City of ROSEVILLE Minnesota, USA

City Council Agenda

Monday, January 24, 2011
6:00 p.m.
City Council Chambers
(Times are Approximate)

Special Note:

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

Voting & Seating Order for January: McGehee, Johnson, Pust, Willmus, Roe

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**

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

a. Recognize Betty Wolfangle as Ramsey County's Outstanding Senior Citizen Volunteer in 2010

b. Black History Month

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

a. Approve Minutes of January 10, 2011 Meeting

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

a. Approve Business Licenses

b. Approve General Purchases and Sale of Surplus items in excess of $5000

c. Receive *IR 2025* Update

d. Receive Shared Services Update

e. Receive Grant Application Update

f. Approve Joint Powers Agreement with CJDN to allow Access to State and National Data

g. Approve Services Agreement with the State of Minnesota to implement Electronic Citation Interface System

h. Approve 2011 Local 49 Maintenance Workers Contract

		i. Revise the 2011 Fee Schedule by Ordinance
6:35 p.m.	**8.**	**Consider Items Removed from Consent**
	9.	**General Ordinances for Adoption**
	10.	**Presentations**
6:45 p.m.		a. *Living Smarter* Home & Garden Fair
6:50 p.m.		b. Legislative Update
	11.	**Public Hearings**
7:20 p.m.		a. Public Hearing for Lake Josephine Association Petition to establish a Housing Improvement Area
	12.	**Business Items (Action Items)**
7:35 p.m.		a. Consider a Resolution Requesting Ramsey County to establish Further Parking Restrictions on County Road B-2
7:50 p.m.		b. Consider Authorizing a Survey for Parks and Recreation Master Plan Implementation
7:55 p.m.		c. Consider Selecting a Consultant to Complete the Regulating Map and Plan Component of the Roseville Zoning Ordinance Re-write
8:10 p.m.		d. Consider Adopting a 2012 Budget Calendar
	13.	**Business Items – Presentations/Discussions**
8:30 p.m.		a. Discuss a Process for 2011 Work Plan Priorities & Initiatives Session
9:00 p.m.	**14.**	**City Manager Future Agenda Review**
9:05 p.m.	**15.**	**Councilmember Initiated Items for Future Meetings**
	16.	**Adjourn**

Some Upcoming Public Meetings………

Tuesday	Jan 25	6:30 p.m.	Public Works, Environment & Transportation Commission
Monday	Jan 31	6:00 p.m.	Special City Council Meeting – Work Plan
Tuesday	Feb 1	6:30 p.m.	Parks & Recreation Commission
Wednesday	Feb 2	6:30 p.m.	Planning Commission
Monday	Feb 7	6:00 p.m.	Special City Council Meeting – Work Plan
Wednesday	Feb 9	6:30 p.m.	Ethics Commission
Monday	Feb 14	6:00 p.m.	City Council Meeting
Monday	Feb 21		Presidents' Day City Offices Closed
Tuesday	Feb 22	6:00 p.m.	Housing & Redevelopment Authority
Monday	Feb 28	6:00 p.m.	City Council Meeting

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1/24/11
Item No.: Item 5.a

Department Approval

City Manager Approval

Item Description: Recognize Roseville Resident Ms. Betty Wolfangle as Ramsey County's Outstanding Senior Citizen Volunteer in 2010

BACKGROUND

In 2010, Roseville resident and long time City of Roseville Volunteer Ms. Betty Wolfangle was recognized by the State of Minnesota and Governor Tim Pawlenty and received a Certificate of Commendation as Ramsey County's Outstanding Senior Citizen Volunteer in 2010.

Much of Ms. Wolfangle's volunteer work has been with the City of Roseville so it is appropriate that the City recognize this achievement.

Ms. Wolfangle's work with the City of Roseville extends to various organizations where she has played a key task and leadership role. Following are just a few examples of her numerous volunteer accomplishments that led to her commendation:

1. Roseville Historical Society
   - Initiated Roseville Historical Society following the creation of Roseville Heritage Trail
   - Hosted Bicentennial Celebrations in 1976 and 1987
   - Re-dedicated Bicentennial Monument in 2010
   - Managed community meetings
   - Extensive time commitment over 15 years time (approximately 150 hours/year)
   - The Historical Society has established an impressive gallery of Roseville memorabilia and time line of community development and activity thanks to the efforts of Ms. Wolfangle.

2. Roseville Central Park Auxiliary ~ Friends of Roseville Parks (FOR Parks)
   - Responsible for the "blooming boulevards" in Roseville Central Park.
   - Approximately 2-5 hours/month for 40 years
   - Show of community pride, support to parks and recreation department, encouraging community involvement/engagement

3. Roseville Area Arts Council
    - United the arts and the environment to champion an outdoor experience for the visually impaired, as well as the sighted. In four short years Ms. Wolfangle rallied project advocates, solicited funds from local foundations and arts organizations, commissioned an artist to create four tactile sculptures, installed the public art pieces, created sensory gardens and hosted a community celebration recognizing the work of many for the enjoyment of all.
    - At least 500 hours
    - The sensory sculptures and gardens at the Roseville Central Park Muriel Sahlin Arboretum has brought easy accessibility to arts and nature, has united the energies of local community advocates and has enhanced a highly regarded community amenity.

4. Roseville Central Park Foundation
    - As a long standing board member Ms. Wolfangle has connected the Roseville Central Park Foundation with other Friends Groups and Community Organizations to strengthen and enhance the quality of life in Roseville, Minnesota. She has supported collaborations and partnerships on events, projects and communications. Betty has served as board secretary for 12 years.
    - At least 1500 hours
    - United the energies of local community advocates to enhance highly regarded community amenities.

5. Roseville Harriett Alexander Nature Center
    - The Nature Center is where Ms. Wolfangle's true passion lies.
    - She was instrumental in the building of the facility; she rallied the community for support of a nature based facility and worked with City staff to bring HANC to a reality. Ms. Wolfangle has given thousands of hours to HANC volunteering at events, supervising the facility, advocating for its continued existence, replacing the boardwalk.
    - Over the 20 plus years of existence Ms. Wolfangle has volunteered more hours to the Harriet Alexander nature Center than I can confidently approximate.
    - When budget reductions were discussed five years ago, the Nature Center was being seriously considered for a reduction in service hours or even total elimination. Ms.Wolfangle was instrumental in demonstrating to the Roseville City Council the value and benefits of having an environment based learning facility in our community.

6. Friends of Roseville Harriet Alexander Nature Center
    - FORHANC is a local nonprofit that supports the operation of the Harriet Alexander Nature Center. Ms. Wolfangle has served as secretary, vice chair and chair of the board.
    - 2500 hours of service to FORHANC benefitting the Harriet Alexander Nature Center.
    - Providing the community with a historical perspective for the Nature Center. Organizations and tasks outside of the City of Roseville include:

Organizations and tasks outside of Roseville include:

1. Daughters of the American Revolution
    - Instrumental in the renaming of the street in front of the state capital "Constitutional Drive" (since renamed in honor of Dr. Martin Luther King)
    - Approximately 30-70 hours/year
    - Leadership in recognizing the significance of the United State Constitution.

2. South Shore Trinity Lutheran Church, White Bear Lake MN
    - Lifelong member. Member of the Women's Guild and involved in Mission work.
    - Numerous hours of service provided to the church.
    - Involved in the Steven's Ministry, a hospice like service for church members dealing with the pain and suffering that accompanies serious illness, injury and disease and parishioners dealing with emotional situations and family crisis.
    - Involved with the Anna Alter Guild, responsible for preparing the church for service and communion.

POLICY OBJECTIVE

The policy is consistent with recognizing community individuals that are involved and significantly contribute to improve the community. Recognizing community members is also consistent with the goals and policies outlined in Imagine Roseville 2025.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Staff recommends that the City Council recognize and thank Ms.Wolfangle for her generous and significant contribution of time and talent to the City of Roseville and Ramsey County throughout the many years and recognize her achievement as Ramsey County's Outstanding Senior Citizen Volunteer in 2010.

REQUESTED COUNCIL ACTION

Recognize and thank Ms. Betty Wolfangle for her generous and significant contribution of time and talent to the City of Roseville and Ramsey County throughout the many years and recognize her achievement as Ramsey County's Outstanding Senior Citizen Volunteer in 2010.

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachment: Copy of Certificate of Commendation

CERTIFICATE OF COMMENDATION

In recognition of being named Ramsey County's Outstanding Senior Citizen Volunteer in accordance with the Minnesota Board on Aging, the Minnesota State Fair and the Minnesota Federation of County Fairs. Therefore, with the appreciation and respect of the people of Minnesota, this certificate, is presented to:

Betty Wolfangle

I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the Capitol in the City of Saint Paul, August 16, 2010.

TIM PAWLENTY
GOVERNOR

STATE OF MINNESOTA
OFFICE OF THE GOVERNOR

Date: 1/24/11
Item: 5.b

Black History Month
February 2011

Whereas: The City of Roseville is committed to recognizing and honoring the contributions of all members of our community; and

Whereas: Negro History Week was established in 1926 by Dr. Carter Godwin Woodson as a way to neutralize the deliberate distortion of Black History; and

Whereas: This movement grew over the years to Black History Month to give an objective and scholarly balance in American and World History; and

Whereas: The month of February was selected as Black History Month because it marks the birth of Frederick Douglass, W.E.B. DuBois, Langston Hughes and Abraham Lincoln, leaders whose actions greatly impacted the lives of the American black population; and

Whereas: In 2011, Black History Month celebrates African Americans and the Civil War; and

Whereas: The contributions African Americans made to our nation's economic strength as well as to our history, music, arts, written words and discoveries are often overlooked; and

Whereas: The City of Roseville invites all members of the Roseville community to renew their commitment to ensuring racial equality, understanding and justice.

Now, Therefore Be It Resolved, that the City Council hereby declare February 2011 to be Black History Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 24th day of January 2011.

____

Mayor Daniel J. Roe

Date: 1/24/11
Item: 6.a
Minutes of 1/10/11

No Attachment

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 01-24-11
Item No.: 7.a

Department Approval

City Manager Approval

Item Description: Approval of 2010-2011 Business Licenses

BACKGROUND

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

Massage Therapist License
Erica Pointer-Kobett
At Mind, Body & Soul Wellness Center
2201 Lexington Avenue N
Suite 103
Roseville, MN 55113

Massage Therapy Establishment License
Massage Therapy Land, Inc.
412 Rosedale Center Store #320
Roseville, MN 55113

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements.

REQUESTED COUNCIL ACTION

Motion to approve the business license application(s) as submitted.

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

ROSEVILLE

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

Massage Therapist License

New License 2011 Renewal X

For License year ending June 30 2011

1. Legal Name ERICA CARLENE POINTER KOBETT
2. Home Address
3. Home Telephone
4. Date of Birth
5. Drivers License Number
6. Email Address

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
MIND, BODY AND SOUL WELLNESS CENTER
2201 LEXINGTON AVE N. SUITE 103 ROSEVILLE 55113

9. Attach a certified copy of a diploma or certificate of graduation from a school of massage therapy including a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, massage Therapy Establishments. ON FILE

10. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ____ No X If yes explain in detail.

License fee is 100.00
Make checks payable to City of Roseville

ROSEVILLE

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

Massage Therapy Establishment License Application

Business Name: Massage Therapy Land, INC

Business Address: 412 Rosedale Center, Store #320, Roseville MN 55113

Business Phone: (651) 633-1815

Email Address: N/A

Person to Contact in Regard to Business License:

Legal Name: Hai Ping Sun

Address:

Phone: Date of Birth:

Drivers License Number:

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2010, and ending June 31, 2011, in the City of Roseville, County of Ramsey, and State of Minnesota.

~~License Required~~	~~Fee~~
Massage Therapy Establishment	$300.00 $150.00 Background Check (new license only)

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

Signature: Hai Ping Sun

Date: 1/7/11

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

mailing Add: 367 N Garden
mall of America
Bloomington, MN 55425
Call 9[illegible]- 854-4815

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1/24/2011
Item No.: 7.b

Department Approval

City Manager Approval

Item Description: Request for Approval of General Purchases or Sale of Surplus Items Exceeding $5,000

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases and/or contracts in excess of $5,000 be approved by the Council. In addition, State Statutes require that the Council authorize the sale of surplus vehicles and equipment.

<u>General Purchases or Contracts</u>

City Staff have submitted the following items for Council review and approval:

Department	Vendor	Description	Amount
Vehicle Maint.	Yocum Oil	Blanket P.O. for fuel	$ 350,000.00
Streets	Morton Salt	Blanket P.O. for road salt	16,671.35
Vehicle Maint.	Boyer Trucks	Blanket P.O. for vehicle repairs	5,400.00
Vehicle Maint.	Midway Ford	Blanket P.O. for vehicle repairs	12,000.00
Vehicle Maint.	St. Joseph Equipment	Blanket P.O. for vehicle repairs	6,000.00
Vehicle Maint.	Ziegler	Blanket P.O. for vehicle repairs	5,000.00
Vehicle Maint.	Catco Parts & Service	Blanket P.O. for vehicle repairs	6,000.00
Vehicle Maint.	Factory Motor Parts	Blanket P.O. for vehicle repairs	14,000.00
Vehicle Maint.	Suburban Tire	Blanket P.O. for vehicle repairs	26,000.00
Vehicle Maint.	Winter Equipment	Blanket P.O. for vehicle repairs	8,000.00
Police	Keeprs	Handgun replacements	9,176.29
Police	Dodge of Burnsville	4 Dodge Charger patrol vehicles	96,845.85
Police	Polar Chevrolet	2 Chevrolet Tahoe vehicles	51,039.10
Stormwater	MacQueen Equipment	Street sweeper replacement	194,555.25
Streets	Astleford Truck	Dump truck chassis	40,181.43
Streets	Towmaster	Dump truck box, plow, wing	$ 80,840.83

The blanket purchase orders for Boyer Trucks, Midway Ford, St. Joseph Equipment, and Ziegler are for vehicle and heavy equipment repairs that are contracted out. The blanket purchase orders for Catco Parts, Factory Motor Parts, Suburban Tire, and Winter Equipment are for vehicle and equipment parts, supplies and tires. The blanket purchase order for Yocum Oil and Morton Salt is for motor fuel and road salt purchases respectively and are per the State Bid Contract.

The purchase of the Glock Handguns is necessary for the following reasons:

- All of our current handguns were purchased between 1999 and 2004.
- The cost of maintenance required by Glock is more than the cost of a new Glock (after the trade in offer made by the retailer Keepers.)
- Keeprs is the only authorized Glock vendor in this area.
- Keeprs trade in offer allows us to outfit the entire department with new Glocks for $9,176.29. The cost of replacing the guns without the trade in would be $23,604.
- The purchase is authorized in the 2011 budget.

The purchase of the 4 Dodge Charger Police Patrol vehicles is being made for the following reasons:

- We need to replace existing patrol vehicles that are near the end of their useful life
- Crown Victoria model is being discontinued
- Charger model is less expensive and has higher gas mileage than Crown Victoria model
- Performed better than other models in every category in Michigan State Police tests
- They are being purchased off the MN State Contract

The purchase of the 2 Chevrolet Tahoe Police vehicles is being made for the following reasons:

- We need to replace existing police vehicles that are near the end of their useful life
- 1 Tahoe will replace existing K9 vehicle. Charger and Crown Victoria are too small to carry a dog safely and all equipment and still be able to transport a prisoner
- 1 Tahoe will replace Police Supervisor vehicle and allow for carrying additional equipment needed for crime scene processing and critical incident response
- Tahoe is the only pursuit-rated SUV we found
- Tahoe has an excellent maintenance record
- They are being purchased off the MN State Contract

The Elgin Street Sweeper is being purchased off the MN State Contract and will help meet storm water regulations and maintain streets and storm sewers at expected levels.

The dump truck replacement is being purchased off the MN State Contract and will be offset by a $36,500 trade in of an older 1999 model. Absent the replacement, the older vehicle would have required $10,000 in transmission and dump box repairs.

<u>Sale of Surplus Vehicles or Equipment</u>

City Staff have identified surplus vehicles and equipment that have been replaced and/or are no longer needed to deliver City programs and services. These surplus items will either be traded in on replacement items or will be sold in a public auction or bid process. The items include the following:

Department	Item / Description
Streets	1999 Sterling Dump Truck - $36,500 trade-in

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

Funding for all items is provided for in the current operating or capital budget.

STAFF RECOMMENDATION

Staff recommends the City Council approve the submitted purchases or contracts for service and, if applicable, authorize the trade-in/sale of surplus items.

REQUESTED COUNCIL ACTION

Motion to approve the submitted list of general purchases, contracts for services, and if applicable the trade-in/sale of surplus equipment.

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1/24/2011
Item No.: 7.c

Department Approval | City Manager Approval

WJMalinen

Item Description: Receive Quarterly Update of Imagine Roseville 2025 Medium and Long Term Goals

BACKGROUND

The January 2011update of the Imagine Roseville 2025 Medium and Long Term Goals is provided in fulfillment of the City Manager's requirement to regularly report the progress of staff to the Council. Note:

REQUESTED COUNCIL ACTION

Receive the January 2011Quarterly Update of the Imagine Roseville 2025 Medium and Long Term Goals.

Prepared by: Bill Malinen

Attachments: A: January 2011 update of the Imagine Roseville 2025 Medium and Long Term Goals

Attachment A

Imagine Roseville 2025
Medium & Long Term Goals
January 2011 Update
Note: There is no new activity to report this quarter.

Medium Term Goals

Encourage businesses with family-sustaining jobs	❑ **Twin Lakes Phase II substantially complete** ***PT 1/11*** ❑ Twin Lakes Phase II infrastructure project out for bid. Expected start, Summer 2010. *PT 6/10* ❑ Twin Lakes infrastructure 90% complete, Phase II is being planned for 2010 *PT 12/09* ❑ Twin Lakes infrastructure project underway. *PT 9/09* ❑ Twin Lakes infrastructure project out for bids. Expected start date, June 2009 *PT 6/09* ❑ Began the design work for the Twin Lakes public infrastructure to better position the project to take advantage of development opportunities when they arise. *PT 3/09* ❑ This past spring, the City created the Twin Lakes Public Financial Participation Framework that created a high priority in granting TIF funds within Twin Lakes to projects that create family-sustaining jobs. *PT 7/08*
More actively support existing businesses	❑ No new activity to report at this time. *PT 6/10*, ***PT 1/11*** ❑ No new activity to report at this time *PT 9/09* ❑ Worked with the Ramsey County and State of Minnesota to assist UV Color with their expansion plans. *PT 6/09* ❑ No new activity to report at this time. *PT 3/09* ❑ Given the budget dollars, funding is not possible for 2009. *PT 10/08* ❑ Staff has brought forward to the Council about participating in the Twin Cities Capital Community Fund, which will lend money to businesses in participating communities. Decision pending. *PT 7/08*
Increase funding for and more actively promote housing redesign program	❑ No new activity to report at this time. *PT 6/10*, ***PT 1/11*** ❑ No new activity to report at this time *PT 9/09* ❑ The Multi-Family loan program is in place, but no applications have been received. *PT 6/09* ❑ The RHRA has discontinued the redesign program due to a lack of interest. However, the RHRA has instituted a new multi-family loan program to assist property owners to make exterior improvements and incorporate energy efficient improvements in their buildings. *PT 3/09* ❑ Given the limited participation, the RHRA is proposing to no longer fund the program and utilize funding for existing loan programs and marketing of RHRA services to reach more residents. The RHRA is preparing to create a multi-family rehab program to allow for reinvestment in aging properties. *PT 10/08* ❑ In the past six months, the Roseville HRA has reviewed the existing redesign program and has changed some of the program guidelines to make it available to more people. Improvements to program ongoing. *PT 7/08*
Provide loans and other assistance to help people maintain property	❑ **2011 HRA Budget maintains existing loan programs.** ***PT 1/11*** ❑ No new activity to report at this time. *PT 6/10* ❑ The HRA has prepared a budget and levy that will continue loan and assistance programs subject to City Council approval. *PT 12/09* ❑ The HRA has revisited its strategic plan in order to reprioritize its

	goals and programs. *PT 9/09* ❑ The HRA is paying for page in the City newsletter to better promote its programs as well as providing resources for our residents. *PT 9/09* ❑ No new activity to report *PT 6/09* ❑ The RHRA has created a new multi-family loan program to foster reinvestment into the community's multi-family housing stock. In addition, the City has improved its code enforcement policies and procedures to better inform residents and property owners. *PT 3/09* ❑ In 2008, the Roseville HRA consolidated its loan program into one program for easier convenience. The RHRA also continues to contract with the Housing Resource Center which provides Roseville residents technical assistance and advice regarding making improvements to their property. *PT 10/08* ❑ In the past six months, the Roseville HRA has reviewed its existing loan programs and has consolidated two loan programs into one and have made the funds more available for residents to make exterior and interior improvements. The Roseville HRA also added another $133,000 to the loan pool. The Roseville HRA continues to contract with the Housing Resource Center which provides Roseville residents technical assistance and advice regarding making improvements to their property. *PT 7/08*
Seek collaborative partners and alternative funding mechanisms	❑ JPA signed with City of Vadnais Heights for IT support services. Value of the contract is $48,000 annually. *CM 6/09* ❑ 2009 Joint Fiber Optic Network between Roseville Schools and Ramsey County Library System to connect governmental facilities. Total value of construction is approximately $225,000. *CM 6/09* ❑ Engaged the City of Lake Elmo to provide Accounting Services generating surplus monies. *CM 3/09* ❑ Provided City Manager proposal for creating a Streetlight Utility for funding installation and operation of streetlights citywide. *DS 10/08* ❑ Alternative funding mechanisms have been discussed briefly but not yet researched to determine whether viable. *CM 7/08*
Foster youth leadership and development	❑ Re-implementation of the Police Explorers Program in 2008. *CS 3/09* ❑ Improved relatively new Leaders in Training (LIT) program. No new programs have begun at this time. *LB 7/08*
Citywide transportation system	❑ Will explore opportunities for connection from new Park N Ride facility. *DS 3/09* ❑ Researching possibilities of moving youngsters to and from programs and facilities. *LB 7/08*
Update Master Plans (to include parks and community facilities) throughout Parks & Recreation System.	❑ **Established Master Plan Citizen Organizing Team, November 2010** ***LB 1/11*** ❑ **Established Master Plan Implementation Process, November 2010** ***LB 1/11*** ❑ **Adopted Updated Master Plan, November 2010** ***LB 1/11*** ❑ **Master Plan Process, September 2009 – November 2010** ***LB 1/11*** ❑ City Council authorized an agreement with LHB/Cornejo to lead the System Master Plan Update *LB 9/09* ❑ Received nine proposals, will interview three. Plan to make recommendation in June or July 2009 *LB 6/09* ❑ Received nine proposals, will interview three. Plan to make recommendation in June or July 2009 *LB 6/09* ❑ RFPs issued, proposals received and analyzed. Plan to bring to City

	Council in March, 2009 for consideration. Difficult as no funding for the project has been identified. *LB 3/09* ❑ Pathway Master Plan approved by City Council in September. *DS 10/08* ❑ RFP being finalized with Parks and Recreation Commission. Will soon bring to City Council for input and authorization to issue. *LB 10/08* ❑ Pathway Plan update underway. *DS 7/08* ❑ Met with six firms to gather pre request for proposal (RFP) information. Plan to discuss further with Parks and Recreation Commission at an upcoming meeting. *LB 7/08*
Include shade pavilions and/or park shelters at all parks to promote neighborhood connections and accommodate neighborhood gatherings	❑ Will be incorporated into the anticipated Master Plan process to determine need and locations. *LB 7/08*
Revise water rates from use base to conservation base incentives for 10-20% reduction in residential and business usage	❑ For 2009, adopted a conservation-based rate structure to encourage water conservation and greater transparency in actual costs. *CM 3/09* ❑ PWETC recommendation for 2009 implementation at September 08 meeting. Anticipate Council discussion November 2008. *DS 10/08* ❑ Discussed with PWETC April, 2008 Council discussion August/September 2008. *DS 7/08* ❑ Initial discussions are expected in the Fall of '08, but our rate structure is heavily dependent on high water users to support utility operations. It is unlikely that our rate structure could be changed to a conservation base until 2010. *CM 7/08*
Fund Citywide traffic model	❑ No new activity *DS 6/09* ❑ No new activity (funding challenges). *DS 3/09* ❑ No new activity. *DS 10/08* ❑ CIP discussion item. *DS 7/08*
Encourage development of transit, walkability and alternate transportation	❑ City awarded LCDA grant for construction of trail from Sienna Green to County Road B. Construction expected in 2011. *PT 6/10* ❑ Draft of new residential and commercial zoning codes promotes design that promotes walkability. *PT 6/10* ❑ Staff, in conjunction with AEON, has applied for an LCDA grant from Metropolitan Council for a grant to construct a sidewalk from Har Mar Apartments to County Road B which dramatically improve walkability and access for the residents of the Har Mar Apartments to local stores and transit options. *PT 12/* ❑ Staff is planning on sending out RFPs for the new zoning code in September. *PT 9/09* ❑ Rice Street Interchange design will incorporate bike and ped facilities into the design and have discussed transit needs with Met Council. *DS 6/09* ❑ In anticipation of designing a new zoning code, staff, the Planning Commission, and the City Council are reviewing the use of form-based codes for the new zoning code. Form based codes emphasize walkability and alternative transportation. *PT 6/09 - see also Long Term Goals* ❑ The City recently approved a new Metro Transit Park and Ride Facility in the Twin Lakes area that will provide access to transit services. *PT 3/09 - see also Long Term Goals* ❑ Comp Plan Transportation section discusses each of these items. Council discussion October 08. *DS 10/08* ❑ Livable Communities concepts incorporated into design guidelines, Pathway Master Plan discusses ped and bike goals and policies. *DS 7/08*

Long Term Goals	
Develop program to provide fire, safety, CPR, fire extinguisher training to businesses	❑ The Fire Department started offering fire training classes and CPR classes to businesses and community members who request such training. This started with the adoption of the City Fee Schedule on November 17, 2008. *RG 3/09* ❑ The Fire Dept will begin offering CPR/AED at a rate of $80 per student and Safety Training at a rate of $80 per hour. Costs will cover prorated trainer's salary/benefits, books, training materials, administrative time. These services will be offered to businesses once the City's fee schedule is amended to include these fees and this *IR2025* goal will be complete. *RG 7/08*
Community Center Discussion	❑ **Community Center identified in Adopted Park Master Plan, November 2010** ***LB 1/11*** ❑ **Discussions during Master Plan Implementation Phase, November 2010** ***LB 1/11*** ❑ Will be incorporated into the anticipated Master Plan process to determine need and locations. *LB 7/08*
Establish a Community Resource and Volunteer Center/Network with support and coordinating staff to recruit, train, nurture volunteers.	❑ Proposal accepted by the 2009 Leadership St. Paul Program to assign a group to Roseville to enhance the volunteer program by creating a comprehensive community volunteer model. *LB 3/09* ❑ Researching possible resources needed to establish such a program and what a program of this type would look like. *LB 7/08*
Identify segments with poor or no connection. Follow Master plan guide. Address Hwy 36 and Snelling crossing barriers: tunnels or bridges at Lydia, Co C, Co B, or Roselawn	❑ No new activity. *DS 6/09* ❑ Developing Fairview NTP Pathway project for 2009 construction. Seeking funding opportunities. *DS 3/09* ❑ Pathway Master Plan adopted September 08. Seeking funding opportunities. *DS 10/08* ❑ Discussed as part of Pathway Plan update, incorporate into final draft plus additional locations. *DS 7/08*
Consider Roundabouts, if space and buying R.O.W. is feasible	❑ Second Roundabout to be constructed in Twin Lakes Summer 2010 *DS 5/10* ❑ First Roundabout will be constructed late summer 2009 in Twin Lakes Phase I *DS 6/09* ❑ Roundabout included in Phase I Twin Lakes improvements construction 2009. *DS 3/09* ❑ No new activity. *DS 10/08* ❑ Look into ROW requirements and identify possible corridors 2009. *DS 7/08*
Add buses and routes for flexibility and suburb-to-suburb travel	❑ Have had additional discussion with Metro Transit regarding additional service to Park N Ride *DS 4/10* ❑ No new activity *DS 6/09* ❑ Explore opportunities created by new Park N Ride *DS 3/09* ❑ Discussed this flexibility with Metro Transit for Twin Lakes Park N Ride facility. *DS 10/08* ❑ Continue to push this issue in all discussions with Metro Transit. *DS 7/08*
Encourage development of transit, walkability and alternate transportation	❑ Provided feedback to Metro Transit on proposal for additional Park N Ride facility in Little Canada at County Road B and Rice St *DS 5/10* ❑ Draft of new residential and commercial zoning codes promotes design that promotes walkability. *PT 6/10* ❑ In anticipation of designing a new zoning code, staff, the Planning Commission, and the City Council are reviewing the use of form-

	based codes for the new zoning code. Form based codes emphasize walkability and alternative transportation. *PT 6/09* ❑ No new activity *DS 3/09* ❑ The City recently approved a new Metro Transit Park and Ride Facility in the Twin Lakes area that will provide access to transit services. *PT 3/09 - see also Med Term Goals* ❑ Included in Transportation section of Comp Plan. *DS 10/08* ❑ The City has also been working with surrounding communities to promote the development of the Northeast Diagonal as a transit corridor. *PT 10/08* ❑ Identify needs in CIP 2009-2018 Meeting with Northeast Diagonal cities to pursue getting corridor back into 2030 Plan. *DS 7/08* ❑ These items are being emphasized in the Comprehensive Plan Update with the goal of making alternative forms of a greater priority in the community's growth and redevelopment in the future. *PT 7/08*
Work w/ Metro Transit to identify location of long-term park-n-ride facility	❑ Park and Ride structure completed and open for business. *PT 6/10* ❑ Under construction. Expected completion by 12/31/09 *PT 6/09* ❑ Metro Transit relooking at the Rice Street/Hwy 36 area *DS 6/09* ❑ Approved and open by 12/31/09 *DS 3/09* ❑ The City Council approved the Metro Transit Park and Ride facility in December 2008. Construction will commence in the spring of 2009 and will be completed by the end of the 2009. *PT 3/09* ❑ Ongoing. The City Council is currently considering the construction of a new park and ride facility located within Twin Lakes that is expected to replace the spaces at Rosedale Mall after 2011. Staff continues to have dialogue with Metro Transit staff regarding needs for additional park and ride facilities. *PT 10/08* ❑ Council Consideration of Twin Lakes facility October 2008. *DS 10/08* ❑ Underway for Twin Lakes, additional future needs along Hwy 36 corridor east end of Roseville. *DS 7/08*
Continue to lobby for the Northeast Diagonal transit line	❑ No new activity to report at this time. *PT 6/10, **PT1/11*** ❑ No new activity to report at this time. *PT 9/09* ❑ No new activity to report at this time. *PT 6/09* ❑ No new activity to report at this time. *PT 3/09* ❑ City is currently working with the City of Vadnais Heights to build a coalition with surrounding communities to promote the development of the NE Diagonal as a transit corridor. Language supporting the use of the NE Diagonal is currently in the draft Comp Plan. *PT 10/08* ❑ Council Discussion September 2008. *DS 10/08* ❑ Meeting with adjacent cities July 2008. *DS 7/08*

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 01/24/2011
Item No.: 7.d

Department Approval | City Manager Approval

Item Description: Receive Quarterly Shared Services Update

BACKGROUND

In February 2009, Resolution 10691, Authorizing Examination of Cooperation and Shared Services with Others, was adopted by the City Council supporting discussing and researching possible new and enhanced cooperation and shared services with local governments and others; and authorizing the City Manager to pursue and examine new cost-effective means of cooperating and sharing services; and directing the City Manager to report back on a regular basis to the City Council regarding cooperative opportunities.

REQUESTED COUNCIL ACTION

Receive the January 2011 Quarterly Shared Services Update

Prepared by: Bill Malinen

Attachments: A. Resolution 10691
B. January 2011Shared Services Update

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

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 23rd day of February 2009, at 6:00 p.m.

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

and the following were absent: none.

Mayor Klausing introduced the following resolution and moved its adoption:

RESOLUTION No. 10691 AUTHORIZING EXAMINATION OF COOPERATION AND SHARED SERVICES WITH OTHERS

WHEREAS, In 2008, the Minnesota Legislature imposed a three year tax levy limit on local governments; and

WHEREAS, Current economic conditions have caused a significant state budget deficit; and

WHEREAS, The Governor has unallotted local government aid to cities and counties; and

WHEREAS, In his proposed 2010-2011 biennial budget, the Governor has eliminated future Market Value Homestead Credit aid to Roseville; and

WHEREAS, The current economic challenges facing residents and local governments requires creativity and resourcefulness to continue to provide a high level of government services; and

WHEREAS, The City of Roseville provides cost effective and efficient governmental services to its residents and businesses; and

WHEREAS, The current economic pressures make continuing providing the high level of service an economic challenge; and

WHEREAS, Jointly sharing services between local governments and school districts and others can be a cost effective and efficient way to deliver services.

NOW, THEREFORE, BE IT RESOLVED, that

1. The City Council hereby actively supports discussing and researching possible new and enhanced cooperative efforts and sharing services with local governments and others.

2. The City Council hereby authorizes the City Manager and/or his designee to pursue and examine new cost effective means of cooperating and sharing services with other local governments and others to provide services and programs.

3. The City Council directs the City Manager to report back on a regular basis on any progress regarding cooperative opportunities.

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

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 23rd day of February, 2009 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day of February, 2009.

WJ Malinen

William J. Malinen, City Manager

(Seal)

Shared Services Update*

1/24/2011
Roseville Services Used by Others
BOLD identifies changes

Description of Shared Service	Shared Service Updates:
1. GIS Services with North St. Paul	o For the past three years, the City of Roseville has provided the City of North St. Paul 425 hours of Community Development staff time for GIS services for a fee of $15,000 annually. Staff will plan on continuing this relationship into 2011. *PT 06/09* North St. Paul has continued using GIS services in 2010. *PT 03/10 PT 06/10* ***PT 1/11***
2. Program Offerings to Lauderdale	o Entered into an general agreement to provide certain program offerings to the community of Lauderdale for a fee LB 6/09
3. IT support services	o JPA signed with the City of Forest Lake for IT support services. Value of the contract is $55,000 annually *CKM 9/09* o JPA signed with the City of Vadnais Heights for IT support services. Value of the contract is $48,000 annually *CKM 6/09*
4. Joint Fiber Optic Network	o 2009 Joint Fiber Optic Network between Roseville Schools and Ramsey County Library System to connect governmental facilities. Total value of construction is approximately $225,000. Expected completion on 10/31/09 *CKM 9/09* o 2009 Joint Fiber Optic Network between Roseville Schools and Ramsey County Library System to connect governmental facilities. Total value of construction is approximately $225,000 *CKM 6/09*
5. Engineering Services Falcon Heights and Arden Hills	o Continue to provide Engineering support services *DS 05/09*
6. Street message painting	o Provide as needed to Falcon Heights *DS 6/09*
7. East Metro SWAT	o Multi-Jurisdictional tactical team involving the following cities: Roseville, St. Anthony, New Brighton, North St. Paul, and University of MN police department. *RM 11/09*
8. Pursuit Intervention Technique Training	o This training is legislatively mandated. Law enforcement personnel must attend this training every three years. RPD oversees this training and is working on adding more departments to the group. *CS 6/09*
9. K-9 Police Training Area	o K-9 teams from throughout the metro area travel to the Roseville K-9 training area, where the grounds is set up to assist officers and their K-9 partners in preparing for Police Dog 1 certification trials and street work. *CS 6/09*
10. Automatic Mutual Aid with Lake Johanna Fire	o Provide mutual aid between Lake Johanna Fire and Roseville Fire for all structure fires. *TO 9/09*
11. Capital City Mutual Aid Association	o Provide fire mutual aid for all fire departments within Ramsey County. *TO 9/09*
12. North Suburban Mutual Aid Association	o Provide fire mutual aid for all fire departments within Hennepin County. *TO 9/09*
13. City of White Bear Lake	o **JPA signed with the City of White Bear Lake for Telephone Support Services. Value of the contract is $2,600 annually** ***CKM 1/11***

Others' Services Used by Roseville

Description of Shared Service	Shared Service Updates:
1. Equipment Rental opportunity	o Received equipment rental rate list from City of St. Paul *DS 6/09*
2. Equipment Sharing with Ramsey County PW	o Ongoing sharing of sealcoat equipment with RCPW *DS 6/09*
3. St Paul PD Record Mgmt System	o Deleted 9/10
4. Ramsey County Dispatch Service	o Provides dispatching services for the entire county except White Bear Lake. *CS 6/09*
5. Ramsey County Detention Service	o Temporary and long-term incarceration for arrested individuals. *CS 6/09*
6. Ramsey County Warrant Service	o Serves active warrants resulting from Roseville PD arrests. *CS 6/09*
7. Allina Medical	o Provides EMT services/ East Metro Swat tactical EMS service overview. *CS 6/09*
8. Roseville Fire Department	o Training and the providing of EMT services. *CS 6/09*
9. Century College	o Mandated and career training for law enforcement personnel. *CS 6/09*
10. Bureau of Criminal Apprehension	o Training, lab work, evidence analysis, statistical information, identification information, etc. Team also responds to critical incidents, suspicious deaths, etc. We also utilize their polygraph service. *CS 6/09*
11. MN State Patrol	o Assists in accident reconstruction, investigations, etc. *CS 6/09*
12. Financial Crime Services	o Implementation of the check diversion program. *CS 6/09*
13. Crime Stoppers	o Creation of a "tip-line" and on-going partnership in working with the media to develop leads in high-profile cases. *CS 6/09*
14. East Metro Narcotics Task Force	o A Roseville officer is assigned to this unit. *CS 6/09*
15. Ramsey County Crime Lab	o Use lab for narcotics testing. *CS 6/09*
16. Midwest Children's Resource Center	o Assist us on interviews of victims of abuse. *CS 6/09*
17. Northwest Youth and Family Services	o They handle youth diversion programs for Roseville. *CS 6/09*
18. Tubman Family Alliance	o Provide follow-up and advocacy for victims of domestic violence. *CS 6/09*
19. Target Corporation	o They provide assistance with video forensics. *CS 6/09*
20. BCA, Ramsey County, St. Anthony Police Department	o We utilize these agencies for computer forensics. *CS 6/09*
21. Ramsey County Apprehension and US Marshals	o Both have provided assistance to us on several cases in gathering intelligence, locating suspects, executing search warrants and tracking cell phones. *CS 6/09*
22. Postal Inspector	o We regularly work with the US Postal Inspector in verifying addresses and also on criminal cases involving US Mail. *CS 6/09*
23. Mid-America	o We have entered into a partnership with Mid-America for storage and sale of forfeited vehicles. *CS 6/09*
24. Propertyroom.com	o Utilize this web-based service to sell items recovered by the police department. *CS 6/09*
25. Ramsey County Special Investigations	o Their analysts have assisted us on several cases, creating crime

Unit		maps, analysis and forecasting. *CS 6/09*
26. Bureau of Criminal Apprehension	o	Laboratory analysis of evidence from fire scenes. *TO 9/09*
27. State Fire Marshal office	o	Assistance with fire investigations on an as needed basis. *TO 9/09*
28. State Fire Marshal Office	o	Resources and materials for public fire safety education. *TO 9/09*
29. Allina Medical transportation	o	Provide patient transport within the city of Roseville. *TO 9/09*
30. Allina Medical transportation	o	Provide medical training for fire department. *TO 9/09*
31. Minnesota State Regional Hazardous Material teams	o	Provide response and technical assistance at Haz Mat incidents. *TO 9/09*
32. St. Paul Fire Training Center	o	Provide training area for fire training. *TO 9/09*
33. Ramsey County municipalities	o	Share purchase and maintenance of election equipment *CC 12/09*
34. Arden Hills, Little Canada, Lauderdale, Maplewood, Shoreview and White Bear Lake	o	Coordinated a rain barrel/compost bin truckload sale *WM 6/10*
35. 911 Cell Phone Bank	o	PD utilizes services to collect and refurbish cell phones donated by the community to the PD's 911 Emergency Cell Phone program *RM 9/10*
36. Ramsey County Project Lifesaver Program	o	Personal locating device service offered to Ramsey County residents *RM 9/10*
37. Combined CERT (Citizens Emergency Response Team)	o	Program into New Brighton's VIPS (Volunteers in Police Services) Program to offer more opportunities to volunteer and train members. *RM 9/10*
38. League of Minnesota Cities	o	**Online training for Police Officers** ***RM 1/11***

**2/23/09: Resolution 10691 - Authorizing Examination of Cooperation and Shared Services with Others*

REQUEST FOR COUNCIL ACTION

Date: 01/24/2011
Item No.: 7.e

Department Approval | City Manager Approval

Item Description: Receive Update of City Grant Applications

BACKGROUND

In May, 2009, Resolution #10711 authorizing the City Manager to execute certain grant applications on behalf of the City and to report any applications to the City Council was adopted. The City has applied for several grants in the past several months.

POLICY OBJECTIVE

To notify the Council of grant applications that the City has applied for in recent months.

STAFF RECOMMENDATION

Receive the report.

REQUESTED COUNCIL ACTION

Receive the report.

Prepared by: **William J. Malinen, City Manager**
Attachments: A: Resolution 10711, Authorizing the City Manager to Execute Certain Grant Applications
B: List of grant applications and status report

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

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 18th day of May, 2009, at 6:00 p.m.

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

and the following were absent: none.

Mayor Klausing introduced the following resolution and moved its adoption:

**RESOLUTION No. 10711
Resolution Authorizing the City Manager to Execute Certain
Grant Applications on behalf of the City of Roseville**

WHEREAS, the City of Roseville has applied for a variety of grants which benefit the City; and

WHEREAS, the Roseville City Council encourages staff to continue to identify and apply for grants as a means to fund the policies, priorities and programs of the City, as established by actions of the Council; and

WHEREAS, grant submittals sometimes require verification of authority to submit an application on behalf of the City, and the required timeframes for submittal sometimes may not allow for Council authorization prior to application deadlines.

NOW, THEREFORE, BE IT RESOLVED, that the City of Roseville does hereby authorize the City Manager to execute grant applications on behalf of the City of Roseville in cases where Council authorization is not required or is required but cannot be practically obtained prior to an application deadline, and where any matching funds or other city financial obligation related to the grant are accounted for either in the City budget or by previous Council action; and

BE IT FURTHER RESOLVED, that the City Manager will report any such grant applications to the City Council after the application is submitted.

The motion for the adoption of the foregoing resolution was duly seconded by Member Roe, and upon a vote being taken thereon, the following voted in favor thereof: Roe, Johnson, Ihlan, Pust and Klausing
and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 18th day of May, 2009 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 18th th day of May, 2009.

W J Malinen

William J. Malinen, City Manager

(Seal)

Attachment B

City of Roseville
Grant Applications
1/24/11

Organization/ Agency	Application			Dept	City Requirement	Application Approval		Final			
	Purpose	Amount	Date			By	Date	Agency Denied	Agency Awarded	Amount Awarded	City Accepted
The US Conference of Mayors—Main Street Economic Recovery Survey on Infrastructure Job Potential	Commercial Officer – 1 yr	$120,000	3/09	PD				Yes		0	
MN Dept of Human Rights	Facilitated Training for HRC	$1,500	4/09	AD	None				7/23/09	$1,500	
Bureau of Justice Assistance	CSO – 1 yr CITs – 1 yr	$31,828	4/09	PD	None				7/24/09	$31,828	04/13/09
COPS Hiring Recovery Program	Three Officers	$601,500	4/09	PD				9/01/09		0	
MN Dept of Health	Alcohol Compliance Checks	$3,720	7/09	PD				8/10/09		0	
MN Dept of Health	Alcohol Compliance Checks	$2,840	4/10	PD	None					0	
US Dept of Homeland Security *8/17/09 Award Period September 2009* *11/23/09 First round of grants awarded in October, We were not included in the first round of grants. Pending further award rounds before end of 2009.*	Assistance to Firefighters,Fire Station Construction	$4,927,110	7/09	FD	Land Purchase, Landscaping, Some Bldg Equip, Interior Finishing, Office Equip, Interior Furniture			4/1/2010		0	
MN Office of Justice Programs Recovery Act	New RMS, Mobile, Field Reporting Pkg	$400,032	7/09	PD	None				09/09	$400,032	09/28/09

Organization/ Agency	Application			Dept	City Requirement	Application Approval		Final			
	Purpose	Amount	Date			By	Date	Agency Denied	Agency Awarded	Amount Awarded	City Accepted
MN DEED	Property acquisition, construction segment of TL Pkwy and reconstruction of Prior Avenue	$1,000,000	8/09	CD	Matching Funds: 1,000,000	CC	07/27/09		11/9/09	$1,000,000	2/22/10
ARRA Federal Stimulus Recovery Act – Geothermal Technologies Program Grant	Extension of Geothermal to Mtnce Bldg & City Hall	$1,154,480	8/09	PW	Matching Funds 1,154,480	CC	07/27/09	10/09		0	
Ramsey County Sheriff's Office and the Minnesota Department of Public Safety	Overtime for Safe & Sober participation	$52,170		PD	None	CC	10/19/09		10/19/09	$52,170	10/19/09
Ramsey County Environmental Response Fund	Brownfields cleanup	$30,000	8/09	CD	N/A				09/09	$30,000	12/21/09
Metropolitan Council Livable Communities Program	Site acquisition, stormwater management, and pedestrian improvements associated with Sienna Green Phase 2	$297,100	8/09	CD	N/A	CC	9/14/2009		1/13/10	$202,100	6/28/10
Ramsey County Environmental Response Fund	Brownfields Cleanup	$344,570	11/06	CD	N/A				12/01/09	$180,570	3/08/10
Lakeridge	Defibrillator	$500	3/09	PD	None				03/09	$500	04/13/09
Kiwanis	Defibrillator	$500	3/09	PD	None				03/09	$500	04/13/09
TCF	Defibrillator	$1,000	6/09	PD	None				06/09	$1,000	06/09
MN Dept of Human Rights	Community Outreach	$1,500	9/09	AD	None				10/22/09	$1,500	Yes
MN Dept of Human Rights	Civic Engagement	$1,500	12/09	AD	None				01/10	$1,500	
MN Pollution Control Agency	Stipend for Two GreenCorps	0	7/09	AD, PR, PW	Office space, support	CC	7/20/09	9/09		0	

Organization/ Agency	Application			Dept	City Requirement	Application Approval		Final			
	Purpose	Amount	Date			By	Date	Agency Denied	Agency Awarded	Amount Awarded	City Accepted
	Volunteers										
Minnesota Department of Agriculture	Forest Protection Grant for Emerald Ash Borer	$100,000		PR	15% In-Kind or Cash Match				1/15/10	$50,000	1/11/10
US Dept of Homeland Security	BearCat Vehicle for SWAT	$227,557	02/10	PD	0				Yes	$227,557	02/10
Granite Foundation	Partial Funding to Purchase an ATV to replace golf cart used to patrol parks	$5,000	03/09	PD	$6,000				06/09	$5,000	04/13/09
Target Corporation	Funding for Shop with a Cop, Citizen's Academy, and National Night to Unite	$3,500		PD	Ongoing- typically provided on an annual basis					0	
MN Office of Traffic Safety	In-Squad Cameras	$52,000	09/10	PD	0				Yes	$52,000	09/10
Ramsey County UASI Project	Emergency Operations Center Equipment	$36,695	1/10	FD	None				3/2010	$7650	4/1/201
Assistance to Firefighters Grants (AGF)	CPR devices	$12,200	3/09	FD	$4,880			4/2/2010		0	
Federal Appropriation	Twin Lakes infrastructure	$1,000,000	4/09		None				12/09	$1,000,000	
State of Minnesota- Dept of Homeland Security	Fire Corps Program	$6,600	3/10	FD	None		3/10			0	
DEED Contamination Investigation& RAP Development Grant	Site assessment at PIK Site	$50,000	5/10	CD	50% match to be paid my McGough	Council	4/26/10		6/10	$50,000	
Rice Creek Watershed District	Cost share for drainage improvements	$50,000	5/09	PW	Remainder of project costs				3/10	$50,000	5/10
Ramsey Conservation District	Wetland restoration Rain Gardens	0	5/09	PW	Remainder of project costs				4/10	$27,165	5/10
Metropolitan Council Environmental Services	Sanitary Sewer Infrastructure Improvements	$50,000	7/10	PW	>50% match					0	
Ramsey County Environmental Response Fund	Brownfields Cleanup	$83,000	6/10	CD	None				7/10	$83,000	
Minnesota Department of	First Responser	0	09/10	FD	None					0	

Organization/ Agency	Application			Dept	City Requirement	Application Approval		Final			
	Purpose	Amount	Date			By	Date	Agency Denied	Agency Awarded	Amount Awarded	City Accepted
Public Safety	Reimbursement Program										
Ryan Companies	Purchase of Defibrillator	$500	07/10	PD	0				Yes	$500	
Dept of Public Safety	Safe & Sober	$20,000	02/09	PD	0				Yes	$20,000	2/09
Target Corporation	McGruff Costume	$1,000	07/10	PD	0				Yes	$1,000	8/10
2010 US DOJ—COPS Ofc	**Three add'l officers**	**$552,126**		**PD**			**6/10**	**Denied**		**0**	
Ramsey County **SCORE Grant**	**Encourage Recycling**	**$70,207**	**11/09**	**AD**	**0**	**12/09**	**11/09**		**12/09**	**$70,207**	
Ramsey County **SCORE Grant**	**Encourage Recycling**	**$70,327**	**10/10**	**AD**	**0**	**12/10**	**10/10**		**12/10**	**$70,327**	
Ramsey County **Be Active! Be Green! Recycling Container Project**	**Encourage Recycling in Public Places** **(45 bins @ $302.90 ea)**	**$13,630**	**9/10**	**AD**	**0**	**9/10**	**9/10**		**10/10**	**13,630.**	
Metropolitan Council	**Construction Costs for Sienna Green II**	**$300,000**	**7/10**	**CD**	**0**				**12/10**	**$300,000**	
Metropolitan Council **(State bonding money sought by Metro Cities)**	**Sanitary Sewer Inflow and Infiltration Reduction** **(expected only $50,000)**	**$124,000**	**12/10**	**PW**	**$124,000**				**1/11**	**$124,000**	
TED Transportation Grant	**Twin Lakes 35W Ramp Improvements**	**$675,000**	**12/10**	**PW**	**$289,000**			**1/11**		**0**	
Metro Regional Arts Council	**Summer Entertainment**	**$5,000**	**1/11**	**PR**	**$1,250**						
		$12,480,192								**$4,055,236**	

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 01/24/2011
Item No.: 7.t

Department Approval | City Manager Approval

Item Description: **Approval of Joint Powers Agreement (JPA): Minnesota Department of Public Safety Bureau of Criminal Apprehension (BCA) and the Roseville Police Department Addressing the Terms of RPD's Access to the Criminal Justice Data Communications Network (CJDN)**

BACKGROUND

The Roseville Police Department (RPD) has a long standing Agreement with the Minnesota Department of Public Safety, specifically the Bureau of Criminal Apprehension (BCA) that allows the RPD full access to the Minnesota Criminal Justice Data Communications Network (CJDN), the proprietary link for available criminal justice data. CJDN is a system, including the equipment, facilities, procedures, agreements, and organizations thereof, for the collection, processing, preservation, or dissemination of criminal justice information.

Law enforcement agencies in Minnesota query CJDN for information as pertains to national and state criminal justice data. In other words, it is our link to all available criminal justice data nationwide.

The BCA has updated the attached JPA to reflect advances in technical transmission of data.

The City's Attorney has reviewed the above referenced Agreement has no issue with it as written.

POLICY OBJECTIVE

The Roseville Police Department meets all requirements as set forth by the Minnesota Department of Public Safety in the attached JPA.

BUDGET IMPLICATIONS

None. The RPD is currently subscribed to CJDN at a cost of $840 per quarter. That rate has been in effect for no less than ten years and will not change because of this updated JPA.

STAFF RECOMMENDATION

The police department recommends that the Council approve the JPA and allow for the required

City of Roseville signatures, specifically the City of Roseville Mayor and City of Roseville Manager (per MN Statute 412.201). Approval allows the RPD access to state and nationwide criminal justice data.

REQUESTED COUNCIL ACTION

The police department is seeking Council approval of the JPA allowing for the required City of Roseville signatures, specifically the City of Roseville Mayor and City of Roseville Manager (per MN Statute 412.201). Approval allows the RPD access to state and nationwide criminal justice data.

Prepared by:	Karen Rubey
Attachments:	MN Department of Public Safety Criminal Justice Data Communications Network Agreement Contract #DPS-M-1005

DPS- M-1005
MN0620800

STATE OF MINNESOTA
JOINT POWERS AGREEMENT
CRIMINAL JUSTICE AGENCY

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the City of Roseville on behalf of its Police Department ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in such agreements as are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit criminal justice agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit criminal justice agencies in performing their duties. Agency wants to access these data in support of its criminal justice duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

1.1 *Effective date*: This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.

1.2 *Expiration date*: This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.
The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. **Direct access** occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. **Indirect access** occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.

C. **Computer-to-computer system interface** occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA will provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Agency policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at www.dps.state.mn.us/cjdn/.

2.5 Agency resources. To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx.

2.6 Access granted.

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

2.7 Future access. On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 **Supersedes prior agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to update information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function needs to be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses and maintains data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety, Agency must have a transaction record of all access to the data that are maintained. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

3 Payment

The Agency agrees to pay BCA for access to the criminal justice data communications network described in Minn. Stat. § 299C.46 as specified in this Agreement. The Police Department pays for 7 terminals. The bills are sent quarterly for the amount of Eight hundred forty dollars ($840.00) or a total annual cost of Three thousand three hundred sixty dollars ($3,360.00).

Agency will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Rick Mathwig, Chief, 2660 Civic Center Drive, Roseville, MN 55113, 651-490-2255, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 ***Assignment.*** Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 ***Amendments.*** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, or their successors in office.

5.3 ***Waiver.*** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 ***Contract Complete.*** This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466, governs the Agency's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Agency. The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

8.2 Court Records. If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the Rules of Public Access for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 Investigation. Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal law, state law, and policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.
The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay.

9.2.2 If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services
The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

9.3.2 Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue
Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination
11.1 ***Termination.*** The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 ***Termination for Insufficient Funding***. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations
The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10.Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Name: ______________________________
(PRINTED)

Signed: ______________________________

Date: ______________________________

CFMS Contract No. A-______________________

2. AGENCY

Name: ______________________________
(PRINTED)

Signed: ______________________________

Title: ______________________________
(with delegated authority)

Date: ______________________________

Name: ______________________________
(PRINTED)

Signed: ______________________________

Title: ______________________________
(with delegated authority)

Date: ______________________________

3. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: ______________________________
(PRINTED)

Signed: ______________________________

Title: ______________________________
(with delegated authority)

Date: ______________________________

4. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: ______________________________

Date: ______________________________

ROSEVILLE

Request for Council Action

Date: 01/24/2011

Item Number: 7.g

Department Approval | **City Manager Approval**

Item Description: **Approve Services Agreement with the State of Minnesota to Implement Electronic Citation Interface System**

BACKGROUND

The State of Minnesota is evolving to receiving traffic citations in electronic format from municipalities within its jurisdiction specifically to minimize data entry burdens. Electronic citation submittal reflects current integration techniques and principles that are being implemented by the State and criminal justice agencies for the exchange of criminal justice data. The police department is in position to deliver citation records in electronic format to the State.

Upon execution of the attached Agreement *(Services Agreement Between The State of Minnesota, Second Judicial District, and Roseville Police Department for Implementation of Electronic Citation Interface System)* allowing for successful delivery of electronic citations to the State, the State of Minnesota will transfer $10,000 to the City of Roseville. **The $10,000 is being granted to municipalities by the State to cover the cost of obtaining the electronic citation submittal interface and any other implementation expense.**

The City's Attorney has reviewed the Agreement and has no issue with it as written.

PROPOSED ACTION

The police department is requesting that the City Manager and Mayor sign four copies of the above referenced Agreement as requested by the State of Minnesota.

FINANCIAL IMPLICATIONS

No cost to the City.

STAFF RECOMMENDATION

The police department is requesting that the City Manager and Mayor sign four copies of the above referenced Agreement as requested by the State of Minnesota.

COUNCIL ACTION REQUESTED

Allow the police department to accept the terms of the Agreement and authorize the Mayor, City Manager, to sign the document.

Prepared by: Chief Rick Mathwig
Attachments: A: Services Agreement Between The State of Minnesota, Second Judicial District, and Roseville Police Department for Implementation of Electronic Citation Interface System

SERVICES AGREEMENT BETWEEN THE STATE OF MINNESOTA, SECOND JUDICIAL DISTRICT, AND ROSEVILLE POLICE DEPARTMENT FOR IMPLEMENTATION OF ELECTRONIC CITATION INTERFACE SYSTEM

THIS SERVICES AGREEEMENT (hereinafter the "Agreement"), and amendments and supplements thereto, is between State of Minnesota, Second Judicial District, 15 West Kellogg Boulevard, Room 1700, St Paul, MN, 55102 (hereinafter "STATE") and the City of Roseville through the Roseville Police Department, 2660 Civic Center Drive, Roseville, MN 55113 (hereinafter "AGENCY").

Recitals

The STATE desires to obtain traffic citation records in electronic format from municipalities within its jurisdiction, specifically the AGENCY in order to minimize STATE data entry burdens. The electronic citation process reflects current integration techniques and principles that are being implemented by the STATE and criminal justice agencies for the exchange of criminal justice data. The AGENCY desires to implement the necessary software and hardware via an interface module to its existing LETG (Law Enforcement Technology Group, LLC) records management software suite that would enable the delivery of citation records in electronic format to STATE's ViBES system using the MNCIS schema.

Agreement

Based on the mutual agreements, promises, and covenants contained in this Agreement, it is agreed:

I. DUTIES.

A. AGENCY. The AGENCY shall add necessary software and hardware for an interface module to its LETG RMS system that would enable the delivery of citation records in electronic format to STATE's case management system using the MNCIS schema. AGENCY shall perform its responsibilities as more fully set forth in Appendix A, Statement of Work ("SOW"), which is attached to and made a part of this Agreement.

B. STATE. The STATE shall perform its responsibilities as more fully set forth in

Appendix A, Statement of Work ("SOW"), which is attached to and made a part of this Agreement.

II. CONSIDERATION AND TERMS OF PAYMENT.

A. Consideration. As consideration for the delivery of citations in electronic form to the STATE by the AGENCY pursuant to this Agreement, the STATE shall, upon acceptance as provided in Appendix A, pay to the AGENCY a one-time fee of Ten Thousand dollars (US $10,000.00). The STATE shall not be liable to the AGENCY for any travel, subsistence or administrative expenses of the AGENCY in performing services under this Agreement. It is understood that the amount of the consideration in this section will be used to offset the cost to AGENCY of obtaining and/or developing the interface module and other implementation expenses. Remaining and on-going costs after the first year will be the sole responsibility of AGENCY which shall be responsible for establishing its own separate contract with LETG. It is also understood that AGENCY will maintain the system for a four year period and continue to provide electronic citations to allow the STATE to recoup its return on investment.

B. Terms of Payment. The STATE shall promptly pay the cost set forth in section II.A. of this Agreement upon the receipt of electronic citations and the approval of acceptance testing described in Appendix A, Section 2 B.

III. TIME REQUIREMENTS. The AGENCY shall comply with all of the time requirements described in this Agreement.

IV. CONDITIONS OF PAYMENT. All services provided by the AGENCY pursuant to this Agreement shall be performed in accord with the AGENCY duties set forth in Section I of this Agreement and all applicable federal, state, and local laws, ordinances, rules and regulations. The AGENCY shall not receive payment for work found by the STATE to be performed in violation of federal, state or local law, ordinance, rule or regulation.

V. TERMS OF AGREEMENT. This Agreement shall be effective upon execution by the State of Minnesota, State Court Administrator's Office, Legal Counsel Division and shall remain in effect for a period of four (4) years unless terminated or cancelled as provided herein.

VI. CANCELLATION.

A. If through no fault of the STATE acceptance of delivery of electronic citations as defined in section 2.b. of Appendix A has not occurred by June 30, 2011, the STATE may cancel this Agreement and AGENCY shall refund to the STATE any amounts heretofore paid by AGENCY to the STATE hereunder and cancel all outstanding invoices to the STATE hereunder.

B. The STATE or the AGENCY may cancel this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. If the Agreement is canceled without cause by the STATE under this clause, the AGENCY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed. If the Agreement is cancelled by AGENCY under this clause, or the STATE cancels this Agreement because AGENCY has failed to continue to provide electronic citations to the State as required hereunder, AGENCY shall pay to the STATE, as liquidated damages and not as a penalty, the amount of: (1) Three thousand dollars (US $3,000) if termination is made within one year after acceptance as provided in Appendix A; or (2) Fifteen Hundred Dollars (US $1500.) if termination is made more than one year after acceptance as provided in Appendix A but not more than two years after such acceptance; or (3) Seven Hundred Fifty Dollars (US $750.) if termination is made more than two years after acceptance as provided in Appendix.

C. Funds have been encumbered by STATE for payments under this AGREEMENT. The STATE may immediately cancel this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Cancellation must be by written or facsimile transmission notice to the AGENCY. The STATE is not obligated to pay for any services that are provided after notice and effective date of termination. However, the AGENCY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The STATE will not be assessed any penalty if the Agreement is cancelled because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The STATE must provide the AGENCY notice of the lack of funding within thirty (30) days of the STATE'S receiving that notice.

VII. AUTHORIZED REPRESENTATIVE. The STATE'S Authorized Representative for the purposes of administration of this Agreement is Mona Ross, Suburban Court Manager for the Second Judicial District. The Authorized Representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this Agreement. The STATE may designate a new Authorized Representative upon written notice to the other party as provided herein.

VIII. ASSIGNMENT AND BINDING EFFECT. Neither party shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, including any agency or other legal entity into, by or with which the AGENCY may be merged, acquired or consolidated.

IX. AMENDMENTS. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement, or their successors in office.

X. LIABILITY. The AGENCY and the State agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the State shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.376, and other applicable law. Without limiting the foregoing, liability of the AGENCY shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.

XI. CONFIDENTIALITY, DISCLOSURE AND USE. The AGENCY agrees to comply with the Minnesota Government Data Practices Act, Minn. Stat. chapter 13, and the STATE agrees to comply with the Rules of Public Access to Records of the Judicial Branch, as each applies to all data and records collected, created, received, maintained or generated in accordance with this Agreement. Without limiting the foregoing:

A. Trade secrets; security data. The computer databases, application programs, operating systems software programs and other third party software owned or licensed by the STATE, and related documentation, made available by the STATE to the AGENCY in order to permit the AGENCY to perform its obligations hereunder, are subject to claims of trade secret and copyright ownership by the respective owners and licensors and will be treated by the AGENCY as trade secret information and security information pursuant to Minn. Stat. § 13.37. In addition, the AGENCY will not, except as required in the performance of its obligations hereunder, copy any part of the foregoing or use the same in any way or for any purpose not specifically and expressly authorized by this Agreement. The AGENCY acknowledges that the foregoing are and remain the property of the respective owners and licensors.

B. Marks. The STATE claims that the marks "Total Court Information System," "TCIS," "ViBES," "MNCIS," "CriMNet," "SJIS," and "MARS" are trademarks and service marks of the STATE or of other agencies of the state of Minnesota. The marks "Total Court Information System," and "TCIS" are registered trademarks of the State of Minnesota, State Court Administrator's Office. The AGENCY shall neither have nor claim any right, title, or interest in or use of any trademark, service mark, or tradename owned or used by the STATE or other agencies of the state of Minnesota, and shall not use the same in any way or for any purpose not specifically and expressly authorized by this Agreement.

XII. RIGHTS IN AND TO INFORMATION, INVENTIONS, AND MATERIALS. This is a services agreement. The STATE desires only to receive citations from municipalities in appropriate electronic format to reduce its own data entry burdens. Subject to the ownership of the STATE and its third party licensors set forth in Section XI of this Agreement, the AGENCY shall own all rights, including all intellectual property rights, in all original materials, including any inventions, reports studies, designs, drawings, specifications, notes, documents, software and documentation, electronically or magnetically recorded material, and work in whatever form ("MATERIALS") developed or created by the AGENCY and its employees individually or jointly with any permitted subcontractor, in the performance of its obligations under this Agreement.

XIII. OTHER PROVISIONS.

A. Publicity. Any publicity released to the public regarding the subject matter of this Agreement must identify the STATE as a sponsoring agency and must not be released without the prior written approval from the STATE'S Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the AGENCY individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. Notwithstanding anything in this Agreement to the contrary, either party may disclose to the public the existence of this Agreement, the parties to the Agreement, and the material terms of the Agreement, including price, projected term, and scope of work.

B. Endorsement. The AGENCY must not claim that the STATE endorses its products or services.

C. Notices. Any written notice hereunder shall be deemed to have been received when: (A) personally delivered; (B) sent by confirmed facsimile transmission or telegram; (C) sent by commercial overnight courier with written verification of receipt; or (D) seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at: (1) if to the AGENCY, at, the address first above given; (2) if to the STATE, at the address first above given, with a copy to Legal Counsel Division, 140 Minnesota Judicial Center, 25 Rev. Martin Luther King Jr., Blvd. St. Paul, MN 55155, facsimile transmission number 651-297-5636; or (3) at such other address of which written notice has been given in accordance herewith.

D. Miscellaneous.

1. The provisions of Sections VI, VII, X, XI, XII, and XIII shall survive any cancellation or termination of this Agreement as shall any other provisions which by their nature would be intended or expected to survive such cancellation.

2. Captions are for convenient reference and do not constitute a part of this Agreement.

3. The failure by either Party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, right, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

4. This Agreement shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States of America and of the State of Minnesota, without regard to Minnesota's choice of law provisions.

5. Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.

6. This Agreement sets forth the entire agreement and understanding between the Parties regarding the subject matter hereof and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter; provided that all terms and conditions of all preexisting contracts or agreements between the parties shall continue in full force and effect except as supplemented or modified by this Agreement. In the event of any inconsistency or conflict between the terms of this Agreement and any other agreement between the parties, the terms of this Agreement govern.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

1. AGENCY: 2. STATE:

The AGENCY certifies that the appropriate persons have executed the Agreement on behalf of the AGENCY.	Person signing certifies that applicable procurement policies have been followed. Where Agreement and amendments exceed $50,000, signature of the State Court Administrator or Deputy is also required. Where Agreement and amendments exceeds $10,000 and is technology related, signature of Chief Information Officer/Information Technology Division Director is also required
By	By:
Title	Title: Second Judicial District Administrator
Date:	Date:
By	By NA
Title	Title: Chief Information Officer
Date:	Date:
	Funds have been encumbered for State: By Title: Date: Contract No. Approved as to form and execution for STATE By: Title: Senior Legal Counsel Date:

Appendix A
AGENCY Automated Citation Project
Statement of Work

1. Project Objective. The primary focus of this project is to define, develop and implement a citation system process to be used by the **AGENCY** for citation entry through an integration with STATE's ViBES system. The objectives of this project are to:

    a. Minimize data entry and redundancy for the STATE and obtain a higher quality of citation data being used by the STATE;

    b. Improve the citation entry process for the **AGENCY** by providing for electronic delivery of citations to the STATE.

2. Project Approach.

    a. General. The electronic citation process reflects current integration techniques and principles that are being implemented by the STATE and criminal justice agencies for the exchange of criminal justice data. The project uses the current **AGENCY** LETG records management software suite architecture developed by Law Enforcement Technology Group, LLC. and expands the capabilities so it can electronically transmit citation information to the STATE's ViBES system using MNCIS schema. The project approach in item 2.c. below specifies the scheduling of resources needed to implement and be within reasonable guidelines that can be easily applied to individual tasks.

    b. Acceptance Testing. The acceptance testing shall begin when the **AGENCY** certifies in writing to the STATE'S Authorized Representative that all necessary software and hardware have been installed and are ready for use. The delivery of citations from the **AGENCY** to the STATE in electronic format shall be deemed accepted when such citations are successfully delivered to the STATE for a period of five (5) consecutive business days. If during the applicable five-day period the STATE fails to provide the **AGENCY** with written notice that such citations were not delivered successfully, the delivery of citations from the **AGENCY** to the STATE in electronic format shall be deemed accepted.

    c. Project Deliverables: Acceptance testing shall begin no later than May 16th, 2011, with final acceptance no later than June 30th, 2011.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1/24/11
Item No.: 7.h

Department Approval | City Manager Approval

Dona Bacon | WJMalinen

Item Description:

Approve Terms of 2011 Local 49 Maintenance Workers Contract

BACKGROUND

The City of Roseville has four collective bargaining units, the Police Sergeants, Teamsters; Police, LELS; Maintenance Workers, IUOE Local 49; and the fulltime Firefighters, IAFF. There are no settlements for 2011 yet.

This report pertains to the 49ers. There are 28 city employees in the 49ers' bargaining unit. They perform a variety of maintenance duties in the Public Works and the Parks and Recreation Departments. The City and the union have been negotiating since November 2010 as the contract expired on December 31, 2010.

Although staff wages are currently under five different plans, the City maintains a policy of internal parity for all employees. According to this policy, comparable cost of living increases and benefits would be consistently provided to these five employee groups. In addition, the City benchmarks itself with comparable municipalities. According to comparable municipalities, the 2010 wages for this unit are at the average after taking into account the 1% COLA increase that this group received on December 31, 2010. The Council did approve an increase of 1% for non-union employees in 2011 which this group was awarded in December as part of their 2010 contract.

City staff and union members from Local 49 have met and found common ground for a settlement on a one year contract. The membership voted to accept the contract terms on January 18, 2011 with implementation upon Council approval and effective 1/1/11. The following are the agreement terms:

Description of Proposed Agreement

1. **CONTRACT DURATION:**
   - Term of 1 year from 1/1/11 - 12/31/11

2. **WAGES:**
   - No increase to any IUOE union classification.

3. **INSURANCE:**
   - Same as City Council has provided to all other City staff.

4. **UNIFORMS:**
   - $70 increase annually to Uniforms bringing it to the market average of $370 for the life of the contract. Uniform money for this group is not income but reimbursement for uniform purchases made.

5. **STANDBY PAY:**
   - Increase standby pay $25 per week to bring it to the market average of $265 per week prorated.

POLICY OBJECTIVE

Each year the City budgets wage and benefit adjustments for all employees. The adjustments stem from the best information known or anticipated from the metro labor market, labor settlements and consumer price indexing.

The City's compensation policy objectives include:

> Internal Equity - maintaining a compensation and benefit package that is as consistent as possible between the City's three union and two non-union groups.
>
> External Equity- maintaining compensation and benefits packages that are equivalent to comparable cities for comparable positions.

BUDGET IMPLICATIONS

This proposed package costs the City approximately $3,900 more than the Council approved in the 2011 budget, but brings standby pay and uniforms back to market rate. This amounts to approximately .25% of payroll for this group in 2011.

STAFF RECOMMENDATION

Staff recommends approval of the 2011 49er contract.

REQUESTED COUNCIL ACTION

Motion to approve the proposed terms and conditions of the 2011 collective bargaining agreement with the IUOE Local 49 and direct City staff to prepare the necessary documents for execution, subject to City Attorney approval.

Prepared by: Eldona Bacon, Human Resources Manager

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1/24/11
Item No.: 7.i

Department Approval — City Manager Approval

Item Description: Revising the 2011 Fee Schedule by Ordinance

BACKGROUND

Each year the City Council is asked to adopt a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The Council adopted the 2011 Fee Schedule back on November 22, 2010. This Schedule included an amount for pawn shop transaction fees.

Based on changes to the fees incurred by the City of Roseville for its participation in the City of Minneapolis' Automated Pawn Shop tracking system, City Staff is recommending a reduction of the fee from $3.00 per transaction to $2.60.

The attached memo from Sgt. Erika Scheider provides some background for the recommended change.

POLICY OBJECTIVE

Adopting an annual fee schedule is consistent with governmental best practices and ensures that the City's regulatory functions are properly funded.

FINANCIAL IMPACTS

Based on the recommended fee adjustments, it is projected that revised fees will generate revenues sufficient to cover the City's regulatory costs.

STAFF RECOMMENDATION

Staff recommends that the City Council adopt the *revised* 2011 Fee Schedule as attached.

REQUESTED COUNCIL ACTION

Approve the attached Ordinance adopting the *revised* 2011 Fee Schedule, which shall go into effect upon publication.

Prepared by: Chris Miller, Finance Director
Attachments: A: Ordinance adopting the *revised* 2011 Fee Schedule
B: Excerpt of the *revised* 2011 Fee Schedule
C: Memo from Sgt. Erika Scheider

CITY OF ROSEVILLE
ORDINANCE NO. ____

AN ORDINANCE ADOPTING A *REVISED* 2011 FEE SCHEDULE

THE CITY OF ROSEVILLE HEREBY ORDAINS:

SECTION 1. Purpose. The City of Roseville annually adopts a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the City Council the opportunity to review fees for services in a comprehensive manner.

SECTION 2. Other Fee References
By enacting this ordinance, all fee amounts previously established and contained herein are hereby amended as submitted.

SECTION 3. Authority
The authority to enact the fees identified herein is established by City Code.

SECTION 4. Penalty
Failure to pay the fees identified herein is subject to penalties and interest as established by City Code.

SECTION 5. Fee Schedule
The *revised* 2011 Fee Schedule is as shown in *Attachment A*.

SECTION 6. Effective Date. This ordinance shall be effective upon adoption and publication.

Passed this 24th day of January, 2011.

CITY OF ROSEVILLE

BY: ________________________ **ATTEST:________________________________**
Daniel J. Roe, Mayor **William J. Malinen, City Manager**

City of Roseville 2011 Fee Schedule

Fee / Charge Description	City Code	Current Amount	Proposed Amount
Liquor licenses:			
On sale intoxicating liquor license	302	7,000.00	7,000.00
On sale wine license (establishments with 75 seats or less)	302	750.00	750.00
On sale wine license (establishments with 75 seats or more)	302	1,500.00	1,500.00
Temporary on sale (3 days)	302	50.00	50.00
Temporary on sale in Central Park	302	20.00	20.00
Sunday on sale license	302	200.00	200.00
Special club license (dependent on the Number of members):			
51 – 200	302	300.00	300.00
201 – 500	302	500.00	500.00
501 – 1,000	302	650.00	650.00
1,000 – 2,000	302	800.00	800.00
2,001 – 4,000	302	1,000.00	1,000.00
4,001 – 6,000	302	2,000.00	2,000.00
More than 6,000	302	3,000.00	3,000.00
Off sale intoxicating liquor license	302	300.00	300.00
Liquor License – investigation fee	302	300.00	300.00
Liquor License – sale outside of premises	302	25.00	25.00
Massage therapist	309	100.00	100.00
Massage therapy business establishment	309	150.00 / 300.00	150.00 / 300.00
Open burning permit	N/A	90.00	90.00
Park Dedication – residential	1103	3,000.00/unit	3,000.00/unit
Park Dedication – other (c)	1103	5.0 % of fmv	5.0% of fmv
Pawn Shop license	311	10,000.00	10,000.00
Pathway patching fee			
Concrete sidewalk – 2 panels		675.00	675.00
Bituminous (12' x 8')		500.00	500.00
Pawn shop and precious metal dealer license	311	13,000.00	13,000.00
Pawn shop fee (per transaction)	***N/A***	***3.00***	***2.60***
Pool and billiards			
First table	303	70.00	70.00
Each additional table	303	20.00	20.00
Precious metal dealer	311	10,000.00	10,000.00
Public improvement contract application fee (b)	N/A	525.00	525.00
Recycling contractor	403	125.00	125.00
Rental Registration (Housing)	907	25.00	25.00
Right-of-way permits	703, 707	325.00	325.00
Sewer connection fees	802	see Appendix A	see Appendix A
Sewer usage fees	802	separate resolution	separate resolution

Roseville Police Department

Attachment C

Memo

To: Chief Rick Mathwig

From: Sgt. Erika Scheider

Date: 1/13/2011

Re: Change in City Fee Schedule for Pawn Brokers

In December 2010, we were notified by the Minneapolis Police Department that they had reduced their portion of the Automated Pawn System (APS) billable transaction fee by $0.40. Minneapolis reported that they annually review costs and adjust fees based on volumes, expenses and on-going expense line items. As a result of their analysis, it was determined that they could reduce their portion of the APS fee from $1.00 to $0.60 per transaction.

Under city code 311.075, pawnbrokers pay a monthly transaction fee on all billable transactions as set by the city fee schedule. This fee covers a portion of the administrative costs of the APS system, as well as the fees associated with the police department regulation of the pawn shops. The current pawn shop fee is set at $3.00 per the city fee schedule. One dollar of the fee previously went to APS (Minneapolis Police Department) and $2.00 of the fee went to the City. The city portion helps to offset a portion of the costs associated with the regulation of the pawn shops.

It is my recommendation that the City of Roseville fee schedule for the pawn shop be changed from $3.00 to $2.60 to reflect the reduction in the APS fee by the Minneapolis Police Department. I do not believe that the city's portion of the fee should be reduced at this time and should remain at $2.00 a transaction.

I would also suggest that this reduction to $2.60 per transaction be approved for the APS billing beginning January 1st, 2011.

If you have any questions or concerns, please do not hesitate to contact me.

Sgt. Erika Scheider #S20

Date: 1/24/11
Item: 10.a
Living Smarter
Home & Garden Fair

No Attachment

Date: 1/24/11
Item: 10.b
Legislative Update

No Attachment

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 01/24/11
Item No.: 11.a

Department Approval

City Manager Approval

Item Description: **Public Hearing to consider the Lake Josephine Association petition to establish a Housing Improvement Area (HIA)**

BACKGROUND

Chapter 428A of the Minnesota State Statutes allows for cities to create a Housing Improvement Area to finance housing improvements in condominiums or townhome complexes. On November 16, 2009 the Roseville City council adopted the attached Housing Improvement Area Policy (Attachment A) in order to guide requests for establishing HIAs. The City has one HIA in existence; Westwood Village I, which was established in 2009.

The Lake Josephine Association (LJA) presented a petition to establish a HIA for their units to the Roseville Housing and Redevelopment Authority (RHRA) at its meeting on November 16, 2010. The RHRA reviewed the request and has recommended that the Roseville City Council hold a public hearing for consideration of an ordinance establishing a HIA for the Lake Josephine Association

The LJA is a 23-unit complex located at 3076 Lexington Ave., behind the Dairy Queen, and across from Lake Josephine beach. The building was originally constructed in 1969 as an apartment building. In 1979, the building was converted into a condominium association. The LJA was self managed until January 2006, when they hired Advantage Townhome Management (ATM) to manage their association.

LJA currently expends around $10,000 annually on routine and preventive maintenance items. In 2011, LJA is facing the need for several large expenditures to make needed major improvements to the facility. The association needs to update their elevator by the end of the year in order to meet state building code requirements. In addition the boiler needs to be replaced along with the windows and siding. The LJA also would like to make common area improvements such as flooring, doors, fixtures, paint and mechanical work related to ventilation. The estimated costs for these improvements are $403,800.00. The most critical element of the improvements are to the elevator. If LJA does not make the improvements, the State of MN will require the elevator to be shut down. (The Lake Josephine building is three stories).

LJA does not have the replacement reserves needed to make the needed improvements and have sought financing from two banks, which have denied their request (Attachment B).

Therefore, LJA has approached the City to ask for a HIA to be established. Staff met with the LJA to discuss the project and go over the City's HIA policy. The LJA meets two of the eligibility requirements for the use of HIA Financing under section 3.01 of the City policy;

namely Item B “to correct housing or building violations as identified by the City Building Official” and Item D “to increase or prevent the loss of the tax base of the City in order to ensure the long-term ability of the City to provide adequate services for its residents”.

The LJA held their annual board meeting on November 11, 2010 and has supplied the City the required petition requesting the City hold public hearing to establish the HIA for LJA. The petition is signed by more than 51% of the property owner’s. Representatives of the homeowner’s association will be present at the public hearing to provide additional information on their needs and answer any questions that the City Council may have.

STAFF RECOMMENDATION

The City Council should open Public Hearing and take public comment from interested persons. Mailed notice was sent to all of the owners of record within the proposed boundary of the HIA for LJA. In addition, a public notice was published in the paper. Staff is only requesting that the public hearing be conducted on January 24th and no other action be taken at this time. Subsequent to the public hearing, staff will work with the homeowner’s association to review what resources could be considered to the finance the improvements and bring that information back on February 28, 2011 as part of City Council consideration of adopting an ordinance to establish the Lake Josephine HIA.

REQUESTED COUNCIL ACTION

Hold public hearing for the adoption of a HIA for the LJA. No further action is needed at this time.

Prepared by: Jeanne Kelsey, Housing Program Coordinator (651-792-7086)

Attachment A: City of Roseville Housing Improvement Area Policy
Attachment B: Lender letter’s declining loan request
Attachment C: Petition to hold a public hearing for an ordinance establishing a housing improvement area for LJA
Attachment D: November 2010 RHRA Draft Minutes related to Lake Josephine Association

CITY OF ROSEVILLE
HOUSING IMPROVEMENT AREA POLICY

1. PURPOSE

1.01 The purpose of this policy is to establish the City's position relating to the use of Housing Improvement Area (HIA) financing for private housing improvements. This policy shall be used as a guide in processing and reviewing applications requesting HIA financing.

1.02 The City shall have the option of amending or waiving sections of this policy when determined necessary or appropriate.

2. AUTHORITY

2.01 The City of Roseville has the authority to establish HIAs under Minnesota Statutes, Sections 429A.11 to 428.21. Such authority expires June 30, 2013, subject to extension by future legislation.

2.02 Within a HIA, the City has the authority to:
A. Define and assist in the financing of housing improvements for owner-occupied housing in the City.
B. Levy housing improvement fees.
C. Issue bonds or advance funds through an internal loan to pay for housing improvements

2.03 The City Council has the authority to review each HIA petition, which includes scope of improvements, association’s finances, long term financial plan, and membership support.

3. ELIGIBLE USES OF HIA FINANCING

3.01 As a matter of adopted policy, the City of Roseville will consider using HIA financing to assist private property owners only in those circumstances in which the proposed private projects address one or more of the following goals:

A. To promote neighborhood stabilization and revitalization by the removal of blight and/or the upgrading of the existing housing stock in a neighborhood.

B. To correct housing or building code violations as identified by the City Building Official.

C. To maintain or obtain FHA mortgage eligibility for a particular condominium or townhome association or single family home within the designated HIA.

D. To increase or prevent the loss of the tax base of the City in order to ensure the long-term ability of the City to provide adequate services for its residents.

E. To stabilize or increase the owner-occupancy level within a neighborhood or association.

F. To meet other uses of public policy, as adopted by the City of Roseville from time to time, including promotion of quality urban design, quality architectural design, energy conservation, decreasing the capital and operating costs of local government, etc.

4. HIA APPROVAL

4.01 All HIA financed through the City of Roseville should meet the following minimum approval criteria. However, it should not be presumed that a project meeting these criteria would automatically be approved. Meeting these criteria creates no contractual rights on the part of any Association with the City.

A. The project must be in accordance with the Comprehensive Plan and Zoning Ordinances, or required changes to the Plan and Ordinances must be under active consideration by the City at the time of approval.

B. The HIA financing shall be provided within applicable state legislative restrictions, debt limit guidelines, and other appropriate financial requirements and policies.

C. The project should meet one or more of the above adopted HIA Goals as stated in Section 3 of this policy.

D. The application for the creation of the HIA shall be from the Home Owner's Association (HOA).

E. The term of the HIA should be the shortest term possible while still making the annual fee affordable to the Association members. If the HIA is financed through issuance of bonds, the bonds will mature in no later than 15 years. If the HIA is financed through a loan of other funds, the terms of the loan will be determined based on the facts of circumstances of that HIA.

F. The Association in a HIA should provide adequate financial guarantees to ensure the repayment of the HIA financing and the performance of the administrative requirements of the development agreement. Financial guarantees may include, but are not limited to the pledge of the Association's assets including reserves, operating funds and/or property.

G. The proposed project, including the use of HIA financing, should be supported by a petition of at least 51% of the owners within the Association requesting the creation of the HIA. The Association should include the results of any membership votes along with the petitions to create the area.

H. The Association must have adopted a financial plan, prepared by an independent third party mutually acceptable to the Association, the City Finance Director and HRA staff, that provides for the Association to finance maintenance and operation of the common elements within the Association and a long-range plan to conduct and finance capital improvements therein, which does not rely upon the subsequent use of the HIA tool.

I. HIA financial assistance is considered 'last resort financing' and should not be provided to projects that have the financial feasibility to proceed without the benefit of HIA financing. Evidence that the Association has sought other financing for the project will be required and should include an explanation and verification that an assessment by the Association is not feasible along with at least two letters from private lenders or other evidence indicating a lack of financing options.

J. The Association will be required to enter into a development agreement and disbursement agreement, which may include, but is not limited to, the following terms:

- Establishment of a reserve fund
- Conditions of disbursement
- Required dues increases
- Notification to new owners of levied fees
- Staffing requirements for the Association related to third party involvement annual reporting requirements

K. The improvements financed through the HIA should primarily be exterior improvements and internal improvements integral to the operation of the project, e.g. boilers. The improvements must be of a permanent nature. The Association must have a third party conduct a facility needs assessment to determine and prioritize the scope of improvements.

L. HIA financing will not be provided to those projects that fail to meet the goals and criteria set forth in this policy, as amended from time to time.

M. The financial structure of the project must receive a favorable review by the City's Financial Advisor and Bond Counsel. The review will include a review of performance and level of outstanding debt of previous HIAs.

N. The average market value of units in the Association should not exceed the maximum home purchase price for existing homes under the State's first time homebuyer program. (In 2009, the metro amount is $298,125)

4.02 The Association will be required to pay all third party costs incurred by the City of Roseville in connection with the HIA if the HIA does not go forward for any reason. If the HIA does go forward, the City will pay its third-party costs from the administrative charge described in Section 5.02.

4.03. The Association will be required to enter into contracts for construction of the housing improvements, subject to review and approval of designs and specifications by the City or RHRA as the implementing entity. The Association will be required to demonstrate that it obtained at least three bids for work on the housing improvements, and all contracts must be with contractors who are licensed and insured.

5.0 HIA FINANCING

5.01 Appropriate methods for funding the improvements in an HIA include:
A. City-issued bond
B. Existing City fund balances
C. Roseville Housing and Redevelopment Authority fund balances

5.02 The Association will pay the city an assessment fee of 2% of the total amount of project or the total amount of all third party costs, which is ever greater to cover administrative costs. This amount may be financed over time by adding to the fee, or the City may elect to finance the administrative charge through proceeds of bonds or an internal loan.

5.03 The division of the costs for the proposed improvements (i.e., how the fee is spread to unit owners), shall be imposed on the basis of tax capacity of the housing unit, or the total amount of square footage of the housing unit, or an alternative method utilized in the association’s bylaws and declarations. If imposed on an alternative method as specified in the association’s bylaws or declarations, the City Council must make a finding that the alternative method is more fair and reasonable than either tax capacity or square footage.”

5.0 ROSEVILLE HOUSING AND REDEVELOPMENT AUTHORITY

5.01 Staff from the Roseville Housing and Redevelopment Authority (RHRA) along with the City of Roseville Finance Director will be the primary staff persons working on HIA requests.

5.02 RHRA funds may be utilized to fund the improvements to take place in a HIA if both the City Council and RHRA Boards authorizes the use of such funds.

5.03 If it is determined that RHRA funds will be used, the City Council will still be required to make the findings of need regarding the creation of the HIA; adopt an ordinance establishing the HIA; and designate the RHRA as the implementing agency.

5.04 If the RHRA is designated as the implementing agency, and once the appeal period expires, the RHRA Board shall hold a public hearing and consider the adoption of a fee resolution that divides the costs of the improvements to the individual owners, except that if the fee is imposed on a basis other than tax capacity or square footage, the City Council must make the finding described in Section 5.03 of this policy.

Adopted by the City of Roseville on the 11th day of November 2009.

LAKE AREA BANK
Friends Serving Neighbors Since 1915

Monday, November 01, 2010

Paul Oie
Advantage Townhome Management, Inc.
4756 Banning Ave, Ste 220
White Bear Lake, MN 55110

Dear Paul:

Thank you for the $402,000 loan inquiry on behalf of the Lake Josephine Apartment Association. I regret to inform you that the Association does not meet our underwriting requirements for minimum project down payment and collateral requirements for financing. Lake Area Bank requires that construction/renovation projects have a minimum of 25% of the project cost as a project down payment. Also, since the Association does not own the real property where the common area improvements are proposed, there are limited viable alternatives for securing the loan amount. I appreciate the opportunity to review your request and look forward to assisting you and the Association with future banking needs.

Sincerely,

Paula R Williams

Paula R Williams
Vice President
Lake Area Bank

MutualofOmahaBank
Community Association Banc

September 14, 2010

Marian Hewitt, President
Lake Josephine Apartments Association
3076 Lexington Avenue No.
Unit B5
Shoreview, MN 55113

Dear Ms. Hewitt,

Thank you for your community association loan application for Lake Josephine Apartments Association.

We have given your request careful consideration, and regret that we are unable to extend credit to you at this time for the following reasons:

- There are less than 25 units per property, resulting in the overburdening of the homeowners and the inability for the bank to distribute its risk.

We appreciate the opportunity to review your request. Although we are unable to grant credit at this time, Community Association Banc may be able to serve you in other ways. Please call and ask us about our various other financial services.

Sincerely,

Greg Peterson DMR
Greg Peterson
Senior Commercial Lender

CC: Paul Oie, Property Manager

NOTICE: The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Protection Act. The federal agency that administers compliance with this law concerning this creditor is: Office of Thrift Supervision / 1 South Wacker Drive, Suite 2000 / Chicago, IL 60606 / (312) 917-5000.

attachment C

PETITION TO HOLD PUBLIC HEARING FOR AN ORDINANCE ESTABLISHING A HOUSING IMPROVEMENT AREA FOR LAKE JOSEPHINE APARTMENTS

The undersigned owns a unit in the Lake Josephine Apartments in the City of Roseville, Minnesota, has read the attached background material, and requests that the City Council of the City of Roseville hold a public hearing regarding establishment of a housing improvement area for the Lake Josephine Apartments, such hearing to be scheduled at such time as the City Council determines with due notice given in accordance with the Housing Improvement Act.

	FULL NAME (Print)	*SIGNATURE*	*ADDRESS*	*DATE*
1.	HEWITT	Marian B. Hewitt	5	11/11/10
2.	JOANNE KREYER	Joanne Kreyer	C 2	11/11/10
3.	John Doll	John Doll	A 6	11-11-10
4.	LAVERNE HAMMERSTROM	Laverne Hammerstrom	B-3	11-12-10
5.	Constance m wolfe	Constance M Wolfe	B2	11/11/10
6.	WILLIAM P STURM	Wm P Sturm	A5	11-11-10
7.	MERLE ZIMA	Merle E Zima	B4	11-11-10
8.	Bastian MaryJo	Mary Jo Bastian	C4	11-11-10
9.	Alyssa Paddock	[illegible]	C6	11-11-10
10.	Kathryn Jensen	[illegible]	C8	11-11-10

PETITION TO HOLD PUBLIC HEARING FOR AN ORDINANCE ESTABLISHING A HOUSING IMPROVEMENT AREA FOR LAKE JOSEPHINE APARTMENTS

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	FULL NAME (Print)	*SIGNATURE*	*ADDRESS*	*DATE*
1.	JAN LIEBERMAN	A7 [signature]		11-11-10
2.	Carmen Moll	Carmen Moll	C3	11-11-10
3.	Karen Hannah	Karen Hannah	B-1	11-11-10
4.	Liane Rose	Liane Rose	34	11-11-10
5.				
6.				
7.				
8.				
9.				
10.				

8. Presentations

9. Action/Discussion Items

a. Lake Josephine Housing Improvement Area (HIA)

Housing Coordinator Jeanne Kelsey provided a history of the request of the Lake Josephine Association (LJA) and their petition to the City for establishment of an HIA, at a budgeted amount estimated at $403,800. Ms. Kelsey noted that the LJA was a 23-unit complex located at 3076 Lexington Avenue, originally constructed in 1969 as an apartment building and converted into a condominium association in 1979. Ms. Kelsey advised that the complex was self-managed until January of 2006 when Advantage Townhome Management (ATM) was hired to manage their association, resulting in some annual maintenance improvements. However, Ms. Kelsey noted that the LMJ needed to update their elevator to meet 2012 State building codes, in addition to replacing windows, boilers, siding and common area improvements and mechanical work related to ventilation at an estimated cost of $403,800.

Ms. Kelsey advised that, as of their annual board meeting held on November 11, 2010, the Association had received over sixty percent (60%) of appropriate property owner signatures on the petition requesting HIA. Ms. Kelsey reviewed the lack of replacement reserves to make the improvements, in addition to their attempts to finance from two banks, and subsequent denials of those requests.

The HIA request is further detailed in the Request for HRA Action, and related attachments, dated November 16, 2010.

Ms. Kelsey advised that representative members of the Association and their management company were present.

Discussion among Members and staff included staff's recommendation for application by the HRA for Community Block Development Grant (CBDG) funds from Ramsey County that will be available after January of 2011; and to consider other loan options, such as available HRA funds for Villa Park or in the single-family loan fund for HRA Board consideration. Ms. Kelsey recommended that the HRA make application for CBDG funds with the City HRA as the applicant and funds loaned to the LJA.

Further discussion included potential terms of such a loan; special assessments impacting each unit; timing for payment of special assessments at time of sale or whether they could be assumed by new buyers of units depending on the financing mechanism and on the direction of the HRA; and current market value and sales history of the units in the current housing market.

Jim Schumacher, Advantage Town Home Management (ATM)

Mr. Schumacher advised that there was currently one unit being marketed at $65.000, but that it had been on the market for a lengthy time, and a short sale was currently being attempted. Mr. Schumacher advised that association dues, currently between $250 - $295 monthly, were based on each unit's square footage. Mr. Schumacher noted that with the proposed improvements, the current annual maintenance costs of $10,000 should be dramatically reduced, allowing the LJA to increase their reserves; and estimated that the LJA currently had approximately $25,000 in its reserve fund. At the request of Chair Maschke as to how the LJA became aware of HIA's, Mr. Schumacher advised that one of the homeowners had seen a newspaper article related to an HIA-financed project and brought it to the attention of ATM staff. Mr. Schumacher responded to other questions of the Board, including timing for roof replacement approximately twelve (12) years ago and needed boiler replacement, both representing major expenses in the overall funding request; and clarified that the common area improvements consisted of improvements to the building's venting and mechanical systems in the hallways, and not just for aesthetic purposes.

Discussion among Members, staff and Mr. Schumacher included disclosure of assessments at the time of sale; term for assessments determined by the financing option chosen by the HRA Board, with bond financing subject to a fifteen (15) year term; current association fees including heat and utilities, based on the building's former construction as an apartment building prior to conversion to condominiums; calculations as to whether an approximate $20,000 assessment in addition to a mortgage payment was detrimental to marketing them and positioning the units out of the market; part of the HIA law and a requirement of the process was for the LJA to develop a financial plan for review and approval by the HRA and ensuring that future association dues increase sufficiently to avoid this situation happening again, and to provide for sufficient reserves for future improvements and maintenance.

Further discussion included this and similar self-managed associations being unaware of the legal requirements retaining reserve funds; legislative sunset on HIA's projected in 2013; and consideration of whether the RHRA would qualify and/or be awarded CBDG grant funds to facilitate a loan to LJA.

Member Pust expressed concern with the randomness of using public money on one project and attempting to determine which project was the most needy based on their awareness of the HIA option, perhaps overlooking other needs that are just as needy or significant. Member Pust questioned staff on the one-time, limited application for CBDG funds, making the City ineligible for other potentially worthy projects.

Ms. Kelsey confirmed that the City could only apply once in 2011 for CBDG funds; however, she noted that a preliminary survey suggested that 51% of the homeowners at LJA met income guideline eligibility; and the HRA could consider this request from the perspective of addressing affordable housing goals, and assisting citizens on limited, fixed incomes.

Member Pust concurred; however, opined that those income guidelines may be applicable for approximately 40% of the entire Roseville community.

Chair Maschka opined that this request was representative of another need for the HRA to explore bonding options, and should be included in the HRA's future discussions regarding a 2011 work plan. Chair Maschka concurred with Member Pust regarding using public monies randomly, but noted this and similar situations that the HRA needed to determining their role and funding options for that role.

Executive Director Trudgeon noted that the HRA's web page included HIA's as a funding tool, but that staff did not actively market that option. Mr. Trudgeon suggested that the 2011 work plan include direction for staff to make concerted outreach efforts and direct contact with housing associations in the community to determine what, if any, needs are apparent and roles the HRA could play avoid those properties deteriorating.

Member Pust noted that if funds were not available, people's expectations shouldn't be raised. Member Pust questioned the validity of, and meaningfulness of the bank rejections meant; and whether this truly represented a last resort for the LJA or if other private financing options may be available. Member Pust cautioned the LJA that if there were other private options available to them, they should thoroughly research those options, since the government process was slower than the private financing market. Member Pust strongly encouraged the LJA to increase their monthly association fees now to avoid becoming further in arrears.

Chair Maschka noted, from a financial perspective, this complex was very small and probably shouldn't have been converted; and questioned if the banks had rejected the project based on the size of the loan being too small or based on financial impacts on the marketability of each unit.

