City Council Agenda

Monday, February 28, 2011

6:00 p.m.

City Council Chambers

(Times are Approximate)

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

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

6:02 p.m. **Executive Session**

Discuss Acquisition of portions of property located at 2280 Walnut Street, City of Roseville for Railroad Signal

6:17 p.m. **2. Approve Agenda**

6:20 p.m. **3. Public Comment**

6:25 p.m. **4. Council Communications, Reports and Announcements**

a. Keystone's Foodshelf

6:30 p.m. **5. Recognitions, Donations and Communications**

a. Human Rights Essay Contest Winners

b. Proclaim March 2011 Women's History Month

6:50 p.m. **6. Approve Minutes**

a. Approve Minutes of February 14, 2011 Meeting

6:55 p.m. **7. Approve Consent Agenda**

a. Approve Payments

b. Approve Business Licenses

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

d. Approve One-day Gambling Permit for St. Rose of Lima Church to conduct Raffles on March 26, 2011 at Midland Hills Country Club, 2001 Fulham Street

e. Approve Joint Powers Agreement with East Metro SWAT

f. Approve 2011 Parks Improvement Program

g. Approve Applewood Pointe Of Langton Lake Public

Improvement Contract and Public Improvement Easement and Maintenance Agreement (PF 08-020)

h. Approve Annual Contract Renewals between the Roseville Housing and Redevelopment Authority (RHRA) with the City of Roseville for Fiscal Support, Support Staff, and Executive Director Services for 2011

i. Adopt Resolution authorizing Cable Franchise Renewal

j. Adopt an Ordinance for Minor Zoning Code Amendments

7:00 p.m. **8. Consider Items Removed from Consent**

9. General Ordinances for Adoption

10. Presentations

7:05 p.m. a. Northwest Youth and Family Services Annual Update

7:20 p.m. b. Roseville Visitors Association Annual Report

11. Public Hearings

7:30 p.m. a. Public Hearing for the Lake Owasso Safe Boating Association's Request for Placement of Water Ski Course and Jump on Lake Owasso

12. Business Items (Action Items)

7:35 p.m. a. Consider Lake Owasso Safe Boating Association's Request for Placement of Water Ski Course and Jump on Lake Owasso

7:40 p.m. b. Consider City Abatement for unresolved violations of City Code at 1430 Brenner

7:50 p.m. c. Consider City Abatement for unresolved violations of City Code at 1863 Fernwood

8:00 p.m. d. Consider a Resolution Approving the Acquisition of a Permanent Pathway Easement and a Temporary Construction Easement Using Eminent Domain for a portion of property located at 1595 Highway 36, City of Roseville

8:10 p.m. e. Consider Awarding Bid for Janitorial Services for City Facilities

8:20 p.m. f. Consider a Sales Tax Option

13. Business Items – Presentations/Discussions

8:35 p.m. a. Discuss Parks and Recreation Master Plan Implementation

8:50 p.m. b. Report on 2/3 Vote Requirement

9:00 p.m. c. Discuss Budget Calendar Items

9:25 p.m. **14. City Manager Future Agenda Review**

9:30 p.m. **15. Councilmember Initiated Items for Future Meetings**

9:40 p.m. **16. Adjourn**

Some Upcoming Public Meetings……

Tuesday	Mar 1	6:30 p.m.	Parks & Recreation Commission
Wednesday	Mar 2	6:30 p.m.	Planning Commission
Tuesday	Mar 8	6:30 p.m.	Human Rights Commission
Monday	Mar 14	6:00 p.m.	City Council Meeting
Tuesday	Mar 15	6:00 p.m.	Housing & Redevelopment Authority
Monday	Mar 21	6:00 p.m.	City Council Meeting
Tuesday	Mar 22	6:30 p.m.	Public Works, Environment & Transportation Commission
Monday	Mar 28	6:00 p.m.	City Council Meeting

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

Date: 2/28/11
Item: 4.a
Keystone's Foodshelf

No Attachment

REQUEST FOR COUNCIL ACTION

Date: February 28, 2011
Item No.: 5.a

Department Approval | City Manager Approval

Item Description: Human Rights Essay Contest Winners

BACKGROUND

Each year the Roseville Human Rights Commission holds an essay contest for sixth, seventh and eighth grade students within the Roseville Area School's boundaries. This nearly 200 students from RAMS and Parkview School entered the contest. Commissioners conducted an anonymous review of the essays. Names of the students were not known until after the winners were selected.

This year students were asked to discuss the following:

How do Human Rights apply to you and your peers in your school and community?

Commission Chair David Singleton will speak on behalf of the Commission and recognize the following students and teachers:

First place	Sophia Miliotis	8th Grade	RAMS	Mr. Lee Thao
Second	Aleksandar Guzina	8th Grade	Parkview	Mr. Lucas Ebert
Third	Noah Livingston	8th Grade	RAMS	Mr. Jeff Bibeau

Honorable Mentions (in alphabetical order)

HM	Christian Favazza	8th Grade	Parkview	Mr. Lucas Ebert
HM	Tim Schnell	8th Grade	RAMS	Mr. Jeff Bibeau
HM	Isabela Silverio	7th Grade	RAMS	Ms. Kerry Gamble

The first, second and third place winners will be invited to read their essays. Each honorable mention will receive a certificate.

COUNCIL ACTION

No City Council action necessary.

Prepared by: **Carolyn Curti, Communications Specialist**
Attachments: A: Winning Essays

AAttachment A

Name: Sophia Miliotis
First Place
RAMS 8th Grade
Teacher: Mr. Lee Thao

Human Rights Essay

It's 6:35am. Again. Time to get up and head to school. On some days I would rather stay in the warmth of my bed. Then, I remember how fortunate I am to be in a school, getting an education. So I wipe the sleep from my eyes and get dressed. As I pull on my nice sweater, I think of the children who wake up to another day of hurt. They're afraid of school because they get teased and face discrimination. Some children don't eat a breakfast or even have the opportunity to wear nice sweaters. I believe that everyone deserves an education, sufficient shelter and food, and freedom from discrimination.

To me, going to school means preparing for life. Everything you learn, may it be in elementary, middle or high school is used in your future life. People become doctors, teachers, even construction workers, all because they learned the basics: Multiplication, how to spell, the parts of an atom, and so forth. However, in many other countries, people don't get to choose a career because they never went to a school or obtained more than a grammar school education. This issue isn't noticed or attended to nearly as much as it should be in the world. In fact, according to the Central Intelligence Agency World Fact book, approximately 785 million adults across the globe are illiterate. Two thirds of them are women. Article 26 of The Universal Declaration of Human Rights states that every person has the right to an education. If this were heeded, more of the world would have the ability to read or write. This Human Right is often taken for granted by those that do have access to a free public education.

Article 2 of The Universal Declaration of Human Rights contains another right often taken for granted: The freedom from discrimination. Peering across the room at this instant, I see a number of students from different racial backgrounds and ethnicities. "Aamira", a Muslim student wearing a hijab, is sharing a laugh with "Toua", a Hmong student. While walking down the hallways of my middle school, I see classmates in wheelchairs, people of different mental abilities, and those who struggle with obesity. In addition to my own middle school, schools across the nation are equally diverse. There is no doubt that many varieties of discrimination take place at one time or another in my school district and elsewhere. When my sister was in elementary school, a boy was bullied because of his weight, and he transferred to a different school. Another example of discrimination widely reported in the news lately, is cyber bullying of teenagers that express their sexual orientation. Tragically, some of them have committed suicide. Article 2 of The Universal Declaration of Human Rights indicates that "Everyone can claim the following rights, despite a different sex, skin color, speaking a different language, thinking different things..." School is for learning purposes, to change and grow. To be discriminated against would make the everyday pressures a student already feels seem unbearable. Home is the only sanctuary, providing safety, warmth, and food; but for some, a home is yet again another impossible dream.

Going home after school relieves my stress. It is the one place where I can unwind and prepare for school again. Finishing homework, eating dinner, showering and going to sleep; it's all part of my routine. For dinner tonight I had

leftovers. Yuck. But compare my meal to that of a homeless child. What does he eat for dinner? Where does he go after school, if he attends school at all? Again referencing The Universal Declaration of Human Rights, Article 25: The Right to Adequate Living Standards, states "You have the right to have whatever you need so that you and your family: Do not fall ill; go hungry; have clothes and a house..." Yet there are still many homeless people in our world. I have running water and heat. I have an education. Finally, I am free from any obvious form of discrimination.

Though I am granted those three rights, most others in our world are not. I ponder this as I lay my head down on my pillow. If everyone were entitled to an education, there would be more educated people everywhere, who could continue to make the world a better place. If everyone had a shelter and food, many more humans wouldn't be starving and homeless. Discrimination would be a part of history if The Universal Declaration of Human Rights were more than just a list on paper, and everyone lived by them.

Name: Aleksandar Guzina
Second Place
Parkview 8th Grade
Teacher: Mr. Lucas Ebert

Planting the Seeds to Open the Shells

"If you judge people, you have no time to love them"-Mother Teresa "True peace is not merely the abstinence of tension, it is the presence of justice"-Martin Luther King Jr. "Blessed is the influence of one true, loving, human soul unto another"-Author Unknown. Having human rights apply to all people has been a goal to mankind since the beginning of civilization. It has never been fully achieved, only partially. Equity and human rights have failed time and again all around the world, and are just now taking root in the luckier nations. Roseville has a strong equity vision that, if put to use correctly, can be the start of a peaceful and harmonious community. With it we can remove racism from our community, get people trust and be more open and compatible with one another, and allow people to express their true selves freely. There is a chance that human rights may prevail magnificently in Roseville, but only if we start acting now.

There are racists, bigots, or at least groups or people who do not like specific groups of people in each community. There is no denying that, but we can actively support and advocate human rights in a community, which Roseville is doing. This will curb the hate that people have for each other. Humans naturally believe what they hear and see. If members of the community see posters or TV ads that depict equality, they will believe and accept it. But not only depictions of equality and acceptance will stop the hate. It may not be enough to change the views of some people. That is why action needs to follow up the belief. If a person sees a

community where people of different backgrounds, ethnicities, and beliefs work and live together in harmony, and where racism is widely disapproved of, they will be deterred from committing acts of racism.

If people learn to accept and treat each other fairly, then they will become more open to one another. This is what I believe my community is trying to achieve. If someone is accepted they will eventually be trusted. People will have no problem socializing with each other, no matter who they are, where they come from, or what they think or believe. Showing equality will break down the barrier of difference that has set so many people apart for so long. People will not view each other as black, white, Christian, Muslim, poor, rich, man or woman. They will view each other as people, as equals, without stripping them of their identity.

If people see that they can be accepted in a community, they will fly their true colors. If they are around people who trust and support them, they will feel at ease and show who they really are. People put their true selves into an indistinguishable shell, worn by all members of a community. This shell is worn around the world by every type of person imaginable. The shell is what separates people from their actual selves and molds them into what others want them to be. One person shows their true identity, and the masses will follow and take off their shells. The people who dictate who people should be-the shell molders, will be overthrown. People will be free and equal together. It is a vision of communities and community members

alike all around the world to see this happen, myself no exception. But this is only a vision. It has yet to be carried out.

Human rights affect me by allowing me to be an equal with my community members. They give others and me around the world so many rights we rarely think about. The right to life, the right to be innocent until proven guilty, the right to believe what I believe and think what I think, the ability to practice my free will in the laws of my nation, which must be equal to all they apply to, to name a few. The rights that are given to all members in my community that cannot be taken away and let us live how we do. In Roseville, in Minnesota, in the US. But only in a nation as powerful as ours and others like it are basic human rights prevalent. Around the world, people are still persecuted for all manner of things. Human rights need to be established elsewhere, and need to be improved in countries that already have them. For example, the utopia mentioned previously still needs to happen. It is a seed that may grow into a strong tree, and then a forest, which will cover the entire world. But only if we plant the first seed.

Name: Noah Livingston
Third Place
RAMS 8th Grade
Teacher: Mr. Jeff Bibeau

Human Rights

Human rights are what every single person on earth is born with, regardless of race, disability, gender, sexual orientation, marital status or age. The Universal Declaration of Human Rights is a document that describes thirty of these rights. They cannot be taken away by anyone. Just a few of the most prominent rights that affect me, my peers, my school and my community are the right to education, the right to no discrimination, and the right not to be treated cruelly.

In my mind, one of the most important human rights is the right to education. Getting a good education will exponentially affect a person's quality of life forever. College education leads to getting a better job and having a better understanding of the world. According to Article 26 of the Universal Declaration of Human Rights, everyone is entitled to free elementary and fundamental schooling. Some people think of school as a chore, but they should be thankful. There are many children in the world who don't have the opportunity to go to school.

Another important right is the right not to be discriminated against. Roseville Area Schools is a relatively diverse school district. Therefore, it opens the door for potential discrimination. Everyone has looked at someone with a disability, or of a different color, and made assumptions about them; it has always happened, and probably always will. This right of no discrimination affects me and my community directly, because where there is diversity, there is discrimination. I hope someday we can live in a world where this is not the case, and everyone is truly equal. As Martin Luther King, Jr. said, "I have a dream…"

Last but not least, article five of the Universal Declaration of Human Rights states that no one should be the victim of cruel or degrading treatment. One of the most common violations of this right with me and my peers is cyber-bullying. Cyber-bullying is when someone posts hurtful images or texts online aimed at harming an individual. It can be emotionally crushing and degrading, especially when it is severe. In too many of the most serious cases, this has even driven victims to commit suicide. Based on a survey by iSafe, an internet safety organization for teens, 40% of students have had their passwords hacked by bullies. Though cyber-bullying isn't physical, it is as real as any other form of bullying, and is a definite violation of the right not to be treated cruelly.

These rights belong to everyone, no matter who they are. Unfortunately, human rights are violated every day. My peers, my school, my community and I are affected every day, not only by the rights to education, no cruel treatment, and no discrimination, but by all thirty of the human rights. If human rights were universally accepted, the world would be a place where people could live together in peace.

Name: Christian Favazza
Honorable Mention
Parkview 8th Grade
Teacher: Mr. Lucas Ebert

When Good Rights Go Wrong.

Do you use Facebook, Twitter, My Space, Form Spring or other social media? If you do, have you ever written something bad about someone you did not like? Do you think you have a right to trash, bag on, put down, spread rumors or even imply harm to someone on the internet? How about at school? According to the United Nations Declaration of Human Rights article #19, which states freedom of expression as a basic human right, you have the right to say anything you want about anyone. However, there is a point when one person's right violates another person's rights. That's when a good right goes wrong.

The United Nations Declaration of Human Rights, article #3 states everyone has the liberty and security of person. If you are putting someone down, making them sad and scared, you are violating their right to feel safe. If a person is afraid to walk down the halls at school because someone will taunt them, that violates their right to freely and safely walk to class. What about Human Rights article #26 the right to an education? If someone is afraid to go to school because people can say anything they want about them, aren't those same people are violating the person's right to an education by exercising their own rights to freedom of expression?

What about when the audience is the World Wide Web? Is the right to freedom of expression still a right when it violates someone else's Human Rights, article #12: the right to privacy? If someone divulges personal information about someone in the form of gossip, slander, personal photos and other private information and makes it public online isn't that violating another persons right to privacy?

Sometimes freedom of expression leads to freely expressing discriminating words against someone such as anti-gay or anti- (fill in the blank) statements, these words can impact others to discriminate and in turn impact their thoughts and actions. Isn't that violating the Human Rights Article # 2: freedom from discrimination?

In conclusion, the right to freedom of expression is a right that is often misused and abused. It is a good and necessary right except when it goes wrong.

Name: Tim Schnell
Honorable Mention
RAMS 8th Grade
Teacher: Mr. Jeff Bibeau

Human Rights for the Disabled

Human rights affect me, my peers, my school, and my community. Human rights are very important. What did Martin Luther King Jr. and Rosa Parks stand up for? How did women get the right to vote? They stood up for their human rights. I will be talking about disabilities and how people should be treated in relation to their human rights.

A couple of students in my class are disabled and in wheelchairs. They aren't less able in any way, except for their ability to walk, run, or jump. In fact, one person in my class is a good friend of mine who's in a wheelchair.

Our school and district have an equity vision. One of the rights protected by this vision is respecting people regardless of whether they have a disability or not! For example, I have Autism. Kids at school treat me slightly differently. They are a bit more odd towards me. They sometimes speak slower. They sometimes will ask me weird questions. These random questions make me feel odd and make me wonder why they are asking me these questions.

My dad, my brother, and I went to our community center. They have a water slide there, and a little while ago, a manufacturer installed a music and light show display to experience while you're riding down the slide. The music is projected through the entire pool area. As you go up the stairs to the slide launch area, there's a sign that says people with Epilepsy and/or subject to

seizures by flashing lights or loud noises are advised not to ride. My dad and I thought that this sign was absurd because this would exclude some people from going down the slide. We stood up for disabled person's rights by speaking to the Shoreview Human Rights Commission. Even though this slide wasn't a violation of our human rights, kids who have Epilepsy should be able to have the same experience other kids have, but still have a comfortable atmosphere without the light and music show features. We suggested that they should install a lights and a sound off option.

Human rights are very important to me because of the positive impact these rights have had in the world and because people have had to fight for these rights. The reason I chose this topic is because the Roseville Area School District has an excellent equity vision for disabled students' rights. There are many important human rights, but this was the first that came to mind. Since I have Autism and I have friends that have various disabilities throughout the school, I felt I should use that human right. Human rights are important to me, my community, the state, the nation, and this earth.

Name: Isabela Silverio
Honorable Mention
RAMS 7th Grade
Teacher: Ms. Kerry Gamble

Human Rights Essay

Have you ever got treated unfairly because of your race, religion, culture, nationality, money conditions, or any other characteristics that you have? Do you know how it feels? Racism, discrimination, has you ever felt that? Yes, it does hurt. I felt that and I know how bad it can feel, so why people keep doing it? What is wrong to be different? So in this essay I decided to focus in one article, which is Freedom from Discrimination, number two, from CRC (The Convention of Right of a Child).

Freedom from discrimination is important for me because I think nobody should be treated unfairly on any basis, in any conditions, independent of anything. And this affect me a lot because, sometimes people think just because I am an immigrant I should not have the same rights, I shouldn't go to the same school as them, I shouldn't go to the same doctor as them, I shouldn't live in thee same place as them, and my parents shouldn't have the same work as theirs, and why? Just because I have a different nationality.

And just not affect me, affect millions of people, especially immigrants, because some of them don't even know their rights. If you don't know your rights, how are you going to "shout" for them?

Do you know that children of illegal immigrants can't study after high school? Just because they are here (in U.S.A) with out a little paper called VISA, they are not consider citizen, (even if they have been living here since they were babies). So they will not finish their education, and in consequence will not get a good job, not have a good life condition and give one for their family. So how are they supposed to move back to their

home country or give a good way to their lives? What do you expect from a person with no education? And what about their rights?

Our differences should not be a problem, they should be a benefit. Why not get to know new cultures? Before judge, disrespect, or discriminate, think: Would you like to be treated in that way? Is that going to hurt somebody? What are the consequences of my actions? The CRC rights and the humans' rights are valid for anyone, in any conditions, everywhere. And I think we should try to improve. Like Benjamin Disraeli said, "The action does not always bring happiness, but there is no happiness without action." Just try, do your part and for sure you will already be making the difference.

Date: 2/28/11
Item: 5.b

Women's History Month
March 2011

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

Whereas: In 1980 the Joint Congressional Resolution declared the week of March 8 as National Women's History Week, and in 1987 Congress expanded the celebration of women's contributions to the entire month of March; and

Whereas: The movement recognizes and celebrates contributions that women of every race, class and ethnic background have made to the world; and

Whereas: The 2011 National Women's History Month theme, *Our History is Our Strength,* recognizes that our shared history unites families, communities, and nations. Learning about women's tenacity, courage, and creativity throughout the centuries is a tremendous source of strength.

Whereas: When the National Women's History Project began their work in the 1980s, the topic of women's history was limited to college curricula, and even there it languished**.** At that time, less than 3% of the content of teacher training textbooks mentioned the contributions of women and when included, women were usually written in as footnotes**.** Women of color and women in fields such as math, science, and art were completely omitted. This limited inclusion of women's accomplishments deprived students of viable female role models.

Whereas: Understanding that *Our History is Our Strength* provides an opportunity to reevaluate our understanding of the contributions of all women made to the City of Roseville, the State of Minnesota and the world.

Now, Therefore Be It Resolved, that the City Council hereby declare March 2011 to be Women's 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 28th day of February 2011.

_____
Mayor Daniel J. Roe

Date: 2/28/11
Item: 6.a

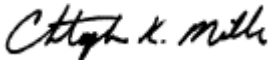
Approve Minutes of
2/14/11 Meeting

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 2/28/2011
Item No.: 7.a

Department Approval



City Manager Approval

Item Description: Approval of Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	$893,213.92
61549-61742	$609,671.29
Total	$1,502,885.21

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

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

Attachment A

Accounts Payable

Checks for Approval

User: mary.jenson
Printed: 2/22/2011 - 3:27 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/08/2011	Water Fund	Water - Roseville	City of Roseville- ACH	December Water	8,536.96
0	02/08/2011	Sanitary Sewer	Credit Card Service Fees	Applied Merchant Services-ACH	December UB Payments.com Charges	551.19
0	02/08/2011	Recreation Fund	Credit Card Fees	US Bank-ACH	December Terminal Charges	327.08
0	02/08/2011	Sanitary Sewer	Credit Card Service Fees	US Bank-ACH	December Terminal Charges	719.51
0	02/08/2011	Golf Course	Credit Card Fees	US Bank-ACH	December Terminal Charges	38.00
					Check Total:	10,172.74
0	02/08/2011	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	382.69
0	02/08/2011	General Fund	209001 - Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	-37.82
0	02/08/2011	Information Technology	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	27.01
0	02/08/2011	Info Tech/Contract Cities	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	91.19
0	02/08/2011	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	6,319.36
0	02/08/2011	Recreation Fund	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	147.22
0	02/08/2011	P & R Contract Mantenance	Sales Tax	MN Dept of Revenue-ACH	Sales/Use Tax	33.42
0	02/08/2011	P & R Contract Mantenance	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	0.69
0	02/08/2011	License Center	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	344.70
0	02/08/2011	License Center	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	92.83
0	02/08/2011	Police Forfeiture Fund	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	291.66
0	02/08/2011	Boulevard Landscaping	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	14.11
0	02/08/2011	Sanitary Sewer	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	11.07
0	02/08/2011	Water Fund	State Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	16,792.73
0	02/08/2011	Golf Course	State Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	49.69
0	02/08/2011	Storm Drainage	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	70.34
0	02/08/2011	Storm Drainage	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	0.14
0	02/08/2011	Solid Waste Recycle	Sales Tax	MN Dept of Revenue-ACH	Sales/Use Tax	9.00
0	02/08/2011	Solid Waste Recycle	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	44.97
0	02/08/2011	General Fund	Motor Fuel	MN Dept of Revenue-ACH	Fuel Tax	715.00
0	02/08/2011	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 1/11 Payroll	22,104.12
0	02/08/2011	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 1/11 Payroll	4,546.07
0	02/08/2011	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 1/11 Payroll	32,104.35
0	02/08/2011	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 1/11 Payroll	42,243.26
0	02/08/2011	General Fund	211000 - Deferered Comp.	Great West- ACH	Payroll Deduction for 1/11 Payroll	9,403.00
0	02/08/2011	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 1/11 Payroll	57,079.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/08/2011	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 1/11 Payroll	20,059.25
0	02/08/2011	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 1/11 Payroll	26,358.18
0	02/08/2011	General Fund	Postage	Pitney Bowes - Monthly ACH	January Postage	3,000.00
0	02/08/2011	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 1/25 Payroll	4,318.37
0	02/08/2011	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 1/25 Payroll	31,056.99
0	02/08/2011	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 1/25 Payroll	40,867.86
0	02/08/2011	General Fund	211000 - Deferered Comp.	Great West- ACH	Payroll Deduction for 1/25 Payroll	9,831.24
0	02/08/2011	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 1/25 Payroll	22,551.31
0	02/08/2011	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 1/25 Payroll	22,551.31
0	02/08/2011	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 1/25 Payroll	50,621.49
0	02/08/2011	Workers Compensation	Parks & Recreation Claims	SFM-ACH	January Work Comp Claims	37,572.95
0	02/08/2011	Workers Compensation	Street Department Claims	SFM-ACH	January Work Comp Claims	3,518.32
0	02/08/2011	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 1/25 Payroll	19,978.64
					Check Total:	485,166.67
0	02/10/2011	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Wastewater Flow	195,351.89
0	02/10/2011	Water Fund	Professional Services	Gopher State One Call	Billable Tickets	41.09
0	02/10/2011	Sanitary Sewer	Professional Services	Gopher State One Call	Billable Tickets	41.08
0	02/10/2011	Storm Drainage	Professional Services	Gopher State One Call	Billable Tickets	41.08
0	02/10/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	2,080.00
0	02/10/2011	General Fund	Transportation	William Malinen	Mileage Reimbursement	27.40
0	02/10/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	69.66
0	02/10/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	1,440.42
0	02/10/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	114.81
0	02/10/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	74.60
0	02/10/2011	General Fund	Miscellaneous	Pump and Meter Service Inc	Fuel Tank Monitoring Updates	7,535.76
0	02/10/2011	General Fund	Miscellaneous	Pump and Meter Service Inc	Fuel Tank Monitoring Updates	2,683.78
0	02/10/2011	General Fund	Contract Maint. - City Hall	Yale Mechanical, LLC	HVAC Programming	908.00
0	02/10/2011	Internal Service - Interest	Investment Income	M&I Marshall & Ilsley Bank	Safekeeping Charges-Dec 2010	56.00
0	02/10/2011	General Fund	Conferences	Duane Schwartz	APWA Conference Reimbursement	694.56
0	02/10/2011	Water Fund	Operating Supplies	Murphys Service Center Inc	20lb L.P. Gas	15.00
0	02/10/2011	General Fund	Operating Supplies	Ancom Communications	Pager	2,650.50
0	02/10/2011	General Fund	209001 - Use Tax Payable	Ancom Communications	Sales/Use Tax	-170.50
0	02/10/2011	General Fund	Vehicle Supplies	MacQueen Equipment	Poly Spinner Disc	79.22
0	02/10/2011	General Fund	Vehicle Supplies	Metro Fire	Voice Amplifier, Face Piece	3,559.73
0	02/10/2011	General Fund	Utilities	Xcel Energy	Twin Lakes P2-Street Light	58.87
0	02/10/2011	Sanitary Sewer	Operating Supplies	Grainger Inc	Coupler Plug	10.90
0	02/10/2011	Sanitary Sewer	Operating Supplies	Grainger Inc	Hand Sinitizer Wipes	23.79
0	02/10/2011	Water Fund	Operating Supplies	Grainger Inc	Pump, Vane, Inlet/Outlet	290.01
0	02/10/2011	General Fund	Vehicle Supplies	Fastenal Company Inc.	Vehicle Supplies	366.16
0	02/10/2011	General Fund	Clothing	North Image Apparel, Inc.	Safety Jackets	265.50
0	02/10/2011	Water Fund	Other Improvements	Ferguson Waterworks	Equinox License Fee	80.16
0	02/10/2011	Water Fund	Water Meters	Ferguson Waterworks	SL Meter	618.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/10/2011	Water Fund	Operating Supplies	Ferguson Waterworks	Cast CPLG	118.44
0	02/10/2011	Water Fund	Operating Supplies	Ferguson Waterworks	Mega Lugs, Repair Lids	279.29
0	02/10/2011	Water Fund	Operating Supplies	Ferguson Waterworks	Credit	-118.44
0	02/10/2011	General Fund	Vehicle Supplies	St. Joseph Equipment Inc.		398.21
0	02/10/2011	General Fund	Vehicle Supplies	St. Joseph Equipment Inc.	Glass	398.21
					Check Total:	220,083.99
0	02/10/2011	General Fund	210600 - Union Dues Deduction	MN Teamsters #320	Payroll Deduction for 1/11 Payroll	486.00
0	02/10/2011	Recreation Fund	Professional Services	Mari Marks	Assistant Dance Instructor	63.00
0	02/10/2011	Sanitary Sewer	Office Supplies	Scott Wendel	Boots Reimbursement Per Union Con	124.95
0	02/10/2011	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium for Jan 20	9,211.83
0	02/10/2011	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-300227	Payroll Deduction for 2/8 Payroll	4,979.03
0	02/10/2011	General Fund	210600 - Union Dues Deduction	MN Teamsters #320	Payroll Deduction for 2/08 Payroll	486.00
0	02/10/2011	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	217.00
0	02/10/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	650.00
0	02/10/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	522.00
0	02/10/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	32.00
0	02/10/2011	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Mileage Reimbursement	26.52
0	02/10/2011	Recreation Fund	Utilities	Xcel Energy	Nature Center	899.87
0	02/10/2011	License Center	Utilities	Xcel Energy	Motor Vehicle	583.67
0	02/10/2011	General Fund	Utilities	Xcel Energy	Street Lights	71.23
0	02/10/2011	General Fund	Utilities	Xcel Energy	Street Lights	69.90
					Check Total:	18,423.00
0	02/17/2011	Telecommunications	Memberships & Subscriptions	North Suburban Access Corp	Webstreaming 4th Quarter 2010	900.00
0	02/17/2011	Recreation Fund	Transportation	Roxann Maxey	Mileage Reimbursement	94.50
0	02/17/2011	Water Fund	Operating Supplies	Bryan Rock Products, Inc.	Class 5 Gravel	1,292.09
0	02/17/2011	P & R Contract Mantenance	Vehicle Supplies	Cushman Motor Co Inc	Skid Shoes	355.46
0	02/17/2011	Sanitary Sewer	Operating Supplies	MacQueen Equipment	Wash Jet	104.14
0	02/17/2011	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	11.20
0	02/17/2011	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Vehicle Washes-Dec 2010	67.20
0	02/17/2011	Building Improvements	Skating Center MN Bonding Proj	Northern Air Corp	Oval Snow Melt Project	82,911.25
0	02/17/2011	Water Fund	Water Meters	Ferguson Waterworks	Water Meters	618.81
0	02/17/2011	Water Fund	Operating Supplies	Ferguson Waterworks	Water Meter Supplies	692.93
0	02/17/2011	Water Fund	Water Meters	Ferguson Waterworks	Water Meter Supplies	1,090.87
					Check Total:	88,138.45
0	02/17/2011	Recreation Fund	Operating Supplies	Becker Arena Products, Inc.	Hockey Skate Laces	1,128.87
0	02/17/2011	General Fund	Clothing	MES, Inc.	Face Shield	351.13
0	02/17/2011	Telephone	Telephone	FSH Communications-LLC	Payphone Advantage Service	128.26
0	02/17/2011	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Impeller, Board Brush	207.12
0	02/17/2011	Internal Service - Interest	Investment Income	M&I Marshall & Ilsley Bank	Safekeeping Charges	74.50
0	02/17/2011	Recreation Fund	Operating Supplies	Deborah Cash	Program Supplies Reimbursement	44.40

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0	02/17/2011	Recreation Fund	Professional Services	Mari Marks	Assistant Dance Instructor	35.00
0	02/17/2011	Community Development	Professional Services	BKBM Engineers, Corp.	Structural Plan Reveiw Service	585.00
0	02/17/2011	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-Jan	4,518.29
0	02/17/2011	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Mileage Reimbursement	17.34
0	02/17/2011	Community Development	Transportation	Jan Rosemeyer	Mileage Reimbursement	29.58
0	02/17/2011	Housing & Redevelopment Agency	Printing	Jeanne Kelsey	Reimbursement for Expenses	80.31
0	02/17/2011	Housing & Redevelopment Agency	Training	Jeanne Kelsey	Reimbursement for Expenses	48.00
0	02/17/2011	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	248.00
0	02/17/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	881.99
0	02/17/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	30.26
0	02/17/2011	Recreation Fund	Operating Supplies	Sysco Mn	Coffee Supplies	277.85
0	02/17/2011	Workers Compensation	Professional Services	SFM Risk Solutions	Work Comp Administration	3,796.00
0	02/17/2011	General Fund	Vehicle Supplies	Napa Auto Parts	2011 Blanket PO for Vehicle Repairs	9.81
0	02/17/2011	Recreation Fund	Contract Maint. Vehicles	Catco Parts & Service Inc	Conduit, Core	83.58
0	02/17/2011	General Fund	Op Supplies - City Hall	AmSan Brissman-Kennedy, Inc.	Enmotion Wall Mount Dispenser	69.47
0	02/17/2011	General Fund	Operating Supplies City Garage	Certified Laboratories, Inc.	Eye Wash Refill	97.74
0	02/17/2011	General Fund	Contract Maintenance Vehicles	Midway Ford Co	2011 Blanket PO for Vehicle Repairs	100.00
0	02/17/2011	General Fund	Contract Maintenance Vehicles	Midway Ford Co	2011 Blanket PO for Vehicle Repairs	127.95
0	02/17/2011	Community Development	Professional Services	TR Computer Sales, LLC	Permit Works Annual License	2,818.23
0	02/17/2011	Solid Waste Recycle	Operating Supplies	Litin	Paper Cups	96.23
0	02/17/2011	General Fund	Operating Supplies	ARAMARK Services	Napkins	53.44
0	02/17/2011	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,072.50
0	02/17/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	8.34
0	02/17/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	22.91
0	02/17/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	132.83
0	02/17/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	340.16
0	02/17/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	63.08
0	02/17/2011	General Fund	Motor Fuel	Yocum Oil	2011 Blanket PO Fuel 2011 State Fue	11,074.39
0	02/17/2011	License Center	Professional Services	Quicksilver Express Courier	Courier Service	151.62
0	02/17/2011	General Fund	Vehicle Supplies	McMaster-Carr Supply Co	2011 Blanket PO for Vehicle Repairs	26.10
0	02/17/2011	General Fund	209001 - Use Tax Payable	McMaster-Carr Supply Co	Sales/Use Tax	-1.68
0	02/17/2011	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	38,544.55
0	02/17/2011	Recreation Fund	Operating Supplies	Grainger Inc	Lamps	25.97
0	02/17/2011	Recreation Fund	Operating Supplies	Grainger Inc	Batteries	24.14
0	02/17/2011	Recreation Fund	Operating Supplies	Grainger Inc	Ballasts, Lubricant Spray	162.87
0	02/17/2011	Recreation Fund	Operating Supplies	Grainger Inc	Lamps	62.74
0	02/17/2011	General Fund	Contract Maintenance	Grainger Inc	Eyewash	159.12
0	02/17/2011	General Fund	Vehicle Supplies	Grainger Inc	2011 Blanket PO for Vehicle Repairs	47.71
0	02/17/2011	General Fund	Vehicle Supplies	Grainger Inc	2011 Blanket PO for Vehicle Repairs	11.08
0	02/17/2011	General Fund	Vehicle Supplies	Grainger Inc	2011 Blanket PO for Vehicle Repairs	17.31
0	02/17/2011	General Fund	Op Supplies - City Hall	Grainger Inc	Fluorescent Bulbs	58.57
0	02/17/2011	Recreation Fund	Operating Supplies	Eagle Clan, Inc	Toilet Tissue, Roll Towels	459.56
0	02/17/2011	General Fund	Op Supplies - City Hall	Eagle Clan, Inc	Lates Gloves, Toilet Tissue	200.55
0	02/17/2011	General Fund	Vehicle Supplies	CCP Industries Inc	Nitrile Gloves, HD R/W	311.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/17/2011	General Fund	209001 - Use Tax Payable	CCP Industries Inc	Sales/Use Tax	-6.35
0	02/17/2011	Recreation Fund	Contract Maintenance	Green View Inc.	Ice Arena Cleaning	2,320.85
					Check Total:	71,229.07
61549	02/10/2011	Water Fund	Other Improvements	Automatic Systems Co	Lot labor and materials as required to	8,278.00
					Check Total:	8,278.00
61550	02/10/2011	General Fund	Transportation	Brenda Davitt	Mileage Reimbursement	155.54
					Check Total:	155.54
61551	02/10/2011	Storm Drainage	Training	Donald Salverda & Associates	Effective Management Program	400.00
61551	02/10/2011	General Fund	Training	Donald Salverda & Associates	Effective Management Program	475.09
					Check Total:	875.09
61552	02/10/2011	General Fund	Operating Supplies	Fitzco Inc	Evidence Packs	142.70
					Check Total:	142.70
61553	02/10/2011	Storm Drainage	Professional Services	Foth Infrastructure & Environmental, LLC	Feasibility Study St. Croix Lift Statio	4,483.92
					Check Total:	4,483.92
61554	02/10/2011	Recreation Fund	Professional Services	Jake Johnson	Volleyball Instruction	144.00
					Check Total:	144.00
61555	02/10/2011	Recreation Fund	Professional Services	Elise Kendall	Volleyball Instruction	18.00
					Check Total:	18.00
61556	02/10/2011	Community Development	Training	League of MN Cities	Land Use Class	30.00
					Check Total:	30.00
61557	02/10/2011	General Fund	Medical Services	LexisNexis Occ. Health Solutions	Annual Enrollment-Dix	32.00
61557	02/10/2011	General Fund	Medical Services	LexisNexis Occ. Health Solutions	Annual Enrollment-Angell	32.00
					Check Total:	64.00
61558	02/10/2011	General Fund	Conferences	MAMA	2010 Regional Meeting	17.00
					Check Total:	17.00
61559	02/10/2011	Sanitary Sewer	Professional Services	McDonough's Waterjetting & Drain Clean	Lift Station Vacuum	968.00
					Check Total:	968.00
61560	02/10/2011	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ Develop	Unemployment Insurance Acct: 0797	512.21
61560	02/10/2011	P & R Contract Mantenance	Unemployment Insurance	Mn Dept of Employment & Econ Develop	Unemployment Insurance Acct: 0797	2,510.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61560	02/10/2011	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ Develop	Unemployment Insurance Acct: 0797	147.31
61560	02/10/2011	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ Develop	Unemployment Insurance Acct: 0797	436.97
61560	02/10/2011	Community Development	Unemployment Insurance	Mn Dept of Employment & Econ Develop	Unemployment Insurance Acct: 0797	1,953.00
					Check Total:	5,560.18
61561	02/10/2011	Building Improvements	Skating Center MN Bonding Proj	MTG	Facility Monitoring	1,465.00
					Check Total:	1,465.00
61562	02/10/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	342.81
					Check Total:	342.81
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	10.15
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	10.15
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	10.15
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	10.15
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	19.23
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	21.66
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	57.71
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	57.71
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	30.46
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	76.95
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	181.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	76.95
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	96.00
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	96.19
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	81.22
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	10.15
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	10.15
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	19.23
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	10.15
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	10.15
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	10.15
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	10.15
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	48.09
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	48.09
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	20.31

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	38.48
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	20.31
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	37.72
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	75.89
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	81.22
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.62
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
61563	02/10/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	40.61
					Check Total:	1,814.47
61564	02/10/2011	Water Fund	Rental	Q3 Contracting, Inc.	Barricades, Signs	101.09
61564	02/10/2011	Water Fund	Rental	Q3 Contracting, Inc.	Barricades, Signs, Arrows	193.93
					Check Total:	295.02
61565	02/10/2011	Recreation Donations	Operating Supplies	R J Sportswear	Banners	2,231.55
61565	02/10/2011	Recreation Donations	Use Tax Payable	R J Sportswear	Sales/Use Tax	-143.55
					Check Total:	2,088.00
61566	02/10/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benfit Reimbursement	600.00
					Check Total:	600.00
61567	02/10/2011	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water	257,498.01
					Check Total:	257,498.01
61568	02/10/2011	General Fund	Operating Supplies	Suburban Ace Hardware	Scraper	12.79
					Check Total:	12.79
61569	02/10/2011	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-Dec 2010	320.00
					Check Total:	320.00
61570	02/10/2011	General Fund Donations	K-9 Supplies	University of Minnesota	K9 Care-Major	280.00
61570	02/10/2011	General Fund Donations	K-9 Supplies	University of Minnesota	K9 Care-Major	813.08
					Check Total:	1,093.08
61571	02/10/2011	Police - DWI Enforcement	Operating Supplies	US Bank	Petty Cash Reimbursement	100.00
61571	02/10/2011	General Fund	Transportation	US Bank	Petty Cash Reimbursement	7.00
61571	02/10/2011	General Fund	Transportation	US Bank	Petty Cash Reimbursement	9.00
61571	02/10/2011	General Fund	Miscellaneous	US Bank	Petty Cash Reimbursement	20.10
61571	02/10/2011	General Fund	Operating Supplies	US Bank	Petty Cash Reimbursement	22.12

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61571	02/10/2011	General Fund	Operating Supplies	US Bank	Petty Cash Reimbursement	9.50
61571	02/10/2011	General Fund	Operating Supplies	US Bank	Petty Cash Reimbursement	1.25
61571	02/10/2011	General Fund	Professional Services	US Bank	Petty Cash Reimbursement	20.00
61571	02/10/2011	General Fund	Miscellaneous	US Bank	Petty Cash Reimbursement	7.00
61571	02/10/2011	General Fund	Transportation	US Bank	Petty Cash Reimbursement	7.00
					Check Total:	202.97
61572	02/10/2011	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Location	851.00
					Check Total:	851.00
61574	02/10/2011	Water Fund	Accounts Payable	JEFFREY ANDERSON	Refund Check	44.86
					Check Total:	44.86
61576	02/10/2011	Water Fund	Accounts Payable	ELMER ANFANG	Refund Check	50.00
					Check Total:	50.00
61577	02/10/2011	Recreation Fund	Professional Services	Madeline Bean	Assistant Dance Instructor	39.00
					Check Total:	39.00
61579	02/10/2011	Water Fund	Accounts Payable	NICOLE DIESEL & BRIAN BOGH	Refund Check	98.79
					Check Total:	98.79
61580	02/10/2011	Storm Drainage	Accounts Payable	CALVARY BAPTIST CH	Refund Check	50.00
					Check Total:	50.00
61581	02/10/2011	Community Development	Professional Services	City of White Bear Lake	Ramsey Cty GIS Fees 2011	2,500.00
61581	02/10/2011	Community Development	Memberships & Subscriptions	City of White Bear Lake	Ramsey Cty GIS Fees 2011	892.58
					Check Total:	3,392.58
61582	02/10/2011	Water Fund	Accounts Payable	JOAN COOPER	Refund Check	61.65
					Check Total:	61.65
61584	02/10/2011	General Fund	211200 - Financial Support	Discover Bank	Case: 62 CV 09-11758	281.16
					Check Total:	281.16
61585	02/10/2011	General Fund	211200 - Financial Support	Diversified Collection Services, Inc.	[redacted]	210.24
					Check Total:	210.24
61586	02/10/2011	Water Fund	Accounts Payable	EDINA REALTY RELOCATION	Refund Check	75.00
					Check Total:	75.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61587	02/10/2011	Water Fund	Accounts Payable	BRIAN EDQUIST	Refund Check	9.87
					Check Total:	9.87
61588	02/10/2011	Water Fund	Accounts Payable	BARBARA GASSEL	Refund Check	54.00
					Check Total:	54.00
61589	02/10/2011	Pathway Maintenance Fund	Operating Supplies	Goodpointe Technology, Inc.	Extra Data Set	750.00
61589	02/10/2011	General Fund	Professional Services	Goodpointe Technology, Inc.	ICON Standard PMS Support Agreem	1,750.00
					Check Total:	2,500.00
61590	02/10/2011	Water Fund	Accounts Payable	KATHYRN HANSON	Refund Check	57.95
					Check Total:	57.95
61593	02/10/2011	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-109956	Payroll Deduction for 2/8 Payroll	374.04
61593	02/10/2011	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-109956	Payroll Deduction for 2/8 Payroll	164.79
					Check Total:	538.83
61594	02/10/2011	General Fund	211202 - HRA Employer	ING ReliaStar	High Deductable Savings Acct-Feb	9,981.00
					Check Total:	9,981.00
61595	02/10/2011	Water Fund	Accounts Payable	DIXIE JOHNSON	Refund Check	37.24
					Check Total:	37.24
61596	02/10/2011	Water Fund	Accounts Payable	CHARLES JUNGMANN	Refund Check	66.05
					Check Total:	66.05
61597	02/10/2011	Water Fund	Accounts Payable	JOHN KELLOGG	Refund Check	75.00
					Check Total:	75.00
61599	02/10/2011	Recreation Fund	Professional Services	Casey Kohs	Assistant Dance Instructor	50.75
					Check Total:	50.75
61600	02/10/2011	General Fund	210600 - Union Dues Deduction	LELS	Payroll Deduction for 2/8 Payroll	1,512.00
					Check Total:	1,512.00
61602	02/10/2011	Water Fund	Accounts Payable	KHAI LIM	Refund Check	75.00
					Check Total:	75.00
61603	02/10/2011	Water Fund	Accounts Payable	ROGER MAGNUSON	Refund Check	93.65

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	93.65
61604	02/10/2011	Water Fund	Accounts Payable	BRIAN MCCANN	Refund Check	66.05
					Check Total:	66.05
61605	02/10/2011	Water Fund	Accounts Payable	JOSEPH MCFADDEN	Refund Check	36.70
61605	02/10/2011	Sanitary Sewer	Accounts Payable	JOSEPH MCFADDEN	Refund Check	3.63
					Check Total:	40.33
61606	02/10/2011	Water Fund	Accounts Payable	JASON & MARTA MCINTYRE	Refund Check	65.00
					Check Total:	65.00
61607	02/10/2011	Water Fund	Accounts Payable	FRANK MERRIMAN	Refund Check	23.11
					Check Total:	23.11
61608	02/10/2011	General Fund	211406 - Medical Ins Employer	National Joint Power Alliance	Health Insurance Premium Jan 2011	71,297.00
61608	02/10/2011	General Fund	211400 - Medical Ins Employee	National Joint Power Alliance	Health Insurance Premium Jan 2011	13,377.06
					Check Total:	84,674.06
61609	02/10/2011	Water Fund	Accounts Payable	STEVE NEIL	Refund Check	5.10
					Check Total:	5.10
61610	02/10/2011	Water Fund	Accounts Payable	DAVID NELSEN	Refund Check	23.63
					Check Total:	23.63
61611	02/10/2011	Sanitary Sewer	Professional Services	Networkfleet, Inc.	Monthly Service-Jan 2011	89.85
					Check Total:	89.85
61613	02/10/2011	Water Fund	Accounts Payable	ELIZABETH NORRIS	Refund Check	75.00
					Check Total:	75.00
61614	02/10/2011	Water Fund	Accounts Payable	NORTHERN VALUE GROUP	Refund Check	223.89
					Check Total:	223.89
61615	02/10/2011	Recreation Fund	Professional Services	NRPA	CAPRA Annual Fee	240.00
					Check Total:	240.00
61617	02/10/2011	Water Fund	Accounts Payable	JOHN OWEN	Refund Check	66.05
					Check Total:	66.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61618	02/10/2011	Housing & Redevelopment Agency	Miscellaneous	Beth Perra	Green Building Award	500.00
					Check Total:	500.00
61619	02/10/2011	Housing & Redevelopment Agency	Miscellaneous	David Pestel	Green Building Award	250.00
					Check Total:	250.00
61621	02/10/2011	Water Fund	Accounts Payable	RAMSEY CO LIBRARY	Refund Check	375.00
					Check Total:	375.00
61626	02/10/2011	Water Fund	Accounts Payable	CHAD SAN MIGUEL	Refund Check	103.94
					Check Total:	103.94
61627	02/10/2011	Water Fund	Accounts Payable	SARA SCHMITZ	Refund Check	75.00
					Check Total:	75.00
61629	02/10/2011	Recreation Fund	Professional Services	Melissa Schuler	Assistant Dance Instructor	50.75
					Check Total:	50.75
61630	02/10/2011	Water Fund	Accounts Payable	M SKUNDBERG	Refund Check	177.31
					Check Total:	177.31
61631	02/10/2011	Police Forfeiture Fund	Professional Services	Special Operations Training	2011 Membership Dues-Arneson	175.00
					Check Total:	175.00
61632	02/10/2011	Water Fund	Accounts Payable	SPEEDWAY SUPERAMERICA LLC	Refund Check	111.09
					Check Total:	111.09
61633	02/10/2011	Water Fund	Accounts Payable	SPEEDWAY SUPERAMERICA LLC	Refund Check	257.48
					Check Total:	257.48
61634	02/10/2011	General Fund	210500 - Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Jan 2011	2,290.76
61634	02/10/2011	General Fund	210900 - Long Term Disability	Standard Insurance Company	Life Insurance Premium-Jan 2011	2,729.06
61634	02/10/2011	General Fund	210502 - Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Jan 2011	1,329.89
61634	02/10/2011	General Fund	210900 - Long Term Disability	Standard Insurance Company	Life Insurance Premium-Feb 2011	2,797.72
61634	02/10/2011	General Fund	210502 - Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Feb 2011	1,327.49
61634	02/10/2011	General Fund	210500 - Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Feb 2011	2,035.06
					Check Total:	12,509.98
61635	02/10/2011	Water Fund	Accounts Payable	CHERYL STEINMAN	Refund Check	66.09
					Check Total:	66.09

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61636	02/10/2011	Water Fund	Accounts Payable	SUSAN STENE	Refund Check	65.00
					Check Total:	65.00
61637	02/10/2011	Water Fund	Accounts Payable	THOMAS THUL	Refund Check	88.00
					Check Total:	88.00
61638	02/10/2011	Sanitary Sewer	Accounts Payable	ROBERT VALENCOUR	Refund Check	2.38
					Check Total:	2.38
61639	02/10/2011	Recreation Fund	Professional Services	Kristina Van Deusen	Assistant Dance Instructor	54.00
					Check Total:	54.00
61640	02/10/2011	Water Fund	Accounts Payable	VICTOR REAL ESTATE LLC	Refund Check	75.00
					Check Total:	75.00
61641	02/10/2011	Water Fund	Accounts Payable	DAN WESTLUND	Refund Check	240.98
					Check Total:	240.98
61643	02/17/2011	Community Development	Memberships & Subscriptions	10,000 Lakes Chapter	2011 Membership Dues-Building Off	115.00
					Check Total:	115.00
61644	02/17/2011	Recreation Fund	Professional Services	AARP	AARP Driving Instruction	352.00
					Check Total:	352.00
61645	02/17/2011	Recreation Fund	Professional Services	AARP	AARP Driving Instructor	256.00
					Check Total:	256.00
61646	02/17/2011	License Center	Office Supplies	Advanced Label, LLC	T80 Tickets	72.82
					Check Total:	72.82
61647	02/17/2011	General Fund Donations	Miscellaneous	Aesop's Table	Firefighter Recognition Dinner	961.82
					Check Total:	961.82
61648	02/17/2011	Recreation Fund	Professional Services	Nicole Allard	Novice Speedskating Coach	150.00
					Check Total:	150.00
61649	02/17/2011	Community Development	Memberships & Subscriptions	AMBO	2011 Membership-Munson	100.00
					Check Total:	100.00
61650	02/17/2011	General Fund	Clothing	Aspen Mills Inc.	Shirts	200.35

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	200.35
61651	02/17/2011	General Fund	Vehicle Supplies	Astleford International Trucks	Switch, Lamp	34.07
					Check Total:	34.07
61652	02/17/2011	Recreation Fund	Operating Supplies	Back 2 Basics Learning LLC	Abrakadoodle Art Class	200.00
					Check Total:	200.00
61653	02/17/2011	General Fund	Contract Maintenance Vehicles	Bauer Built, Inc.	Earthmover Tire Mount/Dismount	645.68
					Check Total:	645.68
61654	02/17/2011	Recreation Fund	Professional Services	Madeline Bean	Assistant Dance Instructor	40.50
					Check Total:	40.50
61655	02/17/2011	General Fund	Op Supplies - City Hall	Bertelson Total Office Solutions	Roll Towels, Can Liners	169.86
					Check Total:	169.86
61656	02/17/2011	Recreation Fund	Professional Services	Evan Beyer	Novice Speedskating Coach	60.00
					Check Total:	60.00
61657	02/17/2011	Recreation Fund	Professional Services	Joseph Blumel	Novice Speedskating Coach	150.00
					Check Total:	150.00
61658	02/17/2011	General Fund	Contract Maintenance Vehicles	Boyer Trucks, Corp.	2011 Blanket PO for Vehicle Repairs	489.38
					Check Total:	489.38
61659	02/17/2011	General Fund	Op Supplies - City Hall	Breakthrough Medical Supply, Inc.	Can Liners	30.28
61659	02/17/2011	General Fund	209001 - Use Tax Payable	Breakthrough Medical Supply, Inc.	Sales/Use Tax	-1.95
					Check Total:	28.33
61660	02/17/2011	General Fund	Operating Supplies City Garage	C L Bensen Company, Inc.	20 X 20 Pleated	178.40
					Check Total:	178.40
61661	02/17/2011	Recreation Fund	Professional Services	Champion Youth	Safety Awareness/Self Defense Instru	2,020.20
					Check Total:	2,020.20
61662	02/17/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	414.49
61662	02/17/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	707.43
					Check Total:	1,121.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61663	02/17/2011	Recreation Fund	Professional Services	Michelle Colbert	Novice Speedskating Coach	50.00
					Check Total:	50.00
61664	02/17/2011	Information Technology	Telephone	Comcast Cable	High Speed Internet	10.70
61664	02/17/2011	General Fund	Contract Maintenance	Comcast Cable	Cable TV	6.53
					Check Total:	17.23
61665	02/17/2011	Telecommunications	Professional Services	Communication Concepts, Inc.	Award Entry Fee	99.00
					Check Total:	99.00
61666	02/17/2011	Recreation Fund	Professional Services	Dex Media East LLC	Yellow Pages Advertising	40.70
61666	02/17/2011	Golf Course	Professional Services	Dex Media East LLC	Yellow Pages Advertising	40.70
					Check Total:	81.40
61667	02/17/2011	General Fund	Professional Services	DLT Solutions, Inc.	#9701-0431 nr1 Autocad 3D 2011 Sul	2,835.87
					Check Total:	2,835.87
61668	02/17/2011	Community Development	Training	Donald Salverda & Associates	Effective Management-Munson	500.00
					Check Total:	500.00
61669	02/17/2011	Recreation Fund	Professional Services	Rebekah Dyrud	Novice Speedskating Coach	180.00
					Check Total:	180.00
61670	02/17/2011	Risk Management	Administrative Claims	Sherief El-Banna	Transformer Related Damages Reimb	972.17
61670	02/17/2011	Risk Management	Administrative Claims	Sherief El-Banna	Transformer Related Damages Reimb	4,041.76
					Check Total:	5,013.93
61671	02/17/2011	General Fund	Operating Supplies	EMP	Nitrile Gloves	275.52
					Check Total:	275.52
61672	02/17/2011	Information Technology	Contract Maintenance	FWR Communication Networks	Optical Fiber Cross Connect	200.00
					Check Total:	200.00
61673	02/17/2011	Recreation Fund	Professional Services	Brooke Gall	Novice Speedskating Coach	180.00
					Check Total:	180.00
61674	02/17/2011	Recreation Fund	Professional Services	Paul Gangl	Novice Speedskating Coach	150.00
					Check Total:	150.00
61675	02/17/2011	Recreation Fund	Professional Services	Amanda Guyette	Novice Speedskating Coach	140.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	140.00
61676	02/17/2011	General Fund	Vehicle Supplies	H & L Mesabi	2011 Blanket PO for Vehicle Repairs	469.40
61676	02/17/2011	General Fund	Vehicle Supplies	H & L Mesabi	2011 Blanket PO for Vehicle Repairs	1,190.31
					Check Total:	1,659.71
61677	02/17/2011	Risk Management	Police Patrol Claims	Hamline Auto Body	Patrol Car Repair	1,656.16
61677	02/17/2011	Risk Management	Police Patrol Claims	Hamline Auto Body	Patrol Car Repair	2,859.04
					Check Total:	4,515.20
61678	02/17/2011	Recreation Fund	Professional Services	Steve Hartman	Novice Speedskating Coach	130.00
					Check Total:	130.00
61679	02/17/2011	Water Fund	Accounts Payable	Tom Herbst	Lien Adjustment	2.03
					Check Total:	2.03
61680	02/17/2011	Risk Management	Administrative Claims	William Hermes	Transformer Related Damages Reimb	1,122.88
					Check Total:	1,122.88
61681	02/17/2011	Information Technology	Operating Supplies	Hewlett-Packard Company	Docking Station	265.23
61681	02/17/2011	Information Technology	Operating Supplies	Hewlett-Packard Company	Computer Equipment	1,300.10
					Check Total:	1,565.33
61682	02/17/2011	Singles Program	Operating Supplies	Jean Hoffman	Single Supplies Reimbursement	36.28
					Check Total:	36.28
61683	02/17/2011	Community Development	Memberships & Subscriptions	ICC	2011 Membership Dues-Intl Code Co	100.00
					Check Total:	100.00
61684	02/17/2011	General Fund	Operating Supplies	Impressive Print	Business Cards-Sikorra, Baker	80.16
					Check Total:	80.16
61685	02/17/2011	Sanitary Sewer	CIPP Lining of Sanitary Sewer	Insituform Technologies USA, Inc.	Sanitary Sewer Lining Project	9,903.10
					Check Total:	9,903.10
61686	02/17/2011	General Fund	Professional Services	ISS Facility Services-Minneapolis, Inc.	Facility Cleaning-Jan 2011	4,090.88
61686	02/17/2011	Recreation Fund	Contract Maintenance	ISS Facility Services-Minneapolis, Inc.	Facility Cleaning-Jan 2011	798.23
61686	02/17/2011	General Fund	Professional Services	ISS Facility Services-Minneapolis, Inc.	Facility Cleaning-Jan 2011	399.11
61686	02/17/2011	Recreation Fund	Contract Maintenence	ISS Facility Services-Minneapolis, Inc.	Facility Cleaning-Jan 2011	598.67
61686	02/17/2011	License Center	Professional Services	ISS Facility Services-Minneapolis, Inc.	Facility Cleaning-Jan 2011	498.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	6,385.78
61687	02/17/2011	Recreation Fund	Professional Services	Conor Kennedy	Novice Speedskating Coach	140.00
					Check Total:	140.00
61688	02/17/2011	Police Forfeiture Fund	Professional Services	Dennis Kim	Juvenile Officers Conf Expense Reim	34.56
					Check Total:	34.56
61689	02/17/2011	Singles Program	Operating Supplies	Florence Klobucher	Singles Supplies Reimbursement	21.41
					Check Total:	21.41
61690	02/17/2011	Recreation Fund	Professional Services	Casey Kohs	Assistant Dance Instructor	21.00
					Check Total:	21.00
61691	02/17/2011	Recreation Fund	Professional Services	Sarah Krueger	Novice Speedskating Coach	20.00
					Check Total:	20.00
61692	02/17/2011	Risk Management	Training	League of MN Cities	Safety & Loss Control Workshop-Day	20.00
					Check Total:	20.00
61693	02/17/2011	Water Fund	Accounts Payable	Darein Lerew	Deposit Refund	75.00
					Check Total:	75.00
61694	02/17/2011	General Fund	Vehicle Supplies	Liberty Tire Recycling, LLC	2011 Blanket PO for Vehicle Repairs	74.21
					Check Total:	74.21
61695	02/17/2011	Community Development	Advertising	Lillie Suburban Newspaper Inc	Notices, Bids, Advertising	42.50
61695	02/17/2011	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices, Bids, Advertising	40.38
61695	02/17/2011	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices, Bids, Advertising	25.50
61695	02/17/2011	Housing & Redevelopment Agency	Advertising	Lillie Suburban Newspaper Inc	Notices, Bids, Advertising	762.30
					Check Total:	870.68
61696	02/17/2011	Water Fund	Accounts Payable	Aaron Lucachick	Lien Write Off	45.45
					Check Total:	45.45
61697	02/17/2011	Community Development	Memberships & Subscriptions	MBPTA	Permit Tech Assoc Membership-Schlu	100.00
					Check Total:	100.00
61698	02/17/2011	Recreation Fund	Operating Supplies	Metro Athletic Supply, Inc.	Tabletop Scoreboard	250.00
61698	02/17/2011	Recreation Fund	Operating Supplies	Metro Athletic Supply, Inc.	Tabletop Scoreboard	416.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	666.37
61699	02/17/2011	General Fund	Postage	Midwest Mailing Systems, Inc.	Mail Machine Supplies	455.10
					Check Total:	455.10
61700	02/17/2011	Police Forfeiture Fund	Professional Services	Minnesota Juvenile Officers	2011 Conference-Dennis Kim	145.00
					Check Total:	145.00
61701	02/17/2011	General Fund	Professional Services	MMKR	2011 Audit Progress Billing	6,500.00
					Check Total:	6,500.00
61702	02/17/2011	Community Development	Building Surcharge	MN Dept of Labor and Industry	Building Permit Surcharges	2,123.05
61702	02/17/2011	Community Development	Miscellaneous Revenue	MN Dept of Labor and Industry	Building Permit Surcharges-Surcharg	-42.44
					Check Total:	2,080.61
61703	02/17/2011	Golf Course	Operating Supplies	MN DNR Waters	Water Permit	140.00
					Check Total:	140.00
61704	02/17/2011	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Riembursement	76.54
					Check Total:	76.54
61705	02/17/2011	General Fund	Operating Supplies	Morton Salt, Inc.	Road Salt	7,238.37
					Check Total:	7,238.37
61706	02/17/2011	Recreation Fund	Operating Supplies	New Brighton Parks/Recreation	Adult Trip to Swedish Institute	266.00
					Check Total:	266.00
61707	02/17/2011	Telecommunications	Memberships & Subscriptions	North Suburban Comm Commission	2011 City Contributions	90,300.58
					Check Total:	90,300.58
61708	02/17/2011	Recreation Fund	Professional Services	Mary O'Donnell	Novice Speedskating Coach	50.00
					Check Total:	50.00
61709	02/17/2011	TIF District #17-Twin Lakes	Professional Services	Old Republic Title	Cummins & Indianhead Property Rec	7,832.18
					Check Total:	7,832.18
61710	02/17/2011	General Fund	Operating Supplies	Otter Tail County Highway Dept	Liquid Tanks for Salt Trucks	1,068.75
					Check Total:	1,068.75
61711	02/17/2011	General Fund	Street Patching	Pipeline Industries	Sidewalk Patching Fee Refund	500.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	500.00
61712	02/17/2011	Telecommunications	Postage	Postmaster- Cashier Window #5	Newsletter Postage-Acct 2437	2,500.00
					Check Total:	2,500.00
61713	02/17/2011	General Fund	211401- HSA Employee	Premier Bank	HSA	1,928.07
61713	02/17/2011	General Fund	211405 - HSA Employer	Premier Bank	HSA	3,747.69
					Check Total:	5,675.76
61714	02/17/2011	Telephone	St. Anthony Telephone	Qwest	Telephone	611.00
61714	02/17/2011	Telephone	Telephone	Qwest	Telephone	344.22
61714	02/17/2011	Telephone	Telephone	Qwest	Telephone	1,282.52
61714	02/17/2011	Telephone	Telephone	Qwest	Telephone	1,282.52
61714	02/17/2011	Telephone	Telephone	Qwest	Telephone	1,282.52
61714	02/17/2011	Telephone	Telephone	Qwest	Telephone	172.12
61714	02/17/2011	Telephone	Telephone	Qwest	Telephone	1,282.52
61714	02/17/2011	Telephone	Telephone	Qwest	Telephone	350.80
61714	02/17/2011	Telephone	NSCC Telephone	Qwest	Telephone	217.56
					Check Total:	6,825.78
61715	02/17/2011	General Fund	Operating Supplies	Ramsey County	Salt Brine	141.16
					Check Total:	141.16
61716	02/17/2011	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	20.00
					Check Total:	20.00
61717	02/17/2011	Recreation Fund	Professional Services	Kyle Ronchak	Novice Speedskating Coach	140.00
					Check Total:	140.00
61718	02/17/2011	P & R Contract Mantenance	Professional Services	Roselawn Cemetery	Annual Lease Payment	1.00
					Check Total:	1.00
61719	02/17/2011	General Fund	Contract Maintenance	Rosemount Saw & Tool Co.	Chain Saw Sharpening	52.00
					Check Total:	52.00
61720	02/17/2011	Water Fund	Accounts Payable	Michael Schneider	Deposit Refund	9.55
					Check Total:	9.55
61721	02/17/2011	Recreation Fund	Professional Services	Melissa Schuler	Assistant Dance Instructor	45.50
					Check Total:	45.50

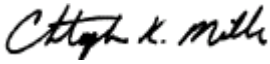
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61722	02/17/2011	P & R Contract Mantenance	Operating Supplies	Sherwin Singsaas	Sidewalk Snowplow Damage Repair	100.00
					Check Total:	100.00
61723	02/17/2011	Water Fund	Accounts Payable	Robert Skeate	Lien Write Off	74.18
					Check Total:	74.18
61724	02/17/2011	Risk Management	Administrative Claims	Allen Sockness	Transformer Related Damages Reimb	673.00
					Check Total:	673.00
61725	02/17/2011	Recreation Fund	Overpayment of Program Fees	Joel Starke	Softball Overpayment Refund	135.00
					Check Total:	135.00
61726	02/17/2011	General Fund	211200 - Financial Support	Steward, Zlimen & Jungers, LTD	Case #: 09-06243-0	68.90
					Check Total:	68.90
61727	02/17/2011	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	212.75
61727	02/17/2011	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.44
61727	02/17/2011	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	402.50
61727	02/17/2011	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.44
61727	02/17/2011	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	316.25
61727	02/17/2011	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.44
61727	02/17/2011	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	224.25
61727	02/17/2011	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.44
61727	02/17/2011	Grass Lake Water Mgmt. Org.	Professional Services	Sheila Stowell	GLWMO Regular Meeting Minutes	166.75
61727	02/17/2011	Grass Lake Water Mgmt. Org.	Professional Services	Sheila Stowell	Mileage Reimbursement	4.44
					Check Total:	1,344.70
61728	02/17/2011	General Fund	Memberships & Subscriptions	Suburban Rate Authority	1st Half SRA Membership Dues	1,400.00
					Check Total:	1,400.00
61729	02/17/2011	Water Fund	Memberships & Subscriptions	SUSA	Annual Dues-Schwartz, Thury	200.00
					Check Total:	200.00
61730	02/17/2011	Recreation Fund	Professional Services	Nathan Tonkinson	Novice Speedskating Coach	400.00
61730	02/17/2011	Recreation Fund	Professional Services	Nathan Tonkinson	Novice Speedskating Coach	400.00
					Check Total:	800.00
61731	02/17/2011	Recreation Fund	Professional Services	Andrew Turner	Novice Speedskating Coach	130.00
					Check Total:	130.00
61732	02/17/2011	General Fund	Training	University of Minnesota	Shade Tree Short Course-Zins	165.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	165.00
61733	02/17/2011	General Fund	Vehicle Supplies	Valley National Gases	Acetylene, Argon. Oxygen	52.32
					Check Total:	52.32
61734	02/17/2011	Contracted Engineering Svcs	Transportation	Matt Woodruff	Mileage Reimbursement	33.66
					Check Total:	33.66
61735	02/17/2011	Information Technology	Telephone	XO Communications Inc.	Telephone	1,406.41
					Check Total:	1,406.41
61736	02/17/2011	Sanitary Sewer	Professional Services	Automatic Systems Co	Site Service-Pump Failure	515.70
					Check Total:	515.70
61737	02/17/2011	General Fund	Op Supplies - City Hall	Bertelson Total Office Solutions	Roll Towels, Can Liners	111.11
61737	02/17/2011	General Fund	Op Supplies - City Hall	Bertelson Total Office Solutions	Can Liners	93.58
					Check Total:	204.69
61738	02/17/2011	Grass Lake Water Mgmt. Org.	Professional Services	Emmons & Olivier Resources, Inc.	Professional Services Dec 2010	11,038.45
					Check Total:	11,038.45
61739	02/17/2011	P & R Contract Mantenance	Operating Supplies	Gertens Greenhouses	Tarp, Spreader	84.92
61739	02/17/2011	P & R Contract Mantenance	Operating Supplies	Gertens Greenhouses	Paper Tree Wrap	68.40
					Check Total:	153.32
61740	02/17/2011	P & R Contract Mantenance	Vehicle Supplies	Scharber & Sons	Skids	170.89
					Check Total:	170.89
61741	02/17/2011	General Fund	Professional Services	Target Pharmacy Receivables	Flu Shots	120.00
					Check Total:	120.00
61742	02/17/2011	Water Fund	Contract Maintenance	Valley-Rich Co., Inc.	Equipment Rental	6,719.49
					Check Total:	6,719.49
					Report Total:	1,502,885.21

REQUEST FOR COUNCIL ACTION

Date: 2-28-11
Item No.: 7.b

Department Approval



City Manager Approval

Item Description: Approval of 2011-2012 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
Linda Ilk
At Rocco Altobelli, Inc.
1655 County Rd B2
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

Attachment A

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

Massage Therapist License

New License _____ Renewal _____

For License year ending June 30 _____

1. Legal Name Linda marie ILK
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 _____ 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.
   Rocco Altobelli Inc
   14301 Burnsville Parkway west
   Burnsville mn 55303 (Roseville location)

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.

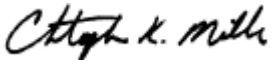
10. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
    Yes _____ No ✓ If yes explain in detail.

License fee is 100.00
Make checks payable to City of Roseville

REQUEST FOR COUNCIL ACTION

Date: 2/28/2011
Item No.: 7.c

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.

General Purchases or Contracts

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

Department	Vendor	Description	Amount
Public Works	North Image Apparel Inc.	Blanket P.O. for uniforms per contract	$11,000.00

The union contract governing maintenance-related employees provides for a uniform allowance. The amount shown above is equivalent to the allowance.

Sale of Surplus Vehicles or Equipment

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

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

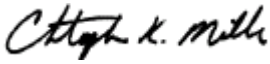
Motion to approve the submitted list of general purchases, contracts for services, and if applicable the trade-in/sale of surplus equipment.

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

REQUEST FOR COUNCIL ACTION

Date: 02/28/2011
Item No.: 7.d

Department Approval



City Manager Approval

Item Description: St. Rose of Lima Catholic Church One Day Gambling License.

BACKGROUND

St. Rose of Lima Church has applied for an Exemption from Lawful Gambling Licensing Requirements to conduct lawful gambling activities on March 26, 2011 at Midland Hills Country Club located at 2001 Fulham Street.

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

COUNCIL ACTION REQUESTED

Motion approving St. Rose of Lima Church request to conduct raffles on March 26, 2011 at Midland Hills Country Club located at 2001 Fulham Street.

Minnesota Lawful Gambling

LG220 Application for Exempt Permit

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

Application fee for each event If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
$100	$50

ORGANIZATION INFORMATION

Check # _____ $ _____

Organization name: **St. Rose of Lima Church**

Previous gambling permit number: **X - 62002**

Type of nonprofit organization. Check one.

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other nonprofit organization

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

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Address (do not use PO box)	City	Zip Code	County
2001 Fulham St	Roseville	55113	Ramsey

Date(s) of activity (for raffles, indicate the date of the drawing)
March 26, 2011

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

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

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.

Also complete Page 2 of this form.

Print Form

Reset Form

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

X The application is acknowledged with no waiting period.
___The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
___The application is denied.

Print city name City OF ROSEVILLE
On behalf of the city, I acknowledge this application.

Signature of city official receiving application
Shelly Weber

Title ACTG TECH Date 2/16/11

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application.
A township official is not required to sign the application.

____The application is acknowledged with no waiting period.
____The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
____The application is denied.

Print county name _____
On behalf of the county, I acknowledge this application.
Signature of county official receiving application

_____

Title_____Date____/____/____

(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166)]

Print township name _____

_____
Signature of township official acknowledging application

Title_____Date ____/____/____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature [signature] Date 2/14/11

Complete a separate application for each gambling activity:
- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

Send application with:
- a copy of your proof of nonprofit status, and
- application fee for each event.
  Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Print Form Reset Form

This form will be made available in alternative format (i.e. large print, Braille) upon request. **Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information requested; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If you supply the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your written consent.

REQUEST FOR COUNCIL ACTION

Date: 2/28/2011
Item No.: 7.e

Department Approval | City Manager Approval

Item Description: Approval for the City of Roseville Police Department to Enter into a Special Weapons and Tactics Team (SWAT) Joint Powers Agreement with the New Brighton Department of Public Safety, the City of St. Anthony Police Department, the City of North St. Paul Police Department and the University of Minnesota Police Department.

BACKGROUND

The City of Roseville Police Department Tactical Team was established in 1999. In 2002, the City of Roseville approved a Joint Powers Agreement for a combined tactical team with the City of St. Anthony. In 2007, the City of New Brighton's Department of Public Safety was invited to join and accepted which made the team more viable in the community. Since that time, the North St. Paul Police Department and the University of Minnesota Police Department have also joined. The combined tactical team is known as the East Metro SWAT Team.

Given the nature of the current Mutual Aid Agreement, the Agreement has been revised as a Joint Powers Agreement. The Joint Powers Agreement was drafted in cooperation with, and reviewed by the League of Minnesota Cities. The Agreement has been reviewed and endorsed by the Roseville City Attorney. The Joint Powers Agreement has been approved by the cities of New Brighton, St. Anthony, North St. Paul, the University of Minnesota, and their respective attorney's.

PROPOSED ACTION

To allow all parties (the City of Roseville Police Department, the City of New Brighton Department of Public Safety, the City of St. Anthony Police Department, the North St. Paul Police Department and the University of Minnesota Police Department) and their respective officers to extend services beyond their respective jurisdictions for the purpose of providing assistance and enforcing the law in emergency situations. The parties believe the establishment of procedures whereby parties to this Agreement (copy attached) may provide personnel or equipment assistance to another party or parties--in the event of an emergency—would be of great benefit to public health, safety and welfare.

FINANCIAL IMPACTS

East Metro Swat will be required to obtain separate liability insurance coverage and property insurance coverage from the League of Minnesota Cities for a minimum of $950 in premiums to be paid annually. In order to determine the actual costs of coverage for East Metro Swat, the League of Minnesota Cities will be conducting a review. The review will cover the previous year's budget, as well as any property owned by East Metro Swat. Once that review is complete, the League of Minnesota Cities will establish the actual premium costs.

As a party to this agreement, the City of Roseville will be responsible for 1/5th of this annual cost. These costs will come from existing funds within the Police Department budget.

STAFF RECOMMENDATION

Authorize the City of Roseville Police Department to enter into a Special Weapons and Tactics (SWAT) Joint Powers Agreement with the cities of New Brighton, St. Anthony, North St. Paul and the University of Minnesota Police Department.

REQUESTED COUNCIL ACTION

Authorize the City of Roseville Police Department to enter into a Special Weapons and Tactics (SWAT) Joint Powers Agreement with the cities of New Brighton, St. Anthony, North St. Paul and the University of Minnesota Police Department.

Prepared by: Sgt. Joshua Arneson
Attachments: A: East Metro SWAT Joint Powers Agreement

Attachment A

East Metro Special Weapons and Tactics Team

Joint Powers Agreement

I. MISSION

The primary mission of the East Metro Swat Team (EMS) is to jointly provide specialized police services for its members in critical incident emergency situations more effectively and efficiently than those services could be provided by each member on its own. The EMS team assists member law enforcement agencies and non-member law enforcement agencies, should they request mutual aid, in the resolution of high risk or critical incidents. The EMS team is specially trained and equipped to work as a coordinated team to respond to and resolve critical incidents.

Examples of situations where EMS can be of assistance include, but are not limited to, the following:

A. Incidents of Hostage Taking.
B. Incidents of a Barricaded Suspect(s).
C. Building or Field Searches for Armed or Dangerous Suspects.
D. High Risk Warrant Service.
E. Incidents of Civil Disturbance and Crowd Control.
F. Providing and Assisting with Dignitary Protection.
G. Any Other High Risk Incident or Situation Deemed Appropriate by EMS Operating Board.

II. JOINT POWERS AGREEMENT

The parties to this Agreement are units of government responsible for critical incident response in their respective jurisdictions. This Agreement is made pursuant to the authority conferred upon the parties by Minn. Stat. § 471.59.

NOW, THEREFORE, the undersigned governmental units, in the joint and mutual exercise of their powers, agree as follows:

1. **Name.**
The parties hereby establish the ***East Metro Swat Team (EMS)***.

2. **General Purpose.**
The purpose of this Joint Powers Agreement is to establish an organization to coordinate efforts to develop and provide joint response to critical incidents or high risk entries where there is a risk of criminal violence, occurring within the parties' jurisdictions.

3. **Parties.**
The parties to this Agreement shall consist of the following units of government that have signed this agreement:

The City of Roseville

The City of St. Anthony

The City of New Brighton

The City of North St. Paul

The University of Minnesota

III. GOVERNANCE

3.01 Governing Board

The governing board of EMS shall consist of the following:

East Metro Swat shall be governed by a governing board. Members of this board will be known as "Directors." The Chief Law Enforcement Officer from each member, or his or her designee, shall serve as Director.

Members of the governing board shall not be deemed to be employees of the governing board and shall not be compensated by the governing board.

3.02 Terms

Appointees shall serve at the pleasure of the appointing party and may be removed only by the appointing party.

3.03 Chair

The board will elect a chair. The Chair shall have no more power than any other Director except that the Chair shall: give notice of meetings when scheduled or otherwise called; call meetings to order and provide for their orderly and efficient conduct; provide for the preparation of minutes; and when authorized by the passage of a motion by board, execute contracts, agreements, reports, filing and other documents on behalf of EMS.

3.04 Meetings

The governing board shall have a minimum of one meeting per year. Special meetings may be called by the Chair or two Directors. All meetings and notice of meeting shall comply with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D, as amended. The presence of a simple majority of the Directors shall constitute a quorum.

3.05 Voting

Each party to this agreement shall have one vote at any meeting of the governing board. Proxy votes are not permitted. The governing board shall function by a majority vote of board members or alternate members present, provided that a quorum is present.

3.06 Duties of the Governing Board

The governing board will formulate a program to carry out its purpose.

The governing board will coordinate information between the parties and EMS.

The governing board shall appoint and supervise the Team Commander of East Metro Swat. Appointments require the concurrence of the chief law enforcement officer of the Team Commander's employer.

3.07 Powers of the Governing Board

The governing board may enter into any contract necessary or proper for the exercise of its powers or the fulfillment to its duties and enforce such contracts to the extent available in equity or at law, except that the governing board shall not enter into any contract the term of which exceeds the term of this agreement. No payment on any invoice shall be authorized unless approved by a majority of its members. The chair shall report to the governing board any such payments at its next meeting. The governing board may apply for and accept gifts, grants or other property (excluding real property) or assistance from the United States government, the State of Minnesota, or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith;

and hold, use and dispose of such money or other property and assistance in accordance with the terms of the gift, grant or loan relating thereto.

All powers granted herein shall be exercised by the governing board in a fiscally responsible manner and in accordance with the requirements of law.

The governing board may cooperate with other federal, state and local law enforcement agencies to accomplish the purpose for which it is organized.

3.08 Insurance

The governing board must obtain and maintain liability insurance in amounts not less than the statutory liability limits established under Minn. Stat. Ch. 466 and may obtain other insurance it deems necessary to insure the parties, the governing board, its members and employees of the parties for actions arising out of this Agreement.

Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

IV. BUDGET AND FINANCE

4.01 Budget

By March 31 of each year the governing board shall prepare and adopt a budget for the following calendar year and may amend the same from time to time.

4.02 Expenses

The parties intend to fund EMS through an equal, annual contribution paid by each party. The governing board shall establish the contribution by March 31 of the year prior to the year when the contribution is payable. The parties agree to pay the contribution as determined by the governing board on or before January 31 of the year following the determination. These funds may be paid from grants funds, drug forfeitures, and any funds voluntarily contributed by any member.

4.03 Accountability

The Roseville Police Department shall act as the fiscal agent for EMS. All funds shall be accounted for according to generally accepted accounting principles. A report on all receipts and disbursements shall be forwarded to the parties quarterly and on an annual basis.

V. POSITIONS

5.01 Team Commander

The Team Commander shall be a licensed peace officer appointed by the governing board. Appointment as Team Commander pursuant to this agreement shall not obligate any party to pay to its employees so appointed either supervisory or other premium pay.

5.02 Leadership Positions

The Team Commander shall appoint licensed peace officers to serve as executive officers, and team leaders subject to approval of the governing board. Appointment to a leadership position pursuant to this agreement shall not obligate any party to pay to its employees so appointed either supervisory or other premium pay.

Peace officers assigned to leadership positions within EMS at all times will remain employees of the members' own jurisdictions and will not be employees of the governing board.

Peace officers assigned to leadership positions shall be the liaison between the team members and the Team Commander when an EMS team has been deployed pursuant to this agreement.

5.03 Team members

The chief law enforcement officer of each party shall assign licensed peace officers to serve as EMS team members, subject to approval of the Team Commander. Appointment as a team member pursuant to this agreement shall not obligate any party to pay its employees so appointed any premium pay.

Team members assigned to the EMS at all times will remain employees of the members' own jurisdictions and will not be employees of the governing board.

A party may decline to make its personnel available to respond to a call for assistance. Failure to provide assistance in response to a request made pursuant to this agreement will not result in any liability to the party that fails to provide assistance or to the EMS.

5.04 Direction and Control

Personnel and equipment provided pursuant to this agreement shall be under the direction and the tactical control of the licensed peace officer in command of the scene of the jurisdiction to which assistance is being provided. They shall remain under this tactical control until the request for assistance ends, or they are recalled by the Team Commander.

5.05 Compensation

When EMS provides services to a requesting party, the personnel of EMS shall be compensated by their respective employers just as if they were performing the duties within and for the jurisdiction of their employer. No charges will be levied by EMS or by parties for specialized response operations provided to a requesting party pursuant to this agreement unless that assistance continues for a period exceeding 48 continuous hours. If assistance provided pursuant to this agreement continues for more than 48 continuous hours, and the assistance is not provided in connection with a criminal investigation, any party whose officers provided assistance for EMS shall submit itemized bills for the actual cost of any assistance provided, including salaries, overtime, materials and supplies, to EMS and EMS shall submit the invoices to the requesting party. The requesting party shall reimburse EMS for that amount, and EMS shall forward the reimbursement to its respective members.

Each of the parties is required by Minn. Stat., § 12.27, Subd. 3 to designate employees or officers who are authorized to dispatch equipment and personnel, in certain emergencies, to other jurisdictions. For purposes of dispatching EMS teams, each of the parties delegates such authority to EMS, which is authorized to dispatch such personnel and equipment, taking into consideration each party's available resources.

Calls for assistance from non-parties to EMS shall be governed by Minn. Stat., § 12.331. Each of the parties delegates to EMS the authority to respond with the personnel and equipment of that party that are assigned to EMS as a sending political subdivision within the meaning of Minn. Stat., § 12.331, Subd. 1, which is authorized to dispatch such personnel and equipment, taking into consideration each party's available resources.

If EMS provides services to an entity not a party to this agreement, the responding parties may submit itemized bills for the actual cost of any assistance provided, including salaries, overtime, materials and supplies, to EMS, and EMS may bill such entity for the actual costs in accordance with Minn. Stat., § 12.331.

5.06 Workers' Compensation

Each party to this agreement shall be responsible for injuries to or death of its own employees in conjunction with services provided pursuant to this agreement. Each party shall maintain workers' compensation coverage or self-insurance coverage, covering its own personnel while they are providing assistance as a member of EMS. Each party to this agreement waives the right to sue any other party for any workers' compensation benefits paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees or agents.

5.07 Damage to Equipment

Each party shall be responsible for damage to or loss of its own equipment occurring during deployment of EMS. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees or agents. Any equipment purchased or acquired by EMS shall be maintained and accounted for by the EMS Board and fiscal agent designated under section 4.03. Surplus property may be disposed of only under procedures authorized by law and distribution of property upon termination of this agreement shall be as provided for by Minn. Stat. §471.59, Subd. 5.

5.08 Indemnification

East Metro Swat shall defend and indemnify the parties, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out the acts or omissions of any person acting on behalf of the governing board in carrying out the terms of this agreement. This agreement does not constitute a waiver on the limitations of liability set forth in Minn. Stat. § 466.04.

Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

To the fullest extent permitted by law, action by the parties to this agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minn. Stat., § 471.59, subd. 1a(a), provide further that for purposes of that statute, each party to this agreement expressly declines responsibility for the acts or omissions of another party. The parties to this agreement are not liable for the acts or omissions of another party to this agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties.

5.09 Term

This agreement will be in force for a period of three years from the date of execution.

VI. WITHDRAWL AND TERMINATION

6.01 Withdrawal

Any party may withdraw from this agreement upon thirty (30) days written notice to the other parties. Withdrawal by any party shall not terminate this agreement with respect to any parties who have not withdrawn. Withdrawal shall not discharge any liability incurred by any party prior to withdrawal. Such liability shall continue until discharged by law or agreement.

6.02 Additional Members and Change in Membership

A governmental unit may join EMS and become a member upon approval by the Governing Board and execution of a copy of this Agreement by its governing body.

The Governing Board may involuntarily terminate a member if that member has failed to provide a minimum of one officer to East Metro Swat for more than 12 consecutive months.

6.03 Termination

This agreement shall terminate upon the occurrence of any one of the following events: (a) when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction; or (b) when a majority of remaining parties agrees to terminate the agreement upon a date certain.

6.04 Effect of Termination

Termination shall not discharge any liability incurred by EMS or by the parties during the term of this agreement. Upon termination and after payment of all outstanding obligations, property or surplus money held by EMS shall then be distributed to the parties in proportion to their contributions.

6.05 Amendments

This agreement may be amended only in writing and upon the consent of each of the parties' governing body.

6.06 Counterparts

This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the Roseville Police Department.

Execution

Each Party, hereto has read, agreed to and executed this Joint Powers Agreement on the date indicated.

The City of Roseville

Daniel J. Roe, Mayor

Signature: _____ Date: _____

William J. Malinen, City Manager

Signature: _____ Date: _____

REQUEST FOR COUNCIL ACTION

Date: 2/28/11
Item No.: 7.f

Department Approval | City Manager Approval

Item Description: Authorization for the 2011 PIP Program

BACKGROUND

In 1990, the City Council established the Park Improvement Program (PIP). The goals for the program are:

1. To increase the aesthetics of all Roseville parks.
2. To make upgrades to park facilities and amenities with the goal to reduce daily maintenance needs.
3. To bring all park facilities up to city code and to meet recognized safety standards in all city parks.
4. To insure that all parks are used to their fullest potential while protecting natural resources and open space.
5. To repair and replace any park facilities and related amenities that is in need of repair because of their age and condition.
6. To make upgrades, enhancements and replacements without incurring unusual costs for rehabilitation or redevelopment.
7. To make improvements based on the most up-to-date professional standards.

The PIP process is as follows:

1. All improvements will meet the latest appropriate safety requirements, municipal and state codes and professional standards.
2. Staff will review proposed work with the Parks and Recreation Commission.
3. Improvements will be designed to meet required standards and minimize and/or reduce maintenance procedures currently required.
4. The majority of the reconstruction labor will be contracted allowing park maintenance staff to concentrate on regular maintenance concerns.
5. Standard procedures will be used for drawing specifications, advertising for bids, receiving quotes and awarding contracts.

Since 1990, the funding level of the Park Improvement Program has diminished and has allowed for smaller and limited projects and is as follows:

YEAR	AMOUNT
1990-2003	$250,000
2004	$174,000
2005	$150,000
2006	$150,000

2007	$175,000
2008	$215,000
2009	$215,000
2010	$185,000
2011	$185,000

In 2008 and 2009 a total of $95,000 from the PIP budget had been reallocated to remove diseased and hazardous trees from boulevards.

The following projects for 2011 have been reviewed and recommended by the Parks and Recreation Commission and recommended by staff:

ITEM	AMOUNT
1. Arboretum drainage issues	$ 13,000.00
• $25,000 project and will be looking for a partner	
2. Bleacher pads	$ 10,000.00
• Central Park Dale Street, Rosebrook and Langton Lake Parks	
3. Tom Curley play area replacement	$ 75,000.00
• $125,000 + project and will be looking for a partner	
4. Victoria field #5 outfield repair	$ 10,000.00
5. Backstop fencing and netting repair at Evergreen Park	$ 20,000.00
6. Landscape steps at Bennett Lake & Brooks Avenue	$ 5,000.00
7. Landscape projects at various parks	$10,000.00
• Seed/sod, tree mulch, flowers, etc.	
8. Play area upgrades	$ 10,000.00
• Safety surface replenishment and border repair/replacement	
9. Complete irrigation upgrades at Muriel Sahlin Arboretum	$ 15,000.00
• Including sensors	
10. Central Park Lexington Avenue irrigation upgrades	$ 5,000.00
• Including sensors	
11. Amenities (trash cans, lids, grills, picnic tables, etc)	$ 10,000.00
12. Neighborhood hockey rink board upgrades	$ 2,000.00
Total	$185,000.00

The Parks and Recreation Commission have unanimously recommendation to approve the projects.

POLICY OBJECTIVE

The City previously made a substantial investment that needs to be protected and enhanced.

PIP monies will be spent to redevelop present park facilities rather than construct entirely new projects.

Additional funding may be used from participating groups to enhance the project.

Regular ongoing maintenance will continue to address the problems that are not a part of the adopted current PIP projects to insure completely safe facilities.

The approved funding level for 2011 is $185,000.

FINANCIAL IMPACTS

$185,000 has been approved in the 2011 City Budget for implementation of the PIP. Funding many times is accumulated over a couple of years or coordinated with outside funding sources to complete a project.

STAFF RECOMMENDATION

Based on the completion and analysis of the PIP evaluation process and the unanimous recommendation of the Parks and Recreation Commission, staff recommends that the Council approve the following projects totaling $185,000:

ITEM	AMOUNT
13. Arboretum drainage issues	$ 13,000.00
• $25,000 project and will be looking for a partner	
14. Bleacher pads	$ 10,000.00
• Central Park Dale Street, Rosebrook and Langton Lake Parks	
15. Tom Curley play area replacement	$ 75,000.00
• $125,000 + project and will be looking for a partner	
16. Victoria field #5 outfield repair	$ 10,000.00
17. Backstop fencing and netting repair at Evergreen Park	$ 20,000.00
18. Landscape steps at Bennett Lake & Brooks Avenue	$ 5,000.00
19. Landscape projects at various parks	$10,000.00
• Seed/sod, tree mulch, flowers, etc.	
20. Play area upgrades	$ 10,000.00
• Safety surface replenishment and border repair/replacement	
21. Complete irrigation upgrades at Muriel Sahlin Arboretum	$ 15,000.00
• Including sensors	
22. Central Park Lexington Avenue irrigation upgrades	$ 5,000.00
• Including sensors	
23. Amenities (trash cans, lids, grills, picnic tables, etc)	$ 10,000.00
24. Neighborhood hockey rink board upgrades	$ 2,000.00
Total	$185,000.00

REQUESTED COUNCIL ACTION

Motion authorizing the 2011 PIP projects as presented with monies to be taken from the $185,000 appropriated in the 2011 budget for the Park Improvement Program.

Prepared by: Lonnie Brokke, Director of Parks and Recreation

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 2/28/11
Item No.: 7.g

Department Approval

City Manager Approval

Item Description: Approve Applewood Pointe Of Langton Lake Public Improvement Contract and Public Improvement Easement and Maintenance Agreement (PF 08-020)

BACKGROUND

At the February 14 City Council meeting, council members had questions regarding the road width described in the public improvement contract. Staff has reviewed the tape of the September 15, 2008 meeting and confirmed that the 26 foot road width is consistent with the City Council approval. There is sufficient right- of- way to construct a 32 foot wide road if necessary in the future. We have also added language to the contract to describe the driveway connection from the cul- de- sac to the Langton Lake parking lot.

The approved redevelopment of the property at 2990 and 2996 Cleveland Avenue North included the construction of a new 93-unit, assisted living facility. As a part of this development United Properties will be constructing a public pathway, street, watermain, sanitary sewer, streetlights, and storm sewer.

POLICY OBJECTIVE

In order to ensure that the improvements are built to City standards, we have drafted a Public Improvement Contract that defines the responsibilities involved with the proposed public improvements. The improvements must meet all applicable City Standards for the construction.

Upon completion of the project, the developer's engineer must provide the City with ss-built plans. They must also provide to the City Engineer a letter certifying that the improvements were constructed according to approved plans and specifications, and request that the City accept the improvements. Once the City Council accepts the improvements, the two-year warranty period will begin.

The Public Improvement Easement and Maintenance Agreement defines the future maintenance responsibilities for the improvements to the site.

FINANCIAL IMPACTS

All costs associated with construction of the new public improvements necessary for this development will be borne by the Developer. An $8,100 City Coordination fee is required. Appropriate surety will be provided for all public improvements in the amount of 125% of the construction cost, for a total of $506,250. Once the construction of the improvements has been completed and accepted by the City, this surety will be released.

STAFF RECOMMENDATION

Approve Applewood Pointe Of Langton Lake Public Improvement Contract and Public Improvement Easement and Maintenance Agreement

REQUESTED COUNCIL ACTION

Approve Applewood Pointe Of Langton Lake Public Improvement Contract Public Improvement Easement and Maintenance Agreement

Prepared by: **Debra Bloom, City Engineer**

Attachments: A: Draft Public Improvement Contract
B: Draft Public Improvement Easement and Maintenance Agreement

PUBLIC IMPROVEMENT CONTRACT
APPLEWOOD POINTE OF ROSEVILLE AT LANGTON LAKE

I. **Parties.** This Agreement, dated February __, 2011, is entered into between the City of Roseville, a Minnesota municipal corporation, of 2660 Civic Center Drive, Roseville, Minnesota 55113 ("the **City**"), and United Properties Residential LLC, a Minnesota limited liability company, of 3500 American Boulevard West, Suite 200, Bloomington, MN 55431 ("the **Developer**").

II. **Request for Plat approval.** The Developer has asked the City to approve a plat of land to be known as *"Applewood Pointe of Roseville at Langton Lake"* (also referred to in this Agreement as the "plat"). The land is legally described as follows:

See Legal Description attached as Exhibit A hereto.

III. **Terms and Conditions of Plat Approval.** Now, therefore, in reliance upon the representations contained herein; and in consideration of the mutual undertakings herein expressed, the parties agree as follows:

A. **Conditions of Plat Approval:** The Developer shall comply with any and all applicable City, County, Metropolitan, State and Federal laws and regulations including, but not limited to: subdivision ordinances, zoning ordinances and environmental regulations that may apply to the plat and the development of the property contained in the Plat.

B. **Land Use Approvals**: The plat consists of a senior cooperative building to be built in two phases, with Phase I consisting of 48 apartment-style cooperative units, and Phase II comprising an extension to the cooperative building consisting of an additional 44 apartment-style cooperative units. The property is also to be improved with the following: a pathway; a road and curbing; three (3) storm water ponds; two (2) infiltration basins; sanitary sewer lines, water main lines and hydrants, storm sewer lines with outlet control structures and flared end sections, and a retaining wall and fence (collectively, the "**Public Improvements**").

C. **Public Improvements.** The Developer shall construct the following improvements in compliance with approved plans and specifications:

1. Site Grading and Turf Restoration. Site grading improvements shall include common excavation, subgrade correction, embankment and pond excavation. Turf restoration shall include seeding, mulching and erosion control.

   a) The Developer shall submit to the City a site grading and drainage plan for the entire plat acceptable to the City showing the grades and drainage for each lot prior to installation of the improvements.

   b) The Developer shall furnish the City Engineer satisfactory proof of payment for the site grading work and shall submit a certificate of survey (as- constructed survey) of the development to the City after site grading, with street and lot grades

   c) All improvements to the lots and the final grading shall comply with the approved grading plan.

2. Street Improvements. Street improvements include subgrade preparation, gravel base, bituminous surfacing, and concrete curb and gutters.

a) The Developer shall construct Langton Lake Drive connecting the property to Cleveland Avenue and running along the northernmost and easternmost boundaries of the property, ending in a 100 foot diameter cul-de-sac south and east of the southeastern corner thereof. The roadway shall be 1200 feet more or less of 26 foot wide (face to face) bituminous street with type B618 curb and gutter. Parking shall be restricted on the entire street. The typical section of pavement for the street shall be: 1.5 inches LVWE35030B/ 2.5 inches LVNW35030B/ 8 inches of Class 5-100% crushed limestone.

b) Unusable material within the roadway shall be removed by the Developer.

c) All subgrade excavation and filling shall be completed by the Developer in accordance with City details, City specifications, MNDOT's specifications, and the approved site grading and drainage plans.

d) The City reserves the right to test as necessary, at the Developer's expense, all grading work. A test roll of the street subgrade shall be passed prior to acceptance of the subgrade by the City.

e) Retaining Wall and Fence. Developer shall construct a retaining wall and fence along the easternmost edge of the roadway adjacent to the easternmost boundary of the property, in accordance with specifications and the approved public improvement construction plans.

~~e)~~f) Driveway. Developer shall construct a driveway connection from the new cul- de-sac to the existing parking lot in Langton Lake Park to the south of the property in accordance with specifications and the approved public improvement construction plans

3. Pathway. The Developer shall construct a pathway connecting Cleveland Avenue to the south boundary of the plat. The pathway shall also connect to Brenner along the Mount Ridge right of way. The pathway shall be constructed in accordance with specifications and the City approved public improvement construction plans.

4. Watermain construction: The Developer shall construct all watermain necessary to serve the plat, including hydrants and individual lot services.

   a) All watermain shall be constructed in accordance with City details, specifications, and public improvement construction plans.

5. Sanitary sewer construction: The Developer shall construct all sanitary sewer pipes necessary to serve the plat, including individual lot services.

   a) All sanitary sewers shall be constructed in accordance with City details, specifications, and public improvement construction plans.

6. Storm sewer construction: The Developer shall construct all storm sewer improvements necessary to serve the plat, including the construction of outlet control structures and flared end sections.

   a) Storm sewer facilities, including ponds and infiltration basins, shall be constructed in accordance with City details, specifications, and public improvement construction plans.

b) Infiltration basins shall be protected from silt during construction. If these areas do not function as designed, the Developer shall reconstruct them as directed by the City Engineer.

7. Restoration of existing streets: Curb cuts and street cuts shall be reconstructed to match existing street typical section.

a) All unused curb openings along the Cleveland Avenue curb line shall be removed and replaced with non- surmountable curb to match existing. Curbs proposed to be replaced shall have a minimum of 3 feet of bituminous saw cut out to allow for proper compaction.

b) Utility trenches shall be restored by the Developer per City standard plate.

8. Streetlights. The Developer shall contract with Xcel Energy to construct public streetlights within the plat. The streetlights shall be spaced consistent with City policy. All costs to construct the streetlights shall be the responsibility of the Developer. The Design and Agreement to install the streetlights shall be reviewed and approved by the City Engineer prior to construction.

9. Erosion control. Prior to site grading and before any utility construction is commenced or building permits are issued, the erosion control plan shall be implemented, inspected and approved by the City. The Developer shall meet all requirements of the City's Erosion Control Ordinance including but not limited to the following.

a) No construction activity shall be allowed and no building permits shall be issued unless the plat is in full compliance with the erosion control requirements.

b) Measures shall be installed in compliance with MPCA NPDES permit requirements.

c) The City shall inspect the site periodically and determine whether it is necessary to take additional measures to address erosion.

d) To remove dirt and debris from streets that has resulted from construction work by the Developer, its agents or assigns, the Developer shall sweep Cleveland and Langton Lake Drive on a weekly basis or more frequently as directed by the City Engineer until the site is stabilized. Developer must sweep roadways with a water-discharge broom apparatus. Kick-off brooms shall not be utilized for street sweeping.

e) If the plat development does not comply with the erosion control plan or supplementary instructions received from the City, after the Developer has received 48-hour verbal notice, the City may take such action as it deems appropriate to control erosion.

D. **Development Plans.** The plat shall be developed in accordance with the following plans. The plans shall not be attached to this Agreement. With the exception of the plat, the plans may be prepared, subject to City approval, after entering the Agreement, but before commencement of Public Improvement work in this plat. If the plans vary from the written terms of this Agreement, the written terms shall control. The plans are:

a) Plat

b) Utility Plan

c) Grading, Drainage and Erosion Control Plan

d) Grading Notes and Details

e) Street, Sanitary sewer and Watermain Details

f) Tree Preservation Plan

g) Sanitary sewer, watermain, storm sewer and street plan.

h) Pathway, Retaining Wall and Fence plan.

E. **Notice to Proceed.** The improvements shall be installed in accordance with City details, standards, and ordinances. The plans and specifications shall be prepared by a competent registered professional engineer, furnished to the City for review, and approved by the City Engineer.

1. The Developer shall obtain all necessary permits from the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health (MDOH), and other agencies before proceeding with construction. Copies of these permits must be provided to the City Engineer.

2. The Developer or his engineer shall schedule a preconstruction meeting at a mutually agreeable time at City Hall with all the parties concerned, including City staff, to review the program for the construction work.

3. The Developer represents to the City that the plat complies with all City, County, Metropolitan, State and Federal laws and regulations including, but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the City determines that the plat does not comply, the City may, at its option, refuse to allow construction or development work in the plat until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.

F. **Time of Performance.** The Developer shall install all required improvements enumerated in Paragraph C which will serve the plat by October 15, 2011**.** The Developer may, however, forward a request for an extension of time to the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date.

G. **Inspection.** The Developer shall provide the services of a Residential Project Representative and assistants at the site to provide continuous observation of the Contractor's work.

1. The Developer shall provide the City Engineer a minimum of one business day notice prior to the commencement of the underground pipe laying and service connection; and prior to subgrade, gravel base and bituminous surface construction.

2. Developer's failure to comply with the terms of this section shall permit the City Engineer to issue a stop work order which may result in a rejection of the work and which shall obligate the Developer to take all reasonable steps, as directed by the City Engineer to ensure that the improvements are constructed and inspected pursuant to the terms of this Agreement; and shall further result in the assessment of a penalty, in an amount equal to 1% per occurrence, of the amount of the security required for Developer improvements.

H. **Engineering Coordination**. A City Engineering Coordinator shall be assigned to this project to provide further protection for the City against defects and deficiencies in the work of the Contractor through the observations of the work in progress and field checks of materials and equipment. However, the furnishing of such engineering coordination will not make the City responsible for construction means, methods, techniques, sequences or procedures or for the safety precautions or programs, or for the Contractors failure to perform his work in accordance with the contract documents. The Developer is obligated to pay the City for City inspection services an amount equal to 2% of the cost of the Developer improvements or approximately $8,100.00. This amount shall be paid at or prior to the execution of this Agreement.

I. **Security.** To guarantee compliance with the terms of this Agreement, payment of the costs of all public improvements and construction of all public improvements, the Developer shall furnish an irrevocable letter of credit for $506,250 in a form to be approved by the City. The amount of the letter of credit is 125% of the cost for this project.

1. **Reduction of Security.** Periodically upon the Developers written request, the City Engineer may reduce the amount of the Letter of Credit for completed Public Improvements provided the following conditions are met:

   a) The Developer's engineer certifies that the Public improvements have been constructed to City Standards.

   b) The Developer's Contractor provides documentation that they and their subcontractors have been paid in full for the work completed.

   c) The City Engineer determines that such Public Improvements have been fully completed in accordance with the plans, specifications and provisions of this Agreement.

The amount of reduction shall be equal to that portion of the Letter of Credit which covers such completed Public Improvement(s); provided however, in no case shall the remaining amount of the Letter of Credit be less than the greater of: (i) 25% of the original amount of the Letter of Credit, or (ii) 125% of the estimated cost of the Public Improvements which have not been completed as determined by the City Engineer.

2. **Release of Security**. This Agreement shall run with the land and may be recorded against the title to the property. After the work described in this Agreement has been completed, the Developer may request that the City accept the Public Improvements. This is accomplished through a City Council resolution provided the following conditions are met:

   a) **As-built Survey**. The Developer shall provide an as-built survey upon completion of the public improvements described in Paragraph C in reproducible and digital (AutoCAD) format. The locations and elevations of sewer and water services shall be accurately shown on these record plans.

   b) **Certification.** The Developer's engineer submits a letter certifying that the improvements have been constructed to City Standards and requests that the City accept the improvements.

   c) **Payment.** The Developer's Contractor provides documentation that they and their subcontractors have been paid in full for the work completed.

d) The City Engineer and the City Council have determined that all Public Improvements have been completed in accordance with the plans and specifications and terms of this Agreement.

The date of City acceptance of the Public Improvements shall be the date of the City Council resolution accepting the Public Improvements

The term of the Letter of Credit provided by the Developer must be at least one year. Notwithstanding anything to the contrary contained herein, in the event that: i) some or all of the Public Improvements have not been completed and accepted by the City, ii) the City has been notified that the Letter of Credit is not being extended for another term of at least one year, and iii) no replacement Letter of Credit satisfactory to the City has been delivered to the City, the City shall have the right to draw on the full amount of the Letter of Credit at any time prior to the expiration of the Letter of Credit. In the event of such draw on the Letter of Credit, the City shall have the right to use the amount drawn to complete any unfinished Public Improvements, perform any unperformed obligations of the Developer, pay the costs to draw on the Letter of Credit and/or pay any costs to enforce this Agreement.

J. **Ownership of Improvements and Risk of Loss**. Upon completion and City acceptance of the Public Improvements, all Public Improvements lying within public rights-of-way and easements shall become City property without further notice or action. The Developer shall be responsible for the risk of loss of all Public Improvements constructed by the Development until ownership thereof passes to the City. Any damage or destruction, in whole or in part, to any Public Improvement constructed by the Developer shall be repaired and/or replaced by the Developer until ownership of such Public Improvement passes to the City.

K. **Warranty.** The Developer shall install and construct the Public Improvements in accordance with the terms and conditions of this Agreement. The Developer warrants the Public Improvements and all work required to be performed by the Developer hereunder against poor material and faulty workmanship for a period of two (2) years after its completion and acceptance by the City. The Developer shall repair or replace as directed by the City and at the Developer's sole cost and expense: (i) any and all faulty work, (ii) any and all poor quality and/or defective materials, and (iii) any and all trees, grass and/or sod which are dead, are not of good quality and/or are diseased, as determined in the sole but reasonable opinion of the City or its Engineer, provided the City or its Engineer gives notice of such defect to Developer with respect to items (i) and (ii) on or before 60 days following the expiration of the two year warranty period, and with respect to item (iii) on or before 60 days following the expiration of the one year warranty period. The Developer shall post maintenance bonds or other security acceptable to the City to secure the warranties described herein.

L. **Utility Company Improvements.** The utility improvements include underground gas, electric, and telephone service as installed by the appropriate utility company at the direction of the Developer. The Developer shall arrange for the installation of underground gas, electric, telephone and cable television before the final lift is started.

M. **Park Dedication Fee.** Phase I of construction consists of 48 units. The park dedication fee for the Phase I of this plat shall be $96,000 and shall be paid to the City of Roseville upon or prior to the execution of this Agreement.

N. **License**. The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the property contained in the plat to perform all work and inspections deemed

appropriate by the City during the installation of public improvements by the City. The license shall expire after the plat has been completely developed.

O. **Building Permits.** In order to provide emergency vehicle access, a passable Class 5 road base must be extended to within 150 feet of any address seeking a building permit. Breach of the terms of this Agreement by the Developer shall be grounds for denial of building permits, including lots sold to third parties.

P. **Land Occupancy.** No certificate of occupancy shall be issued until:

1. Curb and gutter and bituminous surfacing (at least the first lift) are installed and approved by the City Engineer.
2. The installation of a hard surface driveway and parking lot.
3. The installation of the appropriate ground cover.

Q. **Construction Management.** The Developer and its contractors and subcontractors shall minimize impacts from construction on the surrounding neighborhood by:

1. Definition of Construction Area. The limits of the Project Area shall be defined with heavy-duty erosion control fencing approved by the City Engineer. Any grading, construction or other work outside this area requires approval by the City Engineer and the affected property owner.
2. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and employees must be provided or provisions must be made to have employees park off-site and be shuttled to the Project Area. No parking of construction vehicles or employee vehicles shall occur along Cleveland Avenue, County Road D, Brenner Street, Mount Ridge Road, Evelyn Street or Wilder Street. No fill, excavating material or construction materials shall be stored in the public right-of-way.
3. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7 a.m. and 9 p.m. on weekdays and 9 a.m. and 9 p.m. on weekends.
4. Site Maintenance. The Developer shall ensure the contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse or other materials from leaving the site. Construction debris and other refuse generated from the project shall be removed from the site in a timely fashion and/or upon the request by the City Engineer. After the Developer has received twenty-four (24) hour verbal notice, the City will complete or contract to complete the site maintenance work at the Developer's expense.
5. Cold Weather Construction. The City requires that no public concrete or bituminous infrastructure be constructed on frozen ground. Upon evidence of frozen ground in the project aggregate base/subgrade, all concrete and bituminous work shall cease for the construction year. No bituminous base paving or concrete pouring will be allowed after November 1st of the calendar year. Work may be performed after November 1st only with the approval of the City Engineer, and if permitted such work shall comply with City specifications.
6. Bituminous and Concrete Material Acceptance. The City shall not accept concrete curb and gutter that has structural or cosmetic defects. The City shall identify all defective

curb for removal. The City shall not accept bituminous base course with less than 91.5% density or that has an open graded appearance as determined by the City Engineer. This is considered to be rejected and shall be required to be removed at the Developer's expense. At no time shall the bituminous wear course be installed after September 1st of any calendar year or prior to weight restrictions being lifted in the spring.

7. Televising. All storm sewer and sanitary sewer shall be televised, at the Developer's expense, prior to the installation of the aggregate base, concrete curb and gutter, and bituminous. The City shall review and approve the televising tapes prior to commencement of the roadway construction. All televising media shall be submitted on DVD.

8. Project Identification Signage. Project identification signs shall comply with City Code Regulations.

R. **Certificate of Insurance.** The Developer shall provide, prior to the commencement of any site work, evidence that it has insurance in the form of a Certificate of Insurance issued by a company authorized to do business in the State of Minnesota, which includes workman's compensation and general liability. Limits for bodily injury and death shall not be less than $500,000 for one person and $1,000,000 per occurrence. Limits for property damages shall be not less than $200,000 for each occurrence. The City shall be included as an additional insured on general liability and property damage policies.

S. **All Costs Responsibility of Developer**. The Developer agrees to pay for all costs incurred of whatever kind of nature in order to construct the improvements required by the City's regulations. The City shall not be obligated to pay the Developer or any of its agents or contractors for any costs incurred in connection with the construction of the improvements, or the development of the property. The Developer agrees to defend, indemnify, and hold the City harmless from any and all claims of whatever kind or nature which may arise as a result of the construction of the improvements, the development of the property or the acts of the Developer, its agents or contractors in relationship thereto.

1. The Developer shall defend, indemnify, and hold the City and its officers and employees harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from plat approval and development. The Developer shall defend, indemnify, and hold the City and its officers and employees harmless for all costs, damages or expenses which the City may pay or incur in consequence of such claims, including attorney's fees.

2. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all charges referred to in this Agreement. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

3. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within thirty (30) days after receipt. If the bills are not paid on time, the City may halt plat development work and construction including, but not limited to, the issuance of building permits for lots which the Developer may or may not have sold, until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of nine percent (9%) per year.

4. In addition to the charges referred to herein, other charges may be imposed such as, but not limited to, sewer availability charges ("SAC"), City water connection charges, City sewer connection charges, City storm water connection charges and building permit fees. The Developer shall pay all such other charges and fees

T. **Default.** In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given notice of the work in default, not less than 48 hours in advance. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part.

U. **Remedies.** Upon the occurrence of a breach of this Agreement by the Developer, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

1. City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the date of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or the exercise of this right, to perform any such act or cure any such default.
2. The Developer shall defend, indemnify, and hold the City harmless, including reasonable attorneys fees, from any liability or damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
3. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
4. Exercise any other remedies, which may be available to it, including an action for damages.
5. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
6. Draw upon and utilize the Developer's letter of credit to cover the costs of the City in order to correct the default, the costs to complete any unfinished Public Improvements, the costs to draw on the Letter of Credit and/ or the costs to enforce this Agreement.
7. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally taken.

V. **Assign.** The Developer may not assign this Contract without the written permission of the City Council

W. **Notices to the Developer.** Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by registered mail at the following address:

United Properties Residential LLC
3500 American Boulevard West, Suite 200
Bloomington, MN 55431

X. **Notices to the City.** shall be either hand delivered or mailed to the City by registered mail in care of the City Engineer at the following address**:**

City of Roseville
Attn: City Engineer
2660 Civic Center Drive
Roseville, Minnesota 55113

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

CITY OF ROSEVILLE

By: _____
Daniel J. Roe, Mayor

By: _____
William J. Malinen, City Manager

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 2011, by Daniel J. Roe, Mayor, and William J. Malinen, City Manager, of the City of Roseville, a Minnesota municipal corporation, on behalf of the corporation.

_____
Notary Public

UNITED PROPERTIES RESIDENTIAL LLC

By: _____

Name: _____

Its: _____

By: _____

Name: _____

Its: _____

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 2011, by _____ and _____, the _____ And _____, respectively, of United Properties Residential LLC, a Minnesota limited liability company, on behalf of the company.

_____
Notary Public

THIS INSTRUMENT DRAFTED BY:

Lindquist & Vennum, P.L.L.P. (MCT)
4200 IDS Center
80 S. Eighth Street
Minneapolis, MN 55402-2205
(612) 371-3207

EXHIBIT A
Legal Description

Parcel 1:

The West 250.15 feet of the North 3 acres of the Southwest Quarter of the Northwest Quarter of Section 4, Township 29, Range 23, Ramsey County, Minnesota.

Parcel 2:

The West 250.15 feet of the South 5 acres of the North 8 acres of the Southwest Quarter of the Northwest Quarter of Section 4, Township 29, Range 23, Ramsey County, Minnesota.

PUBLIC IMPROVEMENT EASEMENT AND MAINTENANCE AGREEMENT

THIS PUBLIC IMPROVEMENT EASEMENT AND MAINTENANCE AGREEMENT ("**Agreement**") dated February __, 2011, is entered into between the City of Roseville, a Minnesota municipal corporation, of 2660 Civic Center Drive, Roseville, Minnesota 55113 ("the **City**"), and United Properties Residential LLC, a Minnesota limited liability company, of 3500 American Boulevard West, Suite 200, Bloomington, MN 55431 (the "**Grantor**").

W I T N E S S E T H:

A. Grantor is the owner of that certain real estate located in Ramsey County, Minnesota, and legally described as set forth in Exhibit A attached hereto and hereby made a part hereof (the "**Property**").

B. Pursuant to that certain Public Improvement Contract by and between the parties hereto dated as of February __, 2011 (the "**Public Improvement Contract**"), Grantor is constructing and installing a number of public improvements on the Property, including a roadway and associated curbing (the "**Street Improvements**"); a public pathway (the "**Pathway Improvements**"); a sanitary sewer, watermain, hydrants, and storm sewer with outlet control structures and flared end sections, including all above- or below-ground pipes, intakes and/or outlets and other mechanical equipment associated therewith (collectively, the "**Utility Improvements**"); ponds (the "**Ponds**"); infiltration basins (the "**Infiltration Basins**"), and the retaining wall and fence (the "**Retaining Wall and Fence Improvements**"), the location of which improvements is shown on those certain plans attached hereto as Exhibit B attached hereto and made a part hereof (the "**Improvement Plans**"). All of the foregoing items are collectively referred to herein as the "**Public Improvements**").

C. Grantor and City wish to enter into this Agreement for the purpose of clarifying their respective obligations with respect to the maintenance of the Public Improvements, as well as to grant easements necessary to sufficient access to such Public Improvements for the purpose of performing such maintenance.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. City Maintenance and Repairs. The City hereby agrees, warrants and covenants that it shall, following completion and City acceptance of the work, maintain, repair and replace the Street Improvements, the Pathway Improvements, the Utility Improvements, the Infiltration Basins, and the Retaining Wall and Fence Improvements. In addition to the foregoing, the City agrees, warrants and covenants that it shall maintain, repair and replace any inlets and outlets to the Ponds, and that it shall also remove sediment from the Ponds on a periodic as-needed basis. Maintenance, repair and replacement shall be funded consistent with the City policy in place at

the time ~~of~~ the work is to be performed. All of the foregoing shall be collectively referred to herein as the "**City Maintenance**."

2. Grantor Maintenance and Repairs. Grantor hereby agrees, warrants and covenants that it will maintain all landscaping located on the Property adjacent to the Public Improvement, including without limitation all trees, shrubs, grasses or other plantings, as well as all stonework or other decorative landscaping features. The City acknowledges that such landscaping may include the installation of decorative fountains and similar type ornaments, within the Ponds. The landscaping may also include the installation of a liner within the Ponds. All of the foregoing shall be collectively referred to herein as the "**Private Landscaping**". The Ponds shall be maintained at all times by Grantor in a safe, clean and attractive condition, said maintenance to include, but not to be limited to, the cutting and grooming of all grass areas, the use of appropriate weed control procedures, removal of litter, keeping the pond water free and clear from excessive accumulation of algae, and maintenance of the water in a condition safe for habitation by natural wildlife.

3. Grant of Easements. Grantor hereby grants and declares, for the benefit of the City and its contractors and agents, a perpetual, non-exclusive easement for access purposes on, over, under and across those portions of the Property upon which the Public Improvements are located, as well as a perpetual non-exclusive easement for access purposes on, over, under and across those portions of the Property which are either improved with roadways or maintenance paths, or which lie directly adjacent to such Public Improvements, for use by either personnel or equipment as needed to perform the City Maintenance.

4. Replacement of Private Landscaping. Grantor agrees that it shall repair and restore any Private Landscaping which may be damaged or disturbed during the City's performance of the City Maintenance consistent with the condition of such damaged or disturbed improvements prior to the performance of the City Maintenance. The City shall not be responsible for such work.

5. Insurance. From and after the date hereof, Grantor shall at its own expense, procure or cause to be procured and maintained at all times general public liability insurance in commercially reasonable amounts against claims for bodily injury, death, or property damage occurring on or from the use or operation of those Public Improvements located within the boundaries of the Property.

6. Catastrophe. Neither party shall be liable for failure to perform its respective obligations under this Agreement when such failure is caused by fire, explosion, flood, act of God or inevitable accident, civil disorder or disturbance, strikes, vandalism, war riot, sabotage, weather and energy related closings, governmental rules or regulations, "or like causes beyond the reasonable control of such party.

~~7. Remedies, Cumulative Rights. In the event that the City fails to perform the City Maintenance as required by paragraph 1 above, or the Grantor fails to perform its maintenance obligations as required by paragraph 2 above (in either event, referred to herein as a "**Default**"); and if such Default continues for a period of sixty (60) days after written notice to the party which has caused the Default (the "**Defaulting Party**") by the other party ("**Nondefaulting**~~

~~**Party**"), then the Nondefaulting Party shall be entitled to take any and all action, in its reasonable discretion, to correct such Default and the Defaulting Party agrees to indemnify, save and hold harmless the Nondefaulting Party from and against any and all costs, expenses, claims, or damages incurred by the Nondefaulting Party in so acting. Notwithstanding anything contained herein to the contrary, nothing in this agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statues Chapter 466 or any waiver of any available immunities or defenses provided to the City by statute or at law. No right or remedy herein conferred upon or reserved to any party hereto is intended to be exclusive of any other right or remedy herein or by law provided, but each shall be cumulative and in addition to every other right or remedy given herein or hereafter existing at law or in equity or by statute.~~

8. Term; Parties in Interest. This Agreement shall be effective and in full force and effect for thirty (30) years from the date hereof, unless sooner terminated pursuant to the next succeeding paragraph, at the end of said thirty (30) year period this Agreement shall automatically be extended for successive ten (10) year periods until or unless the record fee owner of the Property and the City agree in writing and file of record a statement that this Agreement shall not automatically renew at the next expiration date thereof, but rather shall terminate and be of no further force and effect. The terms, conditions~~ and~~, covenants, and easements contained herein shall run with the land and shall be binding upon and inure to the benefit of the parties hereto and their successors and assigns~~owners of the Property and shall be binding upon the successors in interest thereof, as well as the City and its successors~~.

9. Amendment, Modification or Waiver. No amendment, modification, waiver or termination of any condition, provision or term of this Agreement shall be valid or of any effect unless made in writing, signed by the record fee owner of the Property and the City and specifying with particularity the extent and nature of such amendment, modification, termination or waiver. Any waiver by any party of any default of another party hereunder shall not affect or impair any right arising from any subsequent default. Nothing herein shall limit the remedies and rights of the parties hereto under and pursuant to this Agreement.

10. Headings. The headings of this sections of this Agreement are for convenience of reference only and do not form a part hereof and in no way interpret or construe such paragraphs.

11. Integration. This Agreement is the entire agreement between the parties with respect to its subject matter and supersedes all prior agreements and understandings between the parties hereto with respect to such subject matter.

12. Severability. If any provision of this Agreement is held to be unenforceable or void, such provision shall be deemed to be severable and shall in no way affect the validity of the remaining terms of this Agreement.

IN WITNESS WHEREOF, the foregoing Agreement has been executed on the day and year first above written.

CITY OF ROSEVILLE

By: _____
Daniel J. Roe, Mayor

By: _____
William J. Malinen, City Manager

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 2011, by Daniel J. Roe, Mayor, and William J. Malinen, City Manager, of the City of Roseville, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

_____
Notary Public

UNITED PROPERTIES RESIDENTIAL LLC

By: _____

Name: _____

Its: _____

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 2011, by _____, the _____, of United Properties Residential LLC, a Minnesota limited liability company, on behalf of the company.

_____
Notary Public

THIS INSTRUMENT DRAFTED BY:

Lindquist & Vennum, P.L.L.P. (MCT)
4200 IDS Center
80 S. Eighth Street
Minneapolis, MN 55402-2205
(612) 371-3207

EXHIBIT A

Legal Description

Parcel 1:

The West 250.15 feet of the North 3 acres of the Southwest Quarter of the Northwest Quarter of Section 4, Township 29, Range 23, Ramsey County, Minnesota.

Parcel 2:

The West 250.15 feet of the South 5 acres of the North 8 acres of the Southwest Quarter of the Northwest Quarter of Section 4, Township 29, Range 23, Ramsey County, Minnesota.

EXHIBIT B

Improvement Plans

REQUEST FOR COUNCIL ACTION

Date: 02/28/2011
Item No.: 7.h

Department Approval

City Manager Approval

Item Description: **Approval of annual contract renewals between the Roseville HRA (RHRA) with the City of Roseville for fiscal support, support staff, and Executive Director services for 2011 (HF0104)**

BACKGROUND

The RHRA annually approves the contract between the HRA and City of Roseville for the use of City fiscal services and administrative support staff. At their February 15, 2011 meeting, the RHRA approved the contracts for fiscal services and administrative support staff.

The contract for the use of Roseville's Finance Department to act as the HRA Fiscal Agent is 5% of the total HRA administrative budget. For 2011, the HRA administrative budget is $108,885.00 which includes the staff fees, memberships and subscriptions and training. The fiscal fee based upon the contract would be $5,444.00 for 2011, which will be a prorated quarterly transfer from the HRA Fund to the City's General Fund. The contract dates and amounts have been revised; however, all other items remain the same as 2010.

The costs for administrative support services include charges related to assistance with the planning and operation of the Living Smarter Home and Garden Fair. The Community Development Department employs a part time assistant position of which 416 hours annually is dedicated to HRA duties. The annual contract amount for this service is estimated to be a maximum of $12,800 and will be a prorated quarterly transfer from the HRA Fund to the City Community Development Fund.

In addition, the Roseville Community Development Director serves as the RHRA Executive Director. The RHRA Executive Director provides day-to-day management of the HRA actions, programs, budget and activities with guidance from the RHRA Board. It has been determined that 15% percent of the Community Development Director's time is spent on RHRA matters. Accordingly, the 2011 RHRA budget has allocated $20,480.00 to pay for the RHRA Executive Director's services to the City Community Development Fund. This amount will be transferred from the HRA Fund to the City Community Development Fund on a prorated quarterly basis.

FINANCIAL IMPACTS

The RHRA will pay the City $38,724 for fiscal services, administrative staff support and the services of the Community Development Director.

STAFF RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into contracts with the Roseville HRA for the City to provide fiscal services, administrative staff support and the services of the Community Development Director and charge the Roseville HRA $38,724.00 for those services.

REQUESTED COUNCIL ACTION

MOTION to authorize the City Manager to enter into contracts with the Roseville HRA for the City to provide fiscal services, administrative staff support and the services of the Community Development Director and charge the Roseville HRA $38,724.00 for those services.

Prepared by: Patrick Trudgeon (651) 792-7071

Attachments:
A: Service Agreement – Fiscal Services
B: Service Agreement – Administrative Services
C: Service Agreement – Executive Director

HOUSING & REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF ROSEVILLE
SERVICES AGREEMENT

THIS IS AN AGREEMENT entered into the15th day of February, 2011 by and between the Housing & Redevelopment Authority in and for the City of Roseville, Minnesota, hereinafter referred to as the HRA, and the City of Roseville-Finance Department, a governmental municipality organized and existing under the laws of the State of Minnesota, hereinafter referred to as the City.

WITNESSETH:

WHEREAS, the HRA desires to hire the City to render certain fiscal assistance in connection with such undertakings of the HRA.

NOW THEREFORE, the parties hereto do mutually agree as follows:

I. Scope of Services. The City shall perform necessary and requested services for the implementation of financial actions and activity of the HRA as outlined in Attachment A of this agreement and summarized as follows:

A. Process bi-weekly payroll and payment of invoices.
B. Provide monthly reporting including summaries of past and current revenues and expenditures.
C. Provide assistance and guidance in the preparation of the HRA's annual budget.
D. Coordinate the selection of a CPA firm and the preparation of all audit work papers for the purposes of conducting an annual financial audit. (Audit costs shall be paid by the HRA).
E. Establish and maintain all banking and investment relationships and procedures.
F. Provide for the proportionate share of office space, office supplies, etc.
G. Maintain coverage for the HRA and its activities, on the City's insurance policies.

II. Term. This agreement shall be effective upon the approval of the HRA Board of Directors and the City Council and shall continue for one calendar year subject to written renewal by the parties for subsequent one year terms.

III. Compensation. The fees for the City services shall be paid as a transfer of funds at the beginning of the calendar year based upon 5% of the total administrative budget for the HRA within that calendar year. In 2010, the HRA Administrative Budget is in the amount of $108,885. Therefore the total amount due to the City of Roseville is $5,444.00.

IV. Indemnification. The parties shall indemnify and hold harmless each other and their officials, agents, and employees from any loss, claim, liability, and expense (including reasonable attorney's fees and expenses of litigation) arising out of any action of the respective

parties in the performance of the service of this contract.

V. Assignment. This agreement shall not be assigned, sublet, or transferred by the City or the HRA without the other party's consent and a minimum of 30 days notice in writing by the City.

VI. Conflict of Interest. The City Finance Department agrees to immediately inform, by written notice, to the HRA Executive Director of possible contractual conflicts of interest in representing the HRA for fiscal service. Conflicts of interest may be grounds for termination of this Agreement.

VII. Termination: This agreement may be terminated by a majority vote of either party and for any cause upon 30-day written notice.

VIII. Notices. All notices to be given hereunder shall be in writing and shall be deemed given the earlier of receipt or three (3) business days after deposit in the United States Mail, postage prepaid, addressed to:

A. Housing & Redevelopment Authority
in and for the City of Roseville
Attn: Executive Director
2660 Civic Center Drive
Roseville, MN 55113

B. City of Roseville, Finance Department
Attn: Chris Miller, Finance Director
2660 Civic Center Drive
Roseville, MN 55113

IX. Attachments. All attachments referenced in the agreement are attached to and incorporated into this agreement, and are part hereof as though they were fully set forth in the body of this agreement.

THIS AGREEMENT was adopted by the Housing & Redevelopment Authority Board of Directors in and for the City of Roseville, Minnesota, on the 15th day of February, 2011.

ATEST:

HOUSING & REDEVELOPMENT AUTHORITY in and for the CITY OF ROSEVILLE

_____

_____
Its Chair

_____
Its Executive Director

THIS AGREEMENT was accepted by _____ on the _____day of _____, 2011.

WITNESSES:

CITY OF ROSEVILLE

_____
Its Mayor

_____
Its Manager

HOUSING & REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF ROSEVILLE
SERVICES AGREEMENT

THIS IS AN AGREEMENT entered into the 15th day of February, 2011 by and between the Housing & Redevelopment Authority in and for the City of Roseville, Minnesota, hereinafter referred to as the HRA, and the City of Roseville, a governmental municipality organized and existing under the laws of the State of Minnesota, hereinafter referred to as the City.

WITNESSETH:

WHEREAS, the HRA desires to contract with the City for the services of administrative support staff to support for the planning and operation of the Living Smarter Home and Garden Fair.

NOW THEREFORE, the parties hereto do mutually agree as follows:

I. Scope of Services. The support staff assigned by the City to the HRA shall perform necessary and requested services relating to the actions and activities of the HRA as outlined below:

Assist the Housing Program Coordinator with the planning and operation of the Living Smarter Home and Garden Fair.

II. Term. This agreement shall be effective upon the approval of the HRA Board of Directors and the City Council and shall continue for one calendar year subject to written renewal by the parties for subsequent one year terms.

III. Compensation. The fees for the City services shall be paid as a transfer of funds from the HRA to the City of Roseville prorated on a quarterly basis. The total fee for 2011 is $12,800 for 416 hours annually for the Community Development Assistant time as approved by the HRA Board.

IV. Indemnification. The parties shall indemnify and hold harmless each other and their officials, agents, and employees from any loss, claim, liability, and expense (including reasonable attorney's fees and expenses of litigation) arising out of any action of the respective parties in the performance of the service of this contract.

V. Assignment. This agreement shall not be assigned, sublet, or transferred by the City or the HRA without written consent of the other party and a minimum of 30 days notice in writing by the City.

VI. Conflict of Interest. The City agrees to immediately inform, by written notice, to the HRA Chair, possible contractual conflicts of interest in representing the HRA for staff services.

Conflicts of interest may be grounds for termination of this Agreement.

VII. Termination: This agreement may be terminated by a majority vote of either party and for any cause upon 30-day written notice.

VIII. Notices. All notices to be given hereunder shall be in writing and shall be deemed given the earlier of receipt or three (3) business days after deposit in the United States Mail, postage prepaid, addressed to:

A. Housing & Redevelopment Authority
in and for the City of Roseville
Attn: HRA Chair
2660 Civic Center Drive
Roseville, MN 55113

B. City of Roseville
Attn: City Manager
2660 Civic Center Drive
Roseville, MN 55113

THIS AGREEMENT was adopted by the Housing & Redevelopment Authority Board of Directors in and for the City of Roseville, Minnesota, on the 15th day of February, 2011.

ATEST:

HOUSING & REDEVELOPMENT AUTHORITY in and for the CITY OF ROSEVILLE

_____

_____
Its Chair

_____
Its Executive Director

THIS AGREEMENT was accepted by _____ on the _____day of _____, 2011.

WITNESSES:

CITY OF ROSEVILLE

_____
Its Mayor

_____
Its City Manager

HOUSING & REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF ROSEVILLE
SERVICES AGREEMENT

THIS IS AN AGREEMENT entered into the 15th day of February, 2011 by and between the Housing & Redevelopment Authority in and for the City of Roseville, Minnesota, hereinafter referred to as the HRA, and the City of Roseville, a governmental municipality organized and existing under the laws of the State of Minnesota, hereinafter referred to as the City.

WITNESSETH:

WHEREAS, the HRA desires to contract with the City for the services of the Roseville Community Development Director as the Roseville HRA Executive Director to support the undertakings and work plan of the HRA.

NOW THEREFORE, the parties hereto do mutually agree as follows:

I. Scope of Services. The Executive Director shall perform the necessary and requested services relating to the actions and activities of the HRA as outlined below:

A. Provide day-to-day management of the HRA actions and activities;
B. Oversee the planning, direction and implementation of HRA policies and plans;
C. Manage housing programs and existing obligations including the HRA budget;
D. Monitor and manage HRA contract obligations including programs and services of the Housing Resource Center and the Senior Housing Regeneration Program;
E. Prepare agenda, minutes, reports, resolutions and other support information in preparation of meetings of the HRA and attend all HRA monthly and special Board meetings;
F. Prepare and monitor information affecting the HRA on the City web page;
G. Conduct research related to housing issues at the request of the HRA;
H. Conduct public relations activities for the housing programs and activities of the HRA;
I. Present the HRA with an annual work plan outlining the coming years goals and desired outcomes;
J. Prepare quarterly report of executive director time spent on HRA business;
K. Manage and facilitate the annual Roseville Home and Garden Fair, and
L. Other actions requested by the HRA Board.

II. Term. This agreement shall be effective upon the approval of the HRA Board of Directors and the City Council and shall continue for one calendar year subject to written renewal by the parties for subsequent one year terms.

II. Compensation. The fees for the City services shall be paid as a transfer of funds

from the HRA to the City of Roseville prorated on a quarterly basis. The amount to be transferred each month is equal to 15% of the Community Development Director's salary and benefits. The maximum total fee for 2011 is $20,480.00

IV. Indemnification. The parties shall indemnify and hold harmless each other and their officials, agents, and employees from any loss, claim, liability, and expense (including reasonable attorney's fees and expenses of litigation) arising out of any action of the respective parties in the performance of the service of this contract.

V. Assignment. This agreement shall not be assigned, sublet, or transferred by the City or the HRA without written consent of the other party and a minimum of 30 days notice in writing by the City.

VI. Conflict of Interest. The City agrees to immediately inform, by written notice, to the HRA Chair, possible contractual conflicts of interest in representing the HRA for staff services. Conflicts of interest may be grounds for termination of this Agreement.

VII. Termination: This agreement may be terminated by a majority vote of either party and for any cause upon 30-day written notice.

VIII. Notices. All notices to be given hereunder shall be in writing and shall be deemed given the earlier of receipt or three (3) business days after deposit in the United States Mail, postage prepaid, addressed to:

A. Housing & Redevelopment Authority
in and for the City of Roseville
Attn: HRA Chair
2660 Civic Center Drive
Roseville, MN 55113

B. City of Roseville
Attn: City Manager
2660 Civic Center Drive
Roseville, MN 55113

THIS AGREEMENT was adopted by the Housing & Redevelopment Authority Board of Directors in and for the City of Roseville, Minnesota, on the 15th day of February, 2011.

ATEST:

HOUSING & REDEVELOPMENT AUTHORITY in and for the CITY OF ROSEVILLE

_____

_____
Its Chair

_____
Its Executive Director

THIS AGREEMENT was accepted by _____ on the _____day of _____, 2011.

WITNESSES:

CITY OF ROSEVILLE

_____
Its Mayor

_____
Its City Manager

REQUEST FOR COUNCIL ACTION

Date: February 28, 2011
Item No.: 7.i

Department Approval

City Manager Approval

Item Description: Resolution Concerning the Commencement of Formal Renewal Proceedings under Federal Cable Communications Policy Act of 1984

BACKGROUND

The North Suburban Communications Commission (NSCC) requests that the City of Roseville, along with all of the cities in the cable commission coalition, pass a resolution delegating to the NSCC the responsibility for conducting the cable television franchise renewal proceedings with Comcast. The franchise agreement expires October 1, 2013.

POLICY OBJECTIVE

To ensure that the City's best interests are preserved in negotiating a cable franchise renewal agreement.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Adopt attached resolution concerning the commencement of formal renewal proceedings under Federal Cable Communications Policy Act of 1984.

REQUESTED COUNCIL ACTION

Adopt attached resolution concerning the commencement of formal renewal proceedings under Federal Cable Communications Policy Act of 1984.

Prepared by: **William J. Malinen, City Manager**

Attachments:
- A: January 14, 2011 NSCC request
- B: Frequently Asked Questions
- C: Draft Resolution

Attachment A

North Suburban Communications Commission

CTV North Suburbs

January 14, 2011

Bill Malinen, City Administrator
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Bill:

Last October, your city received a letter from Kathi Donnelly-Cohen, Director of Government Affairs for Comcast's Twin Cities cable systems, notifying you of the cable company's intention to renew the current cable television franchise. Your city's franchise expires on October 1, 2013, but federal law requires this notification to be sent to the local franchising authority 30 to 36 months prior to expiration of the franchise.

To begin the franchise renewal process, which is technically a form of administrative litigation, the North Suburban Communications Commission (NSCC) requests that your city adopt the attached resolution delegating to the NSCC the responsibility for conducting the renewal proceedings. Although the NSCC Joint Powers Agreement already empowers the Commission to act on each city's behalf in the franchise renewal process, the commission believes that adopting the resolution will forestall any arguments by the cable company to the contrary.

Because, in order to start the franchise renewal process, the Commission and its staff must soon begin the required evaluation of Comcast's compliance with the current franchise and the required needs assessment, the commission asks that your city council act expeditiously to pass the resolution. The commission would like to have all of the cities adopt the resolution by the end of February if possible.

Because the commission understands that you and your city council members will probably have questions about the franchise renewal process, our staff has prepared the attached Fact Sheet that addresses some of the questions that are more frequently asked. In addition, our Executive Director, Coralie Wilson, is available to attend a city council meeting or work session to review the process and respond to your council members' questions and/or

JAN 21 2011

North Suburban Communications Commission • North Suburbs Access Corporation
2670 Arthur Street • Roseville,MN 55113 • Phone: (NSCC) 651-792-7500 (CTV15) 651-792-7515 (fax) 651-792-7501 • www.ctv15.org

concerns. If possible, a member of the commission can attend along with Ms. Wilson. To make arrangements, or if you have any questions, feel free to call Ms. Wilson at 651-792-7500 or e-mail her at cwilson@ctv15.org.

Thank you for your prompt attention to the Commission's request.

Sincerely,

Dan Roe, Chair
North Suburban Communications Commission

Mayor, City of Roseville, MN

NORTH SUBURBAN COMMUNICATIONS COMMISSION
CABLE FRANCHISE RENEWAL FACT SHEET

What does the cable franchise renewal process involve?

The formal franchise renewal process is one of administrative litigation. The process itself is spelled out in federal law in Section 626 of the Cable Communications Policy Act of 1984 (the "Cable Act"), and it is designed to protect the rights of the incumbent cable provider while also ensuring that a community's present and future cable-related needs and interests are satisfied, taking cost into consideration. Formal franchise renewal begins with the cable provider notifying the franchising authority of its desire to renew its cable franchise agreement. The franchising authority then begins by evaluating the cable provider's performance under the existing franchise, including the engineering of the cable system, and by ascertaining the cable and communications needs of the community. This typically involves hiring experienced engineering, legal, financial and ascertainment consultants and can take 6 to 12 months (or more) to complete. The franchising authority then may request that the cable provider submit a proposal showing how it will meet the needs identified in the ascertainment. The formal process also requires public input on the cable provider's past performance and on the needs ascertainment

While federal law also permits the use of informal franchise renewal negotiations with the cable provider at any time (including simultaneously with the formal process), a franchising authority must be prepared to follow the requirements of the formal process because either side may choose to return to that process at any time during the renewal proceedings. Typically, the renewal proceedings alternate between the formal and informal processes several times.

Can we negotiate with more than one cable provider?

The federal franchise renewal process is intended for the franchise of the incumbent cable provider. None of the franchises of the NSCC member cities are exclusive, however, so member cities may negotiate a new franchise with another cable provider at any time. That having been said, cable system overbuilds are not common because the new provider must invest a significant amount of money in the construction of a network with no customer income until the new system is built. In the meantime, the incumbent controls 60-65% of the market, and satellite providers have most of the rest. Overbuilding is a very difficult and expensive proposition requiring very deep pockets and long-term commitment. In recent years, the only providers that have tried overbuilding are traditional telephone companies Verizon and AT&T, neither of which have landline telephone companies in Minnesota. Furthermore, both have halted all new construction in order to concentrate on the systems they have already built. Meanwhile, Qwest has shown no credible interest in constructing an advanced wireline network that can compete with Comcast's cable system in the NSCC's member cities.

Can we simply extend the existing cable franchise?

This is a possibility, although the incumbent provider is not likely to want to do so. A typical goal of providers in franchise renewal is to eliminate and/or trim back obligations in the current franchise agreements, including the Institutional Network, the number of public, educational and government (PEG) access channels, and the financial support of those channels. Nevertheless, the commission will explore that option with the company.

Why should we have the NSCC and its staff handle our franchise renewal, rather than doing it ourselves?

First, cable franchising and renewal law is very complex, involving the interplay between federal, state and local laws and regulations with 30-40 years of legal and legislative history. It also is constantly changing and evolving. Second, Comcast is the largest cable company in the United States (if not the world) and has a full-time

staff that does nothing but cable franchise renewal negotiations. As a result, the company's renewal staff and attorneys are very knowledgeable about the law and how to use it to the company's advantage. Success on the local government's side depends on having equally knowledgeable staff and legal counsel, devoting adequate resources to the renewal process and maintaining a united front. Sharing the cost of the staff, as well as the consultant expertise for the technical compliance review and needs ascertainment, has always made sense, but, in these difficult economic times, it is even more important. Further, having a number of cities (and their cable subscribers) on the local government side of the table provides more leverage against the attempts by Comcast to eliminate or diminish its franchise obligations.

Why does Comcast need a cable franchise?

As a cable provider, Comcast is required by both federal and state law to secure a franchise from the local government – typically a city, but the franchising authority can also be a collection of cities or a county – in order to provide cable television service using public rights-of-way. This franchise allows the cable provider to build its cable network in the public rights-of-way without having to negotiate with every property owner. In return for a franchise to use the rights-of-way, which are scarce and valuable public property, the cable provider pays a franchise fee, capped by federal law at 5% of gross revenues, and usually has obligations to provide channel capacity and financial support for public, educational and government access channels and to provide an Institutional Network for local government use.

Why should we bother with franchise renewal when all television is moving to the Internet?

Although a lot of video, including many traditional television programs, is now available over the Internet, it will be many years before all television programming currently distributed via cable and satellite providers is available over the Internet. In fact, there is some concern that the Internet as currently structured does not have enough capacity to handle that volume of video programming. Further, to date, we are not seeing any of the traditional programming networks abandon cable and satellite distribution, and new programming networks – including the recently introduced Oprah Winfrey Network (OWN) – are still being developed and introduced for cable and satellite distribution. So, given the state of the industry, technology and the market, local franchising authorities and cable providers must work with the laws and regulations that are currently in place.

Can a renewal request be denied?

Yes, both legally and practically. Although most communities do eventually renew the incumbent cable operator's franchise, several communities have successfully denied renewal. The Cable Act permits a community to deny renewal if past performance has been inadequate; or if the incumbent operator is legally unqualified or is unwilling or unable to devote the necessary technical skills and financial resources to the community; or if the operator is unwilling to reasonably satisfy the future, cable-related needs and interests of the community considering the cost of meeting those needs and interests.

The operator says everything a local franchising authority asks for will be passed through to subscribers in rates. Is that true?

Not necessarily. In rate regulated franchise areas (such as the NSCC's member cities), an operator can pass through *increases* in its external costs to subscribers. Some franchise requirements, such as PEG and franchise fee requirements, are external costs, but not all are. In addition, because the operator is only entitled to pass through the *increase in those costs,* renewal franchise requirements do not necessarily result in rate increases, depending in part on what was required under the prior franchise, the length of the prior franchise, and the operator's recovery schedule.

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 28th day of February 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.

A Resolution Concerning the Commencement of Formal Renewal Proceedings Under the Federal Cable Communications Policy Act of 1984, as Amended

WHEREAS, the City of Roseville, Minnesota ("City") enacted an ordinance and entered into a cable television franchise agreement (collectively, the "Franchise") with MediaOne North Central Communications Corp. ("MediaOne"), which became effective November 23, 1998, to provide cable television service within the territorial limits of the City; and

WHEREAS, as a result of several transfers of the Franchise, Comcast of Minnesota, Inc. ("Comcast") currently holds the Franchise; and

WHEREAS, the North Suburban Cable Commission (the "Commission") was organized by the City and the other member cities pursuant to Minn. Stat. §471.59, as amended, for the purposes of monitoring Comcast's performance, operations and activities, and coordinating, administering and enforcing the City's Franchise and the franchises granted by the Commission's other member cities; and

WHEREAS, Section 626(a)(1) of the Cable Communications Policy Act of 1984, as amended (the "Cable Act"), 47 U.S.C. §546(a)(1), provides that if a written renewal request is submitted by a cable operator during the 6-month period which begins with the thirty-sixth month before franchise expiration and ends with the thirtieth prior to franchise expiration, a franchising authority shall, within six months of the request, commence formal renewal proceedings to identify the future cable-related community needs and interests, and to review the performance of the cable operator under its franchise during the then current franchise term; and

WHEREAS, the Franchise is scheduled to expire on November 23, 2013, unless sooner terminated or extended; and

WHEREAS, by letter dated November 23, 2010, from Comcast to the City, Comcast invoked the formal renewal procedures set forth in Section 626 of the Cable Act, 47 U.S.C. §546; and

WHEREAS, the City is desirous of commencing the formal renewal proceedings specified in Section 626(a)(1) of the Cable Act, 47 U.S.C. § 546(a)(1) and, at the same time, of pursuing the informal renewal process with Comcast pursuant to Section 626(h) of the Cable Act, 47 U.S.C. §546(h); and

WHEREAS, the City wishes that the formal proceedings under Section 626(a) of the Cable Act and the informal renewal process under Section 626(h) be managed and conducted by the Commission, or its designee(s); and

WHEREAS, the City intends to confirm the Commission's pre-existing authority to take any and all steps required or desired to comply with the franchise renewal and related requirements of the Cable Act, Minnesota law and the Franchise in accordance with the broad powers granted to the Commission by the Amended North Suburban Cable Commission Joint and Cooperative Agreement for the Administration of a Cable Communications System, dated June 1990 (the "Joint Powers Agreement"); and

WHEREAS, the Commission is empowered by Joint Powers Agreement to conduct the Section 626(a) proceedings on the City's behalf and to take such other steps and actions as are needed or required to carry out the formal and informal franchise renewal processes; and

WHEREAS, the Commission, on behalf of the City, must provide the public with notice of, and an opportunity to participate in, formal renewal proceedings under Section 626(a) of the Cable Act; and

WHEREAS, formal Section 626(a) proceedings and the informal franchise renewal process may involve the collection and analysis of information from Comcast (and its affiliates and subsidiaries), City agencies and departments, the Commission, the North Suburbs Access Corporation, the public and other interested parties, and may require one or more public hearings.

NOW, THEREFORE, BE IT RESOLVED, that

Section 1. The City authorizes the Commission and its staff to commence formal franchise renewal ascertainment and past performance proceedings under Section 626(a)(1) of the Cable Act, 47 U.S.C. §546(a)(1), concerning Comcast and the Franchise, on the City's behalf, pursuant to the powers granted to the Commission in the Joint Powers Agreement. These proceedings, and all applicable procedures, timelines and deadlines set forth in Section 626(a)-(g) of the Cable Act, 47 U.S.C. §546(a)-(g), may be

tolled if Comcast and the Commission enter into a lawful and binding tolling agreement ("Standstill Agreement").

Section 2. The Commission, Commission staff and/or their designee(s) are authorized to manage and conduct those formal franchise renewal proceedings specified in 626(a)(1) of the Cable Act, 47 U.S.C. §546(a)(1), and to take all steps and actions necessary or desired to conduct such proceedings and to comply with applicable laws, regulations, orders and decisions.

Section 3. The Commission, Commission staff and/or their designee(s), may explore with Comcast the possibility of pursuing the informal renewal process under Section 626(h) of the Cable Act, 47 U.S.C. §546(h). If the Commission and Comcast decide to utilize the informal renewal process, the Commission, Commission staff and/or their designee(s) are authorized to enter into a Standstill Agreement, if appropriate or desired, to perform past performance and needs assessment reviews, to negotiate and communicate with Comcast concerning matters relating to the renewal and/or extension of the Franchise, and to take all other steps and actions necessary or desired to engage in the informal renewal process and/or to comply with applicable laws, regulations, orders and decisions.

Section 4. The Commission, Commission staff and/or their designee(s) shall provide the public with notice of, and an opportunity to participate in, proceedings conducted under Section 626(a)(1) of the Cable Act, 47 U.S.C. §546(a)(1), unless those proceedings are tolled pursuant to a Standstill Agreement, in which case such notice and an opportunity to participate will only be required if the Standstill Agreement ceases to be effective or if the Cable Act's formal renewal process is re-activated in accordance with the Standstill Agreement.

Section 5. The Commission, Commission staff and/or their designee(s) may establish procedures and dates for the conduct of any hearings related to the Section 626(a) proceedings or the informal franchise renewal process and may establish procedures and dates for the submission of testimony and other information in connection with such proceedings and the informal franchise renewal process.

Section 6. The Commission, Commission staff and/or their designee(s) are authorized to request and require Comcast and its affiliates and subsidiaries to submit such information as may be deemed appropriate in connection with the Section 626(a) proceedings or the informal renewal process under Section 626(h), to the maximum extent permitted by the Franchise and applicable laws and regulations, to gather such other information from other persons or sources as may be deemed appropriate, and to take such further steps as may be needed or desired to ensure the City's, the Commission's, the North Suburbs Access Corporation's and the public's cable-related needs and interests are satisfied and fully protected consistent with applicable law.

Section 7. The City reserves all of its rights, remedies and defenses with respect to determining whether or not to renew the Franchise, to the full extent permitted by law.

The Mayor, City Council members and City employees shall not take a stated position on the renewal of the Franchise or any Franchise renewal-related issues until the Commission makes a formal written recommendation to the City concerning whether renewal of the Franchise should be approved or denied under the formal and/or informal renewal processes.

Section 8. Nothing in this Resolution shall be construed to limit the powers of the Commission under the Joint Powers Agreement or to otherwise waive or limit the Commission's authority, rights, remedies and defenses under applicable agreements, laws, regulations, orders and decisions.

Section 9. The Commission shall keep the City fully apprised of the status and progress of the formal and informal renewal processes, as appropriate.

Section 10. This Resolution shall become effective immediately upon adoption.

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

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

and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, 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 28th day of February, 2011 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 28th day of February, 2011.

_____
William J. Malinen, City Manager

(Seal)

REQUEST FOR COUNCIL ACTION

DATE: 2/28/2011
ITEM NO: 7.j

Department Approval: City Manager Approval:

Item Description: Request by the Roseville Planning Division approval of amendments to the following chapters of the Zoning Code: **Introduction; Administration and Enforcement; Residential Districts; Commercial and Mixed Use Districts; Employment Districts; Shoreland, Wetland, and Storm Water Management; and Sexually Oriented Uses.** Most amendments are minor corrections to newly-adopted ordinances, reformatting of existing chapters, or corrections of citations between renumbered chapters. (**PROJ-0017)**

1.0 BACKGROUND

1.1 The substantial updates to Roseville's Zoning Code, which were the focus of much of the Planning Commission's efforts in 2010, were approved by the City Council on December 13, 2010 and became effective when the ordinance summary was published in the Roseville-Little Canada Review on December 21, 2010. As the conclusion of this update process drew near, Planning Division staff noted that more amendments to the Zoning Code would be forthcoming, both to update chapters which were not rewritten during the recent effort and to correct and amend parts of the new ordinances as staff became more familiar with the new Zoning Code on a day-to-day basis. The present proposal represents both of these kinds of Zoning Code TEXT AMENDMENTS.

1.2 The remainder of this staff report will identify the various chapters in which the amendments are proposed, and offer a brief explanation of the amendments and of the rationale behind the proposed amendments. The amendments themselves will be shown in **bold** and ~~strikethrough~~ text in the excerpts of the pertinent chapters accompanying this report as attachments; note that to track the proposed changes in this way, the amendments have been prepared using Microsoft Word and so will not have the same formatting as any final adopted amendments to the official Zoning Code as developed with Adobe InDesign.

2.0 SUMMARY OF RECOMMENDATION

Planning Division staff concurs with the recommendation of the Planning Commission to approve the proposed Zoning Code TEXT AMENDMENTS.

3.0 SUMMARY OF SUGGESTED ACTION

3.1 Based on the comments in this report and the input received during the public hearing, adopt an ordinance approving the proposed TEXT AMENDMENTS to the Zoning Code.

3.2 Approve an ordinance summary.

4.0 PROPOSED AMENDMENTS BY ZONING CHAPTER

4.1 Chapter 1001: The only amendment in this chapter seeks to eliminate the redundancy between §1001.02 and §1001.06 as they are currently numbered; Planning Division staff proposes to combine these two sections into one and renumber the subsequent sections as shown in Attachment A.

4.2 Chapter 1002

The primary amendment originally being contemplated for this chapter is to add a section pertaining to development agreements; because Planning Division staff is continuing to work with the City Attorney on how best to execute such developments when necessary, this ordinance is not ready for Council action at this time. The ordinance being considered is intended to establish the legal ability to recoup costs incurred by the City as a result of addressing needs identified by a formal environmental review process (e.g., Environmental Assessment Worksheets [EAW], Alternative Urban Areawide Review [AUAR], etc.). In the short term, such a development agreement would provide a mechanism by which the City could apply an existing cost allocation calculation to new developments in the Twin Lakes area to recover the costs of installing the public street and utility infrastructure according to the needs identified in the Twin Lakes AUAR. Staff had originally intended that a development agreement ordinance like this would accompany the yet-to-be-developed Regulating Map and Plan for the newly-created Community Mixed Use district but, as the discussion has progressed, the ordinance seems to make better sense in a more fundamental section of the Zoning Code rather than in a section that is specific to one area or zoning district.

4.3 Chapter 1004

a. This chapter has a few proposed changes, which are shown in Attachment B. The most minor amendment is re-titling §1004.07 as “Table of Allowed Uses” to be consistent with the corresponding sections in the other chapters.

b. Although slightly more significant, the next proposed amendments are still more clerical than substantive. The language in §1004.05A2 is clearly missing words and/or punctuation but, on closer inspection, it seems that the final edits in the recent Zoning Code update process weren’t completed properly. The same is true for §1004.06G; the language in both places was supposed to be the same, and was not to include both “primary building face” and “predominant portion of the principal use”. In addition to the revised language, Planning Division staff would prepare a sidebar image and/or text description that helps to explain that the “predominant portion of the principal use” refers to the front of the main house structure or to the front of a front porch (or something similar) but, since the sidebar contents are not ordinances, they would be introduced as time allows.

c. The final proposed change is in Table 1004-6, but it may be difficult to see. The amendment would connect the minimum rear yard setback requirement for buildings in an HDR-2 District to footnote “a” of the table. While rear yard setbacks are generally greater than side yard setbacks, this requirement was intended to provide the flexibility to require even greater setbacks when a large apartment building would be adjacent to lower-density residential properties or to relax the setback when such a building would be among other large buildings, commercial properties, or the like.

4.4 Chapter 1005: The lone change to the Commercial and Mixed-Use Districts chapter would be to allow nursing homes and assisted living facilities as conditional uses in more districts. Drafts of the new Chapter 1005 dating into November 2010 included nursing homes and assisted living facilities as conditional uses in the Neighborhood Business (NB) District, but this was somehow lost during the final edits in November and December. As Planning Division staff was contemplating a correction of Table 1005-1 to reestablish the uses as "conditional", staff could not think of a compelling reason to exclude them from the Community Business (CB) and Regional Business (RB) Districts. This is why Attachment C shows nursing homes and assisted living facilities as conditional uses in all of the districts; if the Planning Commission or members of the public feel strongly that they should be excluded from the busier/less residential CB and RB Districts, staff would welcome further discussion of those points of view.

4.5 Chapter 1008 :Proposed changes to the Park and Recreation District are intended to structure the chapter in a way that is consistent with its counterpart chapters. No changes to the content are proposed. Attachment D shows that the amendment comprises relocation of the Design Standards section before the table of allowed uses, and re-titling the re-numbered §1008.03 as "Table of Allowed Uses".

4.6 Chapter 1009: Another mostly-clerical change, shown in Attachment E, is the specification that the conditional use requirements for nursing homes apply to assisted living facilities as well.

4.7 Chapter 1010

a. Since the adoption of the current Sign Regulations in 2007: the Planning Division has encountered a few difficulties with the requirements; has taken on sole responsibility for reviewing, approving, and issuing sign permits; has considered an increase in the types of sites or properties that should fall under the Master Sign Plan process; and has seen a growing desire for dynamic signs. The City Planner is continuing to work on more substantive revisions to the sign code to better address these needs, and will forward a draft to the Planning Commission in March or April for consideration.

b. Planning Division staff will also be proposing several clerical corrections of district references (e.g., changing references like B-1, B-2, and B-3 to references like NB, CB, and RB); eliminating references to Planned Unit Developments; and updating citations to be consistent with the newly-adopted code.

4.8 Chapter 1017

a. The Shoreland, Wetland, and Storm Water Management chapter is in great need of a comprehensive overhaul and update, but Public Works and Community Development staff members believe that the existing ordinance should be left mostly as it is until the State sorts out the base requirements for a new model ordinance. Some immediate amendments are necessary, though, to account for the changes made during the recent Zoning Code update process. Attachment F illustrates the proposed amendments.

b. Despite the significant number of proposed changes, all of them are clerical and include things like: updating zoning district references from R-1 and R-2 to LDR-1 and LDR-2; eliminating references to Planned Unit Developments; updating citations to internal and external chapter or section numbers; changing the designation of administrative responsibilities from the Community Development Director to the Department more generally, consistent with the updated Zoning Code; and repopulating

and correcting the Shoreland Classification Table, which had somehow been corrupted over time.

c. Although updates are presently proposed for this chapter, Planning Division staff does not intend to format it (using Adobe InDesign) like the rest of the updated and re-written chapters of the Zoning Code until the substance of the chapter is revised at some point in the future.

4.9 Chapter 1018: This chapter, dealing with Erosion and Sedimentation Control, does not belong in Title 10 of the City Code as it does not contain zoning requirements. Planning Division staff had hoped to be able to remove Chapter 1018 to some other section of the City Code at this time, but Public Works staff and the Public Works, Environment, and Transportation Commission are still evaluating where such provisions are most appropriate. Watch for this amendment proposal to return in the near future.

4.10 Chapter 1019: Attachment G shows a solitary, clerical change to the newly-adopted parking regulations chapter; editing the first section title so that it is phrased more like the titles of the corresponding sections in other chapters.

4.11 Chapter 1020: Planning Division staff does not have any specific issues with how Sexually Oriented Uses are regulated in Roseville, but has been working with the City Attorney to determine whether amendments should be made to ensure that the requirements continue to be effective, appropriate, and legally sound. As with the Erosion and Sedimentation Control chapter, staff was hoping to propose any such amendments at this time, but the item will have to wait until the conclusion of the present research and evaluation effort.

5.0 PUBLIC HEARING

The duly noticed public hearing for the proposed Zoning Code TEXT AMENDMENTS was held by the Planning Commission on February 2, 2011; the draft minutes are included with this report as Attachment H. The Planning Commission spent the greatest amount of time trying to understand the proposed amendment pertaining to the development agreements, discussed in Section 4.2 above, and to ensure that the ordinance would meet the City's needs without being overly burdensome or clumsy. One member of the public was present at the public hearing with some opinions and questions about the residential garage design standards; although he was uncertain that the specific requirements were the best way to achieve the goals for residential neighborhoods expressed in the Comprehensive Plan, he didn't have a strong objection to the ordinance or the proposed amendment. Pursuant to the public hearing, the Planning Commission voted unanimously (i.e., 5-0) to recommend approval of the proposed amendments.

6.0 RECOMMENDATION

Based on the comments in Sections 4 – 5 of this report Planning Division staff concurs with the recommendation of the Planning Commission to approve the proposed TEXT AMENDMENTS to the Zoning Code.

7.0 SUGGESTED ACTION

7.1 Pass an ordinance adopting the proposed amendments to Chapters 1001, 1004, 1005, 1008, 1009, 1017, and 1019 of the Zoning Code.

7.2 By motion, approved the proposed ordinance summary for publication.

Prepared by: **Associate Planner Bryan Lloyd (651-792-7073)**

Attachments:

A. Amendments to City Code Chapter 1001
B. Amendments to City Code Chapter 1004
C. Amendments to City Code Chapter 1005
D. Amendments to City Code Chapter 1008
E. Amendments to City Code Chapter 1009
F. Amendments to City Code Chapter 1017
G. Amendments to City Code Chapter 1019
H. Draft minutes of 2/2/11 public hearing
I. Draft ordinance
J. Ordinance summary

Attachment A

1001.02 Authority

A. This Title is enacted pursuant to the authority granted by the Municipal Planning Act, MN Stat 462.351 to 462.365, inclusive.

~~A.~~**B. This chapter governs the use of all land and structures in the city unless such regulation is specifically preempted by State or Federal statutes or regulations.**

~~**1001.06 Jurisdiