject to customary contingencies, to provide financing for the Project; (c) Site plan and project design documents prepared by an architect, in form and substance acceptable to the City; and (d) a pro forma budget for the Project, showing all Project costs and sources of funds, including a separate break out of costs eligible to be financed under the Tax Increment Act; and

## ARTICLE 4. FEES AND EXPENSES

4.01 The Developer agrees that it is responsible, whether or not the Development Agreement is executed, to pay the reasonable fees and expenses incurred by the City to the following: (a) the fees and expenses of the law firm of Briggs and Morgan, Professional Association, for the preparation of this Memorandum and the Development Agreement, the creation of the Tax Increment Financing District, (b) fees and expenses of the firm of Springsted for the financial analysis required for the creation of the Tax Increment Financing District, and (d) the fees and expenses of any other consultants retained by the City. The City will notify the Developer prior to retaining any additional consultants for the Project, which notification will include an estimate of the consultant's fees and expenses. The Developer acknowledges that the City will retain 10% of the Tax Increment to pay "Administrative Expenses" of the City incurred with respect to the Tax Increment District, and therefore Tax Increments will not be available to reimburse the Developer for any of the costs paid by the Developer set forth above.

4.02 The Developer shall be responsible for its own legal fees, costs and expenses in connection with the Project.

4.03 The Developer has previously deposited $5,000 with the City. The City shall be entitled to use the Deposit to pay costs set forth in Section 4.01 hereof, whether or not the Development Agreement is executed. If at any time prior to the execution of the Development Agreement, the City estimates that the costs and expenses set forth in Section 4.01 hereof will exceed the Deposit, the City will notify the Developer of any additional sum necessary to be deposited with the City to cover the remaining costs.

## ARTICLE 5. TERMINATION

5.01 The City shall have the right to terminate this Memorandum by giving written notice to the Developer upon the occurrence of any of the following:

(a) the Developer fails to provide the City with the information required by Section 3.02 hereof by June 30, 2012; or

(b) the final Development Agreement contemplated by Article 3 hereof is not executed by the Developer and the City by December 31, 2012;

(c) if within 10 days of written notice from the City, the Developer does not make any additional deposit requested by the City pursuant to Section 4.03 hereof.

## ARTICLE 6. APPROVALS

6.01 This Memorandum and the final Development Agreement will be subject to approval by the City Council of the City of Roseville.

6.02 The Developer represents that the execution and delivery of this Memorandum has been duly authorized by all necessary action on the part of the Developer.

6.03 The Developer releases from and covenants and agrees that the City, its governing body, officers, agents, servants and employees thereof (hereinafter, for purposes of this Section, collectively the "Indemnified Parties") shall not be liable for and agrees to indemnify, defend and hold harmless the Indemnified Parties from any claim, demand, suit, action or other proceeding whatsoever by any person or entity whatsoever arising or purportedly arising from the actions or inactions of the Developer (or if other persons acting on its behalf or under its direction or control) under this Memorandum.

6.04 The City and Developer each agree to proceed diligently and in good faith toward the execution of a legally binding Development Agreement, but neither shall be liable to the other by reason of any actual or alleged breach of this Memorandum.

In Witness whereof the Parties have signed their names as of the date first written above.

CITY OF ROSEVILLE, MINNESOTA

By ______________________________

Its ______________________________

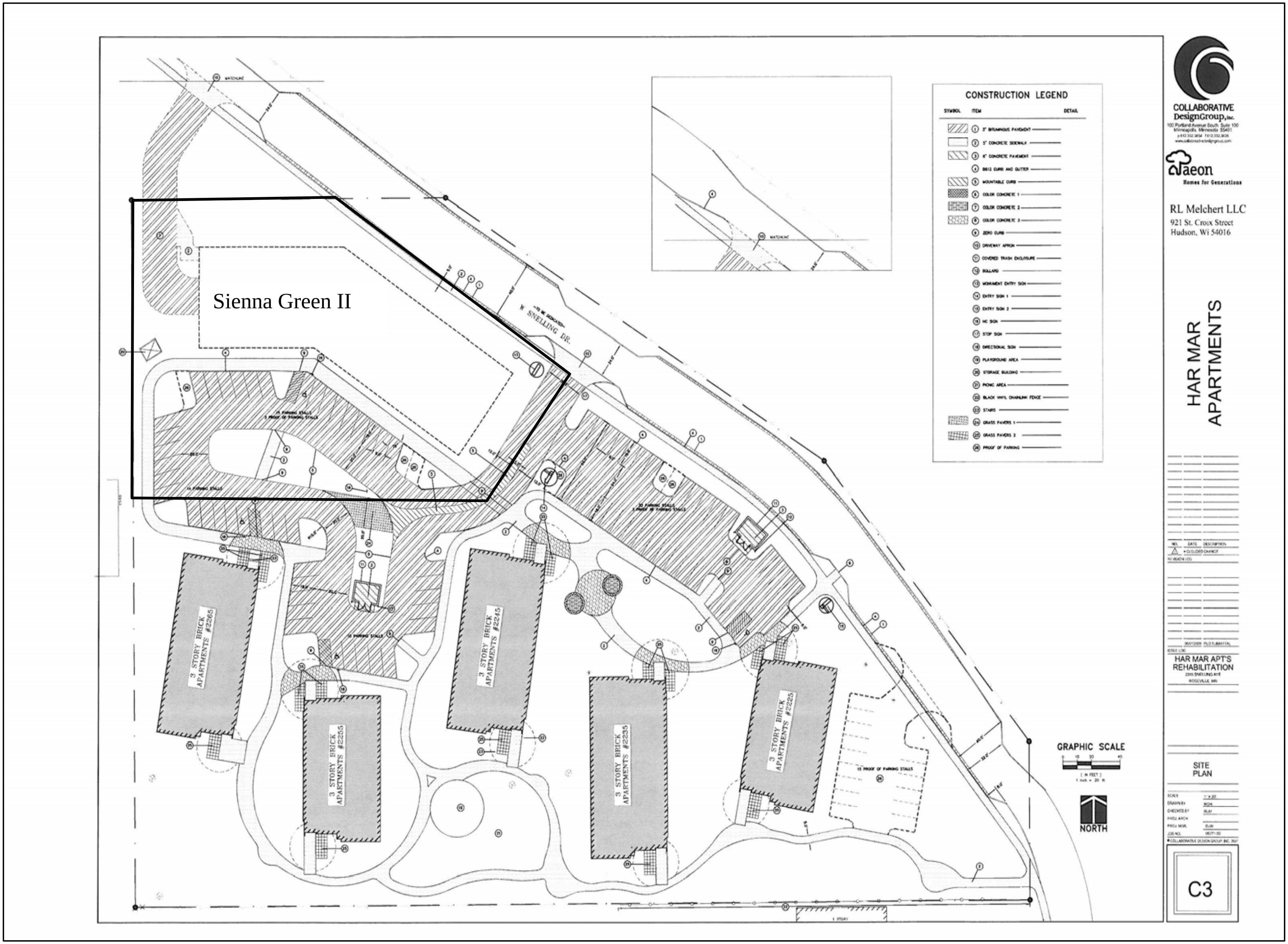
AEON

By ______________________________

Its ______________________________

Signature Page of Memorandum of Understanding by and between City of Roseville, Minnesota and Aeon.

## Exhibit A: Sienna Green Site Plan (as approved in Final PUD)


Sienna Green II
W. SNELLING DR.
CONSTRUCTION LEGEND
SYMBOL
ITEM
DETAIL
1 3" BITUMINOUS PAVEMENT
2 5" CONCRETE SIDEWALK
3 6" CONCRETE PAVEMENT
4 B612 CURB AND GUTTER
5 MOUNTABLE CURB
6 COLOR CONCRETE 1
7 COLOR CONCRETE 2
8 COLOR CONCRETE 3
9 ZERO CURB
10 DRIVEWAY APRON
11 COVERED TRASH ENCLOSURE
12 BOLLARD
13 MONUMENT ENTRY SIGN
14 ENTRY SIGN 1
15 ENTRY SIGN 2
16 HC SIGN
17 STOP SIGN
18 DIRECTIONAL SIGN
19 PLAYGROUND AREA
20 STORAGE BUILDING
21 PICNIC AREA
22 BLACK VINYL CHAINLINK FENCE
23 STAIRS
24 GRASS PAVERS 1
25 GRASS PAVERS 2
26 PROOF OF PARKING
3 STORY BRICK APARTMENTS #2265
3 STORY BRICK APARTMENTS #2255
3 STORY BRICK APARTMENTS #2245
3 STORY BRICK APARTMENTS #2235
3 STORY BRICK APARTMENTS #2225
GRAPHIC SCALE
NORTH
COLLABORATIVE DesignGroup, Inc.
aeon
Homes for Generations
RL Melchert LLC
921 St. Croix Street
Hudson, Wi 54016
HAR MAR APARTMENTS
HAR MAR APT'S REHABILITATION
SITE PLAN
C3

2406226v2

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: September 28, 2009
Item No.: 12.f

| Department Approval | City Manager Approval |
|---|---|

Item Description: Appointments to fill Roseville Housing and Redevelopment Authority Vacancies

## BACKGROUND

RHRA member Michael Tracy's term expired September 23, 2009. He is unable to serve another term. Additionally, RHRA member Josh Fuhrman, who was appointed to a term that runs through September 23, 2013, has resigned.

On Monday, September 21, the City Council conducted interviews with applicants interested in serving on the RHRA. It is expected the Mayor will make appointments to the RHRA at the September 28, 2009 City Council meeting, and the City Council will need to adopt resolutions confirming the appointments.

## REQUESTED COUNCIL ACTION

Motion to adopt a **RESOLUTION** confirming the appointment of _________ to the RHRA with a term expiring September 23, 2013.

Motion to adopt a **RESOLUTION** confirming the appointment of _________ to the RHRA with a term expiring September 23, 2014.

Prepared by: Bill Malinen, City Manager

Attachments:

A. Mayor's Certification of an Appointment to the RHRA with a term expiring September 23, 2013
B. Mayor's Certification of an Appointment to the RHRA with a term expiring September 23, 2014
C. Resolution confirming appointment of a citizen to the RHRA with a term expiring September 23, 2013
D. Resolution confirming appointment of a citizen to the RHRA with a term expiring September 23, 2014

ROSEVILLE

CITY OF ROSEVILLE
STATE OF MINNESOTA

MAYOR'S CERTIFICATE
of
APPOINTMENT OF COMMISSIONER
to the
HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF ROSEVILLE

Pursuant to state law, I hereby appoint as a Member of the Roseville Housing and Redevelopment Authority to fill a vacancy. As provided by law, this appointment is subject to Council Approval. will fill an unexpired term expiring September 23, 2013.

Witness my hand as the Mayor of the City of Roseville, Minnesota this 28th day of September, 2009.

Mayor Craig D. Klausing

Attachment B

ROSEVILLE

CITY OF ROSEVILLE
STATE OF MINNESOTA

MAYOR'S CERTIFICATE
of
APPOINTMENT OF COMMISSIONER
to the
HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF ROSEVILLE

Pursuant to state law, I hereby appoint as a Member of the Roseville Housing and Redevelopment Authority to fill a vacancy. As provided by law, this appointment is subject to Council Approval. will fill a term expiring September 23, 2014.

Witness my hand as the Mayor of the City of Roseville, Minnesota this 28th day of September, 2009.

Mayor Craig D. Klausing

**Attachment C**

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 28th day of September, 2009, 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 APPROVING MAYOR'S APPOINTMENT OF
________________ TO THE
HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR
THE CITY OF ROSEVILLE TO FILL AN UNEXPIRED TERM

WHEREAS, On September 9, 2009, Mr. Josh Fuhrman resigned his position as a Board Member for the Housing & Redevelopment Authority in and for the City of Roseville ("HRA"), and

WHEREAS, Mr. Fuhrman's term as HRA Board member will expire on September 23, 2013, and

WHEREAS, pursuant to City of Roseville Resolution No. 10541, the City advertised the vacancy and the Mayor and City Council interviewed applicants for the HRA Board, and

WHEREAS, the Mayor has submitted for this Council's consideration the appointment to the HRA board of resident ______________, with a term expiring on September 23, 2013;

NOW, THEREFORE, BE IT RESOLVED, by the Roseville City Council that the City Council approves the Mayor's appointment of ______________ to the Roseville HRA Board.

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

Whereupon said resolution was declared duly passed and adopted.

**Attachment D**

**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 28th day of September, 2009, 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 APPROVING MAYOR'S APPOINTMENT OF _________________ TO THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ROSEVILLE FOR A TERM TO EXPIRE IN 2014

WHEREAS, On June 16, 2008, Michael Tracy was appointed as a Board Member for the Housing & Redevelopment Authority in and for the City of Roseville ("HRA"), for a term that expiring September 23, 2009, and

WHEREAS, pursuant to City of Roseville Resolution No. 10541, on August 10, 2009, the Mayor informed the City Council that Mr. Tracy was moving out of the City and would not be eligible to be re-appointed to the HRA, and

WHEREAS, pursuant to the same Resolution, the City advertised the resulting vacancy and the Mayor and City Council interviewed applicants for the HRA Board, and

WHEREAS, the Mayor has submitted for this Council's consideration the appointment to the HRA board of resident _______________, with a term expiring on September 23, 2014;

NOW, THEREFORE, BE IT RESOLVED, by the Roseville City Council that the City Council approves the Mayor's appointment of _______________ to the Roseville HRA Board.

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

Whereupon said resolution was declared duly passed and adopted.

ROSEVILLE

# REQUEST FOR COUNCIL ACTION

Date: 9/21/09
Item No.: 13.a

Department Approval | City Manager Approval

Item Description: Receive Additional Information on the Budgeting for Outcomes Process and the Springsted Report

## BACKGROUND

Earlier this year, the City Council committed to using an alternative budgeting process for 2010. This process has oftentimes been referred to as 'Budgeting for Outcomes' but other descriptive names have been used as well. In conjunction with this process, the City Council received a report from Springsted Financial Advisors which depicted the costs associated with individual programs and services. A copy of the Springsted Report is attached.

Several members of the Council indicated a desire to have greater detail regarding the programs and services that were listed, including a general description, level of service, and whether a particular service was mandated or discretionary. The Council also expressed an interest in seeing any applicable revenue sources that might be available to offset specific program costs.

Over the next few weeks, City Staff will be compiling this information. At this time, Staff has assembled a general description of each City function that was identified in the Springsted Report. These descriptions are shown in *Attachment B.*

A Representative from Springsted will attend the Council meeting to provide a brief overview of the project and methodology. Springsted and City Staff will be available for questions or comments regarding the attached information.

## POLICY OBJECTIVE

Establishing a budget process that aligns resources with desired outcomes is consistent with governmental best practices, provides greater transparency of program costs, and ensures that budget dollars are allocated in the manner that creates the greatest value.

## FINANCIAL IMPACTS

Not applicable.

## STAFF RECOMMENDATION

Not applicable.

**REQUESTED COUNCIL ACTION**

No Council action is requested. The presentation is submitted for information and discussion purposes only.

| | |
|---|---|
| Prepared by: | Chris Miller, Finance Director |
| Attachments: | A: Springsted Report on Program Cost Analysis |
| | B: Program descriptions |

Attachment A

Springsted

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

# MEMORANDUM

TO: Chris Miller, Finance Director

FROM: Nick Dragisich

DATE: September 8, 2009

SUBJECT: Financial Planning Assistance

Springsted Incorporated was retained to assist the City of Roseville in their financial planning and developing budget alternatives by determining the cost of providing services within general fund departments and tax-supported funds. The study is to serve as an informational tool for making budget decisions and fee justification. This memorandum provides the results of our work.

## Background

The City of Roseville provides a large number of services to its citizens. The City's general fund and property-tax-supported departments provide the largest share of these services. General fund and property tax-supported departments include:

- Administration
- Finance
- Public Works
- Parks & Recreation
- Police
- Fire

Services provided by these departments include both those services residents and businesses see on a daily basis (external customers) and services that support the City's operation (internal customers).

The costs for each service we determined are based on the City's 2009 approved budget for each department. As a result, the actual costs for these services may vary somewhat based on any difference from the budgeted amounts. The costs we determined are not offset by any revenues the service may generate. The costs determined are the direct cost of each service, including personnel-related costs, supplies and materials, and other services and charges from the department's budget. They do not include any allocation of overhead or other indirect costs except to the extent those costs are captured in the budget.

## Methodology

The process used to determine the cost of services involved a number of steps. The first was a review of the City's 2009 adopted budget for each department. This included both the dollar amounts budgeted in each category and the number and types of positions in the department. Actual 2008 expenditures were also reviewed when that information became available.

Job descriptions for each position were reviewed and a matrix developed that listed the duties included in each job description. The matrix was used to compare the common duties across all departments and to identify unique duties. This matrix was reviewed with City managers and department heads. Using the matrix as a guide, a position profile was developed for each position in the departments included in this study. The profiles listed each task in the position job description and provided spaces where additional tasks could be entered. Each department was asked to review their position profiles and to indicate the percentage of time spent on each task, and the number of full-time-employees and part-time employees in each position. They were also asked to indicate the percentage of time spent on non service-related activities like internal meetings, vacation, sick leave, etc. An example of a position profile is shown in Appendix A.

The completed position profiles were reviewed for completeness by each department head and additional data was collected as needed. The completed position profiles were used to develop the list of services provided by each department and the budgeted cost for each. The budgeted cost for each service was determined using a computer model developed within Microsoft® Excel. Personnel-related costs were allocated to each service based on the percentage of time for each position from the position profiles. Non-personnel costs were allocated directly to a service where those costs could be identified as directly related to that service. For example, street centerline pavement painting costs were allocated 100% to the traffic control/management/signs service. Costs that could not be specifically identified as directly relating to a specific service were allocated proportionately to those services where those costs would be a part of the cost of the service. For example, utilities in the skate center budget were allocated to the six services identified in the employees' position profiles.

The list of services developed for each department was submitted to the City for review and feedback. It was requested that both the list of services and the cost allocated to each service be reviewed for completeness and accuracy. Discussions were held with department heads and staff to clarify cost allocations and services to insure the costs were within acceptable ranges of accuracy based on the data available.

## Budgeted Cost of Services

The budgeted cost of services provided by each department within the general fund and/or by tax-supported funds was developed. It is important to understand the cost of each service is reflective of the data used to determine the cost. The accuracy is limited by the following factors:

- The cost of each service is based on the City's 2009 approved budget so that the accuracy of the costs is reflective of the accuracy of the budget in terms of how actual costs will compare to budgeted costs at the end of the fiscal year.
- The personnel-related costs are projected based on the time spent profiles completed for each position in each department. Personnel costs make up the majority of the costs in each department's budget so that the accuracy of the costs is limited by the accuracy of the time spent profiles.

- The allocation of supplies and materials and other services and charges are based on the best judgment of Springsted's consulting team and the City's department heads. These costs represent a smaller portion than the personnel-related costs so the accuracy of the service costs is dependent to a lesser extent on the accuracy of these costs.

The costs identified for each service within each department reflects the budgeted cost to provide that particular service. However, it would not be accurate to say that choosing not to provide a particular service in the future would result in a corresponding cost savings equal to the cost of that service. This results because the employees in each department provide a large number of services. For example, the cost of plowing snow by the Public Works Department was determined to be $123,730. The personnel costs associated with snow plowing are $47,503; however the employees who plow snow also provide street maintenance and repair, tree trimming, building and grounds maintenance, right-of-way maintenance, maintenance of streetscapes, and other services. The decision to not continue to provide a particular service, or to provide less of that service, needs to be examined in the context of how that would affect the other services provided by the same employees. However, the allocation of time and expenses developed by this study provides the City with a tool to understand this context and to make informed decisions.

The budgeted costs allocated to services are direct costs only and do not capture the personnel costs associated with vacation, sick leave, holidays and other non service-related time. Other non service-related time includes time spent in administrative support and other activities that cannot be allocated to any particular service. Therefore, the cost allocated to services in each department does not equal the total budget amount for that department.

## Administration Services

Eleven services were identified within Administration as shown in the table on the next page. Three services account for approximately 73.3% of the service costs budgeted in Administration. Legal services account for approximately 34.3%, City Council approximately 22.7%, and Personnel Management approximately 16.3%.

Two services utilize approximately 58.7% of the FTEs time allocated to services. These are customer citizen support utilizing approximately 31.2% and personnel management utilizing approximately 27.5%.

Other services and charges make up approximately 54.7% of the cost of services budgeted, primarily because the cost of legal services is in this category. Personal Services make up approximately 44.9% of the costs of services budgeted while supplies and materials make up approximately 0.4%. Administration services are shown in the table that follows.

| Service | Personal Services | Supplies & Materials | Other Services and Charges | Total | FTEs |
|---|---|---|---|---|---|
| Customer Citizen Service | 61,198 | 904 | 2,278 | $ **64,380** | 1.14 |
| Procurement | 5,832 | 29 | 520 | $ **6,381** | 0.09 |
| Personnel Management | 113,368 | 568 | 15,597 | $ **129,534** | 1.00 |
| Records Retention | 1,706 | 100 | - | $ **1,807** | 0.07 |
| Elections | 9,100 | 1,133 | 37 | $ **10,270** | 0.27 |
| City Council Support | 45,188 | 226 | 2,016 | $ **47,430** | 0.54 |
| Advisory Commission Support | 4,804 | 81 | 26 | $ **4,911** | 0.09 |
| Organizational Management | 72,531 | 363 | 2,153 | $ **75,047** | 0.45 |
| City Council | 42,880 | - | 137,680 | $ **180,560** | |
| Human Rights Commission | - | - | 2,250 | $ **2,250** | |
| Legal | - | - | 272,500 | $ **272,500** | |
| **Total** | **$ 356,607** | **$ 3,406** | **$ 435,057** | **$ 795,069** | **3.65** |

## Finance Services

Sixteen services were identified in the Finance Department. Four services account for approximately 55.2% of the budgeted cost of the services provided. These include oversight of the Fire Relief Association, which has the highest budgeted service cost within Finance, accounting for approximately 24.5%, financial accounting and reporting accounting for approximately 12.2%, general insurance accounting for approximately 9.5% and central services which accounts for approximately 9.1%.

Two services utilize approximately 50.6% of the FTEs allocated to services. These are financial accounting and reporting, utilizing approximately 27.6%, and cash receipts/receptionist, utilizing approximately 23.0%.

Personal Services make up approximately 53.5% of the budgeted cost of services, other services and charges make up approximately 43.1%, and supplies and materials make up approximately 3.5% of the costs. Finance services are shown in the table that follows.

| Service | Personal Services | Supplies & Materials | Other Services and Charges | Total | FTEs |
|---|---|---|---|---|---|
| Banking & Investment Management | 58,255 | 628 | 3,739 | $ **62,622** | 0.56 |
| Budget/Financial Planning | 62,974 | 246 | 5,738 | $ **68,958** | 0.43 |
| Business Licenses | 2,728 | 11 | 118 | $ **2,857** | 0.04 |
| Cash Receipts/Receptionist | 72,138 | 282 | 3,457 | $ **75,878** | 1.26 |
| Central Services | - | 27,000 | 49,520 | $ **76,520** | - |
| Contract Administration | 21,576 | 84 | 1,414 | $ **23,074** | 0.25 |
| Debt Management | 16,399 | 64 | 1,854 | $ **18,317** | 0.11 |
| Economic Development | 3,936 | 15 | 361 | $ **4,312** | 0.03 |
| Financial Accounting & Reporting | 97,400 | 327 | 5,109 | $ **102,836** | 1.50 |
| Fire Relief Association | - | - | 207,000 | $ **207,000** | - |
| Gambling Licenses | 2,728 | 11 | 132 | $ **2,871** | 0.04 |
| General Insurance | - | - | 80,000 | $ **80,000** | - |
| Process Payroll | 44,295 | 473 | 2,144 | $ **46,912** | 0.65 |
| Purchasing | 1,364 | 5 | 66 | $ **1,436** | 0.02 |
| Risk Management | 53,479 | 209 | 3,037 | $ **56,725** | 0.45 |
| Organizational Management | 14,849 | 17 | 248 | $ **15,114** | 0.12 |
| **Total** | **$ 452,122** | **$ 29,374** | **$ 363,936** | **$ 845,432** | **5.45** |

The Finance Department has established service level standards/benchmarks for five services. These are shown in the table below.

**Service Level Standards/Benchmarks**

| Service | Service Level Standards/Benchmarks |
|---|---|
| Business Licenses | Process 600 business licenses annually |
| Cash Receipts/Receptionist | Process 40,000 receipts annually/receive and route 19,000 calls annually |
| Financial Accounting & Reporting | Process 7,000 payments annually |
| Process Payroll | Process 8,000 paychecks and supporting filings annually |
| Risk Management | Process 50 work comp claims and 35 property liability claims annually |

## Public Works Services

Forty-one services were identified in the Public Works Department. Four services account for approximately 50.5% of the budgeted cost of services provided. These include buildings and grounds maintenance, which has the highest budgeted service cost accounting for approximately 19.6%, street maintenance and repair, accounting for approximately 16.0%, street lighting accounting for approximately 8.2%, and vehicle maintenance accounting for approximately 6.7%.

Seven services utilize approximately 56.5% of the full-time FTEs allocated to services. These services and their approximate percentages are as follows:

| | |
|---|---|
| Vehicle maintenance | 14.3% |
| Street maintenance and repair | 12.8% |
| Traffic control/management/signs | 7.7% |
| Design and feasibility studies | 6.0% |
| Buildings and grounds maintenance | 5.6% |
| Training | 5.0% |
| Project planning and management | 5.0% |
| **Total** | **56.5%** |

Personal Services make up approximately 49.7% of the budgeted cost of services, other services and charges make up approximately 36.8%, and supplies and materials make up approximately 13.5% of the costs. Public Works services are shown in the table that follows.

| Service | Personal Services | Supplies & Materials | Other Services and Charges | Total | FTEs* |
|---|---|---|---|---|---|
| Citizen Commission Support | 9,636 | 106 | 429 | **10,171** | 0.07 |
| Grass Lake Watershed Management | 6,998 | 77 | 689 | **7,763** | 0.04 |
| General Engineering Activities | 22,023 | 871 | 969 | **23,864** | 0.22 |
| Easement/Right-of-Way Permits | 1,095 | 392 | 91 | **1,578** | 0.01 |
| Community Development & Planning | 22,434 | 246 | 850 | **23,530** | 0.16 |
| Municipal State Aid Reports | 1,598 | 18 | 50 | **1,666** | 0.01 |
| Traffic Control/Management/Signs | 83,424 | 22,376 | 34,273 | **140,073** | 1.04 |
| Arden Hills - Non Project Related | 5,944 | 65 | 203 | **6,211** | 0.06 |
| Falcon Heights - Non Project Related | 2,479 | 27 | 88 | **2,594** | 0.03 |
| Erosion Control Inspections | 5,421 | 59 | 206 | **5,687** | 0.06 |
| As-Built Drawings - Non Project | 19,975 | 219 | 1,450 | **21,644** | 0.26 |
| Survey Miscellaneous | 2,520 | 28 | 126 | **2,673** | 0.03 |
| GIS - Public Works | 55,495 | 609 | 1,670 | **57,774** | 0.64 |
| GIS - Coordination | 5,687 | 62 | 171 | **5,921** | 0.07 |
| GIS - Ramsey County User Group | 6,980 | 77 | 3,570 | **10,627** | 0.08 |
| Buildings & Grounds Maintenance | 77,296 | 29,217 | 373,239 | **479,753** | 0.76 |
| Snow Plowing | 47,503 | 62,067 | 14,160 | **123,730** | 0.55 |
| Tree Trimming | 33,256 | 3,506 | 8,168 | **44,930** | 0.43 |
| Equipment Ordering and Planning | 3,424 | 5 | 775 | **4,204** | 0.03 |
| Right-of-Way Maintenance and Management | 24,015 | 2,004 | 7,762 | **33,781** | 0.28 |
| Streetscape | 20,513 | 2,163 | 4,955 | **27,630** | 0.22 |
| Street Maintenance & Repair | 135,260 | 185,261 | 71,151 | **391,672** | 1.72 |
| Pathway Maintenance & Repair | 14,689 | 10,679 | 133,806 | **159,173** | 0.15 |
| Parks Activities | 6,272 | 661 | 1,638 | **8,571** | 0.06 |
| Haul Materials | 12,088 | 1,274 | 6,721 | **20,083** | 0.16 |
| Vehicle Maintenance | 151,533 | 2,569 | 9,109 | **163,211** | 1.93 |
| Project Planning & Management | 73,605 | 1,163 | 3,119 | **77,887** | 0.68 |
| Design & Feasibility Studies (Projects) | 76,900 | 1,163 | 3,966 | **82,029** | 0.81 |
| Survey Pre-Construction (Projects) | 21,367 | 388 | 749 | **22,504** | 0.19 |
| Survey Construction (Projects) | 13,440 | 343 | 516 | **14,298** | 0.11 |
| Inspections (Projects) | 56,898 | 624 | 1,947 | **59,469** | 0.55 |
| Asbuilt Drawings (Projects) | 2,721 | 30 | 168 | **2,919** | 0.03 |
| Pending Assessments | 1,002 | 11 | 39 | **1,052** | 0.01 |
| GIS Public Works Project | 1,121 | 12 | 347 | **1,480** | 0.01 |
| Arden Hills - Project Related | 18,350 | 201 | 817 | **19,368** | 0.17 |
| Falcon Heights - Project Related | 9,716 | 107 | 464 | **10,287** | 0.09 |
| Customer Citizen Service | 31,482 | 341 | 948 | **32,771** | 0.37 |
| Organizational Management | 64,136 | 73 | 2,140 | **66,349** | 0.60 |
| Council Support | 15,937 | 192 | 701 | **16,830** | 0.11 |
| Training | 52,815 | - | 8,350 | **61,165** | 0.68 |
| Street Lighting | - | - | 200,000 | **200,000** | - |
| **Total** | **$ 1,217,049** | **$ 329,284** | **$ 900,590** | **$ 2,446,922** | **13.48** |

***FTE count does not include Temporary Employees**

The Public Works Department has developed service level standards/benchmarks for 34 of these services as shown in the table below.

**Service Level Standards/Benchmarks**

| Service | Service Level Standards/Benchmarks |
|---|---|
| Citizen Commission Support | 11 -12 Meetings per year, packets, follow-up |
| General Engineering Activities | As-built surveys - 15 days, plat checks - 5 hours; City complaints investigated - 24 hours |
| Easement/Right-of-Way Permits | Number of ROW Permits issued/ compliance; permit fees collected |
| Community Development & Planning | Number of permits/ applications reviewed/ compliance with code |
| Municipal State Aid Reports | Receive maximum funding level possible |
| Traffic Control/Management/Signs | 20% signs replaced annually to meet federal mandate. |
| Arden Hills - Non Project Related | Service level satisfaction, revenue |
| Falcon Heights - Non Project Related | Number of hours spent, Revenue |
| Erosion Control Inspections | Number of ROW Permits issued; permit fees collected |
| As-Built Drawings - Non Project | Completeness of Asbuilt Drawings the City has on file. |
| Survey Miscellaneous | Number of hours |
| GIS - Public Works | Level of detail, Number of maps produced annually (340). |
| GIS - Ramsey County User Group | Yearly costs for City of Roseville to purchase these items from Ramsey County as a non-member: $42,395 (savings of $39,002.42 per year for members) |
| Buildings & Grounds Maintenance | Maintenance cost per square foot |
| Snow Plowing | Full plow event at 2"; complete city for 2"-8" snowfall in 12 hours or less |
| Tree Trimming | Number of trees trimmed annually; cost per tree trimmed - Approximately 1000-1500 trees trimmed annually @ $30 - $45 each |
| Equipment Ordering and Planning | Life cycle cost of vehicles/equipment |
| Right-of-Way Maintenance and Management | Number of complaints, compliments |
| Streetscape | Number of complaints or positive comments - Feedback |
| Street Maintenance & Repair | Pavement Condition Index Average and Dollars of Backlog; Street Sweep 2008 cost $90.48/lane mile |
| Pathway Maintenance & Repair | Miles of parking lots maintained annually, miles of re-paved pathways annually (1); miles of concrete sidewalk and bituminous pathways maintained annually (65) |
| Vehicle Maintenance | Repair cost per type |
| Project Planning & Management | Number of projects; number of meetings attended; number of mailings; engineering cost |
| Design & Feasibility Studies (Projects) | Number of City Contracts; total engineering costs 12%-16% compared to 16%-20% if using consultants |
| Survey Pre-Construction (Projects) | Annual City Project Amounts ($2 - 5 million annually); number of city contracts; engineering costs |
| Survey Construction (Projects) | Annual City Project Amounts ($2 - 5 million annually); number of city contracts; engineering costs |
| Inspections (Projects) | Annual City Project Amounts ($2 - 5 million annually); number of city contracts; engineering costs |
| Asbuilt Drawings (Projects) | Number of asbuilt drawings completed annually; accuracy of record drawings |
| Pending Assessments | Number of inquiries responded to annually; number of assessed properties |
| GIS Public Works Project | Number of maps created annually; number of public meeting exhibits |
| Arden Hills - Project Related | Number of hours spent |
| Falcon Heights - Project Related | Number of hours spent |
| Customer Citizen Service | Number of calls taken, customer inquiries resolved, letters sent, etc.; number of complaints tracked, street light tracked, etc.. |
| Organizational Management | Customer Satisfaction, Goals met, Mission Achieved |

## Park and Recreation Services

Twenty-nine services were identified in the Parks & Recreation Department. Four services account for approximately 50.1% of the budgeted cost of services provided. These include skate center maintenance which has the highest budgeted service cost accounting for approximately 17.5%, youth programs accounting for approximately 13.6%, organizational management accounting for approximately 10.8%, and building maintenance accounting for approximately 8.2%.

Four services utilize approximately 52.2% of the full-time FTEs allocated to services. Organizational management utilizes approximately 17.4%, grounds maintenance utilizes approximately 11.8%, customer citizen support utilizes approximately 11.6%, and skate center maintenance utilizes 11.4%.

Personal Services make up approximately 61.9% of the budgeted cost of services, other services and charges make up approximately 30.0%, and supplies and materials make up approximately 8.0% of the costs. Park & Recreation services are shown in the table below.

| Service | Personal Services | Supplies & Materials | Other Services and Charges | Total | FTEs* |
|---|---|---|---|---|---|
| Organizational Management | 298,136 | 5,848 | 22,998 | **326,982** | 2.98 |
| Community Relations | 11,538 | 104 | 173 | **11,814** | 0.09 |
| Commission Support | 3,461 | 31 | 80 | **3,572** | 0.03 |
| Special Events | 74,342 | 16,461 | 46,855 | **137,658** | 0.65 |
| Customer Citizen Support | 125,031 | 1,809 | 6,529 | **133,369** | 1.98 |
| Procurement | 7,742 | 91 | 67 | **7,901** | 0.09 |
| Payroll | 15,851 | 504 | 184 | **16,539** | 0.25 |
| Cash Management | 8,788 | 67 | 149 | **9,004** | 0.19 |
| Volunteers | 47,024 | 4,508 | 2,018 | **53,550** | 0.50 |
| Marketing | 59,919 | 1,393 | 26,146 | **87,458** | 0.72 |
| Solicit Funding | 11,120 | 72 | 125 | **11,317** | 0.12 |
| Data Entry | 34,112 | 306 | 791 | **35,210** | 0.61 |
| Youth Programs | 263,120 | 53,220 | 95,794 | **412,134** | 0.52 |
| Adult Programs | 48,458 | 24,632 | 130,280 | **203,369** | 0.35 |
| Senior Programs | 14,038 | 2,057 | 4,023 | **20,118** | 0.15 |
| Arts Programs | 9,174 | 1,727 | 17,388 | **28,290** | 0.10 |
| Fitness & Wellness Programs | 4,951 | 234 | 2,106 | **7,291** | 0.05 |
| Equipment Maintenance | 25,286 | 3,044 | 23,847 | **52,177** | 0.49 |
| Building Maintenance | 98,974 | 58,228 | 90,568 | **247,770** | 1.23 |
| Grounds Maintenance | 168,288 | 18,525 | 30,591 | **217,404** | 2.02 |
| Athletic Fields Maintenance | 25,189 | 10,237 | 34,814 | **70,240** | 0.24 |
| Snow Plowing | 31,649 | 2,414 | 219 | **34,282** | 0.45 |
| Outdoor Ice Rinks | 34,460 | 2,688 | 6,355 | **43,503** | 0.34 |
| Playground Structures and Equipment | 23,358 | 4,189 | 4,748 | **32,295** | 0.34 |
| Community Rental | 57,287 | 2,577 | 96,404 | **156,268** | 0.18 |
| Training | 2,877 | 34 | 18,937 | **21,848** | 0.04 |
| Skate Center Programs | 47,248 | 5,024 | 57,626 | **109,898** | 0.45 |
| Skate Center Maintenance | 317,675 | 23,953 | 186,237 | **527,864** | 1.95 |
| Tree Sales | - | 2,280 | 120 | **2,400** | - |
| **Total** | **1,869,097** | **246,258** | **906,169** | **3,021,525** | **17.09** |

*FTE count does not include Temporary Employees

## Police Services

Twenty-eight services were identified in the Police Department. Four services account for approximately 71.6% of the budgeted cost of services provided. Citizen customer service accounted for approximately 21.9%, the largest share of the budgeted costs. Patrolling accounted for approximately 21.3%, investigations accounted for approximately 15.9%, and police reports accounted for 12.4%.

Three services utilized approximately 58.5% of the FTEs allocated to services. Citizen customer service utilized 23.1%, patrolling 19.1%, and investigations 16.3%.

Personal Services make up approximately 87.2% of the budgeted cost of services, other services and charges make up approximately 8.1%, and supplies and materials make up approximately 4.7% of the costs. Police services are shown in the table below.

| Service | Personal Services | Supplies & Materials | Other Services and Charges | Total | FTE |
|---|---|---|---|---|---|
| Citizen Customer Service | 1,037,391 | 47,643 | 35,215 | **1,120,249** | 11.63 |
| Community Liaison | 221,078 | 16,259 | 2,088 | **239,425** | 2.51 |
| Alarms & Security Systems | 4,676 | 144 | 49 | **4,870** | 0.07 |
| Fire Arms Permits | 13,340 | 686 | 2,722 | **16,749** | 0.19 |
| Background Investigations | 9,021 | 275 | 1,021 | **10,317** | 0.10 |
| Investigation | 729,257 | 36,263 | 46,232 | **811,752** | 8.21 |
| Crime Scene Processing | 31,888 | 2,108 | 5,326 | **39,323** | 0.28 |
| Patrolling | 860,633 | 59,626 | 169,236 | **1,089,495** | 9.60 |
| Criminal Prosecution | 19,301 | 4,647 | 2,048 | **25,996** | 0.28 |
| Police Reports | 601,636 | 20,246 | 13,443 | **635,325** | 6.79 |
| Collaborate with Others | 69,207 | 2,484 | 802 | **72,493** | 0.77 |
| Case Management | 148,750 | 5,891 | 1,832 | **156,473** | 1.61 |
| Execute Warrants | 24,948 | 784 | 1,018 | **26,750** | 0.28 |
| tactical ~~Tactile~~ Planning | 10,522 | 340 | 2,311 | **13,173** | 0.09 |
| Administrative Tickets | 1,659 | 54 | - | **1,712** | 0.03 |
| Ramsey County Citations | 2,761 | 1,221 | 29 | **4,011** | 0.04 |
| Criminal Histories | 4,583 | 185 | 49 | **4,817** | 0.07 |
| Driver License Checks | - | - | - | **-** | - |
| Property Room & Management | 23,711 | 1,051 | 251 | **25,013** | 0.35 |
| Fingerprinting | 178 | 141 | 2 | **321** | - |
| Police Records | 50,971 | 615 | 24,002 | **75,588** | 0.74 |
| Forfeitures | 9,445 | 356 | 100 | **9,900** | 0.13 |
| Security Services | 9,980 | 430 | 146 | **10,557** | 0.13 |
| Organizational Management | 467,342 | 19,687 | 14,877 | **501,905** | 4.04 |
| Training | 33,737 | 620 | 60,157 | **94,514** | 0.35 |
| Community Services | 67,395 | 15,810 | 11,850 | **95,055** | 2.00 |
| Emergency Management | - | 1,735 | 18,050 | **19,785** | - |
| Lake Patrol | - | - | 1,900 | **1,900** | - |
| **Total** | **4,453,411** | **239,298** | **414,757** | **5,107,466** | **50.29** |

Service level standards/benchmarks for the Police Department are not tied directly to the services, but rather are shown in terms of calls for services, crime statistics and response times which are generally the standards used for Police services. These are shown in the table that follows based on their 2008 performance.

**Service Level Standards/Benchmarks**

| **Service Level Standards/Benchmarks** | **2008** |
|---|---|
| 2008 Total Calls for Service | 38,052 |
| Sworn Full Time Employees Per 1,000 Population | 1.48 |
| Average Number of Officers Per Shift | 7 |
| Average Number of Calls For Service Per Shift | 52.1 |
| Average Number of Patrol Contacts Per Day | 200 |
| Traffic Contacts/Citations | 20,081 |
| DUI Arrests | 270 |
| Narcotics Arrests | 148 |
| Total Arrests Per 1,000 Population | 48.98 |
| Total Part I Violent Crimes Per 1,000 Population (inc. homicide, rape, robbery, aggravated assault, arson) | 1.63 |
| Total Part I Property Crimes Per 1,000 Population (inc. burglary, shoplifting, other theft, motor vehicle theft) | 46.8 |
| Department Case Clearance Rate* | 49% |
| Citizen Rating on Quality of Police Service** | 89% Excellent/Good |
| Citizen Rating Feeling Safe in Neighborhood** | 94% |
| Citizen Rating Feeling Safe in Retail Complexes** | 92% |
| Average Response for 911 Emergencies | 3 mins |
| Average Response for Non-Emergency Calls | 10 mins |
| Front Office Police Reports Processed Weekly | 450 |

*Minnesota average is 48%

** Results of 2009 Community Outreach Meetings Surveys

## Fire Services

Fifteen services were identified in the Fire Department. Four services accounted for approximately 65.3% of the budgeted cost of services provided. Fire fighting accounted for approximately 23.4%, emergency medical services accounted for approximately 20.7%, training accounted for approximately 12.8%, and organizational management accounted for approximately 8.4%.

These same four services utilized approximately 50.8% of the full-time FTEs allocated to Fire services. Organizational management utilizes approximately 13.7%, training utilizes approximately 12.5%, emergency medical services utilize approximately 12.1%, and fire fighting utilizes approximately 12.5%.

Personal Services make up approximately 83.6% of the budgeted cost of services, other services and charges make up approximately 11.9%, and supplies and materials make up approximately 4.5% of the costs. Fire services are shown in the table on the following page.

| Service | Personal Services | Supplies & Materials | Other Services and Charges | Total | FTE* |
|---|---|---|---|---|---|
| Citizen Customer Service | 81,248 | 924 | 5,071 | **87,243** | 0.82 |
| Procurement | 21,853 | 82 | 1,881 | **23,816** | 0.26 |
| Code Enforcement | 53,865 | 500 | 1,825 | **56,189** | 0.57 |
| Emergency Management | 10,255 | 106 | 1,892 | **12,253** | 0.09 |
| Station Duties | 94,380 | 5,236 | - | **99,615** | 0.21 |
| Equipment Maintenance | 81,265 | 7,887 | 5,262 | **94,413** | 0.22 |
| Building Maintenance | 1,244 | 3,060 | 3,562 | **7,865** | 0.01 |
| Incident Reports | 56,749 | 575 | 1,825 | **59,148** | 0.25 |
| Fire Fighting | 241,591 | 30,244 | 90,435 | **362,270** | 0.86 |
| Fire Prevention | 32,960 | 598 | 1,968 | **35,527** | 0.28 |
| Fire Investigation | 6,428 | 286 | 3,636 | **10,349** | 0.05 |
| Fire Inspections | 52,368 | 486 | 786 | **53,639** | 0.60 |
| Emergency Medical Services | 244,058 | 18,585 | 59,381 | **322,024** | 0.83 |
| Training | 198,214 | 185 | 3,644 | **202,042** | 0.86 |
| Organizational Management | 125,472 | 955 | 4,371 | **130,798** | 0.94 |
| **Total** | **1,301,950** | **69,706** | **185,536** | **1,557,192** | **6.87** |

***FTE count does not include 62 Temporary Firefighters**

The Fire Department has established service level standards/benchmarks for three of its services as shown in the table below.

**Service Level Standards/Benchmarks**

| Service | Service Level Standards/Benchmarks |
|---|---|
| Fire Fighting | Fire response time of 3 minutes and 39 seconds |
| Fire Prevention | Multi-family residential structures inspected annually; commercial/industrial structures inspected every three years |
| Emergency Medical Services | Emergency medical response time of 3 minutes and 39 seconds |

Please let me know if you have any questions or if I can provide any additional information related to these costs.

**Appendix A: Position Profile – City Manager**

| *Services* | Number of FTE's (not including seasonal or temporary employees) | Percent of general fund time performing service (FTE's only) | Number of Seasonal or Temporary Employees | Percent of general fund time performing service |
|---|---|---|---|---|
| *EXAMPLE: Serves as liaison for Human Rights Commission* | *10* | *20%* | *2* | *80%* |
| Customer/Citizen service | | | | |
| Direct research | | | | |
| Establishes goals and objectives of the department; manages workflow and staff, develops and administers budget | | | | |
| Establishes org. structure | | | | |
| Evaluates Services, programs or procedures for department efficiency | | | | |
| Helps to define, establish and attain overall goals and objectives of the department | | | | |
| Issue permits | | | | |
| Manages department heads | | | | |
| Manages use of consultants | | | | |
| Oversee purchasing and bid letting | | | | |
| Recommends appropriate fee schedules | | | | |
| Represents City to the public | | | | |
| ***Services, not listed above:*** | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| *Other non-service related activities* | | | | |
| Internal Meetings | | | | |
| External Meetings | | | | |
| Other | | | | |
| | | | | |
| TOTAL | | 0% | | 0% |

***Notes:***

***Total of Column "C" MUST equal 100%.***
***If there is anything listed in Column "D", total of Column "E" MUST also equal 100%.***

**Appendix A: Position Profile – City Manager (continued)**

| ***Services*** | **Level of Service** | **Equipment Used/Leased** |
|---|---|---|
| *EXAMPLE: Serves as liaison for Human Rights Commission* | *150 FTE's 2 unions etc.* | *Basic office equipment* |
| Customer/Citizen service | | |
| Direct research | | |
| Establishes goals and objectives of the department; manages workflow and staff, develops and administers budget | | |
| Establishes org. structure | | |
| Evaluates Services, programs or procedures for department efficiency | | |
| Helps to define, establish and attain overall goals and objectives of the department | | |
| Issue permits | | |
| Manages department heads | | |
| Manages use of consultants | | |
| Oversee purchasing and bid letting | | |
| Recommends appropriate fee schedules | | |
| Represents City to the public | | |
| ***Services, not listed above:*** | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| ***Other non-service related activities*** | | |
| Internal Meetings | | |
| External Meetings | | |
| Other | | |
| | | |
| **TOTAL** | | |

***Notes:***

***Total of Column "C" MUST equal 100%.***
***If there is anything listed in Column "D", total of Column "E" MUST also equal 100%.***

# City of Roseville - 2010 Budgeting for Outcomes Process

**Administration Department** ** Also see attached **

| Program / Function | Description |
|---|---|
| Customer Citizen Service | Responding to general citizen inquries |
| Procurement | Costs associated with purchasing department-related supplies |
| Personnel Management | All personnel and human resource functions; hiring, benefits, etc. |
| Records Retention | Tasks associated with adhering to mandated records retention requirements |
| Elections | Duties related to conducting both primary and general elections |
| City Council Support | Administrative support; scheduling, assembling packets, etc. |
| Advisory Commission Support | Administrative support; scheduling, assembling packets, etc. |
| City Council | City Council related activities, salaries, training, etc |
| Human Rights Commission | Commission expenses |
| Ethics Commission | Commission expenses |
| Legal | Retainer and non-retainer for municipal and prosecutorial services |
| Organizational Management | Planning, leading, and organizing department; training, leave hours |
| Other / Unallocated (18%) | Represents labor hours, supplies, etc. NOT allocated to a program |

**Finance Department**

| Program / Function | Description |
|---|---|
| Banking & Investment Mgmt | Manage the City's investment porfolio and banking relationships |
| Budgeting & Financial Planning | Prepare Budget, CIP, Financial Plan |
| Business Licenses | Review, process, and manage all business licenses |
| Cash Receipts / Receptionist | Process all receipts, main switchboard duties |
| Central Services | Accounts for City Hall paper, postage, etc. |
| Contract Administration | JPA's, wireless lease agreements |
| Debt Management | Manage all city and conduit debt financings and payments |
| Economic Development | Assist in economic development activities |
| Financial Accounting & Reporting | Perform all G/L, A/P, A/R, audit, and financial reporting |
| Gambling Licensing | Review, process, and manage all gambling licenses |
| General Insurance | General Fund's share of the City's Property/Liability Insurance |
| Payroll | Process all payrolls and reporting requirements |
| Purchasing | Issuing purchase orders |
| Risk Management | Administer all property/liabillity and work comp claims |
| Organizational Management | Planning, leading, and organizing department; training, leave hours |
| Other / Unallocated (14%) | Represents labor hours, supplies, etc. NOT allocated to a program |

## City of Roseville - 2010 Budgeting for Outcomes Process

**Public Works Department** ** Also see attached **

| Program / Function | Description |
|---|---|
| Citrizen Commission Support | Support PWETC; packet preparation, and familiarity with relevant issues |
| Grass Lake Watershed Management | Staff participation with the Grass Lake WMO |
| General Engineering | Design, maintenance and construction of streets, utilities, pathways |
| Easement / ROW Permits | Plan review, inspection, corrective actions when necessary |
| Community Development Planning | Review land use applications, building permits, attend Planning Comm. |
| Municipal State Aid Reporting | Required MSA reporting |
| Traffic Control / Mgmt. / Signs | Maintain 5,000 signs; replace 300 annually, street line painting/markings |
| Arden Hills - Non project related | General enginnering services |
| Falcon Heights - Non project | General enginnering services |
| Erosion Control Inspections | Plan review, inspection, corrective actions when necessary |
| As-Built Drawings - Non project | Create and modify drawings for streets, utilities, etc. |
| Survey - Miscellaneous | Collect surveys for park projects, property line identification, etc. |
| GIS - Public Works | Develop databases and maps for all public works projects |
| GIS - Coordination | Assist other departments with GIS data and maps |
| GIS - Ramsey County User Group | Upkeep City's online mapping tool and coordinate data with Ramsey Co. |
| Buildings & Grounds Maintenance | City Hall, PW building, License Center |
| Snow Plowing | Plow 350 lane miles after 2" snowfall event |
| Tree Trimming | Maintain 9,500 boulevard trees (20% annually) |
| Equipment Ordering & Planning | Research, writing specifications, bid process, ordering |
| ROW Maintenance & Mgmt. | Mowing, trash pickup, retaining walls, fencing, weeding, etc. |
| Streetscape | Maintenance along Larpenteur, Co Road B, Lincoln Dr., McCarrons Blvd |
| Street Maintenance & Repair | Maintain 350 lane miles of streets; cracksealing, patching, sealcoating |
| Pathways Maintenance & Repair | Maintain 30+ parking lots, 65 miles of pathways and sidewalk |
| Parks Activities | Assist in program setup, signage |
| Haul Materials | Haul snow, compost, large trees, maintenance materials, etc. |
| Vehicle Maintenance | Complete work orders, preventative maintenance |
| Project Planning & Management | Coordinate City's interests in State, County projects |
| Design & Feasibility Studies | Prepare studies, assessment rolls, contracts, specifications, plan review |
| Survey Pre-Construction | Survey services during design stage |
| Survey Construction | Survey services during construction stage |
| Inspections (Projects) | Oversee City projects |
| Asbuilt Drawings (Projects) | Create and modify drawings for streets, utilities, etc. - PROJECTS |
| Pending Assessments | Prepare assessment rolls, respond to inquiries |
| GIS Public Works Project | Develop GIS data for projects |
| Arden Hills - Project related | Coordinate City's interests in State, County projects |
| Falcon Heights - Project related | Coordinate City's interests in State, County projects |
| Customer Citizen Service | General services - phone and counter service, news publications, etc. |
| Council Support | Prepare council actions, data collection, research and recommendations |
| Training | Department specific training |
| Street Lighting | Maintain street lights, electrical costs for lighting |
| Organizational Management | Planning, leading, and organizing department; training, leave hours |
| Other / Unallocated (N/A) | Represents labor hours, supplies, etc. NOT allocated to a program |

## City of Roseville - 2010 Budgeting for Outcomes Process

### Parks & Recreation

| Program / Function | Description |
|---|---|
| Community Relations | See attached |
| Commission Support | |
| Special Events | |
| Customer Citizen Service | |
| Procurement | |
| Payroll | |
| Cash Management | |
| Volunteers | |
| Marketing | |
| Solicit Funding | |
| Data Entry | |
| Youth Programs | |
| Adult Programs | |
| Senior Programs | |
| Arts Programs | |
| Fitness & Wellness Programs | |
| Equipment Maintenance | |
| Building Maintenance | |
| Grounds Maintenance | |
| Athletic Fields Maintenance | |
| Snow Plowing | |
| Outdoor Ice Rinks | |
| Playground Structures & Equipment | |
| Community Rental | |
| Training | |
| Skating Center Programs | |
| Skating Center Maintenance | |
| Tree Sales | |
| Organizational Management | Planning, leading, and organizing department; training, leave hours |
| Other / Unallocated (19%) | Represents labor hours, supplies, etc. NOT allocated to a program |

# City of Roseville - 2010 Budgeting for Outcomes Process

**Police Department** ** Also see attached **

| Program / Function | Description |
|---|---|
| Citizen Customer Service | General public services |
| Community Liaison | Providing information on law enforcement and police programs |
| Alarms & Security Service | Enforcement of false alarms, including fines. Residential security checks |
| Fire Arms Permits | Process all gun permit applications per MN Statutes |
| Background Investigations | Perform all required background checks for State and Local statutes |
| Investigation | Investigate all major cases (incidents) that occur or originated in the City |
| Crime Scene Processing | On-scene collection of evidence |
| Patrolling | 24 x 7 police patrol and first responder services |
| Criminal Prosecutions | Present and forward cases to City/County Attorney, and other agencies |
| Police Reports | Completing police reports, entering into records system |
| Collaborate with Others | Collaboration with the public, State, County, and other agencies |
| Case Management | Planning, organizing, and oversight of criminal cases |
| Execute Warrants | Write warrants, seek judicial approval, and then execute the warrant |
| Tactical Planning | Department's SWAT team planning |
| Administrative Tickets | Costs associated with the issuance of administrative tickets |
| Ramsey County Citations | Costs associated with the issuance of Ramsey County citations |
| Criminal Histories | Perform criminal history background checks |
| Property Room Management | Secure evidence in accordance with state and federal court guidelines |
| Fingerprinting | Fingerprinting services for the public |
| Police Records | Maintaining all police records in system |
| Forfeitures | Processing all forfeited items, selling items at auction when applicable |
| Security Services | Police services at special events |
| Training | Mandated state training for police officers |
| Community Service | Animal control, CSO's etc. |
| Emergency Management | Outdoor warning siren maintenance, emergency mgmt training |
| Lake Patrol | Ramsey Co. Sheriff contract and other |
| Organizational Management | Planning, leading, and organizing department; training, leave hours |
| Other / Unallocated (13%) | Represents labor hours, supplies, etc. NOT allocated to a program |

**Fire Department** ** Also see attached **

| Program / Function | Description |
|---|---|
| Citizen Customer Service | Time spent to provide responses to citizen needs, questions, and requests |
| Procurement | Time spent researching and purchasing supplies, materials, and services |
| Code Enforcement | Plan review, building inspection, identifying corrective actions |
| Emergency Management | Preparing for disasters, disaster response, planning, training and recovery |
| Station Duties | Cleaning and general maintenance of three fire stations and vehicles |
| Equipment Maintenance | Maintaining department equipment |
| Building Maintenance | Maintaining fire stations |
| Incident Reports | Processing fire and EMS patient reports (approx 4,200 per year) |
| Fire Fighting | Response to fire emergencies, auto accidents, rescue incidents, etc. |
| Fire Prevention | Safety education, fire safety inspections, code enforcement |
| Fire Investigation | Determining the cause and contributing factors on the origin of any fire |
| Fire Inspections | Inspecting all multiple family, commercial, retail, and industrial occupancies |
| Emergency Medical Services | Providing advanced medical response to residents and visitors of Roseville |
| Training | Required training certification per the State of Minnesota |
| Organizational Management | Planning, leading, and organizing department; training, leave hours |
| Other / Unallocated (5%) | Represents labor hours, supplies, etc. NOT allocated to a program |

## City of Roseville - 2010 Budgeting for Outcomes Process

**Miscellaneous**

| Program / Function | Description |
|---|---|
| Debt Service | |
| Park Improvement Program | |
| Pathway Maintenance | |
| Boulevard Landscaping | |
| Fire Relief Association | State-mandated City Obligation |
| Other | $190K for debt, $50K IT, $25K Bldg Replacement |

## Administration

### Customer Service

Record Retention - Citywide system to retain all city data in accordance with state statute.

### Records Retention

Citywide system to retain all city data in accordance with state statute. We are in the process of transferring pertinent documents to laser fiche for easier access for both employees and the general public.

### Elections

All activities of conducting a biennial voting for city, county, state and federal level offices and questions. Includes retention and training of election judges, absentee voting, election day voting and other administrative details.

### Organizational Management

The City Manager is responsible for all day to day operations of the municipality. This position must provide general direction and leadership to the organization through 6 department heads and the Administration Dept.

### City Council

The City Council funds memberships and external operations such as Ramsey County League of Local Governments, League of Minnesota Cities, Northwest Youth and Family Services, Roseville Senior Program and the Suburban Rate Authority. In addition, the City Council contracts for services for meeting minutes preparation and annual financial audits.

### City Council Support

The major responsibilities are in the area of the organization, preparation and dissemination of meeting packets; completion, retention and distribution of contracts, resolutions, ordinances (through Codification of the City Code), public hearing notices, minutes (as provided by the recording secretary) and other official documents. It also includes administrative support to members of the City Council as needed.

### Advisory Commission Support

Advisory Commission Support is primarily in the area the appointment and reappointment of commissioners, which includes the publication of vacancies, receiving citizen applications, arranging interviews, and maintaining accurate information regarding appointments and terms of commissioners.

### Human Rights Commission

The City Manager and staff provide staff support to the Human Rights Commission, which meets monthly.

**Ethics Commission**
The City Manager and staff provide staff support to the Ethcis Commission, which meets quarterly and includes the organization of the Annual Ethics Training Session.

**Legal Services**
The City Contracts for Civil Attorney services supporting City operations, and for Prosecuting Attorney services.

**Procurements**
Procurements for the Administration Department include equipment and supplies for office, events and other needs. Costs are incurred include determining the best vendor, ordering products or picking up products and processing invoices or other forms of payment authorization.

**Personnel Management**
Personnel management surrounds all activities involving the human capital of the City. This includes the strategic, operational and statutory functions involving city staff. Personnel Management includes but is not limited to Staffing, Compensation, Benefits, Labor Relations, Collective Bargaining, Performance Management, Training and Development, Organizational Planning and Analysis, Budgeting and Contracts, City Policies and Procedures, Recordkeeping and Personnel Communications.

| Public Works Services Summary | |
|---|---|
| **Service** | **Brief Description of Service** |
| Citizen Commission Support | Support Public Works Environment and Transportation Citizen Commission with agenda and packet preparation and meeting organization and administration. Maintains an interest in and an understanding of the Roseville Public Works Department and in federal, state, county, regional and other services that impact the City's public works functions. |
| General Engineering Activities | General engineering activities include all Citizen interaction related to design, maintenance, and construction of streets, pathways, drainage, and utilities. General inquiries regarding drainage, regulations, maintenance, property lines, traffic, safety, and wetlands. Questions regarding City, State, and County Projects. |
| Easement/Right-of-Way Permits | To protect the City's infrastructure and for public safety, we require all work within the right- of-way to permitted. This ensures that the work takes place in a timely manner and areas are restored to protect the City's street and utility infrastructure. Issue 170 + annual permits. Tasks include plan review, inspection, applicant coordination, and corrective action enforcement. |
| Community Development & Planning | Review of land use applications and building permits to ensure that they comply with City Code. Attend Development Review Committee meetings, review land use applications, review building permits, coordinate permits and inspections involving utilities, easements, and drainage. Attend meetings to respond to questions regarding land use applications. Attend Planning Commission meetings. |
| Municipal State Aid Reports | Tracking and maintenance of the City's MSA system data including annual needs reports and certification of mileage. Prepare required State Aid reports and documentation for gas tax reimbursement for system eligible street projects. |
| Traffic Control/Management/Signs | Maintain 5,000 signs for traffic control and information to drivers. Replace 300 signs & posts annually due to age/condition, accidents, vandals, and miscellaneous repairs. Street message painting, centerline striping, pedestrian markings/signs. |
| Arden Hills - Non Project Related | Provide oversight of Joint Powers Agreement, meet with AH City Manager & Public Works Director, Act as City Engineer, provide assistance to City Engineer, answer public inquiries regarding utilities, property lines, past & future projects & city services. Review land use applications & respond to customer drainage concerns. |
| Falcon Heights - Non Project Related | Provide oversight of Joint Powers Agreement. Act as City Engineer. Provide technical assistance. Assist Falcon Heights customers and staff on the phone and in person with utilities, property lines, past & future project inquiries, other general engineering duties. Review land use applications & respond to customer drainage concerns. |
| Erosion Control Inspections | In order to control or eliminate soil erosion and sedimentation resulting from construction activity the City issues erosion control permits. This ensures that the work takes place in a timely manner and areas are restored to protect the City's drainage and natural infrastructure. Tasks include plan review, inspection, applicant coordination, and corrective action enforcement. This service also includes staff time spent working on policy, education, training to meet the requirements of the City's MPCA Phase II permit. |
| As-Built Drawings - Non Project | Create and modify existing infrastructure record drawings for Streets, Storm, Sanitary, and Watermain using Computer Aided Design Software (AutoCAD). |
| Survey Miscellaneous | Collection of survey information for miscellaneous purposes. Assist other departments to collect survey information, such as parks projects, property lines for the Community Development Department, vehicle accident investigations for the Police Department. Assist residents with drainage concerns. |
| GIS - Public Works | Respond to Public Works activity inquiries. Develop databases and GIS coverages for Public Works Infrastructure. Provide documents and data for Public Wokrs reports. Produce annual atlas and associated Public Works activity maps. Maintaining City's RoweMap application-interface for As-built records |

| | |
|---|---|
| GIS - Coordination | Coordinate City-Wide GIS activities and data. Assist other City Departments with their GIS needs. Assist with GPS data gathering and processing for more accurate infrastructure mapping. |
| GIS - Ramsey County User Group | Upkeep of the City's Online Mapping tool. Monthly updates of parcel data including: Ramsey County core data and regional attributes, ACS (owner name, land/structure values and detailed address information), CAMA (appraisal information including detailed structure information). Annual Member fee = $3392.58 |
| Buildings & Grounds Maintenance | Energy costs and other operating costs & preventative maintenance on HVAC equipment. Janitorial Services and Grounds Maintenance. Includes City Hall, Maintenance Building, and License Center. |
| Snow Plowing | Full plow event at 2", 350 lane miles each event. Ice control as needed. 24/7 in winter months. This process for the entire City, for 2-8" snowfall, is completed in 12 hours or less |
| Tree Trimming | Trim and maintain 9,500 blvd trees. Trim approximately 20% of all City Blvd. trees annually. |
| Equipment Ordering and Planning | Maintain equipment Capital Improvement Plan - keep up with the latest technologies for 100+ pieces of equipment. Writing specifications, bids, ordering |
| Right-of-Way Maintenance and Managem | Maintenance of right- of- way within the City. Including mowing, trash pick-up, retaining wall maintenance, fence maintenance, weeding, picking up abandoned furniture etc. |
| Streetscape | Maintain streetscaping along Larpenteur Avenue, County Road B, Lincoln Drive, McCarrons Blvd, and numerous other misc. streetscaped blvds., islands and medians. Includes maintenance of all hardscape and softscape (i.e. banners, furniture, decorative pavement, signs, fences, walls, vegetation, lighting, irrigation, etc.) |
| Street Maintenance & Repair | Pavement maintenance on 350 lane miles of city streets. Cracksealing, patching, sealcoating, curb repair. |
| Pathway Maintenance & Repair | Maintain 30+ parking lots, rebuild approximately 1-2 mile of pathway per year and 1 parking lot and maintain over 65 miles of concrete sidewalk & bituminous pathways. |
| Parks Activities | Assist in set-up for programs, make signs for parks and events. Assist with Parks maintenace activities |
| Haul Materials | Haul snow, compost, large trees. Maintenance materials and spoils materials. |
| Vehicle Maintenance | Complete work orders, scheduled preventative and emergency repair of city fleet. |
| Project Planning & Management | Manage City projects, Coordinate City interests in County and State projects. Assist customers on the phone and in person with project inquiries. Schedule, track, budget, update website, newsletter preparation, contractor meetings, City Council agenda preparation, City Council meetings, Public Information meetings, site visits, payment and quantity review, change orders, resolution of project related customer concerns. |
| Design & Feasibility Studies (projects) | Prepare feasibility studies, assessment rolls, contracts, and specifications. Plan review and coordination. Prepare plans and specifications for construction projects. |
| Survey Pre-Construction (projects) | Surveying services for construction contracts during the design phase of projects. |
| Survey Construction (projects) | Survey services for construction contracts during the construction phase of projects. |
| Inspections (projects) | Oversee City construction contract work, manage day to day construction activities, prepare contract payments, change orders, and daily documentation. Resolution of customer concerns. |
| Asbuilt Drawings (projects) | Creating and modifying record drawings for annual projects, including streets, storm water, sanitary sewer and watermain using AutoCAD software. |
| Pending Assessments | Prepare assessment rolls for projects being assessed. Respond to inquiries regarding pending assessments for City projects. |
| GIS Public Works Projects | Develop databases and GIS coverages for Public Works projects. Provide documents and data for Project reports. Provide exhibits for public meetings |
| Arden Hills - Project Related | Manage City projects, Coordinate City interests in County and State projects. Assist customers on the phone and in person with project inquiries. Schedule, track, budget, update website, newsletter preparation, contractor meetings, City Council agenda preparation, City Council meetings, Public Information meetings, site visits, payment and quantity review, change orders, resolution of customer concerns. |

| | |
|---|---|
| Falcon Heights - Project Related | Manage City projects, Coordinate City interests in County and State projects. Assist customers on the phone and in person with project inquiries. Schedule, track, budget, update website, newsletter preparation, contractor meetings, City Council agenda preparation, City Council meetings, Public Information meetings, site visits, payment and quantity review, change orders, resolution of customer concerns. |
| Customer Service | Phone and counter coverage, mail distribution, supply ordering, track street light problems, weekly filing, meter repair, inspection, and replacement appointments. Respond to online inquiries or direct to proper person. Calls & tracking for compost/wood chip deliveries annually, track leaf pickup participants & customer calls & inquries annually, sealcoat letters to residents annually, Fall/Winter Tree Trimming lables annually. Assist with annual production of laminating & binding atlases. |
| Organizational Management | Planning, organizing, and leading the department. Daily decisions required to be effective in meeting department goals and obligations. |
| Council Support | Prepare Council Actions, data collection, cost implications and recommendations, research, analysis and reports. |

| | Services Summary | | | | | |
|---|---|---|---|---|---|---|
| | **Parks & Recreation** | | | | | |
| | **Service** | **Personal Services** | **Supplies & Materials** | **Other Services and Charges** | **Total** | |
| | Organizational Management | 298,136 | 5,848 | 22,998 | **326,982** | Based on % of FT staff time spent on items directly from job description of each |
| | Community Relations | 11,538 | 104 | 173 | **11,814** | Developing and maintaining a community relations program to assure a good image for the department and the City, including advice to various civic clubs and organizations to help with coordination of community projects. |
| | Commission Support | 3,461 | 31 | 80 | **3,572** | Overall time spent by director working with the P & R Commission |
| | Special Events | 74,342 | 16,461 | 46,855 | **137,658** | To provide city residents and the business community the opportunity to participate in a variety of special activities, encouraging social interaction and community awareness. |
| | Customer Citizen Support | 125,031 | 1,809 | 6,529 | **133,369** | The customer service/support staff at the Parks and Recreation office process thousands of registration requests and answer phone calls throughout the year. |
| | Procurement | 7,742 | 91 | 67 | **7,901** | Making, manageing and tracking purchasing, payments, financial statements, etc. |
| Mandatory | Payroll | 15,851 | 504 | 184 | **16,539** | Time spent monitoring and preparing payroll for entire parks and recreation department |
| Mandatory | Cash Management | 8,788 | 67 | 149 | **9,004** | Time spent monitoring and preparing cash deposits, etc. |
| | Volunteers | 47,024 | 4,508 | 2,018 | **53,550** | Time spent by various staff members, plus supplies to recruit, manage, supervise and encourage volunteers |
| | Marketing | 59,919 | 1,393 | 26,146 | **87,458** | Time spent by various staff memebers plus supplies to prepare promotional materials for programs, services and facilities |
| | Solicit Funding | 11,120 | 72 | 125 | **11,317** | Development and implementation of alternative revenue sources, i.e. grants, sponsorships, etc.as applicable to Park and Recreation programs |
| Mandatory | Data Entry | 34,112 | 306 | 791 | **35,210** | Entry of facility and recreation information as related to parks and recreation |
| | Youth Programs | 263,120 | 53,220 | 95,794 | **412,134** | To provide opportunities for city youth to experience and participate in team and individual, recreational and competitive sports activities in a setting whereby social interaction, sportsmanship, participation, and athletic skill development are encouraged. |
| | Adult Programs | 48,458 | 24,632 | 130,280 | **203,369** | To provide the city adult resident and business population the opportunity to participate in both active and passive programs to improve their quality of life. |
| | Senior Programs | 14,038 | 2,057 | 4,023 | **137,658** | To provide the city senior resident the opportunity to participate in both active and passive programs to improve their quality of life. |
| | Arts Programs | 9,174 | 1,727 | 17,388 | **28,290** | To provide the arts community the opportunity to participate in both active and passive programs to improve their quality of life. |
| | Fitness & Wellness Programs | 4,951 | 234 | 2,106 | **7,291** | To provide all populations of the community the opportunity to participate in both active and passive programs to improve their quality of life and inprove healthy living |
| | Equipment Maintenance | 25,286 | 3,044 | 23,847 | **52,177** | Ongoing maintenance of park and recreation related equipment such as lighting systems, irrigation systems, mechancial equipement, general ammentities,etc. |
| | Building Maintenance | 98,974 | 58,228 | 90,568 | **247,770** | Ongoing maintenance and upkeep of all buildings used in offering recreation activites to the community, shelters, warming houses, HANC, gymnasiums, etc. |
| | Grounds Maintenance | 168,288 | 18,525 | 30,591 | **217,404** | Ongoing grounds maintenance such as mowing, trimming, grooming, landscape mainteances, tree planting and maintenance, etc. |
| | Athletic Fields Maintenance | 25,189 | 10,237 | 34,814 | **70,240** | Mowing timming, lining, preparing mulitple locations and uses of fields for regular use |
| | Snow Plowing | 31,649 | 2,414 | 219 | **34,282** | Snow removal on paark trails, off road paths, OVAL, all park related facilities. |
| | Outdoor Ice Rinks | 34,460 | 2,688 | 6,355 | **43,503** | Preparing, flooding, maintaining all neighborhood outdoor ice rinks |

| | | | | | | |
|---|---|---|---|---|---|---|
| | Playground Structures and Equipment | 23,358 | 4,189 | 4,748 | **32,295** | Inspection and simple repairs to all playground units in the system |
| | Facility Rental | 57,287 | 2,577 | 96,404 | **156,268** | To provide city residnets and businesses the ability to create their own recreational activity by providing access to facilities and equipment. |
| | Training | 2,877 | 34 | 18,937 | **21,848** | Training activities for the entire Parks and Recreation Department |
| | Skate Center Programs | 47,248 | 5,024 | 57,626 | **109,898** | Contractual and in-house programs offered at the Skating Center |
| | Skate Center Maintenance | 317,675 | 23,953 | 186,237 | **527,864** | Ongoing maintenance provided for the complex ice system sand related areas |
| | Tree Sales | | 2,280 | 120 | **2,400** | Program in cooperation with Ramsey County whereby trees are purchase and sold for that price to encourage additional tree planting opportunities |
| | **Total** | **1,869,097** | **246,258** | **906,169** | **3,021,525** | |

**Roseville Police Department**
**Description of Services (Services as defined by Springsted Study)**
**September 2009**

| SERVICE | BRIEF DESCRIPTION |
|---|---|
| Citizen Customer Service | The foremost function of the police department is to serve and protect the public. Department employees are directed to follow the Department mission statement: *We are committed to work as a team with other city departments and our community to provide innovative, effective and efficient service which will improve the quality of life in the city of Roseville.* |
| Community Liaison | Community Relations Coordinator: serves as a liaison between the community and the police department. Provides information to the public reference a multitude of inquiries related to law enforcement and quality of life issues. Serves as the point person for the following programs: National & Family Night Out, Citizens Academy, Neighborhood Block Watch, volunteer Citizens Park Patrol, volunteer Reserve Officer unit, Police Explorer's, Shop With A Cop program, Officer Friendly program, Senior Safety Camp, Bike Rodeos, web and mail Crime Alerts, business/residential safety/security reviews, child safety seat checks, etc. |
| Alarms & Security Checks | Enforcement of false alarms, tracking of false alarms for appropriate fines, business and residential security checks performed by Community Relations Coordinator. All revenue generated through false alarm fines goes into the City's general fund. |
| Firearm Permits | Dept. Assistant: processes gun permit purchases, resulting in multiple inquiries of nation-wide, state and local criminal histories, utilizing the BCA and Department of Human Services. Per Minnesota Statute all permits to purchase a firearm must be approved by the Chief of Police. |
| Background Investigations | Background checks through the Minnesota Bureau of Criminal of Apprehension (BCA) for new hires, gun purchase permits, clearance letters, investigations, business licensing: performed by front office staff trained by the BCA. In-depth background checks for prospective police hires handled by sworn personnel. |
| Investigation | Investigation of all major cases (incidents) by the department's detectives that occur or originated in the City of Roseville; investigation continues until case is cleared or closed; officers are responsible for investigating lesser crimes. |
| Crime Scene Processing | On-scene collection of evidence; secured filing and tracking of evidence in police department; property room technician oversees the submission of evidence to BCA, prosecuting/defense attorneys and the courts. |
| Patrolling | 24 hour day/seven days a week police patrol of the entire City; first responder on the scene of all 9-1-1 calls. |
| Criminal Prosecution | Present and forward cases to City/County Attorney, Probation, Child Protection, and other law enforcement/public safety/criminal justice agencies |
| Police Reports | Approximately 25,000 police reports are written by Patrol annually. Investigations review reports on a daily basis and handle any major case reports. Record Technicians review and code all reports and then enter the reports into the records management system. The Front Office Assistant scans any additional documents pertaining to the reports and files the hard copy. Copies of police reports are available to the public upon request. Any revenue generated by the sale of copies of reports goes into the City's general fund. Police reports are also forwarded to the City/County Attorneys, the Courts and other criminal justice entities. |
| Collaborate with Others | To function efficiently the police department has an active and continual collaboration with the public, the State, County, other city departments, other law enforcement agencies, the courts, local businesses, the schools, vendors, and unions. |
| Case Management | Reviewing cases to determine which cases require follow up or review by a detective based on solvability factors and case loads. Planning, organizing, and oversight of the tasks and procedures used to investigative criminal cases. Coordination and supervision of major investigations and crime scenes. |

| SERVICE | BRIEF DESCRIPTION |
| --- | --- |
| Execute Warrants | Investigations, Patrol, and Narcotics Unit—write warrants, get appropriate signature from judicial system and then execute (execution of warrant may involve SWAT). |
| Tactical Planning | Operations Commander is in charge of the Department's SWAT; however, Administration and other SWAT members are instrumental in the training and the execution of tactical incidents. |
| Administrative Tickets | City administrative tickets; issued for non-moving violations. Used by all sworn staff including Community Service Officers. Admin tickets are tracked by the Front Office Assistant and if not paid as stated, are forwarded to the Court where they result in a Ramsey County citation. All generated revenue goes into the City's general fund. |
| Ramsey County Citations | Issued by all sworn officers for various offenses. All citations are entered into the Department's records management system before being forwarded to Court. All generated revenue goes into the City's general fund. |
| Criminal Histories | Run by BCA authorized front office staff for the purpose of hiring, gun permits, investigations, officer safety, business licensing, etc. |
| Driver License Checks | Historically, the police department ran DL histories for the public at a cost of $4.00/each (to City's general fund). Recent direction from the BCA has caused this service to cease, however office staff continue to generate driver license histories as required by the Department for internal use. |
| Property Room | Secured maintenance of evidence to remain in compliance with state and federal court guidelines. |
| Fingerprinting | A service provided for the public by front office staff; started in December 2008; has generated $6,400 in revenue for the City's general fund. |
| Police Records | Function of the police services manager, record techs and front office assistant—all personnel oversee reports for accuracy, correct criminal coding, filing, retention, expungement, and ease of retrieval. |
| Forfeitures | Function of the property room technician; overseen by the captain—forfeited autos, property and cash through alcohol and narcotics arrests; items sold at auction to supplement police operating budget, (per state statute). |
| Security Services | School Liaison Officer; under contract through the school district (which pays 2/3 of officer's salary); provides police services at RAHS during the school year. |
| Organizational Management | Personnel supervision, strategic planning, budget planning/management, grant procurement/management, internal investigations, compliance with data practices and state statutes, policy and procedure development, web site maintenance, union deliberation, training, etc. |
| Training | Sworn officers are mandated by the state of MN to attend certain types of training on a regularly scheduled basis – legal update, use of force, firearms, defensive driving, along with appropriate training reference an officer's individual career track. |
| Community Service | Annual community service officer budget includes the cost of the City's animal control program with Brighton Vet Clinic—takes in strays and attempts to locate owner, also disposes of dead animals. CSO personnel also provide a multitude of services for both police and the city's administrative department. |
| Emergency Management | City-wide emergency siren maintenance cost of training for designated emergency manager, and cost to support the Department's volunteer reserve officer program. |
| Lake Patrol | Ramsey County Sheriff's Office to patrol City lakes (water issues only). |

# Fire Department Service Area Definitions

## Citizen Customer Service
**Brief Description of Service**
Time spent by all staff of the fire department engaged in providing response to needs, questions, and requests from the community.

## Procurement
**Brief Description of Service**
Time spent researching and purchasing supplies, materials, and services for the operations of the fire department.

## Code Enforcement
**Brief Description of Service**
Time spent by staff on plan review, building inspection, identifying non-compliant items, explaining corrective actions, and re-inspection to verify compliance.

## Emergency Management
**Brief Description of Service**
Involves preparing for disasters before they occur. Disaster response, planning, training and recovery.

## Station Duties
**Brief Description of Service**
Time spent by all staff of the fire department cleaning and general maintenance of three fire stations and fire department vehicles.

## Equipment Maintenance
**Brief Description of Service**
Time spent by all staff of the fire department maintaining department equipment.

## Building Maintenance
**Brief Description of Service**
Time spent by all staff of the fire department maintaining three fire station buildings.

## Incident Reports
**Brief Description of Service**
Time spent by all staff of the fire department completing fire and EMS patient reports. The fire department completes an average of 4200 reports per year. Reports assure quality control and liability protection.

## Fire Fighting

**Brief Description of Service**

Response to fire related emergencies, auto accidents with entrapment, hazardous materials incidents, rescue incidents, and many other needs of the community.

## Fire Prevention

**Brief Description of Service**

Time spent preventing fires and fire related injuries or deaths in the homes and business of Roseville, through fire safety education, fire safety inspections, code enforcement, and building relationships within the community.

## Fire Investigation

**Brief Description of Service**

Time spent determining the cause and contributing factors in relation to the origin of any fire.

## Fire Inspections

**Brief Description of Service**

Time spent inspecting all multiple family, commercial, retail, and industrial occupancies.

## Emergency Medical Services

**Brief Description of Service**

Provide life saving advanced medical response to residents and visitors of Roseville. Roseville fire department responds to an average of 3500 requests for medical services per year.

## Training

**Brief Description of Service**

Firefighters are required to maintain training certification and proficiency levels per the State of Minnesota for both firefighting and emergency medical skills. Most fire and EMS training is done while on shift, but larger multiple company training is held each quarter.

## Organizational Management

**Brief Description of Service**

The process of planning, organizing, leading and controlling the efforts of the fire department to achieve City and departmental goals and objectives.