Member Masche advised that Mutual of Omaha Bank was very active in residential lending markets, and had a very detailed and strenuous process for reviewing requests, and if they rejected financing the project, it was a significant statement, based on the size of the loan request and its expensive impact for all parties. Member Masche noted that increasing association dues was part of the HIA legal compliance and the association's due diligence in developing a financial plan to facilitate adequate reserve funds.

Member Majerus suggested that a future HRA agenda provide for discussion on how much involvement the HRA desired as other potential requests came forward as more association's became aware of this option and submitted requests; to ensure the HRA didn't become proactive in encouraging use of an HIA.

Ms. Kelsey noted that the request to the HRA, and recommendation to the City Council if approved by the HRA, initiated the process of developing the third party financial reports by the LJA, a proposed fee resolution; two (2) public hearings, one for creation of the ordinance and one to establish the fee; during which that due diligence and review by City staff could delay or halt the request.

Member Pust noted that the make up of the City Council had not changed, and reminded HRA members and staff to take into consideration the political nature of the previous HIA request. Member Pust expressed her bias that when an HIA was used, it was paid off when the property was sold; and she was opposed to a private party benefitting financially from public funds.

Member Masche addressed special assessments paid in a year versus allowing payment over time if an association assessed their own members.

Ms. Kelsey noted that such a process couldn't be done if bonds were issued, as it may result in a shortfall for repayment of those bonds, following the property or for a term of fifteen (15) years. Ms. Kelsey clarified that, if HRA funds were used and not a bond issue, the HRA could allow for early repayment.

Member Pust opined that she would always want that as a policy.

Chair Maschka noted the need to consider unintended consequences in the marketplace with the current market value or sales price of individual units in addition to a substantial assessment on top of that market value.

Member Lee concurred, noting that they could already be overleveraged before adding the extra HIA burden.

Member Pust noted that it was apparent that units were not selling well now.

Member Elkins sought additional information on the demographics of current unit property owners.

Marion Hewitt, Resident Homeowner of a unit at 3076 N Lexington Avenue
As a long-term resident of the complex, Ms. Hewitt responded that the units were owned by a lot of young people at this time; with four elderly married owners and a total of seven to eight elderly-owned units; with all units currently occupied; and several younger people having children, but covenants restricting that as there was insufficient play area for them other than crossing Lexington Avenue to Lake Josephine Park, not a safe choice.

At the request of Chair Maschka, Mr. Schumacher advised that of the total of twenty-three (23) units, two (2) of those were rental units, with the remainder owner-occupied. Mr. Schumacher advised that if the assessment was stipulated for pay off at sail, it would seriously impact resale of the units, estimating that the majority of the units valued at $60-65,000 in today's market, and an additional estimated $17,000 in assessments, would signify a net loss for most of those property owners.

Member Pust noted the need to factor that in; however, opined that a number of single-family homes were currently upside down in the market as well; and the HRA needed to consider their role in the overall housing market.

Mr. Schumacher advised that the units sold for an average of $100,000 before the economic downturn and housing market slump; and that new owners would have the added value of the improvements, such as the new elevator and boiler, that would provide a benefit to them, as opposed to the person selling the unit.

At the request of Chair Maschka, Ms. Kelsey clarified that the loan would be applied to each individual unit, not the association itself; with Mr. Trudgeon noted the need to sort out the costs for each unit.

Member Elkins opined that the HRA's involvement in this HRA would serve to support its goal for providing sustainable housing in the community.

Member Lee opined that it also served to stabilize the City's tax base, and that it fit the HRA's criteria. Member Lee sought clarification from staff if the approval was reversible at any point in the process.

Ms. Kelsey advised that, if the process was not completed within sixty (60)-days of the ordinance adoption, the process would need to be initiated again from the beginning. Ms. Kelsey reminded HRA members that it was up to the City Council to make the final determination, based on the HRA's recommendation; and that if the HRA chose not to make a recommendation, the City Council may not pass the ordinance.

Thinking "outside the box" and from a financial perspective, Chair Maschka opined that it might make more sense to rehabilitate and then sell the entire building as an apartment building that should have never been converted.

Ms. Kelsey observed that this complex was not an isolated case in Roseville that fit into that category.

Motion: Member Elkins moved, seconded by Member Lee to recommend that the Roseville City Council hold a public hearing for consideration of an ordinance establishing an HIA for the Lake Josephine Association.

Ayes: 6
Nays: 0
Motion carried.

b. HRA Staffing

Executive Director Trudgeon summarized the request to include a review of the HRA organizational staffing plan as part of the 2011 work plan, as detailed in the Request for HRA Action dated November 16, 2010. Mr. Trudgeon noted that HRA staff had made great strides in the three (3) years since its 2007 reorganization, with more resources dedicated toward its mission and refocusing on that mission, with aggressive efforts to-date. Mr. Trudgeon noted the need, as supported by the HRA's Finance Sub-Committee, to review the Housing Program Coordinator's job description, given its critical role for the HRA mission, and involvement in day-to-day operations to ensure that the job description matched operational realities.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1/24/11
Item No.: 12.a

Department Approval

DB

City Manager Approval

WJMalinen

Item Description: Approve Resolution Requesting Ramsey County Establish Further Parking Restrictions on County Road B-2

BACKGROUND

Last summer the Traffic Safety Committee received a request to review the safety of current parking regulation on County Road B-2 from Hamline Avenue to Lexington Avenue. Residents were concerned with the allowed parking on both sides of B-2 during the increasing number of events held at the Roseville High School Stadium. Currently parking is allowed on both sides on this stretch of road except during the hours of 7am to 3pm. This allows parking on both sides during sporting events at the stadium. The residents are concerned with the narrowness of the street not allowing two large vehicles to meet when vehicles are parked both sides. There are also concerns for the occupants of those vehicles when entering and exiting their vehicles and crossing the street between vehicles under these conditions.

Staff reviewed the street width and determined the existing road is 34 feet wide. With vehicles parked on both sides there is only 16 to 18 feet left for two way traffic to pass. This is inadequate for a street with 6100 vehicles per day under current design standards. It would be hazardous for a fire truck or any large vehicle to meet another vehicle with parked vehicles on both sides. Staff contacted the School District on this issue and received a response that they would support further restricting parking to only allow parking on the south side.

The Committee requested the residents provide a petition indicating a majority of the residents support a restriction of no parking on the north side of the street. Attached is a copy of the petition received. (Attachment B) Seventy three percent of the single family parcels appear to support the change. Staff will notify the affected parcels that this will be under consideration at the Council meeting.

This roadway is under Ramsey County jurisdiction and will require them to concur with the proposed change and to make the physical improvements. This would include signage and possibly restriping the pavement. Ramsey County staff has indicated support for the change if the city requests it.

POLICY OBJECTIVE

The City cooperates with the County and State to provide a safe transportation network for motorists, pedestrians, and residents. Regulating parking is necessary to achieve that objective based on the needs and safety of all stakeholders.

FINANCIAL IMPACTS

This request should have no financial impact on the City of Roseville.

STAFF RECOMMENDATION

Staff recommends the Council approve a resolution requesting Ramsey County to establish no parking anytime on the north side of County Road B-2 from Hamline Avenue to Lexington Avenue.

REQUESTED COUNCIL ACTION

Approve Resolution requesting Ramsey County to establish no parking anytime on the north side of County Road B-2 from Hamline Avenue to Lexington Avenue.

Prepared by: **Duane Schwartz, Public Works Director**
Attachments: A. Resolution
B. Petition
C. Location Map

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

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 24th day of January, 2011, at 6:00 p.m.

The following members were present:

and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION REQUESTING RAMSEY COUNTY ESTABLISH ADDITIONAL PARKING RESTRICTIONS ON COUNTY ROAD B-2

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

WHEREAS, County Road B-2 from Hamline Avenue to Lexington Avenue is a County State Aid roadway;

AND WHEREAS, such roadway is under Ramsey County jurisdiction and maintained by Ramsey County Public Works;

AND WHEREAS, Ramsey County sets parking restrictions on it roadway system;

AND WHEREAS, The city has received a petition from residents of this segment of roadway seeking further parking restrictions on this segment of County road B-2 due to roadway width and safety concerns

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, that the City of Roseville requests Ramsey County to establish no parking anytime on the north side of County Road B-2 from Hamline Avenue to Lexington Avenue;

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

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

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of January, 2011 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of January, 2011.

____

William J. Malinen, City Manager

(Seal)

JANET A. HENQUINET, Ph.D.

1187 County Road B2 West, Roseville, MN 55113 ·651-483-3098 ·janethenquinet@comcast.net

October 29, 2010

Duane Schwartz, Public Works Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Hi Duane,

As you requested, I have contacted my neighbors about banning parking on the north side of County Road B2 between Lexington and Hamline. The petition with signatures is enclosed.

My visits with the petitioners provided an opportunity for them to express numerous concerns about the degradation of the quality of life and property values for the neighbors of the high school.

<u>I identified several concerns in my June 2, 2010 email (copy attached):</u>
1. Those of us who live across from the school have great difficulty safely exiting (and even entering) our driveways. I now have friends inquire about the traffic situation before making plans to come to my house.

2. Many times people will park with 1-3 feet of their vehicle on my grass since large vehicles do not really fit within the white lines on the street.

3. Most important is the safety hazard created when trying to drive down the street with cars lining both sides. Car doors swinging open into the lane of traffic, adults and children darting out from between cars, and generally heavy pedestrian traffic when there is extremely limited visibility for drivers are the proverbial "accidents waiting to happen". This situation is obviously exacerbated further when we have both athletic events and the evening rush hour backup from the Lexington Avenue traffic light. Tooting horns and screeching brakes always make my heart beat a bit faster.

<u>In addition, my neighbors reminded me:</u>
4. Emergency vehicle access is a problem and a critical issue (noted by former fire truck driver) when cars park on both sides of the street.

5. The noise pollution for neighbors of the high school has increased significantly since the athletic field is now rented out and used more frequently so we should at least get some relief from the parking problems.

6. Parking in front of mailboxes is a problem for both the post office and the residents.

7. Private driveways are now frequently used for U turns creating a safety issue on private property.

8. The designated "exit only" on the east end of the school parking lot is used for both exit and entrance but the designation creates another hazard when drivers ignore it and block traffic.

You have previously indicated that the road, if being built today using state or federal funds, would not meet current design standards for parking on both sides. Given that situation and the problems indicated by residents we sincerely hope that the Traffic Safety Committee and the Roseville City Council will request Ramsey County to ban parking on the north side of the road. I will be glad to appear at either a committee or council meeting if that is appropriate/necessary.

Regards,

Janet Henquinet

TO: ROSEVILLE CITY COUNCIL
FROM: RESIDENTS ON COUNTY ROAD B2 W

PETITION TO RESTRICT PARKING TO ONE SIDE OF COUNTY ROAD B2 WEST
Between Lexington and Hamline Avenues

As current residents of County Road B2 West between Lexington and Hamline Avenues we request that the City of Roseville and Ramsey County limit parking to one side of the road.

We make this request due to traffic congestion and serious safety issues when there are school events.

It is our understanding that if the road were being built today it is not wide enough to allow parking on both sides under state and federal funding guidelines. This is further justification for our request.

To ease both congestion and address safety concerns we request that parking be allowed on the south side of B2 (high school side) and no parking be allowed on the north side of B2.

Thank you for your consideration of this request.

NAME	ADDRESS	DATE
[illegible signature]	1187 Co. Rd B2 W	10/1/2010
Trung Nguyen	1181 County Rd B2 West	10/05/10
[illegible signature]	1181 County RD B2 W	10/5/10
[illegible signature]	1181 Conty RD B2 W	10/5/10
John Lakowich	1195 County Rd B-2 W	10/16/10
Andrea Lakowich	1195 Co. Rd B-2 W	10/18/10
Michael [illegible]	" " " "	10/18/10
[illegible signature]	1201 W. Co. Rd B2	10/18/10
[illegible signature]	" " "	"
[illegible signature]	1207 Co. RD. B-2	10-18-10
William Allen	2403 N. DUNLAP ST	10-18-10
Audrey J. [illegible]	1145 Co Rd B-2 W	10-18-10
Norman T. Greg	1137 W. Co. Rd. B-2-	10-18-10
[illegible] M. [illegible]	" " " " "	10-18-10
Pat Buchholz	1115 Co. Rd B2	10-18-10
Vic Buchholz	1115 Co Rd B2	10-18-10

1129 Co. Rd B2 currently vacant/for sale

Questions? Contact Janet Henquinet 651-483-3098

8/17/10 place message

Janet Henquinet

From: "Janet Henquinet" <janethenquinet@comcast.net>
To: <duane.schwartz@ci.roseville.mn.us>
Sent: Wednesday, June 02, 2010 11:06 AM
Subject: B2 parking restrictions (Lexington to Hamline)

Hi Duane,

As we discussed yesterday I am requesting further parking restrictions on the north side of County Road B2 between Lexington and Hamline.

I live at 1187 County Road B2 and have been here since 1973. Traffic continually increases on this road as one would expect but since the enlargement of Rosedale and the addition of the movie theatres the increase has been even more noticeable. In addition to the general increase we now have daily traffic backups from the Lexington Avenue intersection past my house during evening rush hour.

<u>Most importantly, there is a serious safety issue when there are athletic events at the high school. Even though there may be parking spaces available in the school parking lot many people choose to park on both sides of B2 and be as close to the gates as possible. This creates a number of problems:</u>

1. Those of us who live across from the school have great difficulty safely exiting (and even entering) our driveways. I now have friends inquire about the traffic situation before making plans to come to my house.
2. Many times people will park with 1-3 feet of their vehicle on my grass since large vehicles do not really fit within the white lines on the street.
3. <u>Most important is the safety hazard</u> created when trying to drive down the street with cars lining both sides. Car doors swinging open into the lane of traffice, adults and children darting out from between cars, and generally heavy pedestrian traffic when there is extremely limited visibility for drivers are the proverbial "accidents waiting to happen". This situation is obviously exacerbated further when we have both athletic events and the evening rush hour backup from the Lexington Avenue traffic light. Tooting horns and screeching brakes always make my heart beat a bit faster.

My request is for a general parking ban on the north side of B2 between Lexington and Hamline. If that is not possible/feasible I am requesting that, at minimum, there be a north side parking ban during school or athletic events. In the latter case I am not sure what signage could be used to avoid confusion and enforcement problems so I leave that up to the city and county to determine.

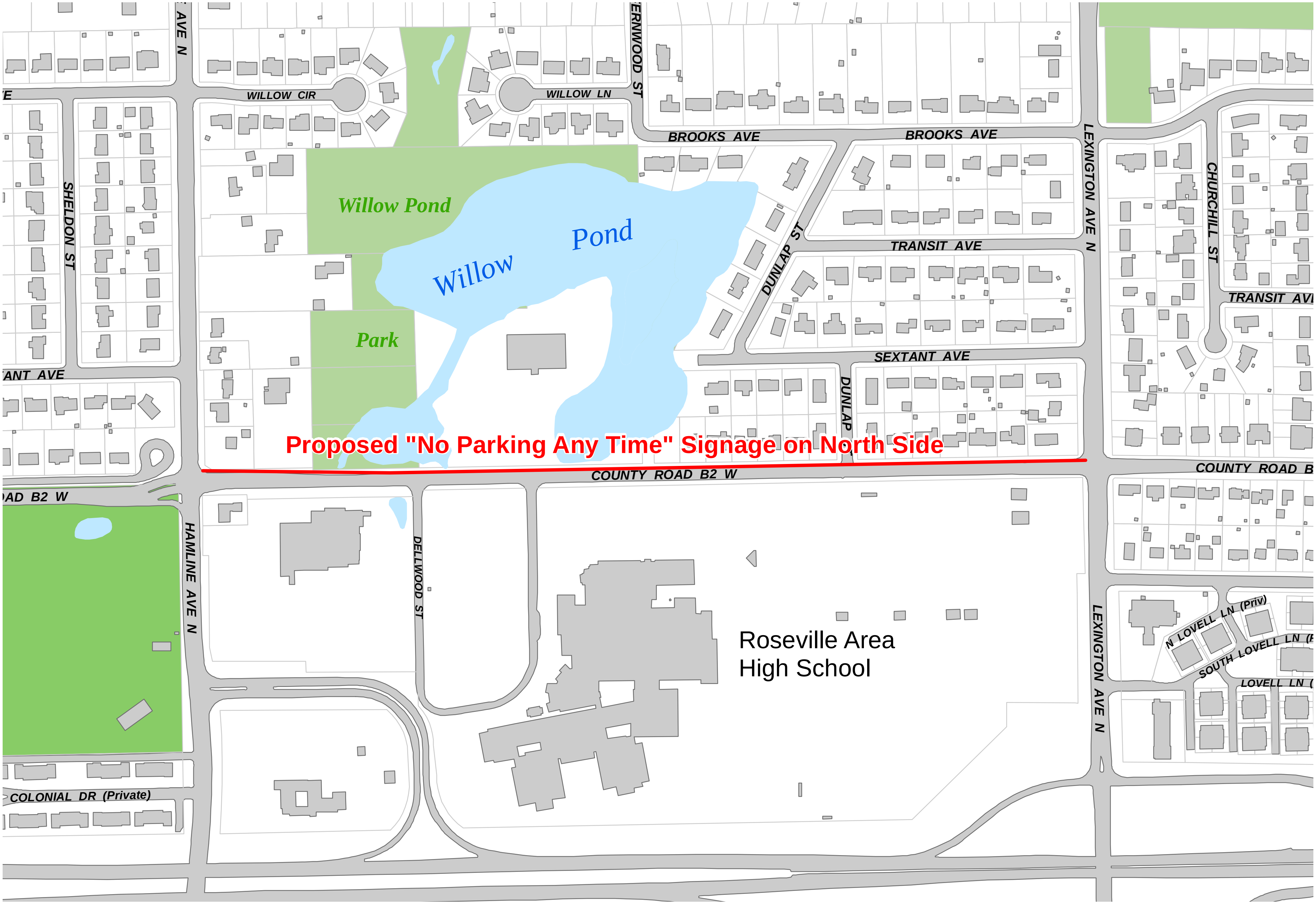
I definitely am not complaining about state fair parking but would like to add that a general parking ban on the north side would also help the safety situation during the two weekends of the fair when fairgoers park on both sides of the street.

Please feel free to call me if I can provide any further information 651-483-3098 and thank you for your consideration of this request.

Regards,
Janet

Janet Henquinet, PhD
janethenquinet@comcast.net

Attachment C



County Road B2 Parking Signage

ROSEVILLE
Prepared by:
Engineering Department
January 14, 2011

Data Sources and Contacts:
* Ramsey County GIS Base Map (11/29/10)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

0 50 100 150 200 Feet

N

mapdoc: CountyRoadB2ParkingSignage.mxd
map: CountyRoadB2ParkingSignage.pdf

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1/24/2011
Item No.: 12.b

Department Approval

City Manager Approval

Item Description: Authorize Survey for Parks and Recreation Master Plan Implementation

BACKGROUND

On November 15th, 2010, the City Council adopted the Parks and Recreation System Master Plan and authorized staff to work with the Parks and Recreation Commission to establish and explore a structure and process for citizen involvement and master plan implementation. That process has been ongoing since that time.

The adopted master plan is a result of extensive community involvement while building on Imagine Roseville 2025 (IR 2025). The extent of the process is outlined in the plan.

The plan is primarily value based with the anticipation that the next step is to conduct a statistically valid survey in order to:

- Validate the master plan components
- Assist in identifying phase one projects
- Gauge the level of interest and comfort level of citizen financial support

The Citizen Organization Team (COT) has met four times with efforts now being made to solicit Citizen Implementation Team (CIT) Members

The anticipated next steps are for the Parks and Recreation Commission and the COT to:

- Explore project phasing options
- Guide the statistically valid survey in order to compare and contrast the final plan details and determine support level for implementation direction
- Communicate plan details and implementation strategies to community
- Review, analyze and recommend consideration of funding mechanisms, not alone, but including a referendum for phase 1 for fall 2011

The survey has been discussed for some time and was recommended by the Master Plan Citizen Advisory Team (CAT). Currently, the Citizen Organizing Team is anxious to proceed with the statistically valid survey to be able to continue their work in earnest.

Parks and Recreation Commission Chair and COT member Stark was asked by the COT to work with staff to lead the survey effort and has agreed.

Several qualified market research firms were contacted to submit a proposal. Two proposals were received from National firms that specialize in the type of information that the COT, Commission and staff are seeking. The two proposals received were from Green Play/National Research Center and Leisure Vision.

On January 4th, 2011 the Parks and Recreation Commission reviewed both survey proposals and unanimously recommend that the City Council authorize the attached Leisure Vision proposal.

After review and analysis of the proposal by Stark, members of the COT as well as the Parks and Recreation Commission, Leisure Vision is being recommended to conduct the survey.

The timeframe of the survey is outlined in the proposal and is an approximate three month process. It will be coordinated with the recently approved City satisfaction survey to avoid duplication of recipients.

Questions for the survey are yet to be established and will be reviewed and guided by the Parks and Recreation Commission and the Citizen Organizing Team (COT).

On January 10th, 2011 the City Council approved a $50,000 budget for the implementation phase, which included the statistically valid survey. Authorization of the survey was tabled until tonight's meeting.

Three survey options were provided from Leisure Vision and it is recommended that the 600 sample survey be chosen, plus the benchmarking option as outlined in the proposal. The total cost is $21,100. It will be paid for by the master plan implementation budget that was approved at your January 10, 2011 meeting.

POLICY OBJECTIVE

The process is consistent with City goals to engage the community when planning the provision of services, facilities and land use. It is also consistent with the City's efforts outlined in IR 2025.

FINANCIAL IMPACTS

The total cost of the survey, including the benchmarking option is $21,100 and is proposed to be paid for with the $50,000 implementation phase budget approved on January 10th, 2011

STAFF RECOMMENDATION

Based upon the recommendation of the Parks and Recreation Commission and the Citizen Organizing Team, staff recommends that the City Council authorize the attached Leisure Vision proposal to conduct a statistically valid survey including the benchmark option for a cost of $21,100 paid for with the approved implementation phase budget.

REQUESTED COUNCIL ACTION

Motion to authorize the attached proposal from Leisure Vision to conduct a statistically valid survey including the benchmark option for a cost of $21,100 paid for with the $50,000 Master Plan Implementation Budget that was approved on January 10th, 2011.

Prepared by: Lonnie Brokke, Director of Parks and Recreation
Attachment:

a. Master Plan Implementation Process Budget

b. Leisure Vision Survey Proposal

Attachment A

Proposed Master Plan Implementation Budget 1-10-11

1. Survey and Benchmarking $21,100
    - 1500 Mailed household survey
    - 5 page questionnaire
    - Approximately 400 completed
    - Recommend questions for the in-house phone survey
    - Advise process for in-house phone survey

2. Education Campaign- Community Outreach $24,500

    - Promotional Materials (1x)
        - Design, Layout, Copy $3,500
        - Materials & Printing $2,500
    - Mailings
        - Citywide Newsletter
            - Printing $4,500
            - Mailing $3,000
        - Citywide Postcard
            - Printing $1,500
            - Mailing $1,000
        - Survey Follow-up Mailing
            - Printing $500
            - Mailing $250
        - In-house Phone Survey
            - Part-time Staffing $1,000
              100 hours @ $10/hour
        - Fifteen (15) Discover Your Parks Events (one/constellation)
            - Part-time Staffing $2,750
              275 hours @ $10/hour
            - Supplies $1000
            - Mailings $2,500
        - Four (4)Implementation Team meetings $500

3. Contingency $ 4,400

Total $50,000

Attachment B

A Proposal to Conduct a
City-Wide Needs Assessment Survey

Submitted to the

City of Roseville, Minnesota

by

Leisure Vision

(A division of ETC Institute)
725 W. Frontier Circle
Olathe, KS 66061
(913) 829-1215

December 27, 2010

Contents

Section 1:
Cover Letter

Leisure Vision

a division of ETC Institute

Assisting Organizations & Communities in Making Better Decisions

December 27, 2010

Ms. Jill Anfang, Assistant Director
Roseville Parks and Recreation
2660 Civic Center Drive
Roseville, Minnesota 55113
Jill.anfang@ci.roseville.mn.us

Dear Ms. Anfang:

Leisure Vision (a division of ETC Institute) is pleased to present the enclosed proposal to work with the City of Roseville and the Citizen Organizing Committee to conduct a survey to validate your recently adopted updated Parks and Recreation Master Plan.

Leisure Vision/ETC Institute has conducted more than 600 needs assessment studies and consulting assignments in 46 states "to help communities and agencies make better decisions." ***More than 400 of our needs assessment surveys have involved master planning efforts***. We have participated on numerous successful feasibility studies for special facilities, such as community centers, family aquatic centers, community parks, trail systems, etc. The surveys we have conducted have assisted communities **in *passing over $2.5 billion in voter approved referendums*** to develop and operate parks and recreation facilities.

We have worked with communities ranging in size from 3,000 residents up to over 1 million residents. Examples of communities who have selected us to work with them include:

Arlington County, VA
Atlanta, Georgia
Baton Rouge, LA
Bend, Oregon
Bloomington, Indiana
Brunswick, Maine
Canton Leisure Ser. Ohio
Castle Rock, Colorado
Casper, Wyoming
Columbia, Missouri
Columbus, Ohio
DeKalb County, Georgia
Denver, Colorado
Des Moines, Iowa,
Edina, Minnesota
Elk Grove, Illinois
Fort Lauderdale, FL
Geneva, Illinois
Glendale, Arizona
Henderson, Nevada
Hoffman Estates, IL
Kansas City, Missouri
Kettering, Ohio
Las Vegas, Nevada
Lindenhurst, Illinois
Lubbock, Texas
Los Angeles, California
Mesa, Arizona
Miami, Florida
Montrose, Colorado
Morris County, NJ
Norfolk, Virginia
Northbrook, Illinois
Oakland County, MI
Olathe, Kansas
Palm Desert, CA
Owensboro, Kentucky
Pinellas County, Florida
Platte County, Missouri
Polk County, Iowa
Peoria, Arizona
Provo, Utah
Roanoke County, VA
Saint Paul, Minnesota
San Francisco, California
Shoreline, Washington
South Burlington, Vermont
State of Kentucky
State of Texas
St. Louis County, Missouri
Tamarac, Florida

725 W. Frontier Circle, Olathe, Kansas 66061 ν (913) 829-1215 ν Fax (913) 829-1591

Leisure Vision

a division of ETC Institute

Assisting Organizations & Communities in Making Better Decisions

Voter Support

Leisure Vision market research surveys have assisted communities win more than $2.5 billion in voter approved projects over the past five years. We have worked with numerous Citizen Committees conducting citizen surveys, validating work processes and building additional community buy-in strategies. Leisure Vision conducts phone surveys and mail/phone surveys, all with in-house staff. Our goal with each survey and project effort is to assist organizations and communities in making better decisions, by providing highly accurate market research information and tools for performance measurement, supported by unparalleled strategic analysis of the survey results.

National Benchmarking

Leisure Vision has an unparalleled database of more than 70,000 survey responses from parks and recreation open space plans, strategic plans, and other planning efforts from communities across the country and in Minnesota. ***We have benchmarks for over 100 parks and recreation services***. This information provides our clients extremely valuable comparative analysis of their citizen's attitudes and priorities with those of other communities.

Benchmarking National Averages have been developed for numerous strategically important parks and recreation planning and management issues including: customer satisfaction and usage of parks and programs; methods for receiving marketing information; reasons that prevent members of households from using parks and recreation facilities more often; priority recreation programs, parks, facilities and trails to improve or develop; priority programming spaces to have in planned community centers and aquatic facilities; etc.

I will serve as the project manager for your assignment. My experience includes more than 500 needs assessment projects across the country, including Minnesota.

We are very interested in working with the City of Roseville and the Citizen Organizing Committee to conduct a Citizen Survey to validate your recently adopted updated master plan. If you have any follow-up questions regarding our proposal, please do not hesitate to contact me at 913-829-1215 or contact me at Rvine@etcinstitute.com.

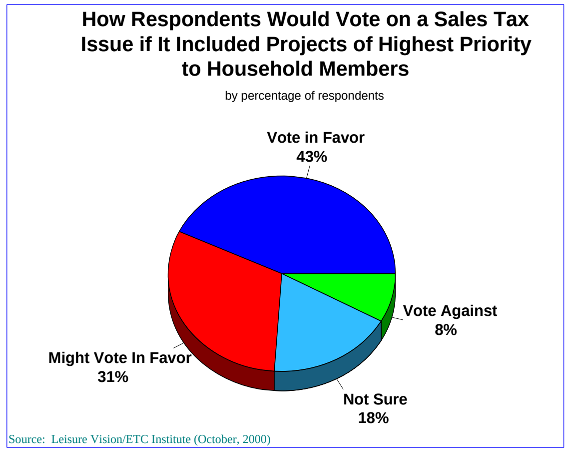
Sincerely,

Ronald A. Vine, President
enclosures

Section 2:
Qualifications of Leisure Vision

Overview

Our ability to **Effectively Listen & Involve Citizens and Clients** has given Leisure Vision/ETC Institute a reputation as one of the premier public policy market research firms in the country. Leisure Vision's services focus on involving citizens, users, and stakeholders in the decision making process and developing creative and sustainable funding strategies.



Core services of the firm involve conducting statistically valid phone and mail/phone services and related market research. We have conducted more than 600 surveys for parks and recreation systems in 46 states across the Country for a wide variety of projects including parks and recreation master plans, strategic plans and feasibility studies.

Since 1992, the principals and associates of ETC Institute/Leisure Vision have helped **secure funding for more than $2.5 billion of parks and recreation projects.** The firm has extensive experience conducting surveys as components of plans leading to successful voter elections. Leisure Vision's work allows the community to see itself in their planning efforts, providing buy-in and trust in the process.

Examples of clients who have selected us to work with them include:

Arlington County, Virginia
Atlanta, Georgia
Aberdeen, South Dakota
Aurora, Ohio
Bend, Oregon
Broward County, FL
Brunswick, Maine
Castle Rock, Colorado
Casper, Wyoming
Cedar Rapids, Iowa
Champaign, Illinois
Claremont, New Hampshire
Dallas, Texas
DeKalb County, Georgia
Denver, Colorado
East Baton Rouge, LA
Edina, Minnesota
Fairfax County, Virginia
Fort Lauderdale, Florida
Glendale, Arizona
Greenville County, SC
Henderson, Nevada
Kansas City, Missouri
Kalamazoo, Michigan
Key Biscayne, Florida
Kirkwood, Missouri
Las Vegas, Nevada
Los Angeles, California
Macomb Township, MI
Mesa, Arizona
Miami, Florida
Miami-Dade County, FL
Morris County, New Jersey
Mundelein, Illinois
Naperville, Illinois
National Park Service
Norfolk, Virginia
Northville, Michigan
Oakland County, MI
Olathe, Kansas
Overland Park, Kansas
Owensboro, Kentucky
Peoria, Arizona
Pinellas County (FL)
Provo, Utah
Rolla, Missouri
Ramsey, Minnesota
Radnor, PA
Richmond, California
Saint Paul, Minnesota
San Diego, California
San Francisco, California
Shawnee, Kansas
Shoreline, Washington
State of Connecticut
State of Rhode Island
St. Charles County, MO
St. Louis County, MO
South Burlington, VT
Tempe, Arizona
Tucson, Arizona
Victor, New York
Westchester County, NY

ETC

PARENT COMPANY OF LEISURE VISION

ETC Institute is the parent company of Leisure Vision. ETC Institute is a 62-person, market research firm that specializes in the design and administration of market research for state and local governmental organizations. Areas of emphasis include: community attitude surveys, citizen satisfaction surveys, employee surveys, focus groups and stakeholder interviews. The company is woman-owned and certified as a Disadvantaged Business Enterprise (DBE). Since 1982, ETC Institute has completed research projects for city and county governments in 46 states. ETC Institute has designed and administered more than 2,500 statistically valid surveys and our team of professional researchers has moderated more than 1,000 focus groups and 1,500 stakeholder meetings.

Our Research is Implementation Oriented: ETC Institute specializes in helping organizations use market research to make better decisions. During the past four years, the results of our market research have lead to more than $2 billion in funding initiatives by state, municipal and county governments as well as numerous nonprofit organizations. Projects that have been funded include a wide range of community redevelopment projects, transportation initiatives, improvements to schools and health care institutions, water and electrical utility improvements, tourism attractions, neighborhood improvements, downtown revitalization projects, etc.

In-House Capabilities ETC Institute has a new research center equipped with a high-speed 24 station call center, state-of-the-art focus group facilities, and a mail processing center capable of processing more than 30,000 pieces of mail per day. ETC Institute also has extensive capabilities for the administration of surveys in Spanish and other languages

In 2000, ETC Institute was selected as one of the ***Top 10 Small Businesses in the Kansas City Area*** by the Greater Kansas City Chamber of Commerce for our commitment to customer satisfaction, quality, and innovations in the field of market research, particularly with regard to our ***extensive database for benchmarking citizen satisfaction*** with the delivery of local governmental services. More than 1,700 firms in the metropolitan Kansas City area were nominated for the honor. The Kansas City Business Journal recognized ETC Institute as ***One of the Best Places to Work in Greater Kansas City*** for our commitment to workforce diversity.

Internal Capacity and Resources

Unlike many firms who outsource data collection activities, Leisure Vision/ETC Institute has in-house capabilities for performing all data collection tasks. This provides our clients with two advantages. First, we are able to directly control the scheduling of all research activities to ensure that all surveys are completed on time. Second, our senior research professionals are able to directly monitor the administration of the survey, which allows our team to understand anomalies in the data collection process which could later compromise the analysis and interpretation of the data.

Leisure Vision/ETC Institute's in-house resources will allow the project team to monitor all phases of the survey administration process, which will ensure that the highest standards of quality are maintained. In-house services include:

Mail Center. Our Pitney Bowes mail processing and postage metering system is capable of processing up to 30,000 pieces of mail per day, including postcard reminders, travel diaries, thank you letters, and other information that will be sent to travel survey participants. We maintain a return-reply permit with the U.S. Post Office, which allows us to provide survey respondents with postage-paid return envelopes. By using postage-paid return envelopes instead of affixing postage to envelopes (e.g., using stamps), we only pay for postage on completed surveys. This allows us to minimize costs for our clients.

Call Center. Research efforts range in size from several hundred surveys to more than 15,000 surveys. In 2007, Leisure Vision/ETC Institute surveyed more than 300,000 persons in North America on behalf of 225 different organizations. Our market research accuracy and attention to client needs is unparalleled. Leisure Vision/ETC Institute's new call center is equipped with 28 interviewing stations that can easily be expanded to accommodate 56 interviewers. Daily survey administration capabilities include:

- 1,960 completed 5-minute surveys per day
- 1,430 completed 10-minute surveys per day
- 1,020 completed 15-minute surveys per day
- 780 completed 20-minute surveys per day

Foreign Languages. In-house foreign language translation and telephone recruitment services for Spanish, French, and various Asian languages.

Quality Control. Leisure Vision/ETC Institute's quality control procedures for the administration of market research that is being conducted by ETC Institute for the National Parks Service were recently reviewed and accepted by the U.S. Office of Management and Budget.

Market Research Services Provided

Leisure Vision/ETC Institute provides a host of market research services including the following:

Focus Groups and Stakeholder Interviews

Leisure Vision/ETC Institute has facilitated focus groups and stakeholder interviews for organizations across the United States. Focus groups have been conducted for a wide range of assessments, public policy initiatives, strategic and long range planning efforts, visioning plans, comprehensive planning efforts, parks and recreation master plans, transportation plans, health care strategic plans, bi-state planning efforts, customer satisfaction initiatives, and numerous state, regional, and national associations.

Surveys

Leisure Vision/ETC Institute is nationally recognized for our expertise in survey research. We have been helping non-profit and local governmental organizations use surveys as a guiding force for setting measurable community level goals and priorities for more than two decades. During the past three years alone, ETC Institute has designed and administered market research assessments on behalf of clients in 46 states

On-line Market Research

Leisure Vision/ETC Institute can help organizations gather input via the Internet with our on-line market research division. Internet-based surveys are suitable for a wide range of purposes including: customer satisfaction surveys, employee surveys, business surveys, and other purposes.

Consensus Building Workshops

At the end of projects, Leisure Vision/ETC Institute can facilitate workshops with senior managers and/or elected officials. The workshop will be designed to build consensus around "top priorities" for the City based on the results of the survey. The workshop will help set the stage for acceptance of the recommendations as well as action that will lead to the implementation of initiatives that will support the recommendations.

Surveys of Underserved/Environmental Justice Groups

Leisure Vision/ETC Institute understands the importance of gathering data from traditionally underserved populations. During the past three years, ETC Institute has administered more than 20,000 surveys to traditionally underserved populations. Our extensive experience in the recruitment of traditionally underserved populations to participate in surveys ensures that our clients get accurate data for a wide range of difficult to reach populations including non-English speaking persons, persons with mental and physical disabilities, inner city and rural poor, and the elderly.

Secondary Analysis

Leisure Vision/ETC Institute has extensive experience conducting primary and secondary research efforts for a wide range of governmental organizations in major metropolitan areas for more than 20 years. We have the expertise to perform needs assessment research that adheres to rigorous standards for impartiality & also addresses the issues most valuable to decision-makers.

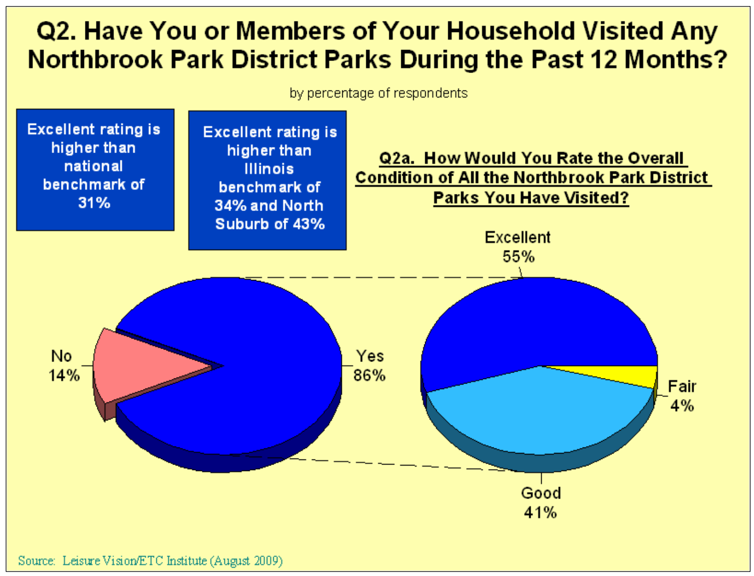
Benchmarking

Leisure Vision has two (2) unparalleled national Benchmarking data bases.

Benchmarking of CITIZEN SURVEY Responses.

Leisure Vision/ETC Institute has an unparalleled database of more than 60,000 survey responses BY CITIZENS from parks and recreation open space plans, strategic plans, and other planning efforts from communities across the country. This information provides our clients extremely valuable comparative analysis of their citizen's attitudes and priorities with those of other communities.

Benchmarking National Averages have been developed for over 100 strategically important parks and recreation planning and management issues including: customer satisfaction and usage of parks and programs; methods for receiving marketing information; reasons that prevent members of households from using parks and recreation facilities more often; priority recreation programs, parks, facilities and trails to improve or develop; priority programming spaces to have in planned community centers and aquatic facilities; etc.



Benchmarking of PARKS AND RECREATION AGENCY RESOURCES

ETC Institute/Leisure Vision additionally has An unparalleled data base of benchmarking information from over 300 parks and recreation agencies across the country on issues including numbers and types of parks, trails, indoor and outdoor recreation facilities; operating and capital budgets; staffing, types of partnerships, etc. This data base can be used in developing unique level of service standards, comparative analysis of your agency and other agencies, etc.

Ron Vine, President of Leisure Vision and a Vice-President with ETC Institute has presented sessions on benchmarking at each of the past five (5) National Parks and Recreation Congresses as well as numerous state and regional congresses.

Gold Medal Award Winning Communities

Leisure Vision has conducted surveys for over 35 Gold Medal Award Winning communities, since our founding in 1982. Gold Medal Award winning communities we have worked with in the past ten (10) years include:

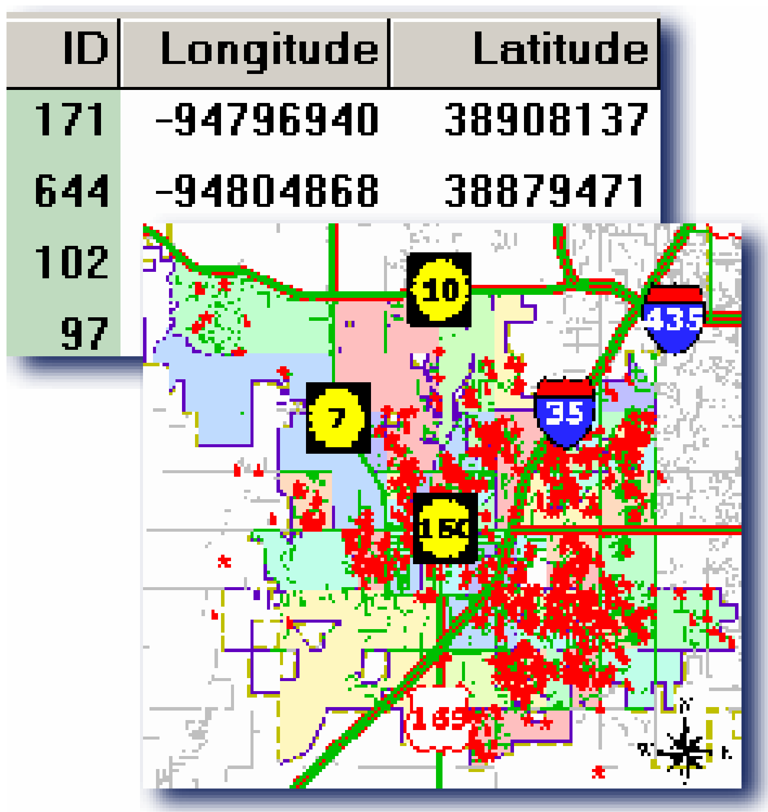
- Hoffman Estates, Illinois
- Canton Leisure Services, Ohio
- City of Bloomington Parks and Recreation, Indiana
- Tempe Parks and Recreation, Arizona
- Bend Metro Park and Recreation District, Oregon
- Saint Paul Parks and Recreation, Minnesota
- Schaumburg Park District, Illinois
- Fairfax County Park Authority, Virginia
- Carol Stream Park District, Illinois
- City of Mesa Parks, Recreation, and Cultural Division, Arizona
- Springfield-Green County Park Board, Missouri
- City of Henderson Parks and Recreation

Accredited Agencies

Leisure Vision has conducted surveys for over 20 of the 78 Accredited Agencies. Accredited Agencies we have conducted surveys for include:

- City of Tamarac Parks and Recreation Department, Florida
- City of Ormond Beach Leisure Services Department, Florida
- City of Atlanta Department of Parks, Recreation, and Cultural Affairs, Georgia
- City of Bloomington Parks and Recreation Department, Indiana
- City of Fort Wayne Parks and Recreation Department, Indiana
- Johnson County Park and Recreation District, Kansas
- City of Lenexa Park and Recreation District, Kansas
- Fort Knox Community Recreation Division, Kentucky
- BREC-The Recreation and Park District, Parish of East Baton Rouge, Louisiana
- Charter Township of Canton Leisure Services Department, Michigan
- City of Saint Paul, Minnesota
- Kansas City Parks and Recreation Board, Missouri
- City of Henderson Parks and Recreation Department, Nevada
- Monmouth County Park System, New Jersey
- Westchester County Department of Parks, Recreation and Conservation, New York
- City of Durham Parks and Recreation Department, North Carolina
- City of Kettering Parks, Recreation and Cultural Arts Department, Ohio
- Arlington County Department of Parks, Recreation and Cultural Affairs, Virginia
- Fairfax County Park Authority, Virginia

Geocoding Experience and Capabilities



Leisure Vision/ETC Institute staff have successfully geocoded dozens of surveys for market research surveys during the past three years.

Our GIS team will bring highly developed and current skills in automated information collection, data cleanup and manipulation, state-of-the-art geocoding, and database development to this assignment. Our planners and technicians routinely support transportation planning, customer satisfaction analysis, parks and recreation planning and other planning and modeling efforts around the country.

Over the past several years, our GIS team has geocoded a wide range of address information including:

- Origins and destinations for household travel and roadside intercept surveys
- Visitor destinations for tourism-related projects
- Locations of residents who are satisfied or dissatisfied with the quality of city services
- Locations of residents who have needs for various types of parks and recreation programs and facilities
- Location of persons who are likely to support various election issues
- Locations of persons who have experienced flooding in their homes
- Locations of businesses and non-profit organizations who would support storm water fees and many other types of data

Our GIS technicians have developed an exceptional working relationship that benefits our clients through improved data reliability and ability to deliver top quality product on time and on budget.

UNPARALLELED NATIONAL EXPERIENCE

ETC Institute/Leisure Vision is the nation's leading parks and recreation market research firm. **Core services of the firm involve conducting statistically valid phone and mail/phone services and related market research.**

We have conducted more than 600 surveys for parks and recreation systems in 46 states across the Country for a wide variety of projects including parks and recreation master plans, strategic plans and feasibility studies. Communities we have worked in range in size from several thousand residents to over 4 million residents.

Communities we have conducted open space and parks market research for include:

- Atlanta, Georgia
- Auburn, Alabama
- Aurora, Colorado
- Baton Rouge, Louisiana
- Battle Creek, Michigan
- Bend, Oregon
- Billings, Montana
- Bloomington, Indiana
- Blue Springs, Missouri
- Boerne, Texas
- Bonner Springs, Kansas
- Booneville, Missouri
- Branson, Missouri
- Brentwood, Missouri
- Broward County, Florida
- Brunswick, Maine
- Butler, Missouri
- Canon City, Colorado
- Carmel, Indiana
- Carol Stream, Illinois
- Casa Grande, Arizona
- Casper, Wyoming
- Castle Rock, Colorado
- Cedar Rapids, Iowa
- Champaign, Illinois
- Chandler, Arizona
- Chanute, Kansas
- Charlottesville, Virginia
- Chesterfield, Missouri
- Claremont, New Hampshire
- Clay County, Missouri
- Clayton, Missouri
- Clive, Iowa
- Coeur d' Alene, Idaho
- Coffeyville, Kansas
- Columbia, Missouri
- Columbus, Ohio
- Creve Couer, Missouri
- Davenport, Iowa
- Deerfield, Illinois
- Dekalb, Georgia
- Denver, Colorado
- Derby, Kansas
- Des Moines, Iowa
- Des Plaines, Illinois
- Dilworth, Minnesota
- Downers Grove, Illinois
- Durham, North Carolina
- East Baton Rouge, Louisiana
- Eastern Rio Blanco, Colorado
- Edina, Minnesota
- Elk Grove Village, Illinois
- Emporia, Kansas
- Erie, Colorado
- Everett, Washington
- Eureka, Missouri
- Excelsior Springs, Missouri
- Fairfax County, Virginia
- Fargo, North Dakota
- Farmington, Minnesota
- Flagstaff, Arizona
- Florence, Alabama
- Fort Bragg, North Carolina
- Fort Buchanan, Puerto Rico

- Fort Campbell, Kentucky
- Fort Lauderdale, Florida
- Fort Leavenworth, Kansas
- Fort McPherson, Georgia
- Fort Morgan, Colorado
- Fort Rucker, Alabama
- Fort Stewart, Georgia
- Fort Wayne, Indiana
- Fort Worth, Texas
- Freeland, Michigan
- Freeport, Illinois
- Ft. Wayne, Indiana
- Fulton County, Georgia
- Gardner, Kansas
- Gladstone, Missouri
- Glendale, Arizona
- Glendale, California
- Godfrey, Illinois
- Grandview, Missouri
- Greenville, South Carolina
- Greenville County, South Carolina
- Harrisonville, Missouri
- Hazelwood, Missouri
- Henderson, Nevada
- Hernando, Mississippi
- Huron, Ohio
- Idaho Falls, Indiana
- Independence, Missouri
- Jackson, Wyoming
- Jackson County, Missouri
- Jefferson City, Missouri
- Johnson County, Kansas
- Joplin, Missouri
- Kalamazoo, Michigan
- Kansas City, Missouri
- Kent, Washington
- Key Biscayne, Florida
- Kirkwood, Missouri
- Lake Oswego, Oregon
- Lansing, Kansas
- Las Vegas, Nevada
- Lawrence, Kansas
- Leavenworth, Kansas
- Leawood, Kansas
- Lee’s Summit, Missouri
- Lemont, Illinois
- Lenexa, Kansas
- Liberty, Missouri
- Lindenhurst, Illinois
- Lisle Park District, Illinois
- Long Beach, California
- Longview, Texas
- Los Angeles County, California
- Loveland, Ohio
- Lucas County, Ohio
- Lyndhurst, Ohio
- Macomb Township, Michigan
- Manhattan, Kansas
- Manheim Township, Pennsylvania
- Marquette, Michigan
- Marshall, Missouri
- Marshalltown, Iowa
- Martha's Vineyard, Massachusetts
- Martinsville, Virginia
- Marysville, Missouri
- Meeker, Colorado
- Merriam, Kansas
- Mesa, Arizona
- Miami, Florida
- Mission, Kansas
- Montgomery County, Maryland
- Montrose, Colorado
- Moon Township, Pennsylvania
- Moorhead, Minnesota
- Morgantown, West Virginia
- Morris County, New Jersey
- Morris Township, New Jersey
- Mount Dora, Florida
- Mount Pleasant, Michigan
- Mundelein Park District, Illinois
- Munster, Indiana
- Murray, Kentucky
- Naperville, Illinois
- New Haven, Connecticut
- Newton, Kansas
- Norfolk, Virginia
- North Long Beach, California
- Northville, Michigan
- Oak Park Village, Illinois
- Oakland County, Michigan
- O'Fallon, Missouri
- Oldham, Kentucky
- Olathe, Kansas
- Olivette, Missouri

- Ontario, Oregon
- Ormond Beach, Florida
- Ottawa, Kansas
- Overland Park, Kansas
- Owensboro, Kentucky
- Palm Desert, California
- Peoria, Arizona
- Pinellas County, Florida
- Platte City, Missouri
- Polk County, Iowa
- Portland, Oregon
- Princeton, New Jersey
- Prince William County, VA
- Provo, Utah
- Queen Creek, Arizona
- Radnor, Pennsylvania
- Raleigh, North Carolina
- Ramsey, Minnesota
- Raymore, Missouri
- Raytown, Missouri
- Richmond, California
- Richmond, Virginia
- Richmond Heights, Ohio
- River Forest, Illinois
- River Trails, Illinois
- Rock Island, Illinois
- Roeland Park, Kansas
- Rolla, Missouri
- Round Rock, Texas
- Rutland, Vermont
- Saharita, Arizona
- Salem, Oregon
- San Diego, California
- San Francisco, California
- Schaumburg, Illinois
- Scott County, Kentucky
- Shawnee, Kansas
- Sheridan, Wyoming
- Sherman, Texas
- Sherwood, Oregon
- Shoreline, Washington
- Si View Metro Park District, WA
- Sioux Falls, South Dakota
- South Burlington, Vermont
- South Euclid, Ohio
- Spring Hill, Kansas
- Springdale, Arkansas
- St Charles, Missouri
- St Louis, Missouri
- St Peters, Missouri
- St. Louis County, Missouri
- St. Paul, Minnesota
- Superior, Colorado
- Tamarac, Florida
- Tempe, Arizona
- The University of Columbia MO
- The Woodlands, Texas
- Town of Normal, Illinois
- Tucson, Arizona
- Tulsa, Oklahoma
- University Place, Washington
- Upper Dublin, Pennsylvania
- Urbana, Illinois
- Victor, New York
- Virginia Beach, Virginia
- Warrensburg, Missouri
- Washington, D.C.
- Waukee, Iowa
- Waukesha, Wisconsin
- Weatherby Lake, Missouri
- Wentzville, Missouri
- West Des Moines, Iowa
- West Fargo, North Dakota
- Westchester, Ohio
- Westchester County, New York
- Westland, Michigan
- Wheeling, Illinois
- Wichita, Kansas
- Windsor, Colorado
- Winnetka, Illinois

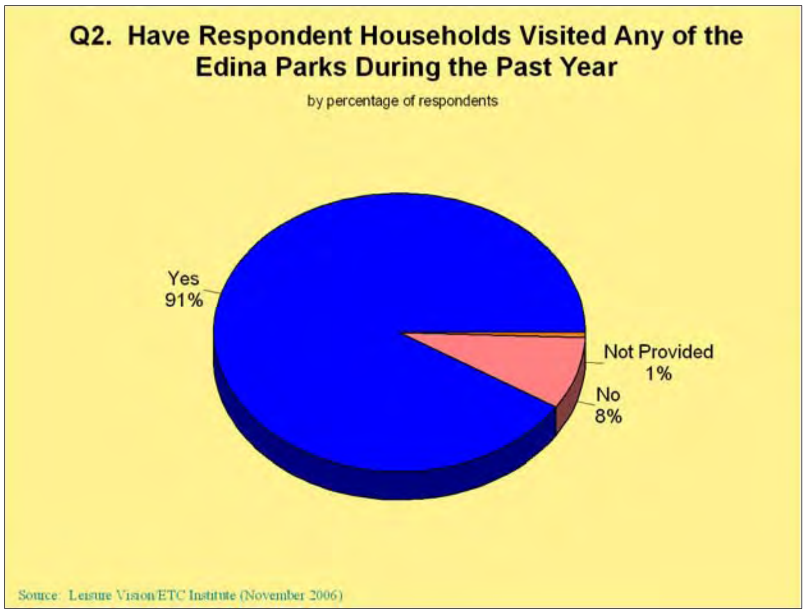
Section 3:

Projects, References & Testimonials

References for Major Related Project Experience

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2006)
Edina, Minnesota

Leisure Vision conducted a Parks and Recreation Facilities and Services Needs Assessment Survey for the City of Edina, Minnesota during September of 2006 to establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Edina. The survey was administered by mail.



The goal was to obtain a total of at least 500 completed surveys. This goal was far exceeded with a total of 865 surveys being completed. The results of the random sample of 865 households have a 95% level of confidence with a precision of at least +/-3.4%.

"I highly recommend Ron Vine of Leisure Vision ETC Institute to all communities considering statistically valid professional surveys involving parks and recreation facilities and services. Ron is a seasoned professional of the park and recreation field having extensive experience having served as a Park and Recreation Director. His professional background arms him with first-hand knowledge of the field of parks and recreation which clearly helps in forming survey questions and getting the statistical data you are seeking from your community.

John Keprios, Director

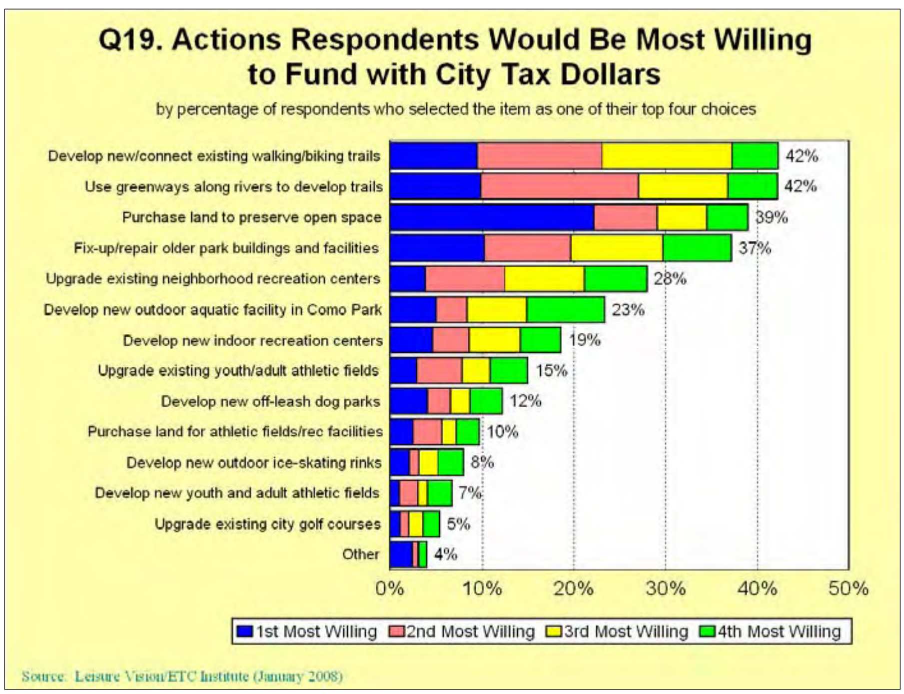
JOHN KEPRIOS
Director of Edina Parks and Recreation
4801 West 50th Street
Edina, Minnesota 55424
(952) 826-0430

NEEDS ASSESSMENT SURVEY (2007-2008)
Saint Paul, Minnesota

The City of Saint Paul conducted a community attitude and interest citizen survey during the winter of 2007-08 to establish priorities for the future improvement of parks, trails, greenways, and recreation facilities, programs and services. The survey was designed to obtain statistically valid results from households throughout the City of Saint Paul. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with City of Saint Paul officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain a total of at least 700 completed surveys. This goal was accomplished, with a total of 797 surveys having been completed. The results of the random sample of 797 households have a 95% level of confidence with a precision of at least +/-3.5%. Results from the survey were benchmarked as compared to Leisure Vision's national benchmarking data-base.



Leisure Vision additionally conducted an on-site survey at the Como Park Zoo regarding customer satisfaction and strategic decision-making.

Michael Hahm
Saint Paul Parks and Recreation Department
300 City Hall Annex
Saint Paul, Minnesota 55102

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2004, 2005, 2008)
Carol Stream Park District, Carol Stream, Illinois

Leisure Vision conducted a statistically valid survey for the Carol Stream Park District during January and February of 2004 to help establish priorities for the future of parks and recreation facilities, programs and services within the community. The survey was administered by a combination of mail and phone.

As part of the study, Leisure Vision conducted a series of stakeholder interviews and focus groups to visit with Park Board members, partner organizations, stakeholders from the public, non-profit and private sectors, and community residents to understand issues of key importance to ask on the citizen survey. The results of the survey were presented to the Park Board, leading to a series of action initiatives.

The goal was to obtain at least 500 completed surveys. This goal was accomplished, with 519 surveys being completed. The results of the random sample of 519 households have a 95% level of confidence with a precision of at least +/-4.8%.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, as well as comparisons of the responses from Carol Stream to Leisure Vision's national benchmarking data base.

Leisure Vision additionally worked with the Carol Stream Park District on a follow-up survey measuring customer satisfaction and most important program spaces to develop regarding parks, and sports facilities in the Park District.

Follow-up surveys were conducted in 2005 and 2008

"Leisure Vision and Ron Vine have contributed immeasurably to the long-term success of our Park District. Their survey results have been "spot on", allowing us to build parks, design facilities and create programs that our residents want. The data collected in our 2008 community survey directly lead to passage of our 2010 $37 million bond issue."

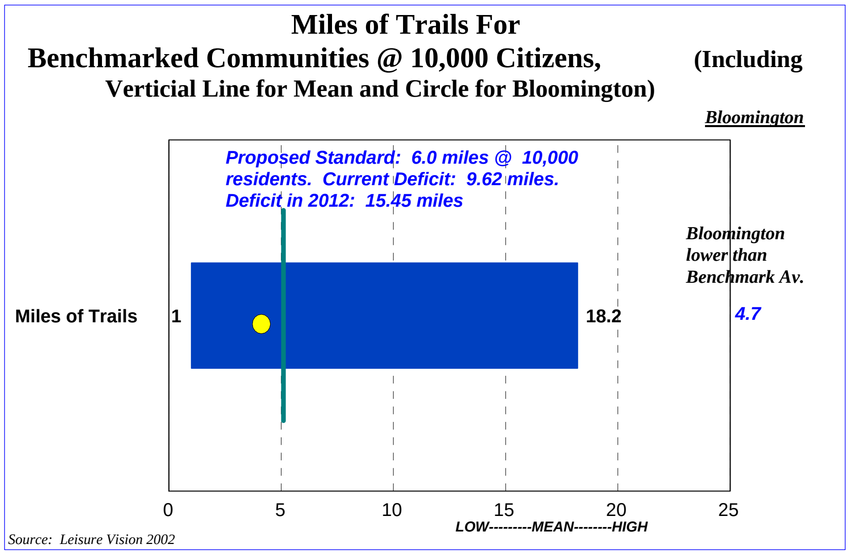
Arnold Biondo, Executive Director

ARNOLD J. BIONDO, Executive Director
Carol Stream Park District
391 Illini Drive
Carol Stream, Illinois 60188
(630) 784-6100

PARKS & RECREATION OPEN SPACE MASTER PLAN AND STRATEGIC PLAN (2002), SURVEY OF ADULTS OVER 50 YEARS (2006), NEEDS ASSESSMENT (2007) Bloomington, Indiana

Leisure Vision served as the prime consultant on this 2001-2002 parks and recreation comprehensive and strategic planning effort for this community of 75,000 residents. Ron Vine served as the project manager.

The community of Bloomington desired to take a very citizen driven approach to their Plan, led by a broad based community steering committee. A statistically valid mail/phone needs assessment survey to 600 residents of the city and county was conducted.



Facility and park standards unique to the Bloomington community and based on a demand/supply model were developed and adopted by the City.

Leisure Vision has worked with the City of Bloomington on 2 additional survey efforts that have assisted the City in acquiring a property that has been developed into an indoor community center.

"We have used ETC Institute/Leisure Vision for multiple Citizen and Interest Survey of our community's parks and recreation priorities. The results from the surveys have been instrumental in helping us form our Department's Long Range and Strategic Plans. Each of these surveys was created and administered with the assistance of Ron Vine. I have found Ron to be an excellent resource in drafting appropriate survey questions and interpreting and delivering the final survey results to our community stakeholders. Ron is extremely knowledgeable, professional and responsive. I would highly recommend him as a resource for initiating a community survey."

Mick Renneisen, Director

MICK RENNEISEN, Administrator
Parks and Recreation Department
410 N. Morton Street
Bloomington, Indiana 47402
(812) 349-3700

NEEDS ASSESSMENT SURVEY AS A COMPONENT OF A MASTER PLAN (2009)
Platte County, Missouri

ETC Institute worked with the Platte County Parks and Recreation Department on a parks and recreation needs assessment survey during late 2008 and 2009. The survey was done as a key component of a parks and recreation master plans. The survey was administered by mail and phone.

ETC Institute worked extensively with Platte County officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also compared to Leisure Vision's national database of survey responses.

The goal was to obtain a total of at least 300 completed surveys. This goal was accomplished, with a total of 371 surveys having been completed. The results of the random sample of 371 households have a 95% level of confidence with a precision of at least +/-5.4%.

Results from the survey were used as a cornerstone for successful voter election held in of 2009, resulting in the passage of a voter election to renew a ½ cent sales tax.

ETC Institute has conducted several additional surveys for the County government and parks and recreation department.

"Platte County has worked with Ron Vine and Leisure Vision/ETC Institute on numerous park planning projects since 1998. Ron's market research and guidance has helped us understand our citizen's needs and wants for our park system and led to the successful passage of two voter referendums to create and expand our parks, trails, and community center facilties."

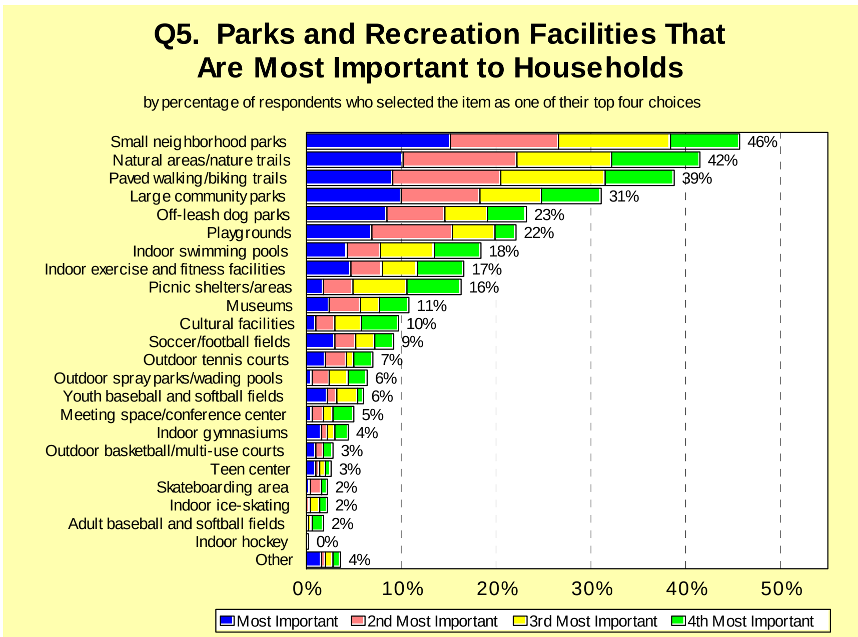
Brian Nowatny, Director

BRIAN NOWATNY, Director
Parks and Recreation Department
415 Third Street
Platte City, Missouri
(816) 858-3419

NEEDS ASSESSMENT SURVEY PRIOR TO LONG RANGE PLANNING (2008)
CUSTOMER SATISFACTION SURVEYS (2006, 2008, 2010)
NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2003)
NEEDS ASSESSMENT SURVEY (2010)
Shoreline, Washington

Leisure Vision conducted a Parks and Recreation Needs Assessment Survey for the City of Shoreline Parks, Recreation and Cultural Services Department during the summer of 2010. The purpose of the survey was to help the City plan for the future parks, recreation and cultural needs of the community. The survey was designed to obtain statistically valid results from households throughout the City of Shoreline. The survey was administered by a combination of mail and phone.

The goal was to obtain a total of at least 500 completed surveys from City of Shoreline households. This goal was accomplished, with a total of 508 surveys having been completed. The results of the random sample of 508 households have a 95% level of confidence with a precision of at least +/- 4.3%.



Source: Leisure Vision/ETC Institute (September 2010)

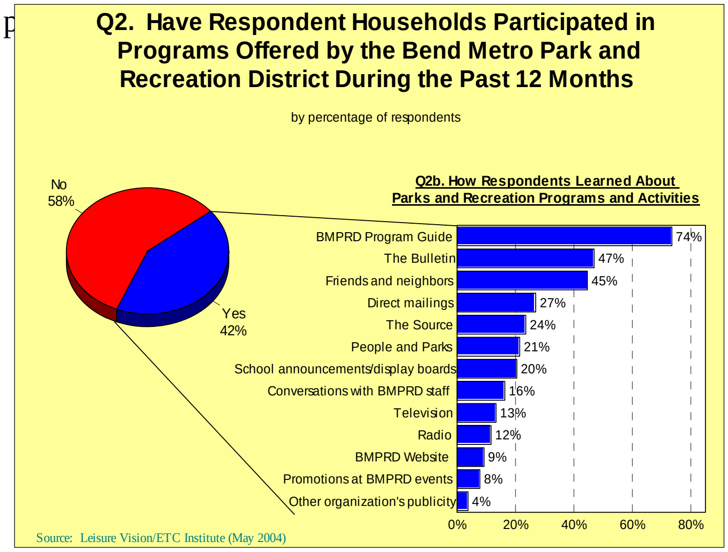
"In 2006, we selected a list of park acquisitions and improvements based on an ETC survey for the city's first bond issue. We received more than a 70% YES vote from the community. We continue to use ETC Institute for citizen satisfaction surveys and updates to master planning documents to be sure we are meeting the needs of the community."

Dick Deal, Director

DICK DEAL, Director of Parks, Recreation, and Cultural Services
City of Shoreline, Washington
17544 Midvale Avenue North
Shoreline, Washington 98133
(206) 801-2601

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004). NEEDS ASSESSMENT SURVEY 2008)
Bend, Oregon

Leisure Vision conducted a statistically valid mail/phone survey for this rapidly growing Oregon community that won the 2006 Gold Medal Award. The survey was conducted to help establish priorities for the future development and maintenance of parks, trails, greenways, recreation facilities, programs and services as p part of a comprehensive master plan.



The goal was to obtain at least 600 completed surveys. This goal was far exceeded, with 707 surveys being completed, including 372 by mail and 335 by phone. The results of the random sample of 707 households had a 95% level of confidence with a precision of at least +/-3.7%.

Leisure Vision conducted an update of this needs assessment effort in 2008.

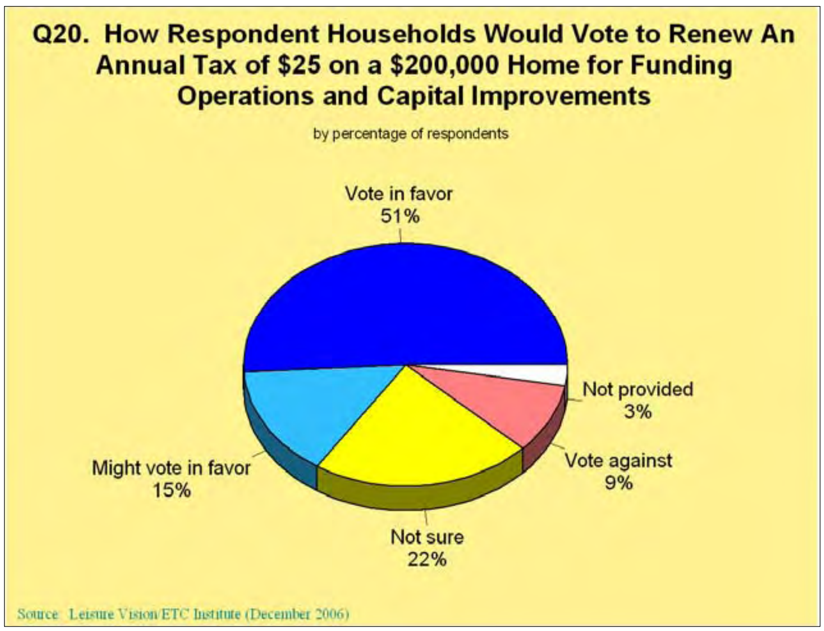
"The survey methodology employed by Leisure Vision gave us data that we could depend upon and helped our agency focus on those things that are most important to the citizens of our district. It identified areas where service is adequate and areas that needed additional attention. Because of the vast number of surveys conducted by Leisure Vision specific to parks and recreation, they were able to use our data to benchmark against peer agencies nationwide to give us an idea of where we stand and allowed us to prescribe service standards tailored to Bend."

Don Horton, Executive Director

DON HORTON, Executive Director or
BRUCE RONNING, Director of Planning and Development
Bend Metro Park and Recreation District
200 Pacific Park Lane
Bend, Oregon 97701
(541) 389-7275

COMMUNITY INTEREST AND OPINION NEEDS ASSESSMENT SURVEY (2006) (2008) (2010)
Oakland County, Michigan

Leisure Vision conducted a Community Attitude and Interest Survey for the Oakland County Parks and Recreation Commission from October through December of 2006 to help establish priorities for the future of parks greenways, trails, wildlife habitats, recreation facilities, programs and services within the County. The survey was designed to obtain statistically valid results from households throughout Oakland County. The survey was administered by a combination of mail and phone.



In October 2006, surveys were mailed to a random sample of 3,000 households in Oakland County. Approximately three days after the surveys were mailed; each household that received a survey also received an electronic voice message encouraging them to complete the survey.

The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished, with a total of 607 surveys have been completed. The results of the random sample of 607 households have a 95% level of confidence with a precision of at least +/-4.0%.

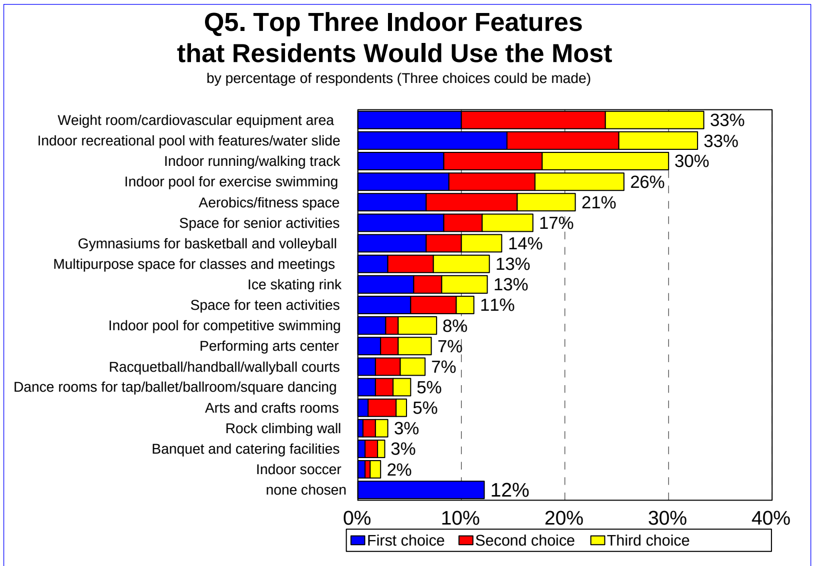
"Oakland County Parks and Recreation has found the research expertise of ETC Institute invaluable in regards to its ability to conduct informational stakeholder interviews, citizen needs assessments and surveys that have been instrumental in creating a successful millage campaign and for facilitating planning efforts."

Daniel J.Stencil, Executive Officer

DANIEL J. STENCIL, Executive Officer
Oakland County Parks and Recreation Commission
2800 Watkins Lake Road
Waterford, Michigan 48328
(248) 858-4944

COMMUNITY AND AQUATIC CENTER FEASIBILITY STUDY (1999)
NEEDS ASSESSMENT SURVEY (2008) (2010)
Columbia, Missouri

Leisure Vision conducted a statistically valid phone survey of 400 households as part of a design/planning team to test the feasibility of developing a multi-million dollar community center in this city of 80,000 residents.



Source: Leisure Vision/ETC Institute (December, 2001)

Questions on the survey addressed issues including priority program spaces for the community center, pricing strategies for membership and daily admissions, frequency of visitation by potential users, support for capital funding, and potential voter support for the project**.**

Extensive cross-tabular analysis of survey findings were conducted to understand issues of importance to various age groups, genders, etc.

Results from the survey were used as a key in shaping program spaces for the community center. Results from the survey were also used in developing pricing strategies for yearly and daily admission fees.

A successful sales tax voter election was held in August of 1999. The center is currently open and operating.

MIKE HOOD, Director or
MIKE GRIGGS, Park Superintendent
Columbia Parks and Recreation Department
City of Columbia, Missouri
PO Box N
1 South 7th Street
Columbia, Missouri 65205
(573) 874-7460

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2006) (2010)
Lisle Park District, Illinois

Leisure Vision conducted a Community Attitude and Interest Survey during April and May 2006 for the Lisle Park District to help establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Lisle Park District. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Lisle Park District, as well as members of the prime consulting team in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

Extensive cross-tabular analysis of survey responses and benchmarking were conducted. The goal was to obtain 300 completed surveys. This goal was accomplished, with a total of 304 surveys having been completed. The results of the random sample of 304 households have a 95% level of confidence with a precision of at least +/-5.6%.

Results from the 2006 survey resulted in a successful voter election to develop and operate new facilities.

Leisure Vision recently completed an updated survey for the Lisle Park District.

"The experience you have with so many communities was hugely beneficial. You brought this experience to our table thereby allowing us to give consideration to strategies that we would not have had the benefit of knowing through any other survey firm. Your unbiased approach and broad experience coupled with your determination to give Lisle the best possible tool to help map its future was evident and appreciated every step of the way. Our investment in Leisure Vision and the survey you produced will pay for itself time and time again through our re-allocation of resources from areas our community does not support to areas the community desires most."

Dan Garvy, Director of Parks and Recreation

DAN GARVY, Executive Director
Lisle Park District
1825 Short Street
Lisle, Illinois 60532
(630) 964-3410 (extension 4310

PARKS AND RECREATION SURVEY (2007)
Des Moines, Iowa

Leisure Vision conducted a Community Attitude and Interest Survey during November and December of 2007 for this city of 200,000 persons to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Des Moines. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with City of Des Moines officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

In November 2007, surveys were mailed to a random sample of 4,000 households in the City of Des Moines. Approximately three days after the surveys were mailed, each household that received a survey also received an electronic voice message encouraging them to complete the survey. In addition, about two weeks after the surveys were mailed, Leisure Vision began contacting households by phone, either to encourage completion of the mailed survey or to administer the survey by phone.

The goal was to obtain a total of at least 800 completed surveys. This goal was accomplished with a total of 822 surveys having been completed. The results of the random sample of 822 households have a 95% level of confidence with a precision of at least +/-3.4%.

"When you hire consulting help you expect a return on your investment. In our case with Ron Vine, his research continues to deliver, as we make informed decisions."

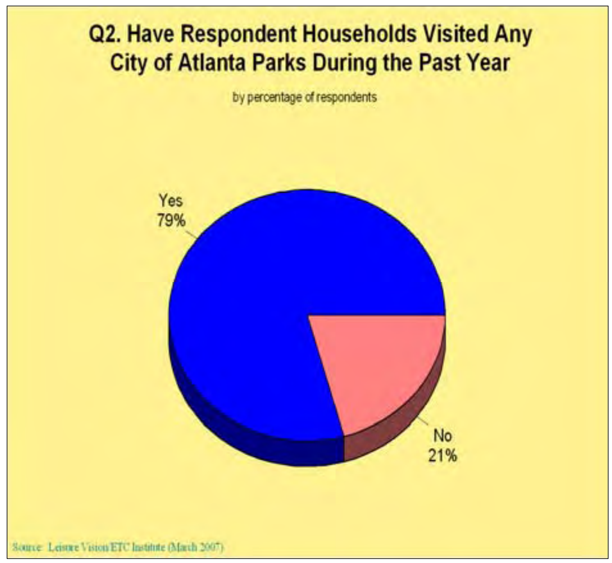
Don Tripp, Director

DON TRIPP, DIRECTOR
Department of Parks and Recreation
City of Des Moines, Iowa

NEEDS ASSESSMENT SURVEY AS A COMPONENT OF A PARKS, RECREATION, & OPEN SPACE MASTER PLAN (2007)
Atlanta, Georgia

The City of Atlanta is currently conducting a Community Attitude and Interest Survey to determine the need for future parks, greenspace, trails, recreation facilities, programs, and services within the City. The survey was designed to obtain statistically valid results from households throughout the City of Atlanta. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with City of Atlanta officials in the development of the survey questionnaire. This work included conducting a series of stakeholder interviews and focus groups in the City of Atlanta. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.



Over 1,400 surveys were completed for the survey, including a representative sampling within each of 7 geographic areas. All survey results were broken down by gender, age of respondent, length of residency, as well as geographic location. The survey results were further compared to national benchmarks of citizen responses compiled by Leisure Vision from communities across the country.

" Ron, I greatly appreciated your guidance in developing our survey questions. You kept pushing us to think through the data we needed and the appropriate approach to asking questions."

Dee Merriam, Project Manager for Parks, Recreation, and Open Space Master Plan

DEE MERRIAM, Greenspace Planner
Department of Planning and Community Development
55 Trinity Avenue, SW. Suite 1450
Atlanta, Georgia
(404) 330-6143

NEEDS ASSESSMENT SURVEYS PRIOR TO MASTER PLAN (2002). FOLLOW-UP NEEDS ASSESSMENT SURVEY (2004) (2007)
Arlington County, Virginia

Leisure Vision conducted a parks and recreation needs assessment survey for this County of 175,000 residents, as a key component of an internal parks and recreation master plan conducted by department staff. Leisure Vision worked closely with a community based steering committee on the design of the survey instrument and with staff of the agency in interpreting the results as a cornerstone of the master planning process.

800 household surveys were completed, including between 175-225 surveys in each of 4 planning districts for the County. Survey questions addressed issues relating to parks usage and satisfaction, recreation programming usage and satisfaction, sports program areas that were used by participants, facilities and parks that were most frequently used, priority importance for improvements to the current system, etc. The survey results were further compared to national benchmarks of citizen responses compiled by Leisure Vision from communities across the country. Leisure Vision additionally worked with the agency in developing a survey which was distributed through the schools to middle school and high school aged youngsters.

In 2004, Leisure Vision worked with the Parks and Recreation Department on a follow-up survey effort regarding development of an indoor aquatic and community facility and other parks and recreation amenities. The initial need for the indoor aquatic center came out of the 2002 survey.

Results from the 2004 survey were used to help pass a $75 million bond election for the indoor aquatic center and other parks and recreation projects.

In 2007, Leisure Vision worked with Arlington County on an updated needs assessment survey, benchmarking of comparable counties and other strategic planning consulting services.

"The Leisure Vision staff provided valuable support during all phases of the survey process, including setting directions, conducting focus group meetings, and interviews with stakeholders. The quality of their research, including the benchmarking information contained in the report, is very helpful in our strategic planning and resource allocation efforts. Our stakeholder groups can now focus their advocacy efforts based on a current and accurate data base."

DENESH TIWARI, CPRP, Director
Department of Parks, Recreation, and Community Resources
2100 Clarendon Boulevard, Suite 414
Arlington, Virginia 22201
(703) 228-7529

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2010)
Geneva Park District, Illinois

Leisure Vision conducted a community survey for the Geneva Park District as part of a Strategic Plan during the spring and early summer of 2010. The purpose of the survey was to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Geneva Park District. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Geneva Park District officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

A total of 1,007 surveys were completed. The results of the random sample of 508 households have a 95% level of confidence with a precision of at least +/-3.1%. Results from the survey were also compared to Leisure Vision's national data-base of survey responses from communities across the country as well as Illinois communities.

" What made Leisure Vision the best choice for the Geneva Park District was that our project manager had had many years of experience in the field of parks and recreation providing a grass roots understanding of our mission and goals. Their benchmarking capabilities both in Illinois and throughout the nation gave them a clear advantage and their ability to understand community trends as they relate to Parks and Recreation was very valuable in helping analyze our results. This was by far the most comprehensive data we have ever collected through our needs assessment process. Thanks Ron!"

Sheavoun Lambillotte, Executive Director

SHEAVOUN LAMBILLOTTE, CPRP
Executive Director
Geneva Park District
710 Western Avenue
Geneva, Illinois 60134
(630-262-2216)

NEEDS ASSESSMENT SURVEY FOR MASTER PLAN (2007)
Mecklenburg County, North Carolina

Leisure Vision conducted a parks and recreation citizen survey during the winter of 2007-08 as part of a comprehensive long range plan for this County of over 800,000 residents. The survey was designed to obtain statistically valid results from households throughout Mecklenburg County to help establish priorities for the future of parks, greenways, trails, recreation facilities, wildlife habitats, programs and services within the County. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Mecklenburg County officials, as well as the Pros Consulting project team in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

Leisure Vision mailed surveys to a random sample of 5,000 households throughout Mecklenburg County. Approximately three days after the surveys were mailed; each household that received a survey also received an electronic voice message encouraging them to complete the survey. In addition, about two weeks after the surveys were mailed; Leisure Vision began contacting households by phone. Those who indicated they had not returned the survey were given the option of completing it by phone.

The goal was to obtain a total of at least 1,000 completed surveys. This goal was accomplished, with a total of 1,033 surveys having been completed. The results of the random sample of 1,033 households have a 95% level of confidence with a precision of at least +/-3.0%.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also compared to Leisure Vision's national database of survey responses.

Results from the survey were used as a cornerstone for successful voter election held in November of 2008, resulting in the passage of a $250 million bond issue to fund parks and recreation facilities improvements and new projects.

JIM GARGES, Director
Mecklenburg County Park and Recreation Department
5841 Brookshire Boulevard
Charlotte, North Carolina 28216
(704) 336-3854

NEEDS ASSESSMENT SURVEY AS PART OF LONG RANGE PLANNING (2009)
Northbrook Park District

During July and August of 2009 Leisure Vision conducted a Community Survey for the Northbrook Park District. The survey was conducted as part the Park District's long-range planning for parks, recreation facilities, programs and services in the community. The survey was designed to obtain statistically valid results from households throughout the Northbrook Park District, and was administered by a combination of mail and phone.

Leisure Vision worked extensively with Northbrook Park District officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

Leisure Vision mailed surveys to a random sample of 3,000 households throughout the Northbrook Park District. Approximately three days after the surveys were mailed each household that received a survey also received an electronic voice message encouraging them to complete the survey. In addition, about two weeks after the surveys were mailed Leisure Vision began contacting households by phone. Those who indicated they had not returned the survey were given the option of completing it by phone.

The goal was to obtain a total of at least 600 completed surveys from households in the Northbrook Park District. This goal was far exceeded, with a total of 652 surveys having been completed. The results of the random sample of 652 households have a 95% level of confidence with a precision of at least +/-3.8%.

" Ron Vine's efforts developing and implementing our Community Interest and Opinion Survey were second to none. Ron played an instrumental role in assisting our organization lay the foundation for building our Strategic Plan. The Community and Interest Survey provided the foundation we needed to move forward on behalf of our community. I would recommend Leisure Vision to any community in the country.

Rick Hanetho, CPRP, Executive Director

RICK HANETHO
ELSA FISCHER
Superintendent of Recreation
Northbrook Park District
545 Academy Drive
Northbrook, Illinois 60062
(847) 291-2960

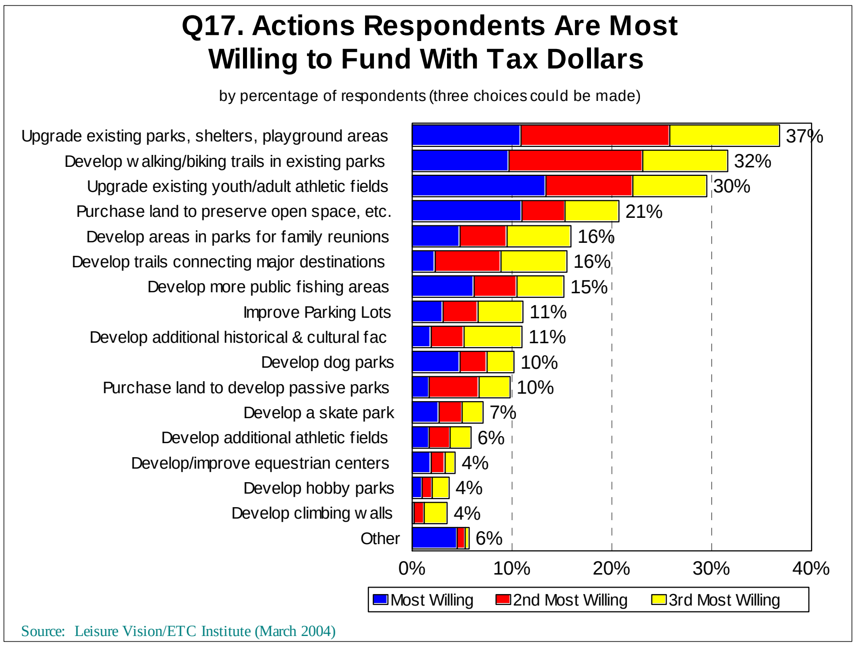
NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)
NEEDS ASSESSMENT SURVEYS (2005) (2007)
East Baton Rouge, Louisiana

Leisure Vision conducted a statistically valid mail/phone survey for this community of over 300,000 residents. The survey was used as a key component of a parks and recreation master planning effort that was conducted for East Baton Rouge.

The goal was to obtain at least 500 completed surveys. This goal was accomplished, with 516 surveys being completed. The results of the random sample of 516 households have a 95% level of confidence with a precision of at least +/-4.3%.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size, household type, support for voter election, etc.

***The results from the survey served as a cornerstone for a voter election held in November of 2004. The voter election was selected, resulting in over $200 million in approved projects*.**



Leisure Vision has conducted additional needs assessment survey for BREC in 2005 and 2007

TED JACK, Director of Planning
Recreation and Park Commission for the Parish of East Baton Rouge
3140 N. Sherwood Forest Drive
Baton Rouge, Louisiana 70895
(225) 272-9200
Project: Parks and Recreation Survey

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2009)
Glenview Park District, Glenview, Illinois

Leisure Vision conducted a Community Attitude and Interest Survey in 2008 and 2009 for the Glenview Park District to measure usage and establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Glenview Park District. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Glenview Park District officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain a total of at least 500 completed surveys within the Glenview Park District. This goal was far exceeded with nearly 700 surveys having been completed within the Park District. Results from the survey were compared to Leisure Vision's National Benchmarking Data-Base and Leisure Vision's Illinois Benchmarking Data-Base. These comparisons showed that the Glenview Park District has better customer satisfaction, usage of parks and participation in recreation programs, and higher overall measurements of value than the average communities in our national and Illinois benchmarking data-bases. The results of the random sample of 504 households have a 95% level of confidence with a precision of at least +/- 4.4%.

"Ron Vine is the best in the country when it comes to Interest and Attitude Surveys for Parks and Recreation. His experience and ability to benchmark your results to other communities on both a local and national level provides credibility to the research."

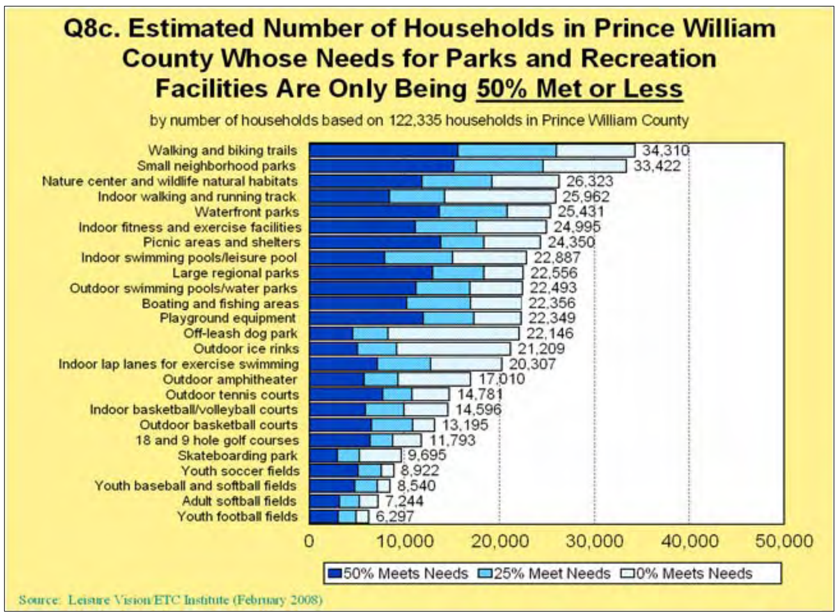
Chuck Balling, Executive Director

CHUCK BALLING, Executive Director
Glenview Park District
1939 Prairie Street
Glenview, Illinois 60025
(847-521-2250)

NEEDS ASSESSMENT SURVEY FOR LONG RANGE PLANNING
Prince William County, Virginia

Leisure Vision conducted a Community Attitude and Interest Survey for Prince William County during January and February of 2008 to help establish priorities for the future improvement of parks, greenways, trails, green and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout Prince William County. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Prince William County Park Authority officials in the development of the survey questionnaire. This work included a series of stakeholder interviews with the Board and staff allowing the survey to be tailored to issues of strategic importance to effectively plan the future system.



Leisure Vision completed a total of 1,120 surveys, including at least 136 surveys from each of the seven election districts. The results of the random sample of 1,120 households have a 95% level of confidence with a precision of at least +/-2.9%.

"Leisure Vision assisted us (PWCPA) in identifying our future direction for development and operations. The citizen survey process provided very valuable insight into what facilities and programs our citizens wanted to focus on. This was a critical part of our system wide comprehensive master plan and allows us to serve our citizens at a much higher level"

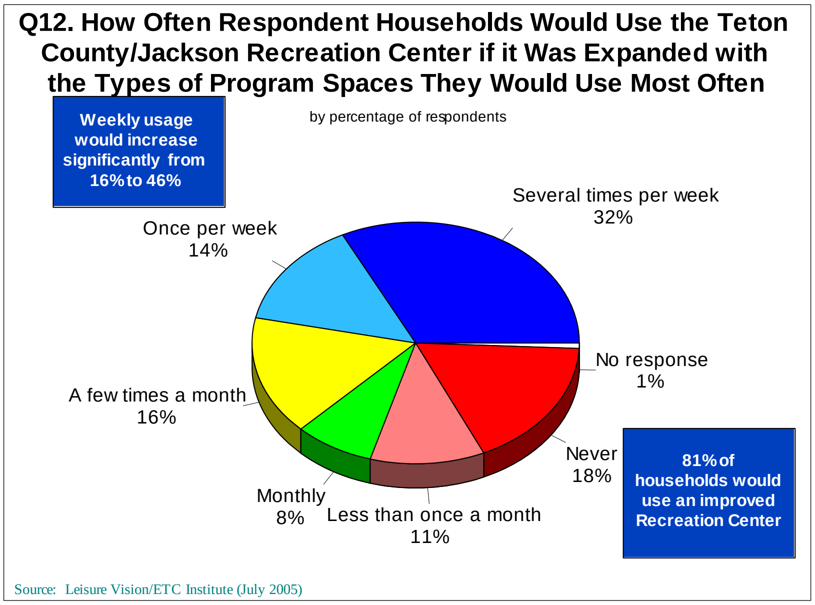
Jay Ellington

JAY ELLINGTON, Executive Director
RICK WASHCO, Communications Division Director
Prince William County Park Authority
14420 Bristow Road
Manassas, Virginia 20112
(703) 792-7060

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2005)
Teton County/Jackson, Wyoming

Leisure Vision conducted a Community Attitude and Survey from May to July of 2005 in Teton County/Jackson, Wyoming to help establish priorities for the future development of parks, trails and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout Teton County and the Town of Jackson. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Teton County/Jackson Parks and Recreation Department officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.



The goal was to obtain a total of 400 completed surveys. This goal was accomplished, with 418 surveys having been completed. The results of the random sample of 418 households have a 95% level of confidence with a precision of at least +/-4.7%.

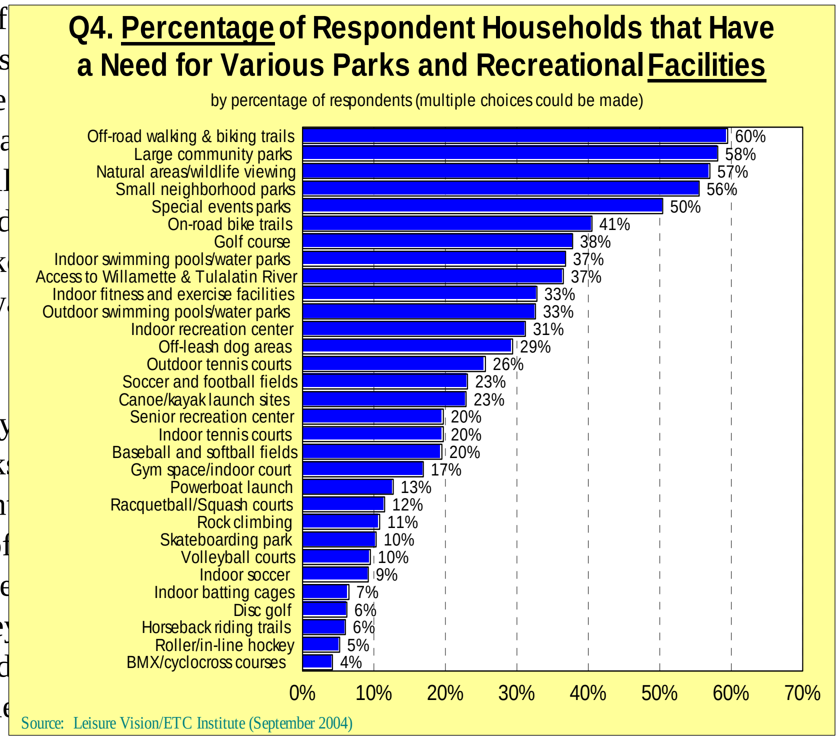
Extensive cross tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size, income, ethnicity, etc. as well as comparisons of the responses from Teton County/Jackson to Leisure Vision's national benchmarking data base.

Results from the survey were used by Teton County/Jackson to pass 2 highly successful voter election projects in 2006.

STEVE FOSTER, Director
Teton County/Jackson Parks and Recreation Department
P.O. Box 811
Jackson, Wyoming 83001
(307) – 733-5056
Project: Parks and Recreation Needs Assessment Survey

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)
Lake Oswego, Oregon

Leisure Vision conducted a Community Interest and Opinion Survey during August and September 2004 for the City of Lake Oswego Parks and Recreation Department to establish priorities for the future development and maintenance of parks, trails recreation facilities programs and services within the community. The survey wa designed to obtain statisticall valid results from household throughout the City of Lak Oswego. The survey w administered by phone.



Leisure Vision worked extensively with City of Lake Oswego Park and Recreation Departmen officials, as well as members of prime consulting team in the development of the survey questionnaire. This work allowed The survey to be tailored to issue of strategic importance to effectively plan the future system.

The survey focused on key issues impacting long range planning for future development of parks and recreation in the City of Lake Oswego Parks and Recreation Department. Extensive cross-tabular analysis of survey responses and benchmarking were conducted.

The goal was to obtain 400 completed surveys. This goal was accomplished, with 403 surveys having been completed. The results of the random sample of 403 households have a 95% level of confidence with a precision of at least +/-4.9%.

KIM Kilmer, Director
Lake Oswego Parks and Recreation Department
P.O. Box 369
Lake Oswego, Oregon 97034
(503) 675-2545

NEEDS ASSESSMENT SURVEY FOR STRATEGIC PLAN (2003) (2010)
Champaign Park District, Champaign, Illinois

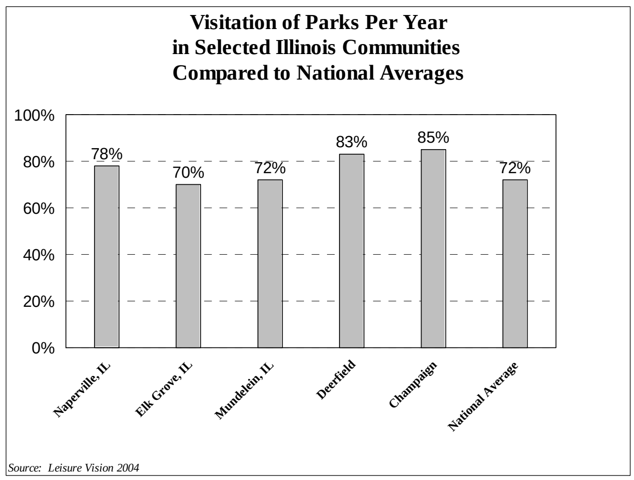
Leisure Vision conducted a statistically valid mail/phone survey in 2003 for this community of 70,000 residents. The survey was used as a key component of a strategic planning effort that IS conducted by park district staff, which includes major planning for renovation and expansion of outdoor and indoor programming areas, trails, aquatic facilities, theater spaces, etc.

More than 800 surveys were completed through a combination of a mail/phone survey. Results from the survey were divided into 5 geographic areas of the Park District.

As part of the study, Leisure Vision conducted a series of stakeholder interviews, focus groups, and public forums to visit with key decision-makers, partner organizations, stakeholders from the public, non-profit and private sectors, and community residents to understand issues of key importance to ask on the citizen survey.

The survey focused on key issues impacting customer services for the Park District, including current usage and satisfaction with parks; participation in recreation activities, priority programs to be developed, needs and unmet needs for 29 different outdoor and indoor parks and recreation facility types, etc.

Results from the survey were also compared to Leisure Vision's national data-base of survey responses from communities across the country as well as Illinois communities.



Leisure Vision is currently working with the Champaign Park District on a follow-up survey.

"Working with Ron is a pleasure because he understands the parks and recreation services we offer and can combine that knowledge with the research expertise of his team resulting in useable and meaningful data.

Bobbie Herakovich, General Manager

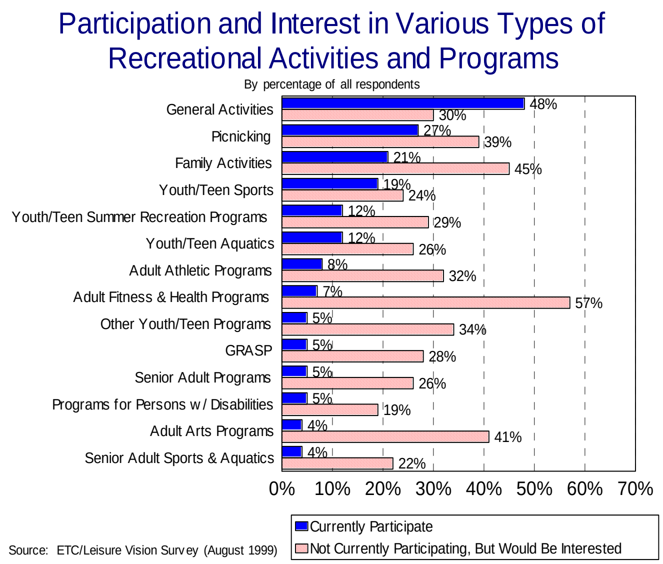
BOBBIE HERAKOVICH, General Manager
Champaign Park District06 Kenwood Road
Champaign, Illinois 61821-4100
(217) 398-2550

ADDITIONAL PROJECTS

NEEDS ASSESSMENT SURVEY FOR MASTER PLANS (1998-99, 2004, and 2010) Glendale, Arizona

Leisure Vision was selected as part of a consulting team to conduct this 1998-99 long range planning study for the City of Glendale Arizona. Glendale has a population of over 200,000 residents.

Leisure Vision was involved with the public involvement aspects of the study, including conducting a statistically valid mail/phone survey of 600 households as part of the master planning study.



The survey tested the attitudes and priorities of Glendale residents regarding key issue areas impacting the success of the Department, including customer satisfaction with existing services, unmet needs for new facilities and programs, support for partnering initiatives with neighboring communities and non-profit groups, and funding priorities.

Results from the study were used in the planning of a major $100+ million tax election by the city which successfully passed in 1999, with half of the dollars being targeted for trail's initiatives.

In 2004, Leisure Vision was selected as part of a long range planning team to do an update regarding the open space plan, specific to trail and green space opportunities in Glendale. In 2010, Leisure Vision was again selected as part of a long range planning team.

NEEDS ASSESSMENT SURVEY (2010)
Rolling Meadows, Illinois

Leisure Vision is currently working with the Rolling Meadows, Illinois Park District on a needs assessment survey for their park district residents. A total of 300 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national and Illinois database of survey responses.

NEEDS ASSESSMENT SURVEY (2010)
Kettering, Ohio

Leisure Vision worked with Kettering, Ohio on a needs assessment survey regarding recreation, cultural arts, fitness and sports programming. A total of 400 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national and Illinois database of survey responses.

NEEDS ASSESSMENT SURVEY (2010)
Oak Park, Illinois

Leisure Vision is currently working with the Park District of Oak Park on an update of a previous parks and recreation needs assessment survey conducted by Leisure Vision. A total of 1,000 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national and Illinois database of survey responses.

NEEDS ASSESSMENT STUDY PRIOR TO MASTER PLAN 2005) (2010)
Wheeling Park District, Wheeling, Illinois

Leisure Vision conducted a Community Attitude and Interest Survey during June and July of 2005 to help establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Wheeling Park District and adjacent areas in the Village of Prospect Heights and Buffalo Grove. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Wheeling Park District officials and residents of the Wheeling Park District in the development of the survey questionnaire. These efforts included a series of stakeholder interviews and focus groups with Wheeling Park District residents and Wheeling Park District officials, plus a public forum

The goal was to obtain at least 500 completed surveys, including at least 425 surveys from residents of the Wheeling Park District. This goal was accomplished, with 516 surveys having been completed, including 442 by Wheeling Park District residents. The results of the random sample of 516 households have a 95% level of confidence with a precision of at least +/-4.3%. The results of the random sample of 442 Park District households have a 95% level of confidence with a precision of at least +/-4.7%.

Leisure Vision is currently working on an update of the 2005 community survey, focus groups, and stakeholder interviews.

NEEDS ASSESSMENT FOCUS GROUPS (2010)
Quincy, Illinois

Leisure Vision is currently working has been selected to work with the Quincy Illinois Park District conducting a series of community focus groups and board workshops to understand community issues and priorities. Participants for the focus groups will be randomly recruited from the community by Leisure Vision.

BENCHMARKING SURVEYS (2010)
Springfield, Missouri

Leisure Vision conducted two (2) benchmarking surveys for the Springfield-Greene County Parks and Recreation District. One survey related to types and number of parks, trails, and indoor and outdoor parks and recreation facilities per 1,000 residents. 303 surveys were completed (including comparisons to over 290 communities in Leisure Visions national data base of over 300 communities. The 2nd survey related to numbers of staff, capital and operating budgets and funding for parks and recreation systems. 13 surveys were completed.

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2004) (2010)
Lindenhurst Park District, Lindenhurst, Illinois

Leisure Vision conducted a statistically valid mail/phone survey in 2004 for this suburban Chicago area community. The survey is being used as a key component of a five year comprehensive park district master plan that is being conducted by park district staff, which includes major planning for renovation and expansion of outdoor and indoor programming areas, trails, aquatic facilities, etc.

The minimum goal was to receive 400 completed surveys, with 300 being from households throughout the Lindenhurst Park District, and 100 from Village of Lake Villa residents. This goal was far exceeded. A total of 553 surveys were completed, including 452 from Lindenhurst Park District residents and 101 from Village of Lake Villa residents. The results of the random sample of 553 households have a 95% level of confidence with a precision of at least +/-4.2%.

As part of the study, Leisure Vision conducted a focus group with the Lindenhurst Park Board to and staff to develop survey questions as well as a presentation to the Park Board of final survey results.

Leisure Vision recently completed an update of the Needs Assessment Survey

NEEDS ASSESSMENT SURVEY (2010)
Cleveland Metro Parks

Leisure Vision is currently working with the Cleveland Metro Parks on a parks and recreation needs assessment survey. A total of 1,200 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY (2010)
Clark County, Nevada

Leisure Vision is currently working with the Clark County Parks and Recreation Department on a needs assessment survey regarding development of a regional sports complex. A total of 1,500 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2010)
Jacksonville, North Carolina

Leisure Vision is currently working with the City of Jacksonville on a needs assessment survey for their parks and recreation system. A total of 450 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2010)
Muhlenberg, Kentucky

Leisure Vision conducted a needs assessment survey for the City of Muhlenberg Parks and Recreation Department. A total of 400 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2010)
Southlake Texas

Leisure Vision conducted a needs assessment survey for the City of Southlake Parks and Recreation Department. A total of 300 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2009)
Arapahoe County, Colorado
Leisure Vision conducted a needs assessment survey for Arapahoe County as part of a comprehensive parks, trails, and greenways open space plan. A total of 800 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the County, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, greenways, wildlife habitats, cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2009)
Crested Butte, Colorado
Leisure Vision conducted a needs assessment survey for the City of Crested Butte, Colorado. A total of 408 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2009)
Monmouth County, New Jersey
Leisure Vision conducted a needs assessment survey for the Monmouth County, New Jersey .A total of 600 surveys were completed. The survey was focused on key issues impacting current operations for the County. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)
Owensboro and Daviess County, Kentucky
Leisure Vision conducted a needs assessment survey for the City of Owensboro and Daviess County, Kentucky. A total of 500 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2009)
Woodridge Park District
Leisure Vision conducted a citizen survey in partnership with the Woodridge Park District as part of a Strategic Plan during November and December of 2009. The purpose of the survey was to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Woodridge Park District. The survey was administered by a combination of mail and phone.

The goal was to obtain a total of at least 500 completed surveys from Woodridge Park District households. This goal was accomplished, with a total of 508 surveys having been completed. The results of the random sample of 508 households have a 95% level of confidence with a precision of at least +/-4.3%.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)
Bentonville, Arkansas
Leisure Vision conducted a needs assessment survey for the City of Bentonville, Arkansas Parks and Recreation Department. A total of 374 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

PARKS AND RECREATION NEEDS ASSESSMENT STUDY (2002) (2010)
Elk Grove Park District, Elk Grove, Illinois
Leisure Vision conducted a statistically valid mail/phone survey in 2002 for this suburban Chicago community of 30,000 residents. The survey were used as a key component of a strategic planning effort that is being conducted by park district staff, which includes major planning for renovation and expansion of indoor programming areas and aquatic programming features.

Results from the survey were used in a successful voter election to develop a $9 million family aquatic center

In 2009, Leisure Vision conducted an update of the needs assessment survey.

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2009)
Plainfield Park District

Leisure Vision conducted a Community Attitude and Interest Survey in partnership with the Plainfield Park District during the fall of 2009. The purpose of the survey was to help update the District's master plan and by helping to establish priorities for the future improvement of parks, recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Plainfield Park District. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 600 completed surveys from Plainfield Park District households. This goal was accomplished, with a total of 632 surveys having been completed. The results of the random sample of 632 households have a 95% level of confidence with a precision of at least +/-3.9%.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)
Lake Saint Louis, Missouri

Leisure Vision conducted a needs assessment survey for the City of Lake Saint Louis Parks and Recreation Department. The contract called for 600 surveys to be completed but a total of 1,600 surveys were actually completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)
O'Fallon, Missouri

Leisure Vision conducted a needs assessment survey for the City of O'Fallon Parks and Recreation Department. A total of 462 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY (2009)
Canton, Ohio
Leisure Vision conducted a needs assessment survey for the City of Canton Parks and Recreation Department. A total of 720 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)
Longview, Texas
Leisure Vision conducted a needs assessment survey for the City of Longview Parks and Recreation Department. A total of 742 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)
Orlando, Florida
Leisure Vision conducted a needs assessment survey for the City of Orlando, Florida Parks and Recreation Department. A total of 500 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)
Norfolk, Virginia

Leisure Vision conducted a Community Interest Survey during the fall of 2009 for the City of Norfolk Department of Recreation, Parks and Open Space conducted a to establish priorities for the future improvement or parks and recreation facilities, programs and services within the City of Norfolk. The survey was designed to obtain statistically valid results from households throughout the City of Norfolk. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 500 completed surveys from City of Norfolk residents. This goal was far exceeded, with a total of 573 surveys having been completed. The results of the random sample of 573 households have a 95% level of confidence with a precision of at least +/-4.1%.

NEEDS ASSESSMENT SURVEY (2009)
Key Biscayne, Florida
Leisure Vision conducted a needs assessment survey for the City of Key Biscayne, Florida Parks and Recreation Department. A total of 400 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF DOWNTOWN STUDY (2008)
San Diego, California
Leisure Vision conducted a statistically valid survey as part of a downtown parks and recreation master planning team to conduct a statistically valid mail/phone survey for this major metropolitan area in California. The survey was administered by phone or by mail and phone.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY PRIOR TO SUCCESSFUL VOTER ELECTION (2008)
Kettering, Ohio

Leisure Vision worked with the Kettering Parks, Recreation, and Cultural Arts Department on a parks and recreation needs assessment survey during May of 2008. The survey was designed to obtain statistically valid results from households throughout the City of Kettering. The survey was administered by phone. The goal was to obtain a total of at least 400 completed surveys. This goal was accomplished, with a total of 418 surveys having been completed. The results of the random sample of 418 households have a 95% level of confidence with a precision of at least +/-4.8%.

Results from the survey were used as a cornerstone for successful voter election held in November of 2008, resulting in the passage of a bond issue to fund a multi-million parks and recreation facilities improvement effort that passed with 69% approval.

In 2010, Leisure Vision conducted a survey regarding indoor and outdoor programming spaces.

NEEDS ASSESSMENT SURVEY AND STRATEGIC PLAN (2007) (2008)
Fox Valley Special Recreation Association

Leisure Vision conducted a Needs Assessment Survey for the Fox Valley Special Recreation Association (FVSRA) during the spring of 2007. The purpose of the survey was to gather input to help establish priorities for future improvements to programs and services of the Association and to lay the basis for development of a Strategic Plan for the Association.

The survey was administered to three groups: households who are current clients of FVSRA, households who are past clients of FVSRA, and members of group homes who are current clients of FVSRA. Those who received a survey were selected from a list provided by the Fox Valley Special Recreation Association. The survey was administered by a combination of mail and phone.

The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished, with a total of 606 surveys having been completed. The results of the random sample of 606 households have a 95% level of confidence with a precision of at least +/-4.0%.

Following development of the needs assessment survey, Leisure Vision was selected to facilitate a Strategic Plan for the FVSRA. Leisure Vision worked with a Steering Committee and The FVSRA as well as the Executive Director and staff of the District in preparing the Strategic Plan. Key components were a Vision, Mission and Values Statement; Development of Critical Issues and Action Strategies, and Development of a 3 Year Action Strategy

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2008)
Hoffman Estates Park District

Leisure Vision conducted a Community Survey in partnership with the Hoffman Estates Park District as part of a Strategic Plan during the fall of 2008 to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Hoffman Estates Park District. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 800 completed surveys from Hoffman Estates Park District households. This goal was accomplished, with a total of 812 surveys having been completed. The results of the random sample of 812 households have a 95% level of confidence with a precision of at least +/-3.4%.

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2008)
Longview, Washington

The Cities of Longview and Kelso along with Cowlitz County conducted a Community Attitude and Interest survey during January and February 2008 to determine the feasibility of constructing a new regional community center to serve citizen needs in the two cities and parts of the County. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Cities of Longview and Kelso along with Cowlitz County officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished, with a total of 735 surveys having been completed. The results of the random sample of 735 households have a 95% level of confidence with a precision of at least +/-3.6%.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2008)
Hillsboro, Oregon

Leisure Vision conducted a statistically valid mail/phone survey for this Oregon City. Leisure Vision administered 500 surveys for the city, with a margin of error of +/-4.4%. The survey was conducted as part of a parks and recreation master plan. The survey was administered by mail and phone.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also being compared to Leisure Vision’s national database of survey responses.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2008)
Los Angeles, California
Leisure Vision worked with the City of Los Angeles Parks and Recreation Department on a parks and recreation needs assessment survey during the summer of 2008 o establish priorities for the future improvement of parks, trails, greenways, sports and recreation facilities, programs and services within the community. The survey was administered by phone or by mail and phone in both English and Spanish. 2,800 surveys were completed, including at least 400 surveys in each of 7 major planning areas for the City.

The goal was to obtain a total of at least 2,800 completed surveys. This goal was exceeded, with a total of 2,925 surveys having been completed. The results of the random sample of 2,925 households have a 95% level of confidence with a precision of at least +/-1.8%.

PARKS AND RECREATION NEEDS ASSESSMENT STUDY (2008)
Des Moines, Iowa

Leisure Vision conducted a Community Attitude and Interest Survey during November and December of 2007 to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Des Moines, including each of their council districts. The survey was administered by a combination of mail and phone.

The goal was to obtain a total of at least 800 completed surveys. This goal was accomplished with a total of 822 surveys having been completed, including a representative sampling in each of their council districts. The results of the random sample of 822 households have a 95% level of confidence with a precision of at least +/-3.4%. The survey results were further compared to national benchmarks of citizen responses compiled by Leisure Vision from communities across the country.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF FEASIBILITY STUDY (2008)
City of Roanoke, Virginia
Leisure Vision conducted an Indoor Community Center Feasibility Survey during May and June of 2008 to establish priorities for the development of an indoor community center at Fallon Park. The survey was designed to obtain statistically valid results from households throughout the City of Roanoke and the surrounding area. The survey was administered by a combination of mail and phone. The goal was to obtain a total of 500 completed surveys, including 300 from City of Roanoke residents, and 200 from residents living outside of the City of Roanoke. This goal was accomplished, with a total of 579 surveys having been completed, including 377 from City residents, and 202 from non-City residents. The results of the random sample of 579 households have a 95% level of confidence with a precision of at least +/-4.1%.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2008)
Bedford County, Virginia
Leisure Vision conducted a Community Parks and Recreation Survey for Bedford County as part of a Master Plan during the spring of 2009 to establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Bedford County. The survey was administered by a combination of phone and mail. The goal was to obtain a total of at least 200 completed surveys from Bedford County residents. This goal was accomplished, with a total of 220 surveys having been completed. The results of the random sample of 220 households have a 95% level of confidence with a precision of at least +/-6.6%.

NEEDS ASSESSMENT SURVEY FOR FEASIBILTY STUDY (2008)
Kyle, Texas
Leisure Vision conducted a citizen survey as part of a community center planning team for this Austin suburban community. The survey was administered by phone or by mail and phone. Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also being compared to Leisure Vision’s national database of survey responses.

ZOO USERS CITIZEN ATTITUTDE AND INTEREST SURVEY (2008)
The Friends of the Kansas City Zoo
Leisure Vision conducted a Citizen Attitude and Interest Survey during the fall of 2008 to help determine future planning for the Zoo. The survey was designed to obtain statistically valid results from households throughout six counties in the Kansas City Metro area. These six counties include Jackson, Platte and Clay Counties in Missouri, and Johnson, Wyandotte and Leavenworth counties in Kansas. The survey was administered by a combination of mail and phone.The goal was to obtain a total of at least 1,300 completed surveys. This goal was accomplished, with a total of 1,350 surveys having been completed. The results of the random sample of 1,350 households have a 95% level of confidence with a precision of at least +/-2.7%.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2008)
Iowa City, Iowa
Leisure Vision conducted a Community Attitude and Interest Survey in 2008 for Iowa City, Iowa to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout Iowa City. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished, with a total of 676 surveys having been completed. The results of the random sample of 676 households have a 95% level of confidence with a precision of at least +/-3.7%.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2007)
Ft. Lauderdale, Florida
Leisure Vision conducted a statistically valid mail/phone survey for this City of over 200,000 residents. Leisure Vision administered 500 surveys for the city, with a margin of error of +/- 4.4%. The survey is being conducted as part of a parks and recreation master plan. The survey was administered by mail and phone. Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also being compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2007)
Tamarac, Florida
Leisure Vision conducted a Community Attitude and Interest Survey for the City of Tamarac in the summer of 2007 to establish priorities for the future development of parks and recreation facilities, programs and services within the City and to measure current usage and satisfaction with services... The survey was designed to obtain statistically valid results from households throughout the city. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 400 completed surveys. This goal was accomplished, with a total of 407 surveys having been completed. The results of the random sample of 407 households have a 95% level of confidence with a precision of at least +/-4.9%.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2007)
Wake County, North Carolina
Leisure Vision conducted a Community Attitude and Interest Survey during March and April of 2007 for the Wake County Parks, Recreation, and Open Space Division to establish priorities for the future development of parks, trails, greenways, recreation facilities, programs, and services within this County of over 700,000 residents. The survey was designed to obtain statistically valid results from households throughout Wake County. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 400 completed surveys within Wake County. This goal was accomplished, with a total of 423 surveys having been completed. The results of the random sample of 423 households have a 95% level of confidence with a precision of at least +/-4.8%.

NEEDS ASSESSMENT SURVEY (2007-2008)
Westchester County, New York
Leisure Vision conducted a citizen survey for the Westchester County Department of Parks, Recreation and Conservation during the winter of 2007-08 to help determine parks, trails, aquatics, sports and recreation facilities and services priorities for County residents. The survey was designed to obtain statistically valid results from households throughout Westchester County. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 700 completed surveys. This goal was far exceeded, with a total of 823 surveys having been completed. Of the 823 surveys that were completed, 694 surveys were completed by mail and 129 surveys were completed by phone. The results of the random sample of 823 households have a 95% level of confidence with a precision of at least +/-3.4%.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2007)
Richmond, Virginia
Leisure Vision conducted a Community Attitude and Interest Survey during August and September of 2007 for the City of Richmond Department of Parks, Recreation, and Community Facilities to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Richmond. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished with a total of 624 surveys having been completed. The results of the random sample of 624 households have a 95% level of confidence with a precision of at least +/-3.9%.

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PARKS AND RECREATION NEEDS ASSESSMENT STUDY (2007)
Gurnee Park District, Gurnee, Illinois
Leisure Vision conducted a Community Survey during May and June of 2007 for the Gurnee Park District to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Gurnee Park District. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 400 completed surveys. This goal was accomplished, with a total of 472 surveys having been completed. The results of the random sample of 472 households have a 95% level of confidence with a precision of at least +/-4.5%.

COMMUNITY CENTER FEASIBILITY STUDY SURVEY (2006)
Round Rock, Texas

Leisure Vision conducted a Community Attitude and Interest Citizen Survey during July and August of 2006 to gather citizen input to help determine indoor recreation and sports needs for the community. The survey was designed to obtain statistically valid results from households throughout the City of Round Rock. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 400 completed surveys. This goal was accomplished, with a total of 420 surveys having been completed. The results of the random sample of 420 households have a 95% level of confidence with a precision of at least +/-4.8%.

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2006)
Des Plaines Park District, Des Plaines, Illinois

Leisure Vision conducted a Community Attitude and Interest Survey during September and October of 2006 for the Des Plaines Park District to establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Des Plaines Park District. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 500 completed surveys within the Des Plaines Park District. This goal was reached with a total of 504 surveys having been completed within the Park District. The results of the random sample of 504 households have a 95% level of confidence with a precision of at least +/-4.4%.

NEEDS ASSESSMENT STUDY SURVEY AS COMPONENT OF MASTER PLAN (2006)
Urbana Park District, Urbana Illinois

Leisure Vision conducted a Community Attitude and Interest Survey in partnership with the Urbana Park District during May of 2006 to help establish priorities for the future development of parks, greenways and trails, sports and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Urbana Park District. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished, with a total of 696 surveys have been completed. The results of the random sample of 696 households have a 95% level of confidence with a precision of at least +/-3.7%.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2006)
City of Georgetown-Scott County, Kentucky
Leisure Vision conducted a Community Attitude and Interest Survey for the City of Georgetown-Scott County, Kentucky from October through December of 2006 to establish priorities for the future development of parks and recreation facilities, programs and services within the County. The survey was designed to obtain statistically valid results from households throughout Scott County. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Georgetown-Scott County officials, as well as members of the project team in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain a total of at least 400 completed surveys. This goal was accomplished, with a total of 407 surveys having been completed. The results of the random sample of 407 households have a 95% level of confidence with a precision of at least +/-4.9%.

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2005-2006)
Schaumburg, Illinois
Leisure Vision conducted a Community Attitude and Interest Survey in 2005 and 2006 to help establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Schaumburg Park District.

Leisure Vision worked extensively with Schaumburg Park District officials and residents of the Schaumburg Park District in the development of the survey questionnaire. These efforts included a series of stakeholder interviews and focus groups with Schaumburg Park District residents and Wheeling Park District officials. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain at least 500 completed surveys in the Park District. This goal was accomplished, with 523 surveys having been completed. The results of the random sample of 523 households have a 95% level of confidence with a precision of at least +/-4.3%.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF FEASIBILITY STUDY (2006)
Roanoke County, Virginia
Leisure Vision conducted a Community Attitude and Interest Survey during April and May of 2006 to help guide future improvements to the County's parks, greenways, open space, recreation facilities and programs. The survey was designed to obtain statistically valid results from households throughout Roanoke County. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 800 completed surveys. This goal was accomplished, with a total of 1,021 surveys having been completed. The results of the random sample of 1,021 households have a 95% level of confidence with a precision of at least +/-3.1%.

AQUATIC CENTER FEASIBILTY STUDY SURVEY (2006)
Ontario, Oregon
Leisure Vision conducted a Community Attitude and Interest Citizen Survey during August and September of 2006 for Ontario, Oregon to establish priorities for the future of the existing Ontario Aquatic Center in the community. The survey was designed to obtain statistically valid results from households throughout the City of Ontario and the surrounding area. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 300 completed surveys. This goal was accomplished, with a total of 351 surveys having been completed. The results of the random sample of 351 households have a 95% level of confidence with a precision of at least +/-5.2%.

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2006)
Sheridan, Wyoming

Leisure Vision worked with the Sheridan Recreation District, Sheridan, Wyoming on completion of a Needs Assessment Survey. The survey was administered by mail and phone to a random sampling of 400 households in the Sheridan Park District. Issues on the Needs Assessment Survey focused on a full-range of usage, satisfaction, and priority issues facing the Sheridan Recreation District. The statistically valid survey was administered in April of 2006. Extensive cross-tabular analysis of survey results was conducted to test results by various demographic groups, including comparisons to our national benchmarking database.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2006)
Miami, Florida
Leisure Vision conducted a Community Attitude and Interest Survey during March and April 2006 for the City of Miami as part of a Parks and Recreation Master Plan to help establish priorities for future development of parks, trails, recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Miami. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 1,000 completed surveys. This goal was far exceeded, with a total of 1,140 surveys having been completed. The results of the random sample of 1,140 households have a 95% level of confidence with a precision of at least +/-2.9%.

NEEDS ASSESSMENT SURVEY (2006)
Richland County, South Carolina
Leisure Vision conducted a Community Attitude and Interest Survey from November 2005 to January 2006 for Richland County to study the feasibility of developing a large sports and entertainment park with both outdoor and indoor facilities to serve residents of Richland County and attract visitors to Richland County. The survey was designed to obtain statistically valid results from households throughout Richland County and the Midlands region. The survey was administered by a combination of mail and phone.

The goal was to obtain a total of at least 600 completed surveys, with at least 450 coming from Richland County residents and the rest from the Midlands region, which included Lexington, Newberry, Fairfield, and Kershaw Counties. Extensive cross-tabular analysis of survey responses and benchmarking were conducted. This goal was accomplished, with a total of 608 surveys having been completed. The results of the random sample of 608 households have a 95% level of confidence with a precision of at least +/-4.0%.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2006)
Sherwood, Oregon
Leisure Vision conducted a Community Attitude and Interest Survey during February and March 2006 to help establish priorities for the future development of a parks master plan within the community. The survey was designed to obtain statistically valid results from households throughout the City of Sherwood. The survey was administered by a combination of mail and phone. The goal was to obtain at least 200 completed surveys. The goal was accomplished, with a total of 218 surveys being completed. The results of the random sample of 218 households have a 95% level of confidence with the precision of at least +/-6.6%.

COMMUNITY AND AQUATIC CENTER FEASIBILITY SURVEY (2006)
Denver, Colorado
Leisure Vision conducted a Community Attitude and Interest Citizen Survey for the Salvation Army during December 2005 and January 2006 for East Denver/West Aurora residents to help determine the feasibility of developing a new, large, indoor community center in the East Denver/West Aurora area. The survey was designed to obtain statistically valid results from households throughout the East Denver/ West Aurora area. The survey was administered by a combination of mail and phone.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2006)
Virginia Beach, Virginia
Leisure Vision conducted a Community Attitude and Interest Survey from November 2005 through January 2006 for the City of Virginia Beach to help establish priorities for indoor and outdoor recreational opportunities for the residents. The survey was designed to obtain statistically valid results from households throughout the City of Virginia Beach. The survey was administered by a combination of mail and phone. The goal was to obtain at least 300 completed surveys. This goal was far exceeded accomplished, with a total of 541 surveys being completed. The results of the random sample of 541 households have a 95% level of confidence with a precision of at least +/-4.4%.

COMMUNITY ATTITUDE AND INTEREST CITIZEN SURVEY (2005)
Salem, Oregon

COMMUNITY AND AQUATIC CENTER NEEDS ASSESSMENT SURVEY (2005)
Kent, Washington

COMMUNITY AND AQUATIC CENTER FEASIBILITY STUDY SURVEY (2005)
Erie, Colorado

COMMUNITY AND AQUATIC CENTER FEASIBILITY STUDY SURVEY (2005)
Detroit, Michigan

NEEDS ASSESSMENT SURVEY FOR FEASIBILTY STUDY 2005)
Martinsville, Virginia

COMMUNITY CENTER AND AQUATIC CENTER FEASIBILITY SURVEY (2005)
Coeur d' Alene, Idaho

STUDENT UNION SURVEY AND VOTER ELECTION (2005)
University of Missouri

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2005)
City of Montrose and Montrose Recreation District, Montrose, Colorado

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2005)
Charlottesville, Virginia

STATEWIDE ATTITUDE AND INTEREST SURVEY (2005)
State of Connecticut

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2005)
Durham, North Carolina

COMMUNITY AND AQUATIC CENTER FEASIBILITY SURVEY (2004)
St. Louis, Missouri

OUTDOOR AND INDOOR AQUATIC PROGRAM SPACES SURVEY (2004)
St. Paul, Minnesota

OUTDOOR RECREATION NEEDS ASSESSMENT SURVEY (2004)
City of Las Vegas, Nevada

NEEDS ASSESSMENT SURVEY AS COMPONENT OF STRATEGIC PLAN (1999-2004)
St. Louis County, Missouri

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)
Morris County Park Commission, Morris County, New Jersey

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)
Kansas City, Missouri

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)
Somerset County, New Jersey

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)
Pinellas County, Florida

NATIONAL CAPITAL VISITOR SURVEY (2004)
U.S. National Park Service

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2003)
San Francisco, California

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2003)
Fulton County, Georgia

PARKS AND RECREATION NEEDS ASSESSMENT STUDY (2003)
Deerfield Park District, Deerfield, Illinois

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2003)
Greenville County, South Carolina

OUTDOOR PARKS AND RECREATION NEEDS ASSESSMENT (2002)
Rhode Island Department of Environmental Management

NEEDS ASSESSMENT AND COMMUNITY CENTER FEASIBILITY STUDY (2002)
Key Biscayne, Florida

METRO GREEN STRATEGIC PLAN (2002)
Kansas City Metro Area

NEEDS ASSESSMENT SURVEY (2001)
Independence, Missouri

PARKS AND RECREATION MASTER PLAN NEEDS ASSESSMENT (2001)
Peoria, Arizona

PARKS, RECREATION, & OPEN SPACE NEEDS ASSESSMENT (2001)
Denver, Colorado

AQUATIC FACILITIES NEEDS ASSESSMENT (2001)
Cedar Rapids, Iowa

STUDENT RECREATION AND AQUATIC FACILITIES NEEDS ASSESSMENT (2001)
University of Missouri

COMMUNITY AND AQUATIC CENTER FEASIBILITY STUDY NEEDS ASSESSMENT (2001)
Grandview, Missouri

PARK AND RECREATION NEEDS ASSESSMENT FOR MASTER PLAN (1999)
DeKalb County, Georgia

Section 4:
Scope of Services, Timelines & Professional Fees

PROJECT APPROACH-SCOPE OF SERVICES

Overview

Leisure Vision will administer a reliable and City-Wide Statistically Valid Survey (Survey) for use by the City of Roseville (City) and the Citizen Organizing Committee to validate findings from the recently developed Parks and Recreation Master Plan and support implementation of the master plan. The Survey will address the full range of goals identified in the Request for Proposals.

The Survey will be conducted in a manner that maximizes community input, buy-in and trust for the objectivity, reliability, and validity of the process. The Survey will be action oriented, allowing for a seamless integration into on-going decision making and consensus development for implementation of the master plan.

The Leisure Vision Scope of Services also includes several "optional" unique and powerful analysis tools, which the Citizen Organizing Committee and City can use to maximize the value of the results from the citizen survey to validate and implement the master plan. Each of these services is included as relates to base and optional services in our scope of services.

The following Scope of Services identifies the tasks Leisure Vision will take in partnership with the City of Roseville.

Phase I: Kick-off Meeting

Within two (2) weeks of being selected for the Citizen Survey, Leisure Vision will hold a kick-off meeting with the Citizen Organizing Committee and City officials to review the scope of services, project timelines, refine survey questions, and discuss other matters to ensure that the Survey project meets 100% of the goals for the assignment.

The Statistically Valid Citizen Survey will serve as the means to validate Parks and Recreation Master Plan recommendations. Leisure Vision has also found that strategic thinking regarding development of implementation strategies needs to start at the beginning of the project. This type of strategic thinking will allow for development of questions which are the most useful to decision makers to help them make better decisions to recommend a system for implementing the Master Plan. We have extensive experience in this regard and would anticipate a portion of the meeting focusing on this issue.

Prior to the meeting, each of these matters will be discussed in a phone call between the Citizen Organizing Committee, City officials and Leisure Vision to ensure that the Project Kick-off Meeting fully addresses the City's goals for the project. Leisure Vision will additionally provide samples of questionnaires Leisure Vision has administered in other communities which address survey goals.

Note: Some Citizen Organizing Committees find it helpful to appoint a sub-committee to work with Leisure Vision on development of the Survey, particularly on the telephone conference calls. All results from the calls would be reported to the full-committee for feedback and in particular approval of the final survey. Should the Citizen Organizing Committee wish to consider the benefits of such a sub-committee those discussions would take place at the kick-off meeting.

Phase I: Deliverables

- Report from kick-off meeting
- Draft survey

Phase II: Quantitative Research-Statistically Valid Survey

Survey Sample Size

Leisure Vision offers three (3) survey sizes

Option 1:

We would complete a sampling of 400 households within the City of Roseville and a target of 175-225 completed surveys within each of two (2) sub-regional areas. Overall results for the entire sampling of 400 households within the City will have a 95% level of confidence with a margin of error of +/-5% overall.

Leisure Vision will guarantee completion of at least 400 surveys for the Survey within the City and a target of 175-225 completed surveys within each of two (2) sub-regional areas. Should we receive more surveys those will be processed at no cost to the City

Option 2:

We would complete a sampling of 500 households within the entire City of Roseville, including a target of 125-175 completed surveys within each of three (3) sub-regional areas within the City. Overall results for the entire sampling of 500 households within the City will have a 95% level of confidence with a margin of error of +/-4.4% overall.

Leisure Vision will guarantee completion of at least 500 surveys for the Survey within the City and a target of 125-175 completed surveys within each of three (3) sub-regional areas. Should we receive more surveys those will be processed at no cost to the City.

Option 3:

We would complete a sampling of 600 households within the entire City of Roseville, including a target of 125-175 completed surveys within each of four (4) sub-regional areas within the City. Overall results for the entire sampling of 600 households within the City will have a 95% level of confidence with a margin of error of +/-4% overall.

Leisure Vision will guarantee completion of at least 600 surveys for the Survey within the City and a target of 125-175 completed surveys within each of four (4) sub-regional areas. Should we receive more surveys those will be processed at no cost to the City.

NOTE: The chief advantages of conducting more surveys are: 1) to gain a lower margin or error and 2) to be able to conduct more breakdowns of findings by demographic groups, i.e. households with children, households without children, ages of respondents, years of residence, etc. Generally it is beneficial to have at least 100 completed surveys within each sub-demographic group in order to get statistically relevant information.

Survey Administration

Leisure Vision is capable of administering the survey entirely by phone or entirely by mail. Given the negative impact that caller ID has had on phone survey response rates in recent years, we recommend administering each survey using a combination of mail and phone to maximize the overall level of response. Even if people do not respond by mail, people who receive the mailed version of the survey are significantly more likely to respond to the survey by phone because they know the survey is legitimate. The costs for administering the survey by phone only or a combination of mail/phone are the same.

Leisure Vision recommends administering the survey through a combination of a mail/phone survey. This approach is recommended because it gives more residents an opportunity to respond to the survey while enabling Leisure Vision to control the distribution of the sample. Importantly, this approach also increases the response rate to the survey, therefore reducing non-response bias and for Leisure Vision to guarantee the number of surveys we will receive.

With the mail/phone combination, Leisure Vision will design the sample so that a mail survey is first sent out by first class mail to residents of the City (including a metered return envelope to Leisure Vision/ETC Institute). The mail survey can if requested also include messages in the cover letter to non-english speaking households, i.e. Spanish, that will provide a 1-800 phone number to call to have the survey administered over the phone in that language.

Two days prior to receiving the mailed survey, each resident household receiving a survey will receive an electronic voice message, informing them about the survey and encouraging them to complete the survey.

Approximately 10 days after the surveys are mailed out, extensive phone follow-up is conducted either to encourage completion of the mailed survey or to administer the survey by phone. This approach allows us to target specific demographic groups that may not have responded to the mailed survey to ensure that the demographic distribution of the sample matches the actual composition of the community. It also allows us to check and compare survey responses for both mail and phone to additionally check on the accuracy of the survey.

Ensuring Representation for Non-English Speaking Populations

Leisure Vision and our parent company ETC Institute have administered surveys in many communities across the United States where a high percentage of the population does not speak English as a first language. As a result, we are sensitive to the importance of ensuring that non-English populations are properly represented in the survey. Leisure Vision has conducted numerous bi-lingual surveys across the country.

Maintaining Quality Control

Leisure Vision recognizes that quality control will be critical to the overall success of the project. If the City's decision makers do not believe that the survey data are accurate, the results of this study will have little value to the community.

The project's success, in many ways, will be dependent on the management of data collection and processing activities. Although it is important to ensure that high standards of quality are maintained during all tasks in the project, failure to achieve these standards during the data collection and data processing portions of the project will jeopardize the overall success of the project.

Leisure Vision has an ongoing quality assurance program in place. This program has been developed and refined through our experience with hundreds of studies that involved the design and administration of surveys. Our quality assurance program is directly monitored by Dr. Elaine Tatham, President of our parent company ETC Institute. The program is designed to give clients "error free" results, and all employees at Leisure Vision are directly involved in the program.

Dr. Elaine Tatham is an active member of the Market Research Association. The quality control methods used by Leisure Vision and our parent company ETC Institute have been reviewed by external organizations including the American Water Works Association Research Foundation and the United States Office of Management and Budget. Some of the basic elements of ETC Institute's quality assurance process include the following:

- **Training of phone interviewers**. All phone interviewers are required to complete Leisure Visions's/ETC Institute's in-house training program. The program teaches new employees the appropriate methods for conducting interviews, how to respond to different situations that may occur, and how to properly record responses. All interviewers work directly under the supervision of an experienced supervisor. All interviewers will receive specialized training for these surveys before they begin conducting interviews.

- **Comprehensive survey design and review process.** All survey instruments will be reviewed by each member of the City's project management team and all senior members of Leisure Vision's/ETC Institute's team to ensure that all issues are adequately addressed.

- **Data entry fields will be limited to specific ranges to minimize the probability of error**. The data processing system that will be used by our firm for the study alerts data entry personnel with an audible alarm if entries do not conform to these specifications.

- **Leisure Vision/ETC Institute will select at least 10% of the records at random for verification**. A supervisor will match records in the data bases against the corresponding survey to ensure that the data entry is accurate and complete.

- **Sampling Methodology**. Demographic questions will be included on each of the survey instruments. The demographic data will be used to monitor the distribution of the respondents to ensure that the responding population for each survey is representative of the universe for each sample.

Survey Questions and Survey Length

Questions on the survey will be developed in partnership between the Citizen Organizing Committee, City officials and Leisure Vision. Survey questions will address a full range of strategically important issues to the City in their long and short-range decision making as indicated in the RFP**. Special attention will be paid to questions which address validation of the master plan recommendations.** It is anticipated that the survey will be up to six (6) pages in length, plus a cover letter. The phone version of the survey will normally take 15 minutes. This length will allow for between 25-28 questions to be asked, many with multiple components. Leisure Vision has extensive experience working with Citizen Committees and Parks and Recreation Staff in the development of survey questionnaires.

Survey Pre-Test

An additional advantage of the mail/phone method of administration is testing the survey document prior to administering the survey. Generally it will take 3-4 survey drafts until a survey is approved. At that time, Leisure Vision staff will conduct a pretest of 8-10 households by phone to ensure that all questions are understood and can be answered by household respondents. Should any issues arise, they will be immediately discussed with the City and corrections made.

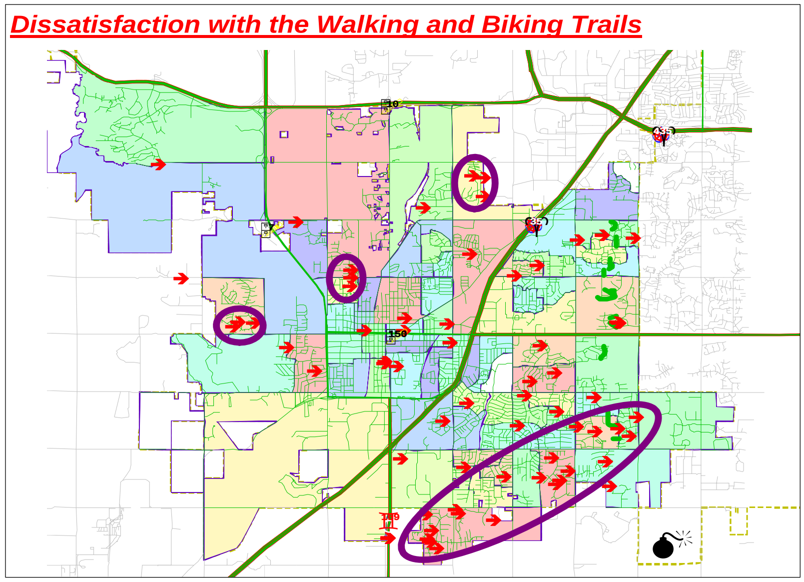
Data Processing

The survey will be administered by Leisure Vision staff at their corporate facilities including all aspects of mailings, phone calling, development of the database, data entry, etc. Total quality control for the project will be under the supervision of Ron Vine, Project Manager and Dr. Elaine Tatham. All phone callers and data processing staff are in the same office complex as Ron Vine and Dr. Tatham and have worked on dozens of parks and recreation projects. All survey data is maintained on-site for a minimum of 5 years and then off-site. All data will be made available for additional cross-tabular analysis by the City for one (1) year from the completion of the needs assessment.

Cross-Tabular Comparisons

Leisure Vision will conduct up to eight (8) cross-tabular comparisons of survey results by key demographic factors, such as gender, age of respondent, length of residency, income, users/non-users of services, etc. The demographic factors to be cross-tabbed will be selected by the City of Roseville and the Citizen Organizing Committee in consultation with Leisure Vision.

Geocoding of Surveys



Leisure Vision will geocode survey results to the latitude and longitude coordinates of the area where a respondent lives. This technique allows survey data to be integrated with geographic information systems (GIS), which allows your community to "map" survey responses. In addition to enhancing the quality of presentations, these maps can be used to support strategic analysis and decision making.

Geocoding can help identify where gaps exist in service delivery to help your community direct resources to those areas where improved recreation programs and/or facilities are needed most. In addition to geocoding the surveys, Leisure Vision can create up to 10 maps of survey results for public presentation

Phase II: Deliverables

- Draft copies and final copy of the survey document

Phase III: Reports and Presentations

A draft Survey report and final report will be developed for review by the Citizen Organizing Committee. Inclusive will be an executive summary of findings, graphs and charts, cross-tabular analysis by regions, gender, etc. Considerable attention will be paid to the results of survey questions which address validations of the Parks and Recreation Master Plan recommendations.

Up to fifteen (15) copies of the draft and final reports will be prepared. Leisure Vision will make a presentation of the final report findings to the Citizen Organizing Committee and other City officials. A power Point presentation of final survey results will be submitted to the City for use in public presentations. An electronic copy of the survey results will be provided for use by the City.

Site Visits and Weekly Meetings

Leisure Vision will make two (2) on-site visits as part of the survey development and presentation process to the City of Roseville. We will cost effectively use phone conference calls to carry out related survey tasks. We have used this approach on many highly successful projects throughout the country.

We would anticipate the site visits being for the following purposes:

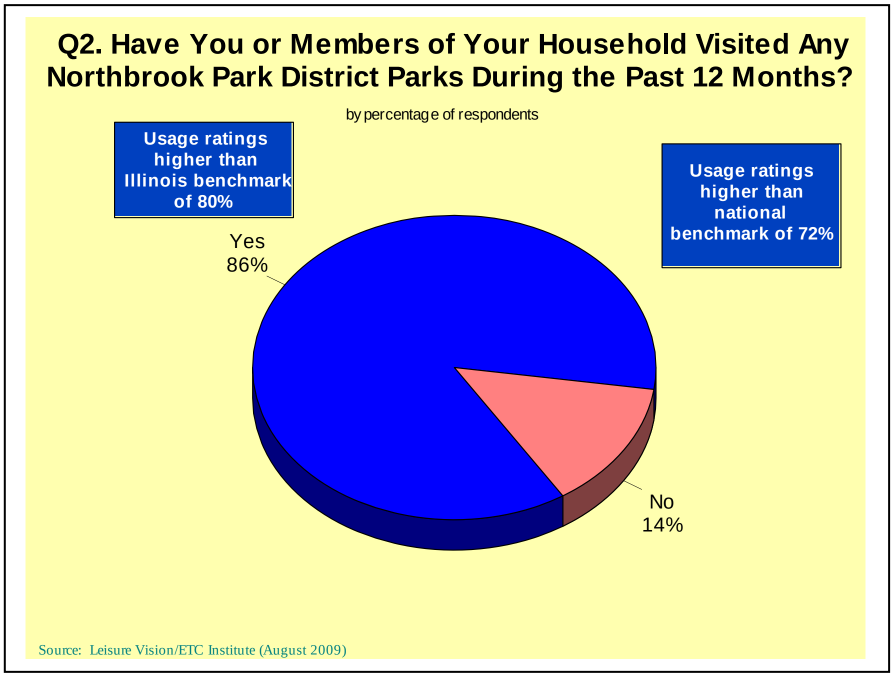
Site Visit #1: Conduct Kick-off Meeting with the Citizen Organizing Committee and City officials.

Site Visit #2: Presentation of final results of the Survey to the Citizen Organizing Committee and City officials.

Optional Additional Analysis Tools

Leisure Vision has developed a number of state of the art and unique analysis tools that can add additional value to the Survey as well as serving as important information supporting master planning efforts. NOTE: Some of these optional tools may have already been conducted in the master plan work to-date, but if not can be important validation tools.

1. National Benchmarking



Leisure Vision has an unparalleled data base of more than 70,000 survey responses from parks and recreation surveys from communities across the country, including Minnesota.

Benchmarking "National Averages" have been developed for numerous strategically important parks and recreation planning and management issues including: customer satisfaction and usage of parks and programs; methods for receiving marketing information; reasons that prevent members of households from using parks and recreation facilities more often; priority recreation programs, parks, facilities and trails to improve or develop; priority programming spaces to have in planned community centers and aquatic facilities; etc.

This information will be provided as compared to survey findings from the City of Roseville to aid in the Survey process and consensus development. An example of a benchmark is shown above.

2. Methodology Regarding a Demand/Supply Model for Developing Level of Service Standards (Optional)

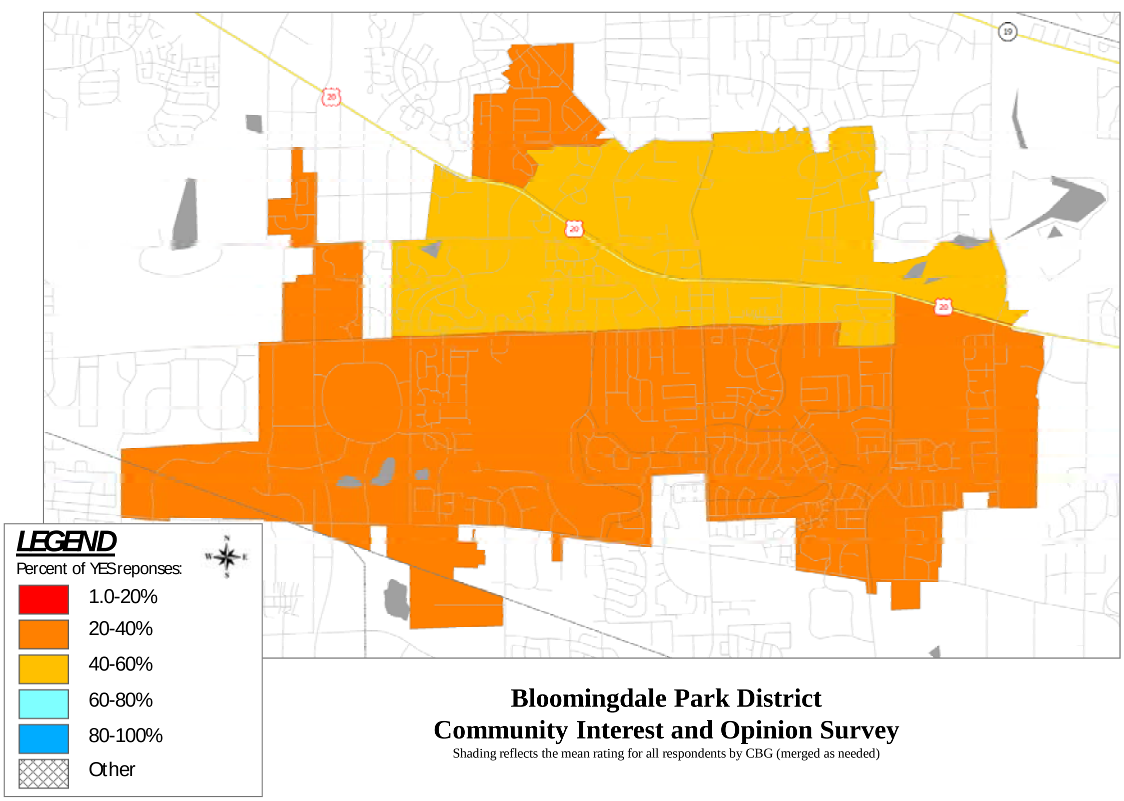
Today, the demand for parks, trails, and recreation facilities in many communities is outgrowing the number and quality of facilities that currently exist. With many communities having local, state and federal suppliers of parks and facilities, as well as non-profit and private providers, the traditional methods that have been used to establish levels of service standards are often times no longer convincing to elected officials as well as city and county managers.

Also, too often demand supply models are established by ***only*** looking at the demand for various parks, trails and recreation facilities. The demand/supply models tracks both the demand for such facilities, and also the unmet demand, i.e. the demand for each facility minus the demand that is already being met = the unmet demand. The unmet demand provides the best information regarding facilities that are still needed.

Leisure Vision has developed a demand/supply method to develop level of service standards that are foremost reflective of the demand for such parks and facilities by community residents and secondarily on the supply side take into consideration all providers in the City of Roseville Components of the Supply/Demand Model include mapping out 1) the demand for each type of parks, trails, and recreation facilities identified in the survey and 2) mapping out the unmet needs for parks, trails, and recreation facilities.

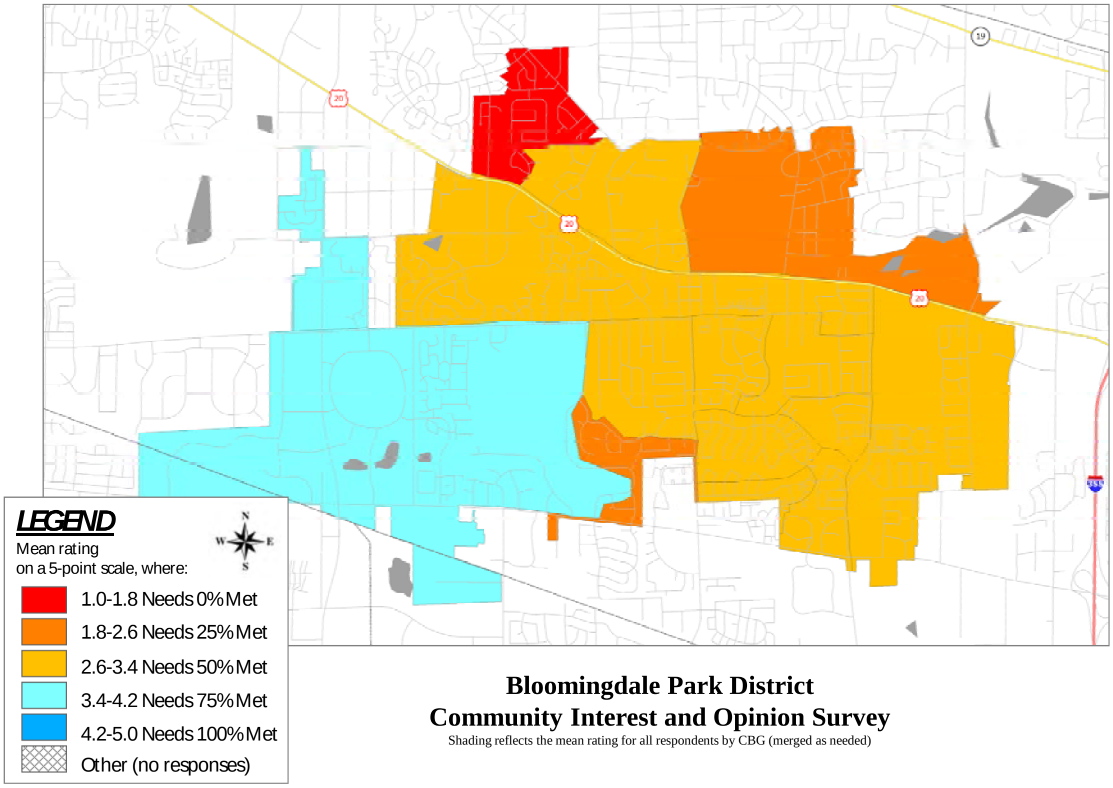
Below and on the following page are examples charts showing the need for and unmet needs for indoor fitness and exercise facilities.

Q13u Indoor fitness and exercise facilities



Bloomingdale Park District
Community Interest and Opinion Survey
Shading reflects the mean rating for all respondents by CBG (merged as needed)

Q13u Indoor fitness and exercise facilities



3. Comparisons of numbers of parks, trails, indoor and outdoor facilities per 1,000 residents with other communities (Optional)

Leisure Vision has a ***data base for over 400 communities in more than 40 states (including Minnesota) showing the number and types of parks, trails, indoor and outdoor recreation facilities per 1,000 residents.*** From this data base, Leisure Vision can provide to the City of Roseville up to 20 comparable communities to benchmark to Roseville's Departments parks and recreation facilities.

Leisure Vision will additionally conduct a web-based benchmarking survey of up to 20 communities that are not in the data base to provide information regarding the number and types of parks, trails, indoor and outdoor recreation facilities per 1,000 residents

Leisure Vision will provide summary reports for each of these data bases providing composite information for each type of park, trail, and indoor/outdoor recreation facility. An example is shown below.

Q3. Do You Have Neighborhood Parks (1-10 acres)?

Do you have neighborhood parks?	Number	Percent
Yes	225	73.8 %
No	80	26.2 %
Total	305	100.0 %

Q3a. Number of Neighborhood Parks (1-10 acres) per 1,000 Residents

Mean = 0.26

Q3b. Number of *Acres* of Neighborhood Parks (1-10 acres) per 1,000 Residents

Mean = 1.27

4. Importance-Satisfaction Matrix Analysis (Optional Service Element)

The Importance-Satisfaction rating is based on the concept that public agencies and businesses will maximize overall customer satisfaction by emphasizing improvements in those areas where the level of satisfaction is relatively low and the perceived importance of the service is relatively high. Leisure Vision will develop an Importance-Satisfaction Matrix to display the perceived importance of core services against the perceived quality of service delivery. The two axes on the matrix will represent **Satisfaction** and relative **Importance**.

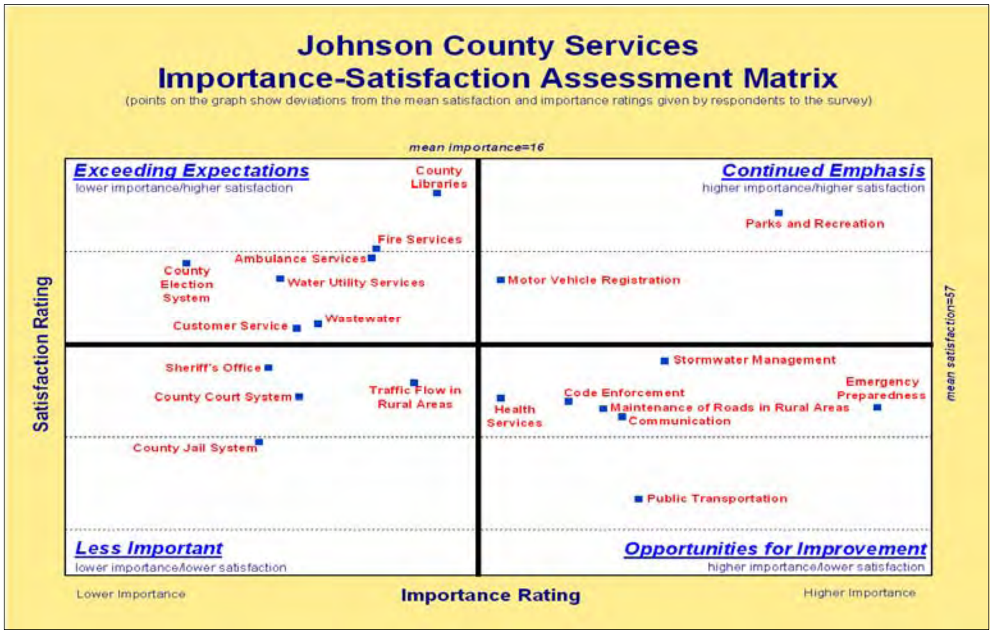
Leisure Vision and are parent company ETC Institute currently provides this analysis for dozens of governmental organizations. The I-S (Importance-Satisfaction) matrix allows public officials to analyze the survey data as described below. A copy of a matrix is provided on the following page.

X ***Continued Emphasis (above average importance and above average satisfaction)***. This area shows where the agency is meeting customer expectations. Items in this area have a significant impact on the customer's overall level of satisfaction. The agency should maintain (or slightly increase) emphasis on items in this area.

X ***Exceeding Expectations (below average importance and above average satisfaction).*** This area shows where the agency is performing significantly better than customers expect the organization to perform. Items in this area do not significantly impact the customer's overall level of satisfaction. The agency should maintain (or slightly decrease) emphasis on items in this area.

X ***Opportunities for Improvement (above average importance and below average satisfaction)***. This area shows where the agency is not performing as well as residents expect the agency to perform. This area has a significant impact on customer satisfaction. The agency should DEFINITELY increase emphasis on items in this area.

X ***Less Important (below average importance and below average satisfaction)***. This area shows where the agency is not performing well relative to the agency's performance in other areas; however, this area is generally considered to be less important to residents. The agency should maintain current levels of emphasis on items in this area or possibly reduce emphasis.



The Important Satisfaction Rating is another tool that is used by Leisure Vision/ETC Institute to help public officials use survey data to help set organizational priorities. More than 70 government agencies currently use Leisure Vision/ETC Institute's I-S Rating. The Importance-Satisfaction Rating is based on the concept that organizations will maximize overall customer satisfaction by emphasizing improvements in those service categories where the level of satisfaction is relatively low and the perceived importance of the service is relatively high.

An example that was developed for the City of Fort Worth, Texas, is provided on the following page. Based on this analysis, the City of Fort Worth identified outdoor swimming pools and walking/biking trails as the top two priorities for the City's parks and recreation system.

Importance-Satisfaction Rating						
City of Fort Worth - 2003						
PARKS and RECREATION						
Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	2003 I-S Rating Rank
High Priority (IS .10-.20)						
Outdoor Swimming pools	20%	5	27%	14	0.1460	1
Number of walking/biking trails	24%	2	49%	9	0.1224	2
Quality of Facilities at City Parks	24%	2	54%	4	0.1104	3
The City's youth athletic programs	19%	6	45%	10	0.1045	4
Medium Priority (IS <.10)						
Indoor Swimming Pools	13%	9	25%	15	0.0975	5
Maintenance of City parks	27%	1	67%	2	0.0891	6
Summer Recreation Programs	14%	8	44%	11	0.0784	7
The number of City parks	17%	7	54%	4	0.0782	8
Maintenance of Community Centers	11%	10	56%	3	0.0484	9
City libraries	21%	4	79%	1	0.0441	10
The City's adult athletic programs	7%	13	39%	13	0.0427	11
Availability of Meeting Space	8%	11	51%	8	0.0392	12
Outdoor athletic fields	8%	11	52%	6	0.0384	13
Ease of registering for programs	5%	14	42%	12	0.0290	14
City Golf Courses	5%	14	52%	6	0.0240	15

Phase III: Deliverables

- 15 copies of draft report, including executive summary, charts, and graphs
- 15 copies of final report, including executive summary, charts, and graphs
- Powerpoint presentation of survey findings
- Survey database in electronic format
- National benchmarking comparisons (optional)
- Methodology regarding a demand/supply model (optional)
- Comparisons of numbers of parks, trails and facilities per 1,000 residents (optional)
- Importance/satisfaction matrix (optional)

NOTE: Optional services will not add any dates to the project.

Project Schedule for the Statistically Valid Citizen Survey

A typical Citizen Survey process takes about 12-14 weeks to complete, including kick-off phone conference call, kick-off meeting, survey design, mail/phone survey, analysis, and the final report. Leisure Vision is capable of completing the Statistically Valid Survey process in less time should that be required. We will tailor the project schedule to your needs.

A draft schedule is provided below.

Month 1

- Kick-off phone discussion to discuss survey goals & objectives
- Leisure Vision provides the Citizen Organizing Committee and City officials examples of surveys for review
- Meeting with the Citizen Organizing Committee and other City officials
- Leisure Vision provides the Citizen Organizing Committee and City a draft Citizen Survey
- The Citizen Organizing Committee and City provide a cover letter
- The Citizen Organizing Committee and City review the content of the draft Citizen Survey and holds conference call with Leisure Vision to discuss the Survey
- Leisure Vision revises the Survey based on input from the City and the Citizen Organizing Committee
- The Citizen Organizing Committee and City preliminarily approves the Citizen Survey instrument
- Pre-test of Survey conducted and changes made if needed
- The Citizen Organizing Committee and City approve the Citizen Survey instrument

Month 2

- Citizen Survey instrument printed and mailed out
- Press releases issued
- Data collection begins for Citizen Survey
- Phone calling begins
- Data collection is completed for Citizen Survey
- First line tabular results provided to the Citizen Organizing Committee and City officials
- Draft report prepared and sent to the Citizen Organizing Committee and City officials
- Discuss changes to draft report

Month 3

- Final Report delivered
- On site visit to conduct formal presentation(s) to Citizen Organizing Committee and City officials

Responsibilities of the Parties

Leisure Vision Responsibilities

Leisure Vision's cost proposal includes the following services:

- designing the survey in association with the Citizen Organizing Committee and City
- requesting background information
- finalizing the methodology for administering the survey
- selecting a random sample of households for the City of Roseville
- setting up the database
- testing the survey instrument
- postage for outbound and in-bound mail
- printing and mailing the survey
- labor for phone interviews
- long distance charges
- data entry for a minimum of either 400, 500, or 600 completed surveys
- cross tabular analysis of survey results
- geocoding of survey results
- 15 copies of the draft and final reports
- a summary report with an executive summary, charts, and cross tabs
- presentation of survey and study findings to the Citizen Organizing Committee and City
- 2 on site trips
- national benchmarking comparisons (optional)
- importance/satisfaction matrix (optional)
- Comparisons of numbers of parks, trails, indoor and outdoor facilities per 1,000 residents with other communities (Optional)
- Methodology regarding a demand/supply model for developing level of service standards (optional)

Citizen Organizing Committee and City Responsibilities

! provide pertinent background materials
! identify central issues to be addressed in the survey
! approve the survey instrument
! identify geographic areas for survey including map of boundaries
! provide a signed cover letter for the survey document
! place notices in local newspapers and/or other media to inform the public about the survey
! identify requests for sub-analysis of the data as appropriate
! arrange for locations and set-ups of presentations

Statistically Valid Citizen Survey **City of Roseville, Minnesota** **27-Dec-10** ***Leisure Vision/ETC Institute***			
	Option 1	Option 2	Option 3
Number of Surveys	400	500	600
Level of confidence	95%	95%	95%
Margin of error	+/-5%	+/-4.4%	+/-4%
Length	6 pages	6 pages	6 pages
Administration	Mail/Phone	Mail/Phone	Mail/Phone
Zone Breakdowns	Up to 2	Up to 3	Up to 4
Formal Report	Included	Included	Included
Sub-Analysis/Banners	Included	Included	Included
Site Visits (2), Includes expenses)	Included	Included	Included
Geocoding	Included	Included	Included
Base Survey Fees	***$15,900***	***$17,900***	***$19,600***
Options	-		
National Benchmarking	$1,500	$1,500	$1,500
Importance-Satisfaction Matrix	$1,750	$1,750	$1,750
Methodology for demand/supply model	$3,000	$3,000	$3,000
Comparisons of numbers of parks, trails, recreation facilities per 1,000 residents	$3,500	$3,500	$3,500

Section 5:
Resumes

RONALD A. VINE, PRESIDENT LEISURE VISION
VICE-PRESIDENT ETC INSTITUTE
1999-PRESENT

Education

M.S., Leisure Services Administration, University of Illinois, 1975
B.S., History, University of Illinois, 1973

For more than 30 years, Mr. Vine has strategically involved citizens and clients into decision making processes that affect their lives, with these efforts resulting in over $2.5 billion of voter approved initiatives for a wide range of parks and recreation initiatives.

Mr. Vine has worked on over 600 public opinion surveys and strategic planning and consulting assignments for a wide variety of open space, parks, trails and recreation master plans, strategic plans and feasibility studies for community centers, family aquatic centers, zoo's, ice-rinks, trails, etc. He has extensive highly successful experience assisting communities with projects leading to sales tax and other tax referendums. Mr. Vine has directed survey efforts in 46 states across the United States, with public sector clients of various sizes ranging up to over 4 million populations.

Ron has served as a facilitator for over 500 stakeholder interviews, focus groups, public forums and consensus building workshops. Ron is skilled in both the use of quantitative phone and mail survey research efforts and qualitative research and has managed on-site survey research efforts. Ron is considered one of the nation's leading experts in the use of **benchmarking research** to assist communities in understanding the results of their citizen survey data, developing realistic performance measurements, and short and long range strategic decision-making and in the development of strategic planning initiatives to **successfully pass voter initiatives**.

Prior to starting work as a private consultant in 1989, Mr. Vine worked for 15 years in a series of high level governmental administrative positions, including serving as the Chief Administrative Officer for the City of Topeka, Kansas where he managed a work force of over 1,200 municipal employees as well as an operations and capital budget in excess of $200 million. In this position, he was one of the first municipal officials in the country to embrace the development of public/private and non-profit partnerships, and the establishment of creative funding strategies such as public foundations as a tool for addressing community needs. Mr. Vine's unique experience in the public, non-profit, and private sectors have proven to be of tremendous benefits to his clients.

Mr. Vine has considerable experience conducting quantitative and qualitative research for large scale planning studies involving other design, planning and economics consultants. He is a recognized expert in the financial operations of public governments and non-profits and is particularly skilled in the development of innovative public private partnerships to provide needed customer services, while reducing the tax costs to construct and operate facilities.

Mr. Vine has managed Market Research Surveys for over 600 open space, parks and recreation projects including:

Aberdeen (SD)	Elk Grove (IL)	Naperville (IL)	St. Charles Ct. (MO)
Aiken (SC)	Fort Wayne (IN)	New Haven (CT)	St. Louis County (MO)
Albemarle County (VA)	Fulton County (GA)	Normal (IL)	St. Paul (MN)
Arlington County (VA)	Greenville CT (SC)	Northville (MI)	South Burlington (VT)
Atlanta (GA)	Henderson (NV)	Oakland County (MI)	Springdale (AR)
Bend (OR)	Huron (OH)	Orlando, Florida	State of Connecticut
Bloomington (IN)	Kansas City (MO)	Palm Desert (CA)	State of Rhode Island
Boonville (MO)	Kettering (OH)	Park City (UT)	Superior (CO)
Canon City (CO)	Key Biscayne (FL)	Peoria (AZ)	Tempe (AZ)
Carol Stream (IL)	Las Vegas (NV)	Platte County (MO)	The Woodlands (TX)
Cedar Rapids (IA)	Lawrence (KS)	Portland (OR)	Tyler (TX)
Champaign, IL	Lee Summit (MO)	Pinellas County (FL)	Union County (PA)
Chandler (AZ)	Lemont (IL)	Richmond (VA)	University Place (WA)
Claremont (NH)	Lindenhurst (IL)	Rock Island (IL)	University of Missouri
Columbia (MO)	Los Angeles (CA)	San Diego (CA)	Wake County (NC)
Deerfield (IL)	Mecklenburg CT (NC	San Francisco (CA)	Westchester Ct. (NY)
Denver (CO)	Miami (FL)	Sheridan (WY)	Wheeling (IL)
E. Baton Rouge (LA)	Morris County (NJ)	Shoreline (WA)	

Mr. Vine is a regular speaker at numerous state and national conferences and workshops on conducting statistically valid surveys for public and non-profit projects and using survey feedback in strategic planning, master planning, voter elections, benchmarking and short and long range decision making.

Mr. Vine is currently serving as a ***Vice-President of ETC Institute and President of Leisure Vision.*** Under his leadership, the firm has completed more than 600 surveys for public, non-profit, and private sector clients in 46 states across the country. The firm is recognized as a national leader in the strategic use of public input for strategic planning, customer satisfaction and importance identification, performance measurements, funding decisions, benchmarking, and strategic decision making.

DR. ELAINE TATHAM, PRESIDENT, ETC INSTITUTE (PARENT COMPANY OF LEISURE VISION)

Education
M.B.A., Management, Kansas State University, 1996, first in class

Education
Ed.D., Educational and Psychological Research, University of Kansas, 1971
M.A., Mathematics, University of Kansas, 1960
B.A., Mathematics, Carleton College, 1958

Professional Affiliations
Olathe Medical Center Board of Trustees, member.
National Association of Women Business Owners
Institute of Management Consultants (New York City)
Mathematical Association of America; served as president of the Kansas Section from 1979-80
City of Olathe, KS, Planning Commission, 1982 to 1992; served as chair 1987-88
Mid-America Regional Council: Urban Core Growth Strategies Committee (1991-92)
Citizens' Advisory Committee to the Kansas City Power & Light Company (1982-1990)

Experience

Dr. Tatham serves as the President of ETC Institute, the parent company of Leisure Vision. She has served as the project manager and/or research manager on over 1,500 public opinion surveys across the country for a wide range of public, non-profit, and private sector clients. Research efforts she has lead have included projects related to customer satisfaction research; transportation research; public utilities research; libraries research; children's education and social welfare research; health care research; parks and recreation research; non-profit research, etc.

Dr. Tatham has both the experience and academic credentials to design and administer all aspects related to research projects including: research design, information management, statistical applications, and analysis, quality control of research processes, and make a final assessment of the results. She is a certified management consultant through the Institute of Management Consultants (New York City). She was for 20 years an adjunct lecturer in the University of Kansas graduate Engineering Management program. Her specialties include operations research, forecasting, and system simulation for management decision-making.

Dr. Tatham was a member of the Olathe Planning Commission for almost ten years and served as chair of the commission. She is currently a member of the Board of Directors for Olathe Medical Center and serves as chair of the patient satisfaction committee. She has been instrumental in the design and successful administration of patient satisfaction surveys for more than a dozen health related organizations.

Dr. Tatham has served as the research manager for over 700 governmental organizations during the past five years including:

Aberdeen (SD)	E. Baton Rouge (LA)	New Haven (CT)	State of Kansas
Aiken (SC)	East Providence (RI)	Normal (IL)	State of Missouri
Albemarle County (VA)	Elk Grove (IL)	Northville (MI)	State of North Carolina
Arlington County (VA)	Fort Wayne (IN)	Oakland County (MI)	State of Rhode Island
Atlanta (GA)	Fulton County (GA)	Palm Desert (CA)	State of South Carolina
Auburn (AL)	Greenville CT (SC)	Park City (UT)	State of South Dakota
Bend (OR)	Henderson (NV)	Peoria (AZ)	Superior (CO)
Bloomington (IN)	Huron (OH)	Platte County (MO)	Tempe (AZ)
Blue Springs (MO)	Kansas City (MO)	Portland (OR)	Temple (TX)
Boonville (MO)	Kent (WA)	Pinellas County (FL)	Tucson (AZ)
Broward County (FL)	Key Biscayne (FL)	Richmond (VA)	The Woodlands (TX)
Canon City (CO)	Las Vegas (NV)	Rock Island (IL)	Tyler (TX)
Cedar Rapids (IA)	Lawrence (KS)	Rutland (VT)	Union County (PA)
Champaign, IL	Lee Summit (MO)	San Francisco (CA)	University Place (WA)
Chandler (AZ)	Lindenhurst (IL)	Sheridan (WY)	University of Missouri
Claremont (NH)	Lucas County (OH)	Shoreline (WA)	Wake County (NC)
Columbia (MO)	Miami (FL)	St. Charles Ct. (MO)	Westchester Ct. (NY)
Deerfield (IL)	Mundelein (IL)	St. Louis County (MO)	West Des Moines (IA)
Denver (CO)	Moon Township (PA)	St. Paul (MN)	Wheeling (IL)
Des Moines (IA)	Morris County (NJ)	South Burlington (VT)	Winnetka (IL)
Durham (NC)	Naperville (IL)	Springdale (AR)	Yuma (AZ)

Dr. Tatham is currently serving as the **senior executive and principal owner of ETC Institute** a company that provides management consulting services including marketing research, demography, information management, statistical applications, strategic planning, forecasting, simulation, and operations research for management decision-making. The firm's focus is on the acquisition and display of information for management decision-making. Clients include businesses, public school systems, colleges, vocational technical schools, governmental units, and not-for-profit agencies.

ROSEVILLE

REQUEST FOR COUNCIL DISCUSSION

DATE: **01/24/2011**
ITEM NO: 12.c

Department Approval: City Manager Approval:

Item Description: Selection of consultant to complete the Regulating Map and Plan component of the Roseville Zoning Ordinance re-write.

1.0 BACKGROUND

1.1 On December 13, 2010, the Roseville City Council adopted a new Official Zoning Map and Zoning Ordinance for Roseville. The ordinance or text portion replaced in its entirity a number of sections including 1001-1009, 1011, and 1019, while the map created zoning districts similar to the Comprehensive Plan - Land Use Map counterparts.

1.2 One of the specific changes that occurred was the creation of the Community Mixed Use District (CMU) for the Twin Lakes Redevelopment Area, which district requires a Regulating Map and Plan before redevelopment can occur. A Regulating Map and Plan is the technical document for the Twin Lakes Redevelopment Area and would include:

a. Parking Locations: Locations where surface parking may be located would be specified by block or block face. Structured parking is treated as a building type.

b. Building and Frontage Types: Building and frontage types would be designated by block or block face. Some blocks should be coded for several potential building types; others for one building type on one or more block faces. Permitted and conditional uses may occur within each building type as specified in Table 1005-1 of the Roseville Zoning Ordinance.

c. Building Lines: Building lines would indicate the placement of buildings in relation to the street.

d. Street Types: The regulating map may include specific street design standards to illustrate typical configurations for streets within the district, or it may use existing City street standards.

1.3 The proposal by the Planning Division would replace the existing Twin Lakes Urban Design Principles with the Regulating Map and Plan. The existing Urban Design Principles is the current technical document and checklist for redevelopment proposals, but is merely a guideline. The document also includes certain items that are no longer applicable and/or may provide confusion between the guidelines and the new Code requirements adopted in December, if the Urban Design Principles document continues to exist. However, there are a number of items contained in the Urban Design Principles document that would remain and be incorporated into the Regulating Plan, which will become part of the CMU District requirements.

1.4 The Planning Division sent out via email a request for Professional Services (attached) to the five finalists in the original Zoning Ordinance update process (RFP), which included Bonestroo, The Cuningham Group, Hoisington Koegler Group, Inc. (HKGI), Sanders, Wacker and Bergly, Inc. (SWB), and Short, Elliot Henderson, Inc. (SEH).

1.5 The Planning Division received three proposals for Professional Services to assist us in creating the Regulating Map and Plan. The three proposals included Bonestroo, The Cuningham Group and HKGI; while SWB declined to submit and SEH did not reply.

1.6 After careful consideration the Planning Division rated the proposals in order of preference as follows: The Cuningham Group, HKGI and Bonestroo. In rating the three consultants The Cuningham Group and HKGI stood out for their previous work on the zoning ordinance re-write and the Comprehensive Plan, respectively. However, in the final analysis the knowledge of the adopted zoning ordinance and their previous work on regulating maps and plans was the determining factor in the Planning Division decision to recommend the Cuningham Group. At $14,500 The Cuningham Group also has the lowest cost to complete the Regulating Map and Plan.

Cuningham Group	**$14, 500**
Bonestroo	**$15,750**
HKGI	**$16,000**

2.0 STAFF RECOMMENDATION

Based on the analysis completed, the Planning Staff recommends to the City Council that the Cuningham Group be approved for completing the Community Mixed Use/Twin Lakes Regulating Map and Plan.

3.0 REQUESTED CITY COUNCIL ACTION

BY MOTION, APPROVE, The Cuningham Group to complete the Community Mixed Use/Twin Lakes Regulating Map and Plan and enter into a Standard Agreement for Professional Services.

Prepared by: Thomas Paschke, City Planner

Attachments:
- A. Request for Professional Services
- B. Cuningham Group Proposal
- C. Standard Agreement for Professional Services

REQUEST FOR PROFESSIONAL SERVICES

The City of Roseville Community Development Department is seeking quotes for professional services to create the Regulating Map and Plan for the Twin Lakes Redevelopment Area.

BACKGROUND

The Twin Lakes Redevelopment Area of Roseville has been a high priority for the City for the past 20 years. In 2007 the City established the Urban Design Principles, a set of guidelines for redevelopment predicated on pedestrian connectivity and formed-based development. Recently, the City adopted a new Comprehensive Plan (2009) and a new Official Zoning Map, which identified the Twin Lakes Redevelopment Area as Community Mixed Use (CMU). The City also adopted new “form based” zoning regulations for the CMU district as well as the other zoning districts. However, the unique feature of the CMU district and the purpose of the Request for Professional Services is that the CMU district, in addition to its specific design standards and other regulations, requires a Regulating Map.

Much like a zoning ordinance includes technical requirements specific to each zoning district and in some instances specific uses, the Regulating Map and Plan is considered the technical document for the Twin Lakes Redevelopment Area and as such will replace the 2007 Urban Design Principles.

SCOPE OF WORK

The development of the Regulating Map and Plan for the CMU district will include the following tasks:

Task 1: Introductory Meeting - Meet with City staff to review scope of work and define overall direction and guidance, as well as the basic assumptions for preparing a working draft regulating map and plan.

Task 2: Kick-Off Meeting – Meet with City Council to discuss the process, review nuances of a Regulating Map, and to obtain guidance and direction on the important principles that should be incorporated into the map and plan.

Task 3: Draft Map and Plan – Prepare an initial draft to address text and graphic definitions for building location, height, frontage, setbacks, parking, uses and criteria defined in the CMU district.

Task 4: Work Session #1 – Meet with City staff to review the draft map and plan, and prepare for Community Open House.

Task 5: Community Open House – conduct and facilitate an Open House for the general community to review and gather feedback on the draft map and plan.

Task 6: Work Session #2 – Meet with staff to review and discuss feedback from the Community Open House and make necessary revisions.

Task 7: Revised Draft Map and Plan – based on feedback from Community Open House and direction from the Community Development Department, prepare the Proposed Twin Lakes Regulating Map and Plan.

Task 8: Public Hearing with Planning Commission – Attend and present the Proposed Twin Lakes Regulating Map and Plan for consideration and recommendation to the City Council.

Task 9: City Council meeting – Attend and present Proposed Twin Lakes Regulating Map and Plan document for consideration and approval.

The City's Community Development Department staff will be responsible for coordinating, communicating and advertising all meetings as well as providing for appropriate venue locations. The hired consultant will prepare materials and media necessary to conduct and facilitate the various meetings.

REQUIRED DELIVERABLES

All deliverables shall be prepared using Indesign CS4 and the consultant will provide all copies of materials and products in digital formats as agreed to with the City. The Regulating Map and Plan that are defined with graphics and text shall include:

a. Regulating Map graphic – digital copy to scale based on most current data and information as provided by the City.

b. Parking Locations: Locations where surface parking may be located are specified by block or block face. Structured parking is treated as a building type.

c. Building and Frontage Types: Building and frontage types are designated by block or block face. Some blocks should be coded for several potential building types; others for one building type on one or more block faces. Permitted and conditional uses may occur within each building type as specified in Table 1005-1 of the Roseville Zoning Ordinance.

d. Building Lines: Building lines indicate the placement of buildings in relation to the street.

e. Street Types: The regulating map may include specific street design standards to illustrate typical configurations for streets within the district, or it may use existing City street standards.

REGULATING MAP BOUNDARY

The Regulating Map and Plan shall include the Twin Lakes Redevelopment Area generally bound by Cleveland Avenue on the west, Fairview Avenue on the east, County Road C2 on the north, and County Road C and the south.

BUDGET

The Community Development Department has $19,000 of professional services dollars that it can apply to this project.

SELECTION PROCESS AND TIMELINE

The Community Development Department is on an aggressive timeline to both select a consultant, as well to complete the project, and offers the following completion timeline:

Quotes/Proposals Due:	January 18, 2011
Review of Proposals:	January 19-20, 2011
Recommendation to Council:	January 24, 2011
Begin Work:	February 1, 2011
Complete Work:	April15, 2011

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January 14, 2011

Patrick Trudgeon, Community Development Director
City of Roseville, MN
2660 Civic Center Drive
Roseville, MN 55113

Subject: PROPOSAL AND AGREEMENT FOR PROVIDING PROFESSIONAL SERVICES
Twin Lakes Regulating Map

Dear Pat:

Cuningham Group Architecture, P.A. (Architect) is delighted to be able to provide the City of Roseville (Client), with this Proposal and Agreement for professional services to assist you in preparing the Twin Lakes Regulating Plan.

PROJECT UNDERSTANDING

We understand the City is interested in preparing a Regulating Map for the Twin Lakes area to be consistent with the new zoning code update and specifically the Community Mixed Use district. The Regulating Map should respond to the provisions of the new code, specifically section 1005.07, item B. We know Twin Lakes has been the subject of attention from the City as well as potential developers over the years; the City has prepared a variety of studies, plans, and guidelines. In particular the *Twin Lakes Master Plan & Redevelopment Area Urban Design Principles* should be used as the primary reference for preparing the Regulating Map.

APPROACH/SCOPE OF WORK

We will attend an initial meeting with you to clarify scope, schedule and confirm details for the Regulating Map (map). This will result in the preparation of a "working draft" map that we will deliver and discuss with you prior to facilitating a meeting with the immediate stakeholders; this will be followed by a larger community open house. We will then assemble the comments received as the basis for reviewing with Staff and making revisions. A revised Regulating Map would then be prepared for review and comment by Staff. A final draft is produced for review by Plan Commission and then City Council.

Task 1: Kick-off Meeting - Meet with City staff to review scope of work and define overall direction and guidance as well as the basic assumptions for preparing a working draft regulating map.
Task 2: City Council Meeting #1 – Attend council meeting and present general approach and definition of the Regulating Map; facilitate comments and feedback.
Task 3: Working Draft – Prepare the initial working draft that would address the graphic element of the map as well as include text and graphic definitions for building location, height, frontage, setbacks, parking, uses and criteria defined in the CMU district.
Task 4: Work Session #1 – Meet with City staff to review Working Draft.
Task 5: Community Open House - – Facilitate an Open House for the general community to review and gather feedback on the Working Draft.
Task 6: Work Session #2 – Meet with staff to review and discuss feedback from the Stakeholders and Open House meetings; determine edits and revisions per the feedback from the meetings.

Cuningham Group Architecture, P.A.

St. Anthony Main
201 Main Street SE
Suite 325
Minneapolis, MN
55414

Tel: 612 379 3400
Fax: 612 379 4400

www.cuningham.com

Task 7: Revised Working Draft – Per direction from Staff and based on feedback from Stakeholder and Community meetings we will prepare a Final Working Draft.
Task 8: Plan Commission meeting – Attend and present Working Draft
Task 9: City Council meeting #2 – Attend and present Working Draft

The City's Community Development Department staff will be responsible for coordinating, communicating and advertising all meetings as well as providing for appropriate venue locations. Cuningham Group will prepare materials and media necessary to conduct and facilitate the various meetings.

Deliverables
All deliverables will be prepared using Indesign CS4 unless specified otherwise. CGA will provide all copies of materials and products in digital formats as agreed to with the City.
A Regulating Map and Urban Standards that are defined with graphic and text shall include:

- Regulating Map graphic – digital copy to scale based on most current data and information as provided by the City. Street and Block Layout: The regulating map defines blocks and streets based on existing and proposed street alignments. New street alignments, where indicated, are intended to identify general locations and required connections but not to constitute preliminary or final engineering.
- Parking Locations: Locations where surface parking may be located are specified by block or block face. Structured parking is treated as a building type.
- Building and Frontage Types: Building and frontage types are designated by block or block face. Some blocks are coded for several potential building types; others for one building type on one or more block faces. Permitted and conditional uses may occur within each building type as specified in Table 1005-1.
- Building Lines: Building lines indicate the placement of buildings in relation to the street.
- Street Types: The regulating map may include specific street design standards to illustrate typical configurations for streets within the district, or it may use existing City street standards. Private streets may be utilized within the CMU District where defined as an element of a regulating map.

Regulating Map boundary
Attached as Exhibit 1 is the Community Mixed Use district as defined by the current zoning map. The Twin Lakes Regulating Map will not technically address this entire boundary but it should take into consideration the idea and vision of the larger district as a well connected, wholistic, mixed use place. As such CGA and the City should agree on the basic assumptions about public realm and open space (specifically as it relates to Langton Lake Park), access, and circulation. The intent and purpose of the Regulating Map is to provide greater specificity and predictability that deliver the physical characteristics of walkable, people-oriented, mixed-use communities A key objective is to support a prominent public realm (ROW, streets, sidewalks, parks, open space, civic buildings, etc.) with how the private sector investments are arranged and organized to physically define the public realm.

PROJECT TEAM
Michael Lamb will lead the project working closely with Andrew Dresdner.

FEES

We are proposing a fee of fourteen thousand five hundred dollars ($14,500) to complete the above scope of work.

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SCHEDULE

A schedule will be determined with the City of Roseville staff.

REIMBURSABLES

We do not anticipate any reimbursable expenses; however if reimbursable expenses are incurred they are in addition to the above fees. They include all normal expenses incurred by Architect for the benefit of the project including, but not limited to, out-of-town travel (if any and if authorized), mileage, long-distance telephone calls, faxing, messenger service, printing, etc. These expenses will be billed at 1.15 times their direct cost to Architect.

ADDITIONAL SERVICES

Services you may request such as physical models, 3-D computer modeling, additional drawings or any renderings, any engineering or special consultants, or other special services not specifically included in the above scope of work shall be invoiced at the current hourly rates or at 1.15 times the direct cost of consultant's charges to Architect. In addition, any changes in the scope will also be billed at an hourly rate. Hourly rates will be per Architect's current Hourly Rates, attached as Exhibit "A." Additional services will be performed only upon your written authorization.

INVOICING

Billings will be issued at 30-day intervals. Payment is due and payable upon invoice receipt. Interest of 1.0% per month will be due on the unpaid balance beginning 20 days after invoice date.

USE OF SUPPLIED INFORMATION

Owner agrees to provide and/or obtain all required licenses, including copyright license, to allow Architect to use and incorporate all Client supplied project-related drawing or other information and agrees to indemnify, defend and hold Architect and their consultants harmless from or against any and all claims arising out of or relating to Architect's or their consultants' use or incorporation of such information.

OTHER TERMS AND CONDITIONS

Except as otherwise modified herein, the terms and conditions of AIA Document B151, *Abbreviated Standard Form of Agreement Between Owner and Architect*, 1997 edition (copy attached) where Client acts as Owner for purposes of the Agreement, shall apply to all services provided under this Proposal and Agreement.

This Proposal and Agreement shall be interpreted and enforced under the laws of the State of Minnesota.

With your signature below you are indicating your acceptance of the understandings, terms and conditions of this Proposal and Agreement. This Proposal and Agreement may be

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terminated by either party upon seven (7) days written notice should either party fail to perform substantially in accordance with its terms. Failure of Client to make payments to Architect within 20 days of invoice date shall be considered substantial non-performance and cause for suspension or termination of Architect's services.

If this Proposal and Agreement meets with your approval, please sign both copies and return one copy for our records and we will begin the work.

Thank you again for this opportunity to be of assistance. We look forward to working with you.
Sincerely,

	Approved By:
CUNINGHAM GROUP ARCHITECTURE, P.A.	CITY OF ROSEVILLE
______________________________	______________________________
Michael Lamb	Patrick Trudgeon
Director, Urban Design Studio	Community Development Director
Date: ________________________	Date: ________________________

Mrl/mrl/

Attachment:
Exhibit 1 – Project boundary

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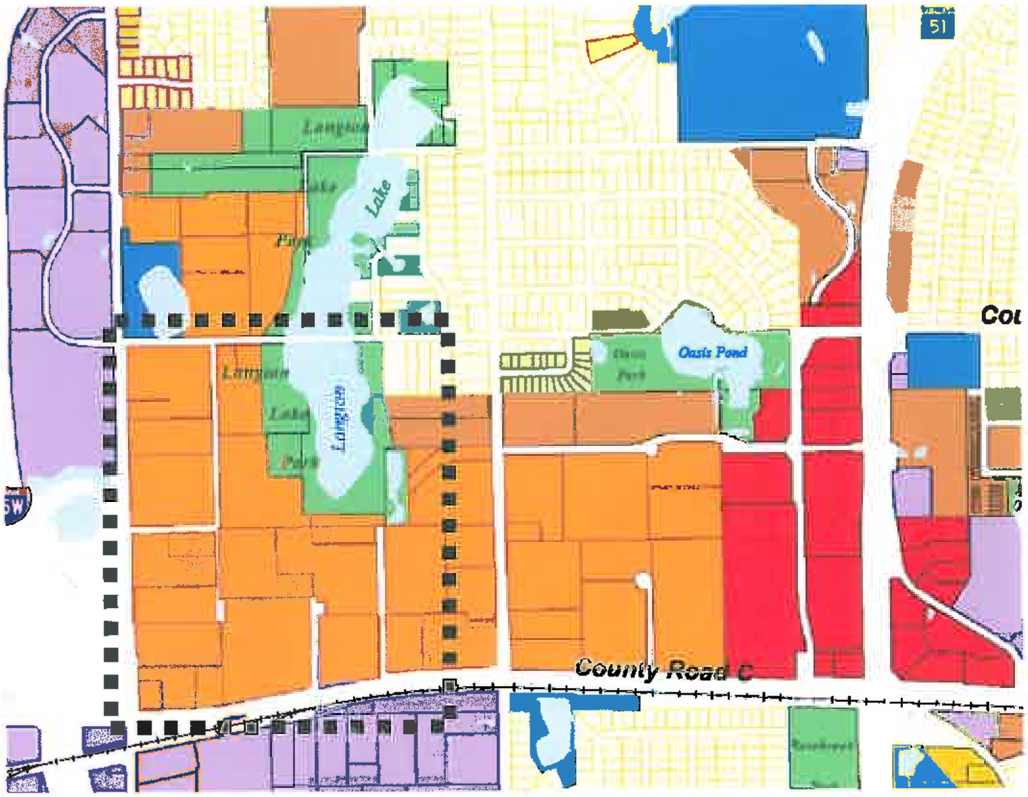

Exhibit 1 – Project Boundary

Approximate area of Regulating Map

STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made on the 24th day of January, 2011, between the City of Roseville, Minnesota (hereinafter "City"), whose business address is 2660 Civic Center Drive, Roseville, MN 55113-1899, and Cuningham Group Architecture, P.A., a Minnesota Professional Corporation (hereinafter "Consultant") whose business address is St. Anthony Main, 201 Main Street SE, Suite 325, Minneapolis, MN 55414.

PRELIMINARY STATEMENT

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the provision of professional services by Consultant for creating the Regulating Map and Plan for the Community Mixed Use District of the Zoning Ordinance (Title 10, chapter 1005), hereinafter referred to as the "Work".

The City and Consultant agree as follows:

1. ***Scope of Work/Proposal.*** The Consultant agrees to provide the professional services shown in Exhibit “A” in connection with the Work. The terms of this standard agreement shall take precedence over any provisions of the Consultants proposal and/or general conditions.

2. ***Term.*** The term of this Agreement shall be from January 24 through April 30, 2011, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.

3. ***Compensation for Services.*** City agrees to pay the Consultant on a stipulated sum fee basis plus expenses in a total amount of not to exceed $14,500 for the services as described in Exhibit A.

   A. Any changes in the scope of the work which may result in an increase to the compensation due the Consultant shall require prior written approval by an authorized representative of the City or by the City Council. The City will not pay additional compensation for services that do not have prior written authorization.

   B. Special Consultants may be utilized by the Consultant when required by the complex or specialized nature of the Project and when authorized in writing by the City.

   C. If Consultant is delayed in performance due to any cause beyond its reasonable control, including but not limited to strikes, riots, fires, acts of God, governmental actions, actions of a third party, or actions or inactions of City, the time for performance shall be extended by a period of time lost by reason of the delay. Consultant will be entitled to payment for its reasonable additional charges, if any, due to the delay.

4. ***City Information.*** The City agrees to provide the Consultant with the complete information concerning the Scope of the Work and to perform the following services:

   A. Access to the Area. Depending on the nature of the Work, Consultant may from time to time require access to public and private lands or property. As may be necessary, the City shall obtain access to and make all provisions for the Consultant to enter upon public and private lands or property as required for the Consultant to perform such services necessary to complete the Work.

B. Consideration of the Consultant's Work. The City shall give thorough consideration to all reports, sketches, estimates, drawings, and other documents presented by the Consultant, and shall inform the Consultant of all decisions required of City within a reasonable time so as not to delay the work of the Consultant.

C. Standards. The City shall furnish the Consultant with a copy of any standard or criteria, including but not limited to, design and construction standards that may be required in the preparation of the Work for the Project.

D. Owner's Representative. A person shall be appointed to act as the City's representative with respect to the work to be performed under this Agreement. He or she shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the services provided or materials, equipment, elements and systems pertinent to the work covered by this Agreement.

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

A. Progress Payment. For work reimbursed on a stipulated sum fee basis, the Consultant shall invoice monthly for the amounts due for the percentage of the scope of services completed for each project phase less amounts previously invoiced. Consultant shall verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation as reasonably required by the City. Each invoice shall contain the City's project number and a progress summary showing the original (or amended) amount of the contract, current billing, past payments and unexpended balance of the contract.

B. Suspended Work. If any work performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to receipt of written notice from the City of such suspension, all as shown on Exhibit A.

C. Payments for Special Consultants. The Consultant shall be reimbursed for the work of special consultants, as described in Section 3B, and for other items when authorized in writing by the City.

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

6. ***Project Manager and Staffing.*** The Consultant has designated Michael Lamb to serve on the Project. He will be assisted by other staff members as necessary to facilitate the completion of the Work in accordance with the terms established herein. Consultant may not remove or replace these designated staff from the Project without the approval of the City.

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

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

9. ***Termination.*** This Agreement may be terminated by either party by seven (7) days written notice delivered to the other party at the address written above. Upon termination under this provision, if there is no fault of the Consultant, the Consultant shall be paid for services rendered and reimbursable expenses until the effective date of termination. If however, the City terminates the Agreement because the Consultant has failed to perform in accordance with this Agreement, the City may retain another consultant to undertake or complete the work identified in Paragraph 1 and the Consultant shall be paid for services rendered to the effective date of termination less the City's replacement consultant cost to have the Consultant's uncompleted scope of services completed.

10. ***Subcontractor.*** The Consultant shall not enter into subcontracts for services provided under this Agreement except as noted in the Scope of Work, without the express written consent of the City. The Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant's receipt of payment by the City for undisputed services provided by the subcontractor. If the Consultant fails within that time to pay the subcontractor any undisputed amount for which the Consultant has received payment by the City, the Consultant shall pay interest to the subcontractor on the unpaid amount at the rate of 1.5 percent per month or any part of a month. The minimum monthly interest penalty payment for an unpaid balance of $100 or more is $10. For an unpaid balance of less than $100, the Consultant shall pay the actual interest penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Consultant shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

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

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

13. ***Assignment.*** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.

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

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

16. ***Entire Agreement.*** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

17. ***Compliance with Laws and Regulations.*** In providing services hereunder, the Consultant shall abide by statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Subject to the professional standard of care identified in Paragraph 7, a violation of statutes, ordinances, rules and regulations pertaining to the services to be provided shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

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

19. ***Indemnification.*** Consultant agrees to defend, indemnify and hold the City, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent resulting from a negligent act or omission (including without limitation professionally negligent errors or omissions) of the Consultant, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Consultant fully to perform, in all material respects, the obligations under this Agreement.

20. ***Insurance.***

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

    B. Consultant shall procure and maintain the following minimum insurance coverages and limits of liability on this Project:

Worker's Compensation	Statutory Limits
Employer's Liability	$500,000 each accident
	$500,000 disease policy limit $500,000 disease each employee
Comprehensive Liability	$1,000,000 property damage per occurrence
	$2,000,000 general aggregate
	$2,000,000 Products – Completed Operations
	Aggregate
	$100,000 fire legal liability each occurrence
	$5,000 medical expense
Comprehensive Automobile	
Liability	$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owed vehicles.
Umbrella or Excess Liability	$2,000,000

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

1. Premises and Operations coverage with no explosions, collapse, or underground damage exclusion (XCU).

2. Products and Completed Operations Property Damage coverage. Consultant agrees to maintain this coverage for a minimum of two (2) years following completion of its work.

3. Personal injury with Employment Exclusion (if any) deleted.

4. Broad Form CG0001 0196 Contractual Liability coverage, or its equivalent.

5. Broad Form Property Damage coverage, including completed operations, or its equivalent.

6. Additional Insured Endorsement(s), naming the "City of Roseville" as an Additional Insured, on ISO form CG 20 10 11 85, or CG 20 10 10 01 and CG 20 37 10 01, or an endorsement(s) providing equivalent coverage to the Additional Insureds. ISO form CG 20 10 07 04, and later versions of said form, are not acceptable.

7. If the Work to be performed is on an attached condominium, there shall be no exclusion for attached or condominium projects.

8. "Stop gap" coverage for work in those states where Workers' Compensation insurance is provided through a state fund if Employer's liability coverage is not available.

9. Incidental Malpractice and Host Liquor Liability insurance applicable to the Consultant's performance under this Agreement.

10. Severability of Insureds provision.

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

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

1. All polices, except the Professional Liability Insurance policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
2. All polices, except the Professional Liability Insurance policy, shall be apply on a "per project" basis;
3. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall contain a waiver of subrogation naming "the City of Roseville";
4. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall name "the City of Roseville" as an additional insured;
5. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall insure the defense and indemnity obligations assumed by Consultant under this Agreement; and
6. All polices shall contain a provision that coverages afforded there under shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of the Consultant's insurance declaration page, Rider and/or Endorsement, as applicable, which evidences the compliance with this Paragraph 20, must be filed with City prior to the start of Consultant's Work. Such documents evidencing Insurance shall be in a form acceptable to City and shall provide satisfactory evidence that Consultant has complied with all insurance requirements. Renewal certificates shall be provided to City prior to the expiration date of any of the required policies. City will not be obligated, however, to review such declaration page, Rider, Endorsement or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents and receipt thereof shall not relieve Consultant from, nor be deemed a waiver of, City's right to enforce the terms of Consultant's obligations hereunder. City reserves the right to examine any policy provided for under this paragraph.

F. Effect of Consultant's Failure to Provide Insurance. If Consultant fails to provide the specified insurance, then Consultant will defend, indemnify and hold harmless the City, the City's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Consultant also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

21. ***Ownership of Documents.*** All plans, diagrams, analyses, reports and information generated in connection with the performance of the Agreement ("Information") shall become the property of the City, but Consultant may retain copies of such documents as records of the services provided. The City may use the Information for its purposes and the Consultant also may use the Information for its purposes. Use of the Information for the purposes of the project contemplated by this Agreement ("Project") does not relieve any liability on the part of the Consultant, but any use of the Information by the City or the Consultant beyond the scope of the Project is without liability to the other, and the party using the Information agrees to defend and indemnify the other from any claims or liability resulting therefrom.

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

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

24. ***Conflicts.*** No salaried officer or employee of the City and no member of the Board of the City shall have a financial interest, direct or indirect, in this Contract. The violation of this provision renders the Contract void. Any federal regulations and applicable state statutes shall not be violated.

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

Executed as of the day and year first written above.

CITY OF ROSEVILLE

____
Mayor

____
City Manager

Cuningham Group Architecture P.A.

By: __________________________________

Its: __________________________________

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 01/24/11
Item No.: 12.d

Department Approval | City Manager Approval

Item Description: Consider Adopting a 2012 Budget Calendar

BACKGROUND

In an effort to better coordinate the budget decision-making process, the City Council is asked to consider adopting a 2012 Budget Calendar. Adhering to a budget calendar demonstrates that the Council and Staff are committed to a budget process that ensures transparent discussions and informed decisions. It can also be used to ensure opportunities are created for stakeholders and interested parties to participate in the budget process.

Mayor Roe recently provided Staff with a draft outline of what the budget calendar might look like. A copy of the draft outline is attached. After reviewing the draft outline and considering various budget processes used in prior years, Staff offers the following suggestions for additional consideration:

- In adopting the Budget Calendar/Work Plan, the Council is asked to agree on the supporting documentation that ought to be used for making budget decisions.
- The Council should incorporate the outcomes that result from the upcoming Council worksessions/strategic planning sessions.
- The Council should incorporate the results of the citizen survey.
- The Council may want to consider revising the City's Strategic Plan.
- The Council should review and adopt the 10-year Capital Improvement Plan.

There may be further modifications needed subject to Council direction.

POLICY OBJECTIVE

Adopting a budget calendar helps establish a commitment to an effective budget process.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff recommends that the Council adopt the 2012 Budget Calendar.

REQUESTED COUNCIL ACTION

Motion to approve the 2012 Budget Calendar (as amended if necessary).

Prepared by: Chris Miller, Finance Director

Attachments: A: Proposed 2012 Budget Calendar
B: Supporting Budget Document Examples

Attachment A

2012 Budget Work Plan:
(revised DRAFT – 1/19/11)

	Event	Date(s)
1.	Council approves 2012 Budget Work Plan INCLUDING REQUIRED DOCUMENTATION	(Jan. 24)
2.	Council reviews and possibly refines Budget Ranking Methodology (note: rename to "Program Listing Prioritization Methodology")	(Jan. 24 or Feb 14)
3.	Dept. by Dept. Council-Staff Q & A on items in Program Listing (to understand what the items in the listing are)	(Jan. 24 or Feb 14)
4.	Council and Staff review and agree on which items on Program Listing are truly mandatory	(Jan. 24 or Feb. 14)
5.	Council/Staff Work Plan/Strategic Planning meetings	(Jan. 31 & Feb. 7)
6.	Departments prepare 2012-2016 Strategic Plans based upon Council/Staff Work Plan/Strategic Planning meetings and priorities	(Feb. – March)
7.	CM & Dept. heads develop and submit Program Listing prioritization results by dept. to Council; Results reported as a single number (1-5) representing the joint CM/Dept. Head priority (each dept head only prioritizes programs in his/her dept.)	(by Feb. 28)
8.	With knowledge of joint CM/Dept. Head prioritization results, Councilmembers submit Program Listing prioritizations; Results reported back to Council with listings by Councilmember and Council averages	(by Mar. 14)
9.	Based on prioritization results, CM & Dept heads develop 1st DRAFT recommended 2012 Budget Expenditure Summary by dept and Program Listing (and supporting Budget Expenditure Reconciliation related to 2011 final Budget Worksheets)	(Mar. 14 – May 9)
10.	Council receives report on results of citizen survey	(Date???)
11.	Staff report to Council on 2011 County Assessor's Report property value changes for 2012, and preliminary tax base change estimate.	(April 11 or 18)
12.	Dept. by Dept. Council-Staff Q & A on 1st DRAFT recommended 2012 Budget Expenditure Summary (and Budget Expenditure Reconciliation related to 2011 final Budget Worksheets)	(May 9 & 16)
13.	Council sets preliminary 2012 NTE levy [AND preliminary utility rates]	(May 23)

14.	CM & Dept. heads refine 1st DRAFT recommended 2012 Budget Expenditure Summary based on preliminary 2012 NTE levy amount [and utility rates]	(May 23 – June 20)
15.	CM presents 2nd DRAFT CM recommended Budget to council	(Jun. 20)
16.	Dept. by Dept. public comment on 2nd DRAFT CM recommended budget (levy AND fee/utility rate supported funds)	(Jul. 11, 18, & 25 as needed)
17.	Council/staff discussion of issues raised in public comment on 2nd DRAFT CM recommended budget	(August 11 or 18)
18.	Council sets final 2012 NTE levy [and utility rates]	(Sept. 12)
19.	County sends tax notices to property owners [City sends notices to utility customers on proposed 2012 utility rates and impacts]	(Nov. 10-24)]
20.	CM & Dept. heads refine 2nd DRAFT recommended 2012 Budget Expenditure Summary based on final 2012 NTE levy amount [and utility rates]	(Sept. 13 – Dec. 4)
21.	Budget Hearing on Proposed Levy [and Utility Rates]	(Dec. 5)
22.	Council approves final budget, levy, [and utility rates]	(Dec. 5 or 12)

Budget Process Working Documents:

(Individual documents on the list may be combined with each other as appropriate.)

1. *Program Listing Prioritization Methodology.* Defines what each ranking 1-5 means.

2. *Program Listing.* List of programs and services, sorted first by department, then by tax-supported/non-tax-supported, then by mandatory/non-mandatory

3. *Program Descriptions.* (ref. Attachment D of item 13a of Nov 15, 2010, agenda) Descriptions of programs in the *Program Listing*, organized in the same order as the *Program Listing*

4. *Budget Expenditure Summary.* (ref. Attachment A of item 13b2 of Nov. 22, 2010, agenda) A listing of each program in the *Program Listing*, organized in the same order, with the current year's approved budget amount, previous years' actual amounts (as available), and the proposed 2012 budget amount, for each program

5. *Budget Revenue Summary.* A summary listing, for ALL programs combined (or further broken down beyond that level), of each revenue source, with the current year's approved budget amount, previous years' actual amounts (as available), and the proposed 2012 budget amount

6. *Budget Expenditure Summary Reconciliation.* (ref. Attachment B of item 13b2 of Nov. 22, 2010, agenda) For each program in *Program Listing* for which an expenditure change is proposed, a further detailed listing of the estimates for the additions and subtractions that result in the net change.

Attachment B

[redacted]

City of Roseville
Priority-Based Budgeting
Tax-Supported Programs
2011

Department / Division	Program / Function	8/9/2010 2011 Program Cost Current	Composite Council Rank	Klausing Rank	Ihlan Rank	Pust Rank	Roe Rank	Johnson Rank	Diff. +/-
Administration	Council Support	120,252	-	-	-	-	-	-	-
Administration	Records Management/Data Practices	23,852	-	-	-	-	-	-	-
Administration	Human Resources	108,216	-	-	-	-	-	-	-
Administration	Organizational Management	125,113	-	-	-	-	-	-	-
Code Enforcement	Code Enforcement	165,000	-	-	-	-	-	-	-
Elections	Elections	80,655	-	-	-	-	-	-	-
Finance	Accounts Payable	34,970	-	-	-	-	-	-	-
Finance	Gen. Ledger, fixed assets, financial reporting	149,908	-	-	-	-	-	-	-
Finance	Payroll	74,405	-	-	-	-	-	-	-
Finance	Risk Management	32,122	-	-	-	-	-	-	-
Finance	Cash Receipts	52,204	-	-	-	-	-	-	-
Finance	Lawful Gambling (partial cost)	4,359	-	-	-	-	-	-	-
Finance	Business Licenses	8,719	-	-	-	-	-	-	-
Finance	Workers Compensation Admin.	48,183	-	-	-	-	-	-	-
General Insurance	General Insurance	84,000	-	-	-	-	-	-	-
Fire Relief	Fire Relief	355,000	-	-	-	-	-	-	-
Police Patrol	Dispatch	292,078	-	-	-	-	-	-	-
PW Administration	Storm Water Management	36,424	-	-	-	-	-	-	-
PW Administration	Permitting	49,421	-	-	-	-	-	-	-
Recreation Maint.	Natural Resources	139,601	-	-	-	-	-	-	-
Streets	Traffic Management & Control	99,456	-	-	-	-	-	-	-
Miscellaneous	Debt Service - Streets	310,000	-	-	-	-	-	-	-
Miscellaneous	Debt Service - City Hall, PW Bldg.	825,000	-	-	-	-	-	-	-
Miscellaneous	Debt Service - Arena	355,000	-	-	-	-	-	-	-
	**** All items listed above are categorized as MANDATORY programs ****								
1 Police Patrol	24 x 7 x 365 First Responder	2,256,492	4.80	5.00	5.00	5.00	5.00	4.00	1.00
2 Police Investigations	Criminal Prosecutions	665,395	4.80	5.00	5.00	5.00	5.00	4.00	1.00
3 Fire Fighting / EMS	Emergency Medical Services	666,036	4.80	5.00	5.00	5.00	5.00	4.00	1.00
4 Fire Prevention	Fire Prevention	181,038	4.80	5.00	5.00	5.00	5.00	4.00	1.00
5 Fire Fighting / EMS	Fire Suppression / Operations	415,400	4.80	5.00	5.00	5.00	5.00	4.00	1.00
6 Firefighter Training	Firefighter Training	100,355	4.80	5.00	5.00	5.00	5.00	4.00	1.00
7 Police Investigations	Crime Scene Processing	44,013	4.40	3.00	5.00	5.00	5.00	4.00	2.00
8 Fire Administration	Emergency Management	371	4.40	5.00	3.00	5.00	5.00	4.00	2.00
9 Police Emerg. Mgmt	Police Emergency Management	10,185	4.40	5.00	2.00	5.00	5.00	5.00	3.00
10 Streets	Pavement Maintenance	562,881	4.20	4.00	4.00	5.00	4.00	4.00	1.00
11 Streets	Pathways & Parking Lots	187,242	4.00	4.00	3.00	5.00	4.00	4.00	2.00
12 Police Lake Patrol	Police Lake Patrol	1,900	4.00	5.00	3.00	5.00	3.00	4.00	2.00
13 Legal	Prosecuting Attorney	138,925	4.00	3.00	5.00	4.00	5.00	3.00	2.00
14 PW Administration	Street Lighting	219,447	4.00	3.00	3.00	5.00	5.00	4.00	2.00
15 Central Garage	Vehicle Repair	136,821	4.00	4.00	4.00	4.00	4.00	4.00	-
16 Streets	Winter Road Maintenance	222,237	4.00	3.00	3.00	5.00	5.00	4.00	2.00
17 Police Patrol	Animal Control	200,477	3.80	3.00	3.00	4.00	5.00	4.00	2.00
18 Finance	Budgeting / Financial Planning	77,995	3.80	3.00	4.00	3.00	4.00	5.00	2.00
19 Recreation Maint.	Facility Maintenance	329,779	3.80	4.00	3.00	5.00	4.00	3.00	2.00
20 PW Administration	Project Delivery	352,877	3.80	4.00	3.00	5.00	3.00	4.00	2.00
21 Police Investigations	Response to Public Requests	10,802	3.80	3.00	3.00	5.00	3.00	5.00	2.00
22 Street Lighting	Street Lighting capital items	64,000	3.80	3.00	4.00	4.00	4.00	4.00	1.00
23 Finance	Banking & Investment Management	11,012	3.60	4.00	4.00	3.00	4.00	3.00	1.00
24 Police Administration	Community Liaison	161,338	3.60	3.00	3.00	5.00	3.00	4.00	2.00
25 Miscellaneous	Emerald Ash Borer	100,000	3.60	4.00	3.00	3.00	3.00	5.00	2.00
26 Police Administration	Response to Public Requests	225,245	3.60	3.00	3.00	3.00	5.00	4.00	2.00
27 Recreation Programs	Volunteer Management	83,631	3.60	4.00	2.00	3.00	4.00	5.00	3.00
28 Skating Center	Arena	493,320	3.40	3.00	3.00	4.00	3.00	4.00	1.00
29 Skating Center	Banquet Area	135,998	3.40	3.00	3.00	4.00	3.00	4.00	1.00
30 Police Comm Services	Community Services	65,955	3.40	3.00	3.00	5.00	3.00	3.00	2.00
31 Rec Administration	Financial Management	58,814	3.40	3.00	2.00	5.00	3.00	4.00	3.00
32 Fire Administration	Fire Administration & Planning	166,325	3.40	4.00	2.00	5.00	2.00	4.00	3.00
33 Fire Prevention	Fire Administration & Planning	10,197	3.40	4.00	2.00	5.00	2.00	4.00	3.00
34 Skating Center	OVAL	407,038	3.40	3.00	3.00	4.00	3.00	4.00	1.00
35 Police Administration	Police Records / Reports	217,766	3.40	3.00	2.00	5.00	3.00	4.00	3.00
36 Police Patrol	Police Reports (by officer)	562,260	3.40	3.00	2.00	5.00	3.00	4.00	3.00
37 Rec Administration	Community Services	253,549	3.20	3.00	3.00	3.00	3.00	4.00	1.00
38 Fire Fighting / EMS	Fire Administration & Planning	107,294	3.20	3.00	2.00	5.00	2.00	4.00	3.00
39 PW Administration	General Engineering/Customer Service	132,157	3.20	3.00	3.00	3.00	3.00	4.00	1.00
40 Police Administration	Organizational Management	330,236	3.20	3.00	2.00	5.00	2.00	4.00	3.00
41 Police Patrol	Organizational Management	408,474	3.20	3.00	2.00	5.00	2.00	4.00	3.00
42 Police Investigations	Organizational Management	43,207	3.20	3.00	2.00	5.00	2.00	4.00	3.00
43 Fire Administration	Organizational Management	39,159	3.20	3.00	2.00	5.00	2.00	4.00	3.00
44 PW Administration	Organizational Management	112,143	3.20	3.00	2.00	5.00	2.00	4.00	3.00
45 Streets	Organizational Management	41,501	3.20	3.00	2.00	5.00	2.00	4.00	3.00
46 Recreation Programs	Personnel Management	67,734	3.20	3.00	2.00	5.00	2.00	4.00	3.00

City of Roseville
Priority-Based Budgeting
Tax-Supported Programs
2011

Attachment A

Department / Division	Program / Function	**8/9/2010** 2011 Program Cost Current	Composite Council Rank	Klausing Rank	Ihlan Rank	Pust Rank	Roe Rank	Johnson Rank	Diff. + / -
47 Police Patrol	Public Safety Promo / Community Interaction	604,924	3.20	3.00	1.00	4.00	3.00	5.00	4.00
48 Police Investigations	Public Safety Promo / Community Interaction	125,603	3.20	3.00	1.00	5.00	3.00	4.00	4.00
49 Streets	Streetscape & ROW Maintenance	275,093	3.20	3.00	3.00	3.00	3.00	4.00	1.00
50 Miscellaneous	Building Replacement	25,000	3.00	4.00	3.00	-	4.00	4.00	4.00
51 Finance	Contract Administration	7,799	3.00	4.00	2.00	3.00	3.00	3.00	2.00
52 Administration	Customer Service	38,590	3.00	3.00	3.00	3.00	3.00	3.00	-
53 Recreation Programs	Facility Management	237,591	3.00	3.00	2.00	4.00	3.00	3.00	2.00
54 Administration	General Communications	64,732	3.00	3.00	3.00	3.00	3.00	3.00	-
55 Recreation Maint.	Grounds Maintenance	326,279	3.00	2.00	3.00	3.00	3.00	4.00	2.00
56 Advisory Comm.	Human Rights Commission	2,250	3.00	3.00	3.00	3.00	3.00	3.00	-
57 Central Garage	Organizational Management	54,222	3.00	3.00	2.00	5.00	2.00	3.00	3.00
58 Recreation Programs	Organizational Management	64,345	3.00	3.00	2.00	5.00	2.00	3.00	3.00
59 Miscellaneous	Park Improvement Program	185,000	3.00	3.00	3.00	-	4.00	5.00	5.00
60 Rec Administration	Planning & Development	78,051	3.00	3.00	2.00	3.00	3.00	4.00	2.00
61 Recreation Programs	Program Management	787,975	3.00	3.00	2.00	3.00	3.00	4.00	2.00
62 Finance	Utility Billing (partial cost)	7,572	3.00	4.00	4.00	-	4.00	3.00	4.00
63 City Council	Business Meetings	79,810	2.80	3.00	2.00	3.00	3.00	3.00	1.00
64 Rec Administration	City-wide Support	28,365	2.80	3.00	2.00	3.00	2.00	4.00	2.00
65 Legal	Civil Attorney	154,500	2.80	3.00	2.00	4.00	2.00	3.00	2.00
66 City Council	Community Support / Grants	62,490	2.80	4.00	3.00	1.00	3.00	3.00	3.00
67 Skating Center	Department-wide Support	42,986	2.80	3.00	2.00	2.00	3.00	4.00	2.00
68 Recreation Maint.	Department-wide Support	116,543	2.80	3.00	2.00	3.00	3.00	3.00	1.00
69 Advisory Comm.	Ethics Commission	2,500	2.80	3.00	3.00	3.00	2.00	3.00	1.00
70 Rec Administration	Organizational Management	31,515	2.80	3.00	2.00	3.00	2.00	4.00	2.00
71 City Council	Recording Secretary	12,000	2.80	2.00	2.00	5.00	2.00	3.00	3.00
72 Recreation Maint.	City-wide Support	52,403	2.60	3.00	2.00	3.00	2.00	3.00	1.00
73 Finance	Debt Management	7,799	2.60	3.00	4.00	3.00	-	3.00	4.00
74 Finance	Economic Development	7,799	2.60	4.00	1.00	2.00	3.00	3.00	3.00
75 Miscellaneous	Equipment Replacement	50,000	2.60	4.00	2.00	-	4.00	3.00	4.00
76 Bldg Maintenance	Organizational Management	28,688	2.60	3.00	2.00	3.00	2.00	3.00	1.00
77 Rec Administration	Personnel Management	90,357	2.60	3.00	1.00	3.00	2.00	4.00	3.00
78 Finance	Receptionist Desk	36,482	2.60	2.00	3.00	3.00	2.00	3.00	1.00
79 Legal	Special Services	-	2.60	3.00	2.00	3.00	2.00	3.00	1.00
80 Bldg Maintenance	General Maintenance	358,955	2.40	1.00	4.00	3.00	2.00	2.00	3.00
81 Central Services	Central Services	73,500	2.20	3.00	2.00	1.00	2.00	3.00	2.00
82 Finance	Contractual Services (RVA, Cable)	9,519	2.20	3.00	2.00	1.00	2.00	3.00	2.00
83 Finance	Organizational Management	29,823	2.20	3.00	2.00	1.00	2.00	3.00	2.00
84 City Council	Intergovernmental Affairs / Memberships	29,490	2.00	3.00	1.00	1.00	2.00	3.00	2.00
85 Bldg Maintenance	Custodial Services	88,360	1.60	1.00	1.00	3.00	1.00	2.00	2.00
		$ 18,931,869							

City of Roseville **Attachment B**
Priority-Based Budgeting
Summary of Non-Tax Programs
2011

Department / Division	Program / FunctionC	8/16/2010 2011 Program Cost urrent			
Planning	Planning - Current	300,235			
Planning	Planning - Long Range	59,842			
Planning	Zoning Code Enforcement	23,702			
Planning	Organizational Management	23,554			
Econ. Development	Economic Development and Redevelopment	104,869			
Econ. Development	Organizational Management	7,744			
Code Enforcement	Building Codes Review and Permits	408,335			
Code Enforcement	Nuisance Code Enforcement	33,981			
Code Enforcement	Organizational Management	64,501			
GIS	GIS	65,679			
GIS	Organizational Management	4,882	------------->	1,097,324	Total Community Development
Communications	Newsletter / News Reporting	143,552			
Communications	Audio / Visual	69,274			
Communications	Internet / Website	48,154			
Communications	NSCC Member Dues	84,500	------------->	345,480	Total Communications
Info Technology	Enterprise Applications	288,538			
Info Technology	Network Services	60,683			
Info Technology	PDA/Mobile Devices	13,219			
Info Technology	Server Management	49,087			
Info Technology	Telephone/Radio Systems	82,937			
Info Technology	Computer/End User Support	551,331			
Info Technology	User Administration	77,684			
Info Technology	Internet Connectivity	33,688			
Info Technology	Facility Security Systems	2,718			
Info Technology	Organizational Management	3,705	------------->	1,163,590	Total Information. Technology
License Center	Passport Issuance	108,069			
License Center	Motor Vehicle Transactions	479,071			
License Center	Identity Applications	144,418			
License Center	DNR Transactions	28,512			
License Center	Daily Sales Reporting & Cash Reconciliation	143,748			
License Center	Inventory and Supplies	16,565			
License Center	Customer Communications/Problem Solving	134,044			
License Center	Bad Check Recording & Recovery	10,989			
License Center	Organizational Management	79,308	------------->	1,144,724	Total License Center
Lawful Gambling	Gambling Licenses & Reports	50,660			
Lawful Gambling	Community Donations	80,000	------------->	130,660	Total Lawful Gambling
Water	Infrastructure Maintenance & Repair	749,891			
Water	System Monitoring & Regulation	138,272			
Water	Customer Response	112,099			
Water	GIS	25,106			
Water	Utility Billing	189,891			
Water	Metering	442,786			
Water	Wholesale Water Purchase from St. Paul	4,400,000			
Water	System Depreciation	250,000			
Water	Admin Service Charge	350,000			
Water	Organizational Management	412,770	------------->	7,070,815	Total Water
Sewer	Infrastructure Maintenance & Repair	846,840			
Sewer	Customer Response	63,415			
Sewer	GIS	34,298			
Sewer	Sewage Treatment Costs	2,750,000			
Sewer	System Depreciation	190,000			
Sewer	Admin Service Charge	275,000			
Sewer	Organizational Management	254,045	------------->	4,413,598	Total Sewer
Storm Sewer	Infrastructure Maintenance & Repair	882,267			
Storm Sewer	Street Sweeping	279,513			
Storm Sewer	Leaf Collection / Compost Maintenance	263,938			
Storm Sewer	System Depreciation	210,000			
Storm Sewer	Admin Service Charge	78,000			
Storm Sewer	Organizational Management	68,626	------------->	1,782,344	Total Storm Sewer
Recycling	Program Administration	21,077			
Recycling	Communications	16,061			
Recycling	Data Reporting / Outreach efforts	9,442			
Recycling	Recycling Pickup Contractor	435,000			
Recycling	Admin Service Charge	10,000	------------->	491,580	Total Recycling
Golf	Clubhouse Operations	181,154			
Golf	Grounds Maintenance	127,486			
Golf	Department-Wide Support	51,310	------------->	359,950	Total Golf
		$ 18,000,065			

[redacted]

2011 Budget Ranking Methodology

5 - Items in this category, if not funded, are those that could potentially compromise the physical well-being of individuals or property. Examples are the inability of police or fire to respond to calls.

4 - Items in this category, if not funded, are those that could result in substantial increases in the financial burden on the community in subsequent years. Examples of this would be a failure to repair a street or replace a capital asset.

3 - Items in this category, if not funded, are those that could impede the city's ability to provide the type of services that contribute to the quality of life. Examples of this would be funding for the cultural or social events.

2 - Items in this category, if not funded, are those that wouldn't likely affect individuals in the community, but would impede the ability of the city to fulfill its mission. An example of this would be reduced office maintenance.

1 - Items in this category, if not funded, are those that would have little or no impact either on the community, or the city's ability to fulfill its mission. An example of this would be deferred mowing.

[redacted]

[redacted]

City Council

City Council: Business Meetings - City Council salaries and cost of City audit.

City Council: Community Support/Grants - Annual Grants to NWYFS and Roseville Senior Program.

City Council: Intergovernmental Affairs / Memberships - Annual memberships: League of Minnesota Cities; Ramsey County League of Local Governments, Suburban Rate Authority; and National League of Cities

City Council: Recording Secretary – Contract for recording and preparation of city council meeting minutes.

Advisory Commissions

Human Rights Commission – Expenses related to hosting a forum, member training, essay contest member conference attendance and other misc expenses

Ethics Commission - Expenses related to annual Ethics Training and other misc expenses.

Administration

Administration: Customer Service - Time spent responding to phone, email and in person inquiries.

Administration: Council Support - Time spent preparing City Council packets; preparing official documents; Codification of Ordinances; and Administrative support of Ethics and Human Rights Commissions.

Administration: Records Management/Data Practices - Administration of city-wide electronic Records Management system to collect, archive, and retrieve records. Administration of city-wide Data Practices procedures to assure privacy of certain data and appropriate dissemination of public information.

Administration: General Communications - Provide public information via *Roseville City News*; website; news releases, and other materials. Educate the public via tapes/dvds and special events.

Administration: Human Resources - Administration of human capital; benefits and wellness; compensation; employee/labor bargaining and relations; employee training and development; communications; and, legal compliance and record keeping.

Administration: Organizational Management - Time spent planning, leading, and organizing the City and department; participating in general training or meetings, conducting performance evaluations, etc.

[redacted]

Elections

Elections - Administration and clerical support for the education, recruitment and training of judges and staff; absentee and Election Day voter support; and precinct preparation. Election Day supplies and annual maintenance fees.

Legal

Civil Attorney – Annual retainer plus out-of-pocket expenses.

Prosecuting Attorney – Annual retainer plus out-of-pocket expenses.

Special Services - Contingency amount budgeted for legal suits and/or other actions.

Finance, Central Services, Insurance

Banking & Investment Management - Manage the City's investment portfolio and banking relationships including buying and selling investments, transferring cash among city accounts.

Budgeting / Financial Planning – Coordinate the City's Budget and capital planning function including; the preparation of the annual budget and CIP, and regular preparation of materials for the City Council, City Manager, and Department Heads.

Business Licenses - Process all tasks related to the issuance of business licenses including; application review and submittals to the City Council.

Cash Receipts - Process all tasks related to the cash receipts function including; entering cash receipts, balancing the cash drawer, etc.

Contract Administration - Assist in the coordination of IT JPA's, wireless lease agreements and License Center lease.

Contractual Services (RVA, Cable) - Provide contractual accounting-related services to the Roseville Visitor's Association, and Cable Commission.

Debt Management - Coordinate the City's debt management function including the issuance of all debt including conduit financing offerings.

Economic Development - Assist in the City's Economic Development function.

Accounts Payable - Process all tasks related to the accounts payable function including; processing invoices, issuing 1099's and sales tax filings.

Gen. Ledger, Fixed Assets, Financial Reporting - Process all tasks related to the general accounting and financial reporting functions including; journal entries, financial statement preparation, bank reconciliation, etc.

Lawful Gambling - Process all tasks related to the issuance of lawful gambling licenses including; application review and submittals to the City Council.

Payroll - Process all tasks related to the payroll function including; entering timesheets, managing benefit withholdings, general processing, federal and state reporting, etc.

Reception Desk - Process all tasks related to the receptionist function including; answering phones, directing lobby traffic, issuing pet licenses, etc.

Risk Management - Coordinate the City's risk management function including; property/liability, serving as Chair of the Safety Committee, and serving as the City's Agent of Record.

Utility Billing - Process all tasks related to the utility billing function including; entering meter reads, processing invoices, and servicing accounts.

Workers Compensation Administration - Administer the City's workers compensation program including managing First Report of Injury forms, and claims administration.

Organizational Management – Time spent planning, leading, and organizing the department; participating in general training or meetings, conducting performance evaluations, etc.

Central Services – Includes all general City Hall copier supplies (paper, toner, etc.), letterhead and envelopes, and postage machine lease payments.

General Insurance - The General Fund's share of the City's workers compensation and property/casualty insurance costs.

Police

Admin: Response to Public Requests - The foremost function of the police department is to serve and protect the public. 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. Copies of police reports are available to the public upon request. The police counter front window is covered Monday-Friday, 8:00 to 4:30 to serve the public. There is also a 24 x 7 x 365 entry available to the public.

Admin: Police Records / Reports - Approximately 25,000 police reports are written by Patrol annually. Record Technicians review and code all reports and then enter the reports into the records management system. Staff scans any media pertaining to the reports and files a hard copy of 25,000 reports. Copies of police reports are available to the public upon request. Police reports are also forwarded to the City/County Attorneys and the Court.

Admin: Community Liaison - National & Family Night Out, Citizens Academy, Neighborhood Block Watch, volunteer Citizens Park Patrol, Shop with a Cop, Senior Safety Camp, Bike Rodeos, Crime Free Multi-Housing, crime alerts, business/residential premise safety reviews, and statistical crime reporting.

Admin: Organizational Management - Personnel supervision, strategic planning, budget planning/management, grant procurement/management, internal investigations, compliance with data practices and state statutes, web site maintenance, policy and procedure development, union deliberation, tactile planning (SWAT) and training.

Patrol: 24x7x365 First Responder - 24 hour day/seven days week patrol entire City; first responder on the scene of all 911 calls.

Patrol: Public Safety Promo/Community Interaction - Volunteer Reserve Officer unit, volunteer Citizen's Emergency Response Team (CERT), Explorer's, Officer Friendly, Bike Rodeos, Citizens Academy, Shop with a Cop, and participation in many community events. Patrol by district to become familiar to residents.

Patrol: Dispatch - Dispatch through Ramsey County Sheriff's Office – 24 x 7 x 365 days/year; billed by number of calls for service.

Patrol: Police Reports (by Officers) - Approximately 25,000 police reports are written by Patrol annually. All reports are reviewed by a sergeant and then the records technicians for thoroughness and accuracy. A good percentage of incidents require all officers involved write a report on the incident—the first officer on the scene generates the original report and other officers called to the scene generate a supplemental report under the same case number.

Patrol: Animal Control - The Patrol Division holds the primary responsibility for animal control in the City unless a part-time Community Service Officer is available.

Patrol: Organizational Management - Personnel supervision, training, compliance with ordinances and statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency; define/establish/attain overall goals and objectives. Sworn officers are mandated by the state to attend several trainings on a regularly scheduled basis—many civil judgments across county (deliberate indifference), constitutional violations.

Investigations: Crime Scene Processing - On scene collection of evidence; secured filing of evidence in police department; submission of evidence to BCA and courts. May include the writing of search warrants, getting judicial approval of warrant and then execution of said warrant (may include SWAT).

Investigations: Public Safety Promo/Community Interaction - Officer Friendly, Bike Rodeos, Citizens Academy, Shop with a Cop, "lemonade stand," focused Rosedale surveillance, and participation in many community events. Assist with crime alerts to notify community of criminal activity. Investigation of all major cases that continues until the case is closed. Under contract, the school district pays 2/3 salary of a detective to act as school liaison officer at RAHS during the school year.

Investigations: Response to Public Requests - To function efficiently the police department needs to see 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. Investigation of all major cases (incidents) by the department's detectives that occur in the City of Roseville; investigation continues until case is cleared.

Investigations: Criminal Prosecutions - Present and forward cases to City/County Attorney, Probation,

Child Protection, and other law enforcement/public safety agencies.
Investigations: Organizational Management - Personnel supervision, training, compliance with ordinances and statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency; define/establish/attain overall goals and objectives. Reviewing cases to determine which cases require follow-up or review by detectives based on solvability and case load. Coordination and supervision of major investigations and crime scenes.

Community Services: Community Services – Salary of two part-time temporary CSO's and annual community service officer budget that includes the cost of the City's contract with Brighton Vet Clinic—takes in strays and attempts to find owner, also disposes of dead animals.

Emergency Management: 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 – Lake Patrol - Ramsey County Sheriff's Office to patrol Lake Owasso (water issues only).

Fire

Admin: Fire Administration and Planning - Administrative staff time related to department operations, planning, payroll processing, budgets, meeting, state, local, and federal requirements.

Admin: Emergency Management - Fire Department staff time for planning and operations related to City wide emergency management.

Admin: Organizational Management - Fire Department staff time related to daily department operations.

Prevention: Fire Administration and Planning - Full-time administrative and prevention personnel time for daily operations, personnel management, and planning.

Prevention: Fire Prevention - Prevention staff to perform prevention, plan review, inspections, fire investigations.

Fire Fighting/EMS: Fire Administration and Planning - Full-time administrative and operational personnel time for daily operations, personnel management, and planning.

Fire Fighting/EMS: Fire Suppression/Operations - On-duty staffing available to provide fire related response- General supplies, and equipment- Firefighter uniforms- Vehicle replacement.

Fire Fighting/EMS: Emergency Medical - On-duty staffing available to provide EMS response- General supplies, and equipment- Firefighter uniforms- Vehicle replacement.

Fire Fighter Training: Training - Firefighting, EMS, HAZ MAT, OSHA, leadership, rescue, vehicle operations, vehicle driving, equipment operations, report writing, new hire training, all areas of department training.

Public Works

Admin: Project Delivery – Planning, designing, organizing & managing engineering resources to ensure successful completion 2.5-4.0 million of projects. Construction staking, administration, and inspection of the construction process.

Admin: Street Lighting – Maintain 1300+ street lights & traffic signals, electrical costs for lighting. Manage contract maintenance.

Admin: Permitting – Issue ROW & erosion permits, review plans, inspection, coordinate with applicants. Take corrective action, as needed. Planning & building permit review.

Admin: General Engineering/Customer Service – Assist customers (phone, walk-up, online) with inquiries regarding public utilities, property lines, past & future projects, city services. Design, maintain, and update the City's organized collection of maps using computer hardware, software, geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information

Admin: Storm Water Management – Customer service, engineering, review, and management/coordination of stormwater issues and outside agencies involved in Storm Water Management.

Admin: Organizational Management – Supervise PW Staff, develop and manage the budget. General oversight & planning of the department. Prepare for, participate in, and follow up to Council & Commission meetings.

Streets: Pavement Maintenance – Preventative maintenance & repair of all City pavement to achieve an average condition rating of 75-80. Crackseal and sealcoat on a regular schedule to ensure safe & adequate transportation and to extend life of the pavement in the most cost effective manner.

Streets: Winter Road Maintenance – Keeping roads and streets accessible through the winter is a priority for the City. Full plow after 2 or more inches, ice control as needed to keep roads safe.

Streets: Traffic Management & Control – Design, fabrication, installation and maintenance of City traffic control signs for City streets and parking lots. Street & parking lot striping, including crosswalks, arrows, lane markings, school & parking lots to ensure compliance.

Streets: Streetscape and ROW Maintenance – Regular tree-trimming program to ensure visibility and clearance for safety. Mowing, watering, weeding, picking trash, tree maintenance in all streetscape areas. Mowing & weeding ROW areas.

Streets: Pathways & Parking Lots – Maintain pathways & parking lots to ensure safety to all users and achieve an average pavement condition of 75-80. Sustain an aesthetically pleasing appearance through repairs & various types of sealants. Repair quickly to avoid higher costs or injury.

Streets: Organizational Management –
Supervise/oversee street staff, street purchases, manage budget, departmental planning of street division to maintain services.

Street Lighting: Street Lighting – Maintain /replace as needed.

Bldg Maintenance: Custodial services – Provide cleaning of City buildings & contract maintenance to medium level, order supplies, resolve issues to ensure buildings are kept clean and acceptable.

Bldg Maintenance: General Maintenance – Oversee two-person contract custodial staff, HVAC management & monitoring, maintenance, manage summer seasonals.

Bldg Maintenance: Organizational Management – Supervision, budgetary control, planning, leading, and organizing.

Central Garage: Vehicle Repair - Maintenance & repair of City fleet to maintain safe, working condition minimize downtime, and regular scheduled maintenance and repairs.

Central Garage: Organizational Management - Budgetary control, supervision, and organizing workplan for fleet maintenance division.

Sanitary Sewer: Infrastructure Maintenance & Repair - Preventative maintenance & repair of 145 miles sanitary sewer lines and 3,116 sewer manholes. Operate, monitor, maintain & repair lift stations to meet operational standards and necessary reliability.

Sanitary Sewer: Customer Response - Respond to customer inquiries and provide assistance for approximately 10,500 sewer customers. Issues, such as sewer backups are investigated and repaired/resolved 24/7.

Sanitary Sewer: Capital Improvement - Maintain/replace as needed.

Sanitary Sewer: Organizational Management - Supervise/oversee utility staff, organize training, sewer purchases, manage budget, departmental planning of sewer utility to maintain services.

Water: Infrastructure Maintenance & Repair – Preventative maintenance & repair of the water utility infrastructure, including 160 miles of watermains and 1,711 fire hydrants. Monitor, maintain & repair pump station and water tower.

Water: System Monitoring & Regulation - Monitor the water infrastructure and operations for continuous supply, and respond as necessary to ensure continuous service. Test sample as required by regulatory agencies.

Water: Customer Response - Respond to daily customer calls and inquiries, investigate and repair, and educate the customer.

Water: Metering - Reading of approximately of 3,000 water meters per month, plus re-reads and transfer reads. Repair, replace, and inspect water meters as necessary. Maintain all City meters and curb stops (approximately 10,300 each).

Water: Capital Improvement - Rehabilitate or replace water utility infrastructure as needed.

[redacted]

Water: Organizational Management - Supervise/oversee water utility staff, organize training, water purchases, budgetary control, planning, leading, and organizing.

Stormwater: Infrastructure Maintenance & Repair - Preventative maintenance and repair of 135 miles storm sewer mainline. Maintain, inspect and repair 3,500 catch basins and storm water lift stations.

Stormwater: Street Sweeping - Bi-Annual sweeping of city streets and as needed sweeping of streets to keep neighborhoods clean and livable and to protect our ponds, lakes, and wetlands.

Stormwater: Leaf Collection - Annual leaf collection program to remove leaves, clean streets to help keep leaves out of storm sewers and ponds. Maintain the compost site to minimize odors and efficiently compost material, deliver compost and wood chips.

Stormwater: Organizational Management - Supervise/oversee storm utility staff, training, storm purchases; manage budget, departmental planning of storm utility to maintain services.

Parks & Recreation

Admin: Personnel Management – Personnel Management includes direct staffing costs to process and track bi-weekly payroll for 25 FTE employees and over 300 part-time seasonal staff. Personnel Management is responsible for the training and development of 25 FTE employees. Personnel Management includes promoting employment opportunities, recruiting qualified candidates, processing needed personnel paperwork, training to insure high level of delivery and responsibility, supervising to assure quality experiences and services and policy and procedure adherence and evaluating to manage professional and community expectations.

Admin: Financial Management – preparing, executing and monitoring all aspects of the department budgets including revenues and expenses whereby more than 50% is generated through non-tax dollar revenue. Include: planning and coordinating outside funding, administer financial matters on a continual bases. Financial Management involves intensive monitoring of 68 program budgets, 11 facility budgets and 8 event budgets. Financial Management includes the costs to supervise both expense and revenue budgets, to develop annual budgets and to report budget outcomes. Financial Management also includes staffing costs to process, track and report daily cash receipts and credit transactions.

Admin: Planning & Development – Includes: reporting for information and decision making, research, policy development and execution, short term and long term planning, best practice/accreditation maintenance, and special and routine projects and committees. Develop goals and activities, conduct program research and development, legal and legislative work, analyze and plan for program and facility needs, prepare for capital improvements, etc. Planning and Development expenses are connected to department wide and community based policy relations, research and reporting and project management. Often times these projects are at the request of Council, Commission or Administration or involve improved department operations.

<u>Admin: Community Services</u> – includes department customer service, make presentations to local groups, participate with and support more than 20 affiliated groups, resident communications of offerings, special event support and guidance, incorporating technology into operations including website updates and timely e-mail responses. Community Services covers a range of community wide benefits from staff involvement with community organizations and agencies to providing excellent customer service, to offering a wide range of community events to producing communication materials that promote recreational opportunities and facilities and educate and inform the community to serving the community using current technology based tools for registration and communication.

<u>Admin: Citywide Support</u> – Includes projects, tasks, time spent not directly related to parks and recreation, i.e. department head meetings, city council meetings, community presentations, commission support, attending meetings and serving on city committees, coordinating with other city departments, etc. City-Wide Support includes personnel costs for staff involved in inter-department meetings and projects and community programs and events that involve multi city operations.

<u>Skating Center: OVAL</u> – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The OVAL portion reflects the cost of building maintenance, ice and equipment maintenance, personnel management and building and grounds maintenance. Also included in this budget are the costs of personnel, financial management, programs, event and overall facility management of the OVAL for the winter ice season and summer skate park.

<u>Skating Center: Arena</u> – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Indoor Arena portion reflects the cost of building maintenance, ice and equipment maintenance and personnel management. Also included in this budget are the costs of personnel, financial management, programs, event and overall facility management of the year round operation of the Arena.

<u>Skating Center: Banquet Area</u> – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Banquet Area portion reflects the cost of personnel management, program/event management and financial management. The amount reflected in the Banquet portion includes the cost of equipment and building maintenance for the estimated 50,000 users of the banquet facility at the Skating Center. Also included in this budget are the costs of personnel, equipment and supplies and overall facility management to host weddings, class reunions and hundreds of community group meetings and events.

<u>Skating Center: Department wide Support</u> – The amount in this portion of the Skating Center budget reflects the time spent by Skating Center staff working in other areas of the Parks and Recreation Department, i.e. parks and grounds, golf course, recreation, etc.

<u>Programs: Program Management</u> - Recreation Program Management involves all direct costs necessary to provide Roseville with 1850 recreation programs, events and opportunities annually. Program Management services all sectors of the community from the very young to older adults; provides opportunities in the arts, athletics, enrichment, wellness and leisure; and involves individuals, families and groups. Recreation Program Management includes all development, implementation and evaluation responsibilities including planning, communications and promotions, supervision and post program evaluations and reporting.

Programs: Personnel Management - Personnel Management is responsible for the training and development of part-time seasonal staff. Over 300 part-time seasonal employees deliver front line recreation services as activity leaders, customer service representatives and facility managers. Personnel Management includes promoting employment opportunities, recruiting qualified candidates, processing needed personnel paperwork, training to insure high level of delivery and responsibility and supervising to assure quality experiences and recreation services.

Programs: Facility Management - Includes the costs to facilitate current community programming at the following facilities: Brimhall and Central Park Community Gymnasiums, Gymnastic Center, Fairview Community Center, Harriet Alexander Nature Center, ballfields, picnic shelters and the Muriel Sahlin Arboretum. Facility Management provides oversight and direct management for eleven community resources. Facility Management includes direct costs for: scheduling usage, part-time seasonal staffing to supervise facility use, provides needed resources to maintain clean, safe and desirable community facilities.

Programs: Volunteer Management - The cost to recruit, train, supervise, communicate and recognize the current level of volunteers. Volunteer Management is responsible for recruitment, training and development of parks and recreation volunteer team. Over 3,000 volunteer experiences annually account for 30,000 hours of community service as sport coaches, park maintenance, facility support, event support, activity leaders, advisors and advocates. Volunteer Management encompasses all aspects of the volunteer experience from promotion and communication to recruitment and training to supervision and support to recognition and appreciation.

Programs: Organizational Management - Includes a compilation of program liability insurance and credit card/on-line fees, direct costs for providing credit card use, online services and insurance coverage for recreation programs, facilities, events and services.

Maintenance: Grounds Maintenance - Grounds maintenance activities include all maintenance and management of activities performed on all City parkland areas, i.e. mowing/trimming, landscape repair/maintenance and construction, pathways maintenance, etc.. This does not include athletic field areas, Muriel Sahlin Arboretum, Harriet Alexander Nature Center, Cedarholm GC and the Roseville Skating Center.

Maintenance: Facility Maintenance - Facility and Equipment Maintenance includes all maintenance and management of activities performed on all City park facilities, i.e. play equipment, athletic fields, hard surface courts, Muriel Sahlin Arboretum, HANC, park shelters, park ice rinks, wading pool, etc. This does not include the Roseville Skating Center and Cedarholm Golf Course.

Maintenance: Natural Resources Maintenance - Natural Resources activities include implementation and management of the City Diseased and Hazard Tree program and all natural resource implementation and management activities.

Maintenance: Department wide support Maintenance - Department-wide support is maintenance for recreation and includes all direct activities and management of those activities to support 1850 Roseville Parks and Recreation Programs and activities and numerous affiliated group efforts.

Maintenance: City wide Support - City-Wide Support includes all activities and management for city-wide events the Parks and Recreation Department Planning and Maintenance Division supports such as National Night Out, Election Support, Roseville Home and Garden Fair, etc. This also includes support for various City committees such as The Development Review Committee, Safety Committee, etc.

Community Development

Planning: Current – Receive and review all land use applications (Plats, conditional uses, variances, etc), and guides the application through the approval process.

Planning: Long Range – Conducts studies and projects as required by state law (Comprehensive Plan and Zoning code updates) as well as special studies and projects as needed (i.e. lot split study, rental licensing study).

Zoning Code Enforcement – Investigation of violations of the City zoning code regarding land use, setbacks, sign codes and enforcing the correction of said violations.

Organizational Management – Oversee the implementation of all department functions

Economic Development – Works on the creation and the administration of TIF Districts. Conduct business retention and recruitment activities. Apply for economic development grant and loan funds to be used for projects.

Building Codes / Permits – Review plans for all residential and commercial improvements in City, issue the required permits and conduct inspections of improvements to ensure compliance with state and local codes.

Nuisance Code Enforcement – Investigation of all nuisance complaints (junk, property maintenance, tall grass) and enforcing the correction of said violations. Also conduct the Neighborhood Enhancement Program.

GIS – Create and maintain electronic property data base for City staff and public use. Create mailing list for public hearing notices. Maintain online mapping system and city website. Serve as Department Coordinator for electronic archiving of files.

[redacted]

City of Roseville
Budget Expenditure Summary

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 DH Budget	2011 CM Budget	$$ Increase (Decrease)	% Increase (Decrease)
City Council	164,350	170,028	176,030	179,560	**186,490**	**183,790**	4,230	2.36%
Human Rights Commission	1,453	3,242	3,179	2,000	**2,250**	**2,250**	250	12.50%
Ethics Commission	316	15	227	500	**300**	**2,500**	2,000	0.00%
Code Enforcement	-	-	-	-	-	**165,000**	165,000	0.00%
	-	-	-	-	-	-	-	0.00%
City Council & Commissions	166,119	173,285	179,436	182,060	**189,040**	**353,540**	171,480	94.19%
Administration	406,303	456,534	475,314	464,240	**499,575**	**480,755**	16,515	3.56%
Elections	21,486	76,556	26,806	80,655	**80,655**	**80,655**	-	0.00%
Legal	267,515	284,262	295,912	285,000	**300,000**	**293,425**	8,425	2.96%
Roseville Area Senior Program	-	-	-	-	-	-	-	0.00%
Finance Department	485,906	540,635	538,206	563,030	**610,190**	**600,670**	37,640	6.69%
Central Services	61,391	77,066	56,920	74,267	**73,500**	**73,500**	(767)	-1.03%
General Insurance	62,000	80,000	80,000	77,643	**84,000**	**84,000**	6,357	8.19%
Contingency	32,129	46,939	-	-	-	-	-	#DIV/0!
Administration & Finance	1,336,729	1,561,991	1,473,157	1,544,835	**1,647,920**	**1,613,005**	68,170	4.41%
Subtotal General Government	1,502,848	1,735,275	1,652,593	1,726,895	**1,836,960**	**1,966,545**	239,650	13.88%
Police Administration	357,569	380,681	363,598	453,300	**955,135**	**934,585**	481,285	106.17%
Police Patrol Operations	3,788,283	4,183,283	4,321,089	4,454,020	**4,638,805**	**4,324,705**	(129,315)	-2.90%
Police Investigations	739,070	796,783	832,857	902,525	**891,560**	**889,020**	(13,505)	-1.50%
Community Services	71,796	111,859	104,910	61,095	**65,955**	**65,955**	4,860	7.95%
Emergency Management	22,657	28,446	2,927	19,785	**25,185**	**10,185**	(9,600)	-48.52%
Lake Patrol	1,659	1,659	1,659	1,900	**1,900**	**1,900**	-	0.00%
Youth Service Bureau	-	-	-	-	-	-	-	0.00%
Police Operations	4,981,033	5,502,710	5,627,041	5,892,625	**6,578,540**	**6,226,350**	333,725	5.66%
Fire Administration	335,792	342,893	325,752	293,390	**327,070**	**205,855**	(87,535)	-29.84%
Fire Prevention	167,438	175,106	178,444	189,635	**194,135**	**191,235**	1,600	0.84%
Fire Fighting	1,323,344	1,144,165	907,626	1,099,625	**1,270,215**	**1,188,730**	89,105	8.10%
Fire Training	57,623	43,616	28,219	40,150	100,355	100,355	60,205	149.95%
Fire Operations	1,884,197	1,705,780	1,440,041	1,622,800	**1,891,775**	**1,686,175**	63,375	3.91%
Fire Relief Association	250,900	301,000	209,228	433,000	**355,000**	**355,000**	(78,000)	-18.01%
Fire Relief Contribution	250,900	301,000	209,228	433,000	**355,000**	**355,000**	(78,000)	-18.01%
Subtotal Public Safety	7,116,131	7,509,491	7,276,309	7,948,425	**8,825,315**	**8,267,525**	319,100	4.01%

City of Roseville
Budget Expenditure Summary

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 DH Budget	2011 CM Budget	$$ Increase (Decrease)	% Increase (Decrease)
Public Works Administration	649,950	687,128	696,682	688,600	913,576	902,469	213,869	31.06%
Street Department	1,002,476	1,158,695	860,021	1,190,160	1,446,300	1,388,410	198,250	16.66%
Street Lighting	187,144	172,584	191,515	200,000	64,000	64,000	(136,000)	-68.00%
Building Maintenance	358,040	352,584	293,797	383,400	495,882	476,003	92,603	24.15%
Central Garage	146,862	130,260	206,805	157,425	193,968	191,043	33,618	21.35%
Public Works	2,344,472	2,501,252	2,248,820	2,619,585	3,113,726	3,021,925	402,340	15.36%
* **TOTAL GENERAL FUND**	**10,963,451**	**11,746,017**	**11,177,722**	**12,294,905**	**13,776,001**	**13,255,995**	**961,090**	**7.82%**

City of Roseville
Budget Expenditure Summary

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 DH Budget	2011 CM Budget	$$ Increase (Decrease)	% Increase (Decrease)
Parks & Recreation Administration	667,872	711,379	-	749,995	549,166	540,651	(209,344)	-27.91%
Recreation Fee Activities	575,436	608,367	-	574,040	1,266,725	1,241,276	667,236	116.24%
Recreation Non-fee Activities	73,806	71,042	-	63,645	-	-	(63,645)	-100.00%
Recreation Nature Center	107,865	113,044	-	122,890	-	-	(122,890)	-100.00%
Recreation Activity Center	87,516	97,612	-	110,000	-	-	(110,000)	-100.00%
Skating Center	1,023,682	1,007,180	-	1,074,125	1,143,069	1,079,342	5,217	0.49%
* **Parks & Recreation Fund**	**2,536,177**	**2,608,625**	-	**2,694,695**	**2,958,960**	**2,861,269**	**166,574**	**6.18%**
Economic Development	137,482	157,032	-	214,825	113,851	112,613	(102,212)	-47.58%
Planning	265,539	361,899	-	266,445	412,560	407,333	140,888	52.88%
GIS	69,940	75,927	-	79,775	71,603	70,561	(9,214)	-11.55%
Code Enforcement	600,367	628,203	-	699,250	679,027	506,817	(192,433)	-27.52%
Transfer Out	-	-	-	-	-	-	-	0.00%
Community Development Fund	**1,073,328**	**1,223,061**	-	**1,260,295**	**1,277,041**	**1,097,324**	**(162,971)**	**-12.93%**
Information Technology	760,286	763,533	-	1,000,700	1,163,590	1,163,590	162,890	16.28%
Communications	297,205	288,887	-	327,650	345,480	345,480	17,830	5.44%
License Center	1,111,938	1,039,799	-	1,085,375	1,144,725	1,144,725	59,350	5.47%
Charitable Gambling	63,026	68,291	-	73,300	50,660	50,660	(22,640)	-30.89%
Charitable Gambling Donations	110,000	76,000	-	80,000	80,000	80,000	-	0.00%
* Parks Maintenance	831,731	977,610	-	994,805	1,127,805	964,605	(30,200)	-3.04%
Housing	-	-	-	-	-	-	-	0.00%
Special Purpose Operating Funds	**3,174,186**	**3,214,120**	-	**3,561,830**	**3,912,260**	**3,749,060**	**187,230**	**5.26%**
* Vehicle Replacement	494,666	615,294	-	-	-	-	-	#DIV/0!
* Equipment Replacement	133,436	157,177	-	50,000	50,000	50,000	-	0.00%
* Building Replacement	600,981	2,386,369	-	25,000	25,000	25,000	-	0.00%
* Park Improvements	47,793	219,823	-	185,000	185,000	185,000	-	0.00%
* EAB	-	-	-	-	100,000	100,000	100,000	#DIV/0!
* Pathway Maintenance	113,625	115,097	-	135,876	-	-	(135,876)	-100.00%
Pathway Construction	4,822	-	-	-	-	-	-	0.00%
* Boulevard Landscaping	23,707	23,747	-	58,233	-	-	(58,233)	-100.00%
Capital Replacement Funds	**1,419,030**	**3,517,507**	-	**454,109**	**360,000**	**360,000**	**(94,109)**	**-20.72%**

City of Roseville
Budget Expenditure Summary

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 DH Budget	2011 CM Budget	$$ Increase (Decrease)	% Increase (Decrease)
MSA Construction	-	-	-	-	-	-	-	0.00%
Special Assessment Construction	506,006	1,456,208	-	800,000	800,000	800,000	-	0.00%
Infrastructure Replacement	-	-	-	1,000,000	1,000,000	1,000,000	-	0.00%
Capital Improvement Funds	**506,006**	**1,456,208**	-	**1,800,000**	**1,800,000**	**1,800,000**	-	**0.00%**
Subtotal Capital Replacements	1,925,036	4,973,715	-	2,254,109	2,160,000	2,160,000	(94,109)	-4.17%
G.O. Improvement Bonds	468,950	468,950	-	310,000	310,000	310,000	-	0.00%
G.O. Facility Bonds	862,378	867,115	-	825,000	825,000	825,000	-	0.00%
Equipment Certificates	-	-	-	355,000	355,000	355,000	-	0.00%
Add'l for internal loan	-	-	-	490,000	-	-	(490,000)	0.00%
* **Debt Service Funds**	**1,331,328**	**1,336,065**	-	**1,980,000**	**1,490,000**	**1,490,000**	**(490,000)**	**-24.75%**
Tax Increment Pay-as-you-go	**540,666**	**687,078**	-	**900,000**	**500,000**	**500,000**	(400,000)	-44.44%
Sanitary Sewer Utility	3,035,276	3,508,997	-	4,417,300	4,419,674	4,413,598	(3,702)	-0.08%
Water Utility	4,739,327	4,910,358	-	5,993,150	7,079,805	7,070,815	1,077,665	17.98%
Stormwater Utility	826,298	726,136	-	1,510,875	1,787,176	1,782,344	271,469	17.97%
Solid Waste Recycling	443,984	467,847	-	449,000	491,580	491,580	42,580	9.48%
Golf Course	366,004	365,840	-	383,300	359,950	359,950	(23,350)	-6.09%
	-	-	-	-	-	-	-	0.00%
Enterprise Funds	**9,410,888**	**9,979,179**	-	**12,753,625**	**14,138,185**	**14,118,287**	**1,364,662**	**10.70%**
Parks Infrastructure Trust Fund	-	-	-	-	-	-	-	0.00%
Tax Reduction Fund	1,900,963	-	-	-	-	-	-	0.00%
Roseville Lutheran Cemetary	4,348	4,500	-	4,500	4,500	4,500	-	0.00%
Permanent Trust Funds	**1,905,311**	**4,500**	-	**4,500**	**4,500**	**4,500**	-	**0.00%**
Combined Budget - All Funds	**32,860,369**	**35,772,361**	**11,177,722**	**37,703,959**	**40,216,947**	**39,236,435**	**1,532,476**	**4.06%**
* **Combined Budget - Tax Supported Funds**	**17,081,716**	**20,185,824**	**11,177,722**	**18,418,514**	**19,712,766**	**18,931,869**	**513,355**	**2.79%**
** **Combined Budget - Tax Supported Funds for non-capital (sinking) funds**	**14,521,306**	**15,690,919**	**11,177,722**	**16,363,514**	**18,047,766**	**17,266,869**	**903,355**	**5.52%**

--------> excludes vehicle replacement funds

City of Roseville
Budget Reconciliation

[redacted]

Division / Program	2010 Adopted Budget	2011 DH Request	2011 CM Recommend	Amount Reduced	$$ Increase	% Increase
City Council	179,560	186,490	182,790	3,700	3,230	1.8%
			Eliminate TNT Notices	2,700	1,050	Training
			Reduced memberships	1,000	2,180	Financial Audit per contract
				$ 3,700	**$ 3,230**	
Commissions	2,500	2,550	4,750	(2,200)	2,250	90.0%
			Additional for Ethics	(2,200)	2,250	Add'l amount for Ethics
				$ (2,200)	$ 2,250	
Administration	464,240	499,575	477,905	21,670	13,665	2.9%
			Reduce COLA from 3% to 1%	11,775	5,000	1% COLA + Step Increases
			Reduce express delivery service	700	3,350	PERA, Insurance increases
			Reduce tansportation	200	5,260	Wellness
			Reduce training	2,750	55	Memberships
			Reduce career development training	1,000		
			Reduce citywide training	5,000	-	
			misc. memberships	245	-	
				$ 21,670	**$ 13,665**	
Elections	80,655	80,655	80,655	-	-	0.0%
				-	-	
				$ -	$ -	
Legal	285,000	300,000	293,425	6,575	8,425	3.0%
			Remove non-retainer/misc.	6,575	8,425	Add'l amount per contract
				$ 6,575	$ 8,425	

City of Roseville

Budget Reconciliation

Division / Program	2010 Adopted Budget	2011 DH Request	2011 CM Recommend	Amount Reduced	$$ Increase	% Increase	
Finance	563,030	610,190	600,030	10,160	37,000	6.6%	
		Reduce COLA from 3% to 1%		10,160	5,000		1% COLA + Step Increases
				-	14,700		PERA, Insurance increases
				-	15,000		Wage allocation Shift from Lawful Gambling
				-	300		Add'l Supplies & Materials
				-	2,000		Add'l Springbrook Maintenance
				-	-		
				$ 10,160	$ 37,000		
Central Services	74,267	73,500	73,500	-	(767)	-1.0%	
				-	(767)		Reduced supplies
				$ -	$ (767)		
General Insurance	77,643	84,000	84,000	-	6,357	8.2%	
				-	6,357		Add'l General Fund portion of insurance
				$ -	$ 6,357		
Total General Govt.	**1,726,895**		**1,797,055**		**$ 70,160**	**4.1%**	

City of Roseville
Budget Reconciliation

Division / Program	2010 Adopted Budget	2011 DH Request	2011 CM Recommend	Amount Reduced	$$ Increase	% Increase
Police Administration	453,300	955,135	934,585	20,550	481,285	106.2%
			Reduce COLA from 3% to 1%	18,800	9,200	1% COLA + Step Increases
			Reduce Capital Items by 50%	1,750	15,000	PERA, Insurance increases
				-	40,000	Reinstate full funding for Chief position
				$ 20,550	130,000	Captain Position allocation Shift from Patrol
					120,000	2 Record Tech Position allocation Shift from Invest.
					60,000	Office Asst. Position allocation Shift from Invest.
					80,000	Comm. Relations Coord. Allocation from Invest.
					1,115	Supplies & Materials
					8,000	Add'l RMS Support
					13,285	Add'l Professional Services ('10 set to low)
					2,850	Add'l telephone expenses
					350	Add'l Memberships & Subscriptions
					1,750	Capital Items
					-	
					$ 481,550	
Police Patrol	4,454,020	4,582,805	4,317,305	265,500	(136,715)	-3.1%
* DH Request reduced by			Reduce COLA from 3% to 1%	55,000	50,000	1% COLA + Step Increases
$56K for reduced avg			Leave 49th Patrol Position vacant	85,000	28,000	PERA, Insurance increases
patrol officer salary used			Remove '2011 add'l training	18,000	(130,000)	Captain Position allocation Shift to Admin
on PBB worksheets			Remove Smart Cards	1,000	(90,000)	Narcotics Officer allocation to Investigations
			Reduce squad surveillance cameras	55,000	(90,000)	School Liaison Officer allocation to Investigations
			Reduce remaining Capital Items by 50%	51,500	2,980	Supplies & Materials
				$ 265,500	38,000	Dispatching
					715	Explorer Program
					1,200	Telephone
					51,500	Capital Items
					$ (137,605)	

City of Roseville
Budget Reconciliation

Division / Program	2010 Adopted Budget	2011 DH Request	2011 CM Recommend	Amount Reduced	$$ Increase	% Increase
Police Investigations	902,525	891,560	862,075	29,485	(40,450)	-4.5%
			Reduce COLA from 3% to 1%	23,000	13,000	1% COLA + Step Increases
			Add missed overtime	8,760	35,000	PERA, Insurance increases
			Remove Smart Cards	(2,275)	(130,000)	2 Record Tech Position allocation Shift to Admin
				$ 29,485	(60,000)	Office Asst. Position allocation Shift to Admin
					(83,000)	Comm. Relations Coord. Allocation to Admin
					90,000	Narcotics Officer allocation to Investigations
					90,000	School Liaison Officer allocation to Investigations
					6,000	Add'l telephone costs
					(1,500)	Reduced Clothing, vehicle supplies
					$ (40,500)	
Police Comm. Services	61,095	65,955	65,955	-	4,860	8.0%
				-	2,860	Add'l CSO wages and benefits
				$ -	2,000	Brighton Vet Clinic
					$ 4,860	
Police Emergency Mgmt.	19,785	25,185	10,185	15,000	(9,600)	-48.5%
			Remove Emergency Mgmt. exercise	15,000	9,600	Reduced siren contract maintenance
				$ 15,000	**$ 9,600**	
Total Police	**$ 5,890,725**		**$ 6,190,105**		**$ 299,380**	**5.08%**

	10	11		
Admin	260,365	634,500		
Patrol	2,880,905	2,861,000		
Invest	622,760	632,260		
Total	3,764,030	4,127,760	363,730	
		(150,000)	Less add'l for avg salary	
		3,977,760	213,730	5.68%

City of Roseville
Budget Reconciliation

Division / Program	2010 Adopted Budget	2011 DH Request	2011 CM Recommend	Amount Reduced	$$ Increase	% Increase
Fire Admin	293,390	327,070	203,645	123,425	(89,745)	-30.6%
			Reduce COLA from 3% to 1%	5,125	3,000	1% COLA + Step Increases
			Eliminate Asst. Fire Chief	120,000	10,150	PERA, Insurance increases
			Eliminate auto allowance for Chief	3,300	(120,000)	Eliminate Asst. Fire Chief
			Add add'l amount for medical direction contract (Allina ?)	(5,000)	15,000	Staffing reorganization
				-	5,000	Add add'l amount for medical direction contract (Allina ?)
				-	(3,300)	Eliminate auto allowance
				$ 123,425	**$ (90,150)**	
Fire Prevention	189,635	194,135	192,135	2,000	2,500	1.3%
			Reduce COLA from 3% to 1%	2,000	1,000	1% COLA + Step Increases
				-	2,900	PERA, Insurance increases
				-	(1,400)	Reduced conferences & memberships
				$ 2,000	**$ 2,500**	
Fire Operations	1,099,625	1,270,215	1,242,715	27,500	143,090	13.0%
			Reduce COLA from 3% to 1%	22,000	11,000	1% COLA + Step Increases
			Reduced FT hours 53-40 (2 FTE) - Net	12,000	23,000	PERA, Insurance increases
			Add add'l wages for SWAT team	(6,500)	25,000	Add'l pt wages
				-	6,500	Add'l supplies & materials
				-	(4,000)	reduced utilities
					70,000	add'l depreciation
				-	6,500	Add add'l wages for SWAT team
				$ 27,500	**$ 138,000**	
Fire Training	40,150	100,355	100,355	-	60,205	150.0%
				-	30,000	On-site training wages
				-	3,000	Prof services
				-	5,000	Contract maintenance
				-	18,210	Off-site training prof services?
				$ -	**$ 56,210**	

City of Roseville
Budget Reconciliation

Division / Program	2010 Adopted Budget	2011 DH Request	2011 CM Recommend		Amount Reduced	$$ Increase	% Increase
PW Admin	688,600	913,573	900,573		13,000	211,973	30.8%
				Reduce COLA from 3% to 1%	13,000	6,000	3% COLA + Step Increases
					-	26,000	PERA, Insurance increases
					-	(20,000)	Less amount 2010 budget too high
					-	200,000	Street lighting costs transferred from St. Lt. Budget
					-	-	
					$ 13,000	$ 212,000	
Streets	1,190,160	1,446,300	1,387,300		59,000	197,140	16.6%
				Reduce COLA from 3% to 1%	9,000	5,000	1% COLA + Step Increases
				Remove 2011 additional depreciation	50,000	15,000	PERA, Insurance increases
					-	(40,000)	Wages transferred to other Divisions
					-	5,000	Add'l temp wages
					-	15,000	Add'l street supplies
					-	3,000	Add'l contract maintenance
					-	192,000	Transfer Pathway/parking Lot costs from other Fund
					$ 59,000	$ 195,000	
Street Lighting	200,000	264,000	64,000		200,000	(136,000)	-68.0%
				Transfer to PW Budget	200,000	(200,000)	Transfer to PW Admin
					-	64,000	Capital replacement costs
					$ 200,000	$ (136,000)	

City of Roseville
Budget Reconciliation

Division / Program	2010 Adopted Budget	2011 DH Request	2011 CM Recommend		Amount Reduced	$$ Increase	% Increase
Building Maintenance	383,400	495,882	477,382		18,500	93,982	24.5%
				Reduce capital costs by 50%	18,500	75,000	Wages transferred from other divisions
					-	18,500	Capital replacement costs @ 50%
					$ 18,500	**$ 93,500**	
Central Garage	157,425	193,968	191,668		2,300	34,243	21.8%
				Reduce COLA from 3% to 1%	2,300	1,000	1% COLA + Step Increases
					-	4,250	PERA, Insurance increases
					-	25,000	Wages transferred to other Divisions
					-	500	Add'l telephone costs
					-	3,500	New minor equipment
					$ 2,300	**$ 34,250**	
Total Public Works	**$ 2,619,585**		**$ 3,020,923**			**$ 401,338**	**15.32%**

City of Roseville
Budget Reconciliation

Division / Program	2010 Adopted Budget	2011 DH Request	2011 CM Recommend	Amount Reduced	$$ Increase	% Increase	
Park & Rec Admin	749,995	549,166					
Recreation Fee programs	574,040	1,266,725					
Recreation Non-Fee	63,645	-					
Nature Center	122,890	-					
Activity Center	110,000	-					
Skating Center	1,074,125	1,143,069					
	2,694,695	2,958,960	2,855,410	103,550	160,715	6.0%	
Reduce COLA from 3% to 1%				24,000	12,000		1% COLA + Step Increases
Remove funding for MRPA Conference				2,800	26,000		PERA, Insurance increases
Remove funding for Skating Center clothing				250	43,000		Wages transferred from Park Maint.
Reduce advertising at Skating Center				14,000	1,100		Add'l supplies, telephone
Reduce supplies, utilities at Nature Center				4,500	1,200		Software updates
Reduce funding for non-fee programs				15,000	20,000		Fee program increases
Reduce capital items at Skating Center by 50%				43,000	15,000		Non-fee program increases
				-	43,000		New capital at Skating Center
				$ 103,550	**$ 161,300**		
Park & Rec Maintenance	994,805	1,127,805	971,805	156,000	(23,000)	-2.3%	
Reduce COLA from 3% to 1%				9,000	5,000		1% COLA + Step Increases
Eliminate 2 FTE requests				120,000	13,000		PERA, Insurance increases
Reduce funding for contract maintenance				5,000	(43,000)		Wages transferred to Rec. Fund
Remove funding for Main Trac				22,000	1,000		Add'l insurance
				-	-		
				$ 156,000	**$ (24,000)**		
Code Enforcement	-	-	165,000	(165,000)	165,000	#DIV/0!	
Transfer costs from CD Fund				(165,000)	165,000		Transfer costs from CD Fund
				$ (165,000)	**$ 165,000**		
Total reduced				**910,715**			

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 1/24/2011
Item No.: 13.a

Department Approval | City Manager Approval

Item Description: Discuss Process for 2011 Work Plan Priorities & Initiatives Sessions

BACKGROUND

It is a best practice of governing bodies to annually meet to discuss and establish plans and priorities for the upcoming year(s). In the past two years, the City Council and department heads have met to discuss strategic plans and challenges/issues confronting the city and departments. The Council has set aside two Mondays, January 31st and February 7th to again engage in this type of planning effort. In order to be most effective, the Council should agree upon the organization of the meeting, the outcomes expected, and what processes to follow to reach the desired outcomes.

In previous years, the Council used the Imagine Roseville 2025 (IR 2025) Vision report as the basis for determining the City emphasis that the staff would pursue. It is recommended that the IR 2025 visioning continue to provide the basis for the Council deliberation and direction to staff. As you may know, the IR 2025 report provided broad community goals and more specific strategies. There are 15 broad goals categories and 49 goal subcategories and numerous strategies. Staff believes that given direction from the City Council as to priorities among the various strategies identified by IR 2025, that our departmental strategic plans can identify subsequent specific action steps to further the strategies. In this way, the City Council and staff will set the priorities for the next several years, and have specific action steps that will result in budget supported implementation – consistent with the community vision.

It is suggested that a process whereby the Councilmembers rank the strategies per each goal category will result in a composite ranking for each IR 2025 goal area. Using those rankings, the top 3 or 4 strategies would become the basis for development of 5 year strategic plans by departments. Those plans can be developed by staff during the next two months, in advance of the budget cycle. The plans would serve to implement Council priorities during the next two years and beyond.

The staff could also rank strategies, as an aid to Councilmembers. Council could then complete their ranking prior to the 1/31 meeting, at which time staff would report on the composite Council rankings, the Council could have a discussion to confirm the rankings as staff direction, and the process could be completed relatively quickly.

The remaining time could be spent discussing priorities for 2011. This would include priorities by staff and initiatives/suggestions by Councilmembers. This type of interactive discussion has been appreciated by both Councilmembers and staff.

POLICY OBJECTIVE

To develop policy priorities for subsequent strategic planning and budgeting purposes. The interaction of Council and staff in a more informal setting promotes teamwork and understanding.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Approve a process for ranking IR 2025 strategies for implementation through departmental strategic plans. Approve a process for discussion of 2011 work plan priorities & initiatives.

REQUESTED COUNCIL ACTION

Approve a process for ranking IR 2025 strategies for implementation through departmental strategic plans. Approve a process for discussion of 2011 work plan priorities & initiatives.

Prepared by: **Bill Malinen**

Attachments:
A: IR 2025 Goals & Strategies
B: 2011 Council Work Plan Meeting 1

imagine ROSEVILLE 2025 Goals & Strategies

Goals

Community	1) Roseville is a welcoming community that appreciates differences and fosters diversity
	2) Roseville is a desirable place to live, work, and play
	3) Roseville has a strong and inclusive sense of community
	4) Roseville residents are invested in their community
Safety	5) Roseville is a safe community
Housing	6) Roseville Housing meets community need
Environment	7) Roseville is an environmentally healthy community
Parks, Open Space, Recreation & Wellness	8) Roseville has world-renowned parks, open space, and multigenerational recreation programs and facilities
	9) Roseville supports the health and wellness of community members
Education	10) Roseville supports high quality, lifelong learning
Infrastructure	11) Roseville has a comprehensive, safe, efficient, and reliable transportation system
	12) Roseville has well-maintained, efficient, and cost-effective public infrastructure
Technology	13) Roseville has technology that gives us a competitive advantage
Finance and Revenue	14) Roseville has a growing, diverse and stable revenue base
	15) Roseville responsibly funds programs, services, and infrastructure to meet long-term needs

01-10-2011
04-06-2010

Goals		Strategies		Rank	Dept
1) Community: Roseville is a welcoming community that appreciates differences and fosters diversity					
1.A	Make Roseville a livable community for all	1.A.1	Support the vibrancy all bring to Roseville and their many contributions to the health of the city		**AD**
		1.A.2	Educate community members on diversity issues and provides means to repair damage caused by prejudice; convey a clear message that intolerance is not welcome in our community		**AD**
		1.A.3	Establish a City Help desk to provide communications within the community; make community information available in multiple languages and to people with disabilities		**FN**
		1.A.4	Make the community accessible to people with physical disabilities		**PW**
		1.A.5	Organize mentoring opportunities serving newcomers to the community; work with school districts to address needs of newcomers		**AD**
		1.A.6	Foster youth leadership and development		**PR**
		1.A.7	Honor individuals and groups who contribute to the community		**AD**
1.B	Make Roseville a livable community for all	1.B.1	Assure civility and respect in public dialogue		**AD**
		1.B.2	Promote multicultural understanding, relationships, and communications		**AD**
		1.B.3	Promote ethnic celebrations and festivals		**PR**
		1.B.4	Encourage intergroup cooperation		**AD**
1.C	Ensure city staff and elected and appointed officials respect and reflect diversity of city population	1.C.1	Recruit a diverse range of candidates for staff, elected, and appointed positions		**AD**
		1.C.2	Provide extensive and ongoing diversity and cultural awareness training to all city staff, particularly those in contact with the public		**AD**
		1.C.3	Provide basic language training for city staff, especially police, fire, and emergency medical services		**AD**

2) Community: Roseville is a desirable place to live, work, and play					
2.A	Create an attractive, vibrant, and effective city with a high quality of life	2.A.1	Preserve and maintain community green spaces, parks, and open spaces, and improve as needed in response to changing community needs		**PR**
		2.A.2	Promote commercial and residential aesthetics and design innovations; set high standards for landscaping and design of public improvements		**CD**
		2.A.3	Use infrastructure and other redevelopment efforts to reduce or eliminate visual pollutants such as overhead power, cable, and telephone lines, traffic controllers and junction boxes, etc.		**CD**
		2.A.4	Maintain and improve infrastructure, including parks, streets, schools, city services, pathways, etc., in an environmentally friendly manner *Set priorities to maintain rather than repair (PWET)*		**PW**
		2.A.5	Support businesses that serve Roseville's diverse population and provide attractive employment options that encourage people to relocate here		**CD**
		2.A.6	Collaborate to create a coordinated plan to promote Roseville's business and residential opportunities		**CD**
		2.A.7	Maintain a balance of commercial/industrial activities that anticipate long-term economic and social changes		**CD**
		2.A.8	Discourage ad hoc or piecemeal development		**CD**
		2.A.9	Encourage tree preservation and replacement; make Roseville "bloom" by encouraging decorative landscaping		**CD**
		2.A.10	Keep city clean and inviting; enforce nuisance ordinances		**CD**
2.B	Provide excellent, effective, and efficient city services	2.B.1	Benchmark and routinely seek community input to evaluate and continuously improve city services		**AD**
		2.B.2	Participate in regional and intergovernmental collaborations for planning and development		**CD**
		2.B.3	Coordinate with regional partners to provide high service levels		**AD**
		2.B.4	Enforce all municipal ordinances		**AD**
		2.B.5	Invest in staff training and development to improve quality and responsiveness of city services		**AD**
2.C	Provide Regional leadership in creative and sustainable redevelopment	2.C.1	Set the tone for private development by having environmentally sustainable public facilities and properties		**CD**
		2.C.2	Support environmentally friendly energy options for residential, business, and governmental needs *Inventory existing city properties to install storm BMPs (PWET)* *Clarify development review process to include*		**PW**

			environment (PWET)		
		2.C.3	Support redevelopment that embraces genuine public-private partnerships with benefits and contributions for all		**CD**
		2.C.4	Partner with redevelopers to remediate brownfields and redevelop industrial sites *Incentives to remediate need consensus may be cleanup before aligning with developer (PWET)*		**CD**
2.D	Strategy D: Enhance the city's diverse business community	2.D.1	Actively promote Roseville in the greater metropolitan area and throughout the state and region		**CD**
		2.D.2	Encourage businesses with family-sustaining jobs		**CD**
		2.D.3	More actively support existing businesses		**CD**
		2.D.4	Welcome new businesses		**CD**
		2.D.5	Seek out and support high quality businesses that enhance tax base		**CD**

3)	**Community: Roseville has a strong and inclusive sense of community**				
3.A	Foster and support community gathering places	3.A.1	Plan for, develop, and maintain public and private gathering places distributed throughout the city		**PR**
		3.A.2	Promote inter- and intragenerational, multipurpose gathering places that promote a sense of community		**PR**
		3.A.3	Explore public and private partnerships to develop community gathering places		**CD**
		3.A.4	Foster collaboration between city and community-based organizations, groups, and nonprofits		**PR**
3.B	Explore new Community Center	3.B.1	Assess needs and desires for new public facilities and programs, including a Community Center, through survey and other methods to identify community expectations for public facilities regarding access, amenities, programs, etc. Ensure that perspectives from traditionally underrepresented people are heard and considered		**PR**
		3.B.2	Take into account nearby facilities and opportunities. Explore strong partnerships to better meet community needs. Consider options including pool, exercise/fitness, teen activities, technology access, performing arts, theater, eating and meeting spaces, space for local organizations, etc.		**PR**
		3.B.3	Develop and implement action plan		**PR**
3.C	Support city-sponsored and community-based events	3.C.1	Support more volunteer activities and opportunities		**PR**
		3.C.2	Nurture existing arts programs and consider opportunities for larger-scale arts initiatives, perhaps in connection with community gathering places; provide opportunities for the arts to bloom		**PR**
3.D	Encourage development of neighborhood identities to build a sense of community and foster neighborhood communications, planning, and decision making	3.D.1	Encourage development of neighborhood groups, organizations, and forums in order to provide residents with a sense of belonging *ID geographic neighborhoods (PWET)*		**PR**
		3.D.2	Maintain neighborhood architectural integrity where possible		**CD**

4) Community: Roseville Residents are investd in their community					
4.A	A: Provide meaningful opportunities for community engagement	4.A.1	Value community-driven change and provide for community-based planning to occur; promote and support community-led civic involvement		**CD**
		4.A.2	Encourage community participation in local government and administration		**AD**
		4.A.3	Promote understanding and acceptance of the democratic process as a path to the common good		**AD**
		4.A.4	Increase and improve outreach methods, especially to involve and inform new/immigrant and under-represented residents in community and economic development decisions		**AD**
		4.A.5	Create and manage varied and respectful community forums; adopt and promote community norms for public discourse		**AD**
		4.A.6	Promote volunteer activities and opportunities, and neighborhood and city events including ethnic celebrations/festivals		**PR**
4.B	Strategy B: Ensure that city government is civil, informative, and responsive	4.B.1	Adopt and promote norms and codes of conduct for civil public discourse; respect and encourage respectful discussions of differing perspectives		**AD**
		4.B.2	Promote open-mindedness on the part of its elected officials before they formulate public policy, as well as encouraging a similar attitude on the part of community members; expect City Council discussions to stay on the policy level		**AD**
		4.B.3	Ensure that city employees and elected officials respond appropriately and respectfully to resident concerns, and clearly and transparently explain all actions		**AD**
		4.B.4	Ensure the public treats city employees respectfully at public meetings		**AD**
		4.B.5	Create timely and effective communications; make community information accessible to everyone, including non-English speakers		**AD**
		4.B.6	Develop a community Help Desk; connect community members to available support services		**AD**

5) **Safety: Roseville is a safe community**					
5.A	Provide strong police, fire, and emergency medical services so neighborhood residents feel and are safe	5.A.1	Maintain low crime rate; routinely and objectively measure crime rate relative to comparable communities, and implement changes as necessary		**PD**
		5.A.2	Develop community relations programs to meet changing community needs and demographics		**PD**
		5.A.3	Implement proactive programs to deter crime		**PD**
		5.A.4	Support a neighborhood network to be used for emergency preparation		**PD**
		5.A.5	Provide safe trails, crosswalks, and pathways *Private connections to public sidewalks, front door access to businesses (PWET)* *Pathways as a business resource (PWET)*		**PW**
		5.A.6	Vigorously enforce traffic laws		**PD**
5.B	Provide appropriate policies and funding to meet national standards for response times and services for fire, police, and emergency medical services	5.B.1	Provide the appropriate number and location of fire, police, and emergency medical facilities and equipment to meet community needs		**FD**
		5 B.2	Keep technology and equipment current		**FD**

6)	**Housing: Roseville Housing meets community need**				
6.A	Coordinate housing plans with all other community plans				
6.B	Ensure sufficient affordable housing	6.B.1	Provide funding options and loans to make existing or new housing affordable		**CD**
		6.B.2	Increase residential density to reduce costs		**CD**
		6.B.3	Link incoming families with sellers moving to smaller units		**CD**
6.C	Implement programs to ensure safe and well-maintained properties	6.C.1	Vigorously enforce housing codes		**CD**
		6.C.2	Development more stringent codes for rental properties of four or fewer units		**CD**
		6.C.3	Implement housing inspections		**CD**
		6.C.4	Provide loans and other assistance to help people maintain property		**CD**
6.D	Ensure life-cycle housing throughout that city to attract and retain a diverse mix of people, family types, economic statuses, ages, and so on				**CD**
6.E	Fund housing programs to meet diverse and long-term needs				**CD**
6.F	Employ flexible zoning for property redevelopment to meet broader housing Goals such as density, open space, and lot size				**CD**
6.G	Develop design guidelines to support new or renovated housing that contributes to neighborhood character, sustainability, and other community expectations *Guidelines to include "green" energy efficiency, as well as other items (PWET)*				**CD**

7) Environment: Roseville is an environmentally healthy community					
7.A	Preserve and enhance soil, water, and urban forest resources	7.A.1	Protect and preserve existing lakes, wetlands, ponds, aquifers, and other natural environments and habitats		**CD**
		7.A.2	Recognize water resources and the importance of aquifer recharge; reduce torm water runoff through regulation and education		**PW**
		7.A.3	Use best practices to maintain and develop natural resources, focusing on wetlands and groundwater quality; encourage water conservation		**PW**
		7.A.4	Protect and enhance urban forests		**PW**
		7.A.5	Collaborate with other governmental units and groups to identify and help meet environmental targets *System of partnership studies (PWET)*		**PW**
7.B	Reduce negative human impacts by conserving energy and reducing pollution	7.B.1	Vigorously enforce housing codes		**CD**
		7.B.2	Development more stringent codes for rental properties of four or fewer units		**CD**
		7.B.3	Provide loans and other assistance to help people maintain property *Loans to finance replacement with energy efficient appliances – Green design (PWET)*		**CD**

8) Parks, Open Space, Recreation: Roseville has world-renowned parks, open space and multigenerational recreation programs and facilities

8.A.	Expand and maintain year-round, creative programs and facilities for all ages, abilities, and interests	8.A.1	Remain aware of and responsive to changes in recreational needs and trends		**PR**
		8.A.2	Keep a reasonable balance between open spaces and parks		**PR**
		8.A.3	Increase use of parks and recreation facilities		**PR**
		8.A.4	Maintain and improve trails, wetlands, and nature center(s)		**PR**
		8.A.5	Actively promote parks, recreation, open space, and trail opportunities		**PR**
		8.A.6	Protect parks and recreation assets and assure user safety		**PR**
8.B	Provide high quality and well-maintained facilities, parks, and trails	8.B.1	Maintain and manage parks, recreation facilities, forests, and open spaces to the highest standards using best practices; implement a plan to retain green and open space		**PR**
		8.B.2	Leverage resources by partnering with other communities, agencies, and school districts to optimize open space, fitness and recreation programming, and facility options		**PR**
		8.B.3	Connect the park system to the community via paths and trails *Also useful for business travel (PWET)*		**PW**
		8.B.4	Make the entire park system, including lakes and ponds, accessible to people with disabilities		**PR**
		8.B.5	Support volunteerism to encourage people to actively support parks and open spaces		**PR**

9) Wellness: Roseville supports the health and wellness of community members					
9.A	Promote and encourage active and healthy lifestyles for all	9.A.1	Enhance recreational opportunities and encourage more active lifestyles to improve health		**PR**
		9.A.2	Support health education initiatives		**PR**
		9.A.3	Develop infrastructure that supports improved physical and mental health, such as high-amenity walking and biking paths within and between neighborhoods		**PR**
9.B	Support initiatives and partnerships to improve health care quality, affordability, and access				**PR**

10) Education: Roseville supports high quality, lifelong learning					
10.A	Promote the benefits of lifelong learning and intergenerational education	10.A.1	Support age-appropriate educational opportunities		**PR**
		10.A.2	Support affordable, excellent early education options for all families		**PR**
10.B	Provide sustainable, cutting edge, educational technology	10.B.1	Educate community members on what technology can provide		**PR**
		10.B.2	Create greater access to expanded curriculum offerings through technology		**FN**
10.C	Encourage high expectations and active involvement in public education	10.C.1	Support family and community involvement in education		**PR**
		10.C.2	Encourage more community outreach and information sharing around education		**PR**
		10.C.3	Help create partnerships between schools and local businesses, nonprofits, and government		**AD**

11) Infrastructure: Roseville has a comprehensive, safe, efficient, and reliable transportation system					
11.A	Provide a road system that moves people and goods safely and efficiently *Change strategy to "Provide a transportation system…" (PWET)*	11.A.1	Plan and budget to reduce congestion, travel time, costs, and pollution		**PW**
		11.A.2	Support planning and funding for state, regional, and county transportation projects to ensure capacity, improve operations, improve safety, and reduce spillover to the local system		**PW**
		11.A.3	Collect and maintain data on roadway deficiencies (safety, operations, capacity), and target investments accordingly, including the top 10 intersections where the greatest number of accidents occur		**PW**
		11.A.4	Install better signage to improve safety for drivers, pedestrians, and bicyclists		**PW**
11.B	Ensure a robust public transit system that is integral to the metropolitan system and meets long-term needs	11.B.1	Leverage public transit to improve access to jobs, school, retail, and other destinations within and outside of Roseville		**PW**
		11.B.2	Support light rail transit and bus rapid transit in strategic and appropriate corridors		**PW**
		11.B.3	Identify and support new transit options for people commuting through Roseville from surrounding communities		**PW**
		11.B.4	Aggressively support transit-oriented development		**CD**
		11.B.5	Expand options for transit-dependent people		**PW**
		11.B.6	Promote alternatives to single-occupancy vehicles including ride share, dial-a-ride, park and ride, car sharing, and others; work to keep Roseville as a Transit Hub with adequate park and ride facilities		**PW**
		11.B.7	Provide transit connections among retail centers and with residential areas		**PW**
		11.B.8	Promote highway and freeway redevelopment that incorporates transit options		**PW**
11.C	Properly fund public transportation and transit systems				
11.D	Expand, maintain, and promote a system of continuous and connected pathways that encourage walking and biking *Reactivate Pathway Committee – with more*	11.D.1	Regularly update Pathway Master Plan to guide construction and prioritization, with particular emphasis on collector and arterial roads		**PW**

	public notice & participation (PWET)				
		11.D.2	Require new public and private construction projects to include pathways		**PW**
		11.D.3	Provide safe crossings (overpasses, tunnels, etc.) across busy streets to keep areas connected		**PW**
		11.D.4	Provide safe routes to schools		**PW**
		11.D.5	Connect major retail and business areas with one another and with neighboring residential areas; support enclosed walkways/bikeways connecting major shopping areas such as the Snelling/Highway 36 area		**PW**
		11.D.6	Create walkable neighborhoods that promote community cohesion, connections, and cooperation; create pathways that connect neighborhoods as well as community gathering/meeting places with each other		**CD**
		11.D.7	Work with other units of government to develop and connect trail systems		**PW**
11.E	Proactively communicate about and promote transit and pathway options				**PW**
11.F	*Consider multimodal transit assets when appropriate (PWET)*				

12) Infrastructure: Roseivlle has well-maintained, efficient, and cost-effective public infrastructure					
12.A	Maintain and upgrade public infrastructure to meet long-term needs *Public/private partnerships, State/County partnerships, other cities (PWET)*	12.A.1	Seek community input and perspectives on public infrastructure and facilities at all stages of planning and implementation		**PW**
		12.A.2	Incorporate infrastructure for communications and data services in all new roadway construction		**PW**
12.B	Develop and implement environmentally sensitive public infrastructure planning, design, and construction				**PW**
12.C	Provide sufficient funding for long-term infrastructure construction and operations				**PW**

13) Technology: Roseville has technology that gives us a competitive advantage					
13.A	Ensure that the technology infrastructure is in place to optimize public and private sector performance	13.A.1	Provide current and cost-effective technology and associated infrastructure for city operations and services, and public sector partnerships		**FN**
		13.A.2	Invest in a technology infrastructure that meets short-term needs and provides long-term flexibility		**FN**
		13.A.3	Provide public access to technology infrastructure		**FN**
		13.A.4	Support a citywide technology infrastructure that is accessible to the private sector		**FN**
		13.A.5	Provide clear information to the public about options, plans, and funding		**FN**
13.B	Develop a long-term technology infrastructure plan	13.B.1	Regularly assess and update technology trends to identify and recommend future investments		**FN**
		13.B.2	Develop policies to provide broad technology access		**FN**
		13.B.3	Seek community and business input on technology infrastructure needs		**FN**
13.C	Establish secure funding sources to operate, maintain, and upgrade technology infrastructure				**PW**

14) Finance and Revenue: Roseville has a growing, diverse and stable revenue base					
14.A	Establish sustainable funding sources and mechanisms to pay for community needs				**FN**
14.B	Encourage renovation and redevelopment to increase tax base				**CD**
14.C	Consider alternative mechanisms to fund city services	14.C.1	Participate in regional collaborations to more efficiently fund city services		**FN**
		14.C.2	Explore options such as local sales tax, county wheelage tax, billing and fees for services, assessments, etc.		**FN**

15) **Finance and Revenue: Roseville responsibly funds programs, services, and infrastructure to meet long-term needs**					
15.A	Maintain the highest financing and budgeting standards				**FN**
15.B	Align budget and expenditures to support programs and Services for all city functions				**FN**
15.C	Actively manage funds to provide long-term fiscal stability	15.C.1	Maintain adequate fund balance		**FN**
		15.C.2	Maintain good bond rating		**FN**
		15.C.3	Plan for long-term capital requirements		**AD**
		15.D.1	Incorporate community priorities in funding decision-making process		**AD**
		15.E.1	Collaborate with other governmental units to leverage and manage costs for operations, services, and capital improvements		**AD**

Police Dept Note: **Retain Current Employees – Not listed as a strategy but vitally important:**

1. Pay employees salaries at the Stanton Five average (instead of 97% of S.F.A.)
2. Increase starting pay for police officers (Out of the following cities: Hutchinson, St. Paul, St. Louis Park, St. Cloud, Rochester and Roseville……Roseville ranks lowest in starting pay)

<u>2011 Council Work Plan Meeting 1</u>
Approx. 4 Hours

DRAFT Agenda

1. Roll Call
2. Approve Agenda
3. Department Briefings –Up to 5 "Must Do's" and 5 "Ought to Do's" for Each Department in 2011 (Approx. 70 Minutes Total – Approx. 10 Min. per Dept.)
    a. Public Works
    b. Police Dept
    c. Parks & Recreation
    d. Fire
    e. Finance
    f. Community Development
    g. Administration
4. Councilmembers – Up to 5 Initiatives/Suggestions Each for 2011 (Up to Approx. 1 Hour Total – Approx. 10 Min. per Councilmember)
    a. Willmus
    b. Pust
    c. McGehee
    d. Johnson
    e. Roe
5. Prioritization Discussion (Approx. 1 Hour)
    a. Questions and Clarifications
    b. Consolidation of similar or related items
    c. Council/Staff prioritization discussion
        i. General time/resource requirements for completion of items
        ii. Can everything be done?
        iii. Priorities
6. Implementation (Approx. 1 Hour)
    a. Council committees
    b. Staff liaison with Council committees
    c. Deadlines?

<u>Notes</u>:

"Must Do's" are non-routine actions that must be taken by the Council in 2011 due to statutory or contractual obligations, etc. (Routine actions include passing a budget, land use application approvals, etc.)

"Ought to Do's" are non-routine actions that staff believes are necessary and appropriate in order to solve problems, fulfill the City's missions, and meet the City's goals and objectives.

The quantity of 5 is meant as a guide. 1 or 2 more may be included, if necessary. Fewer than 5 is acceptable as well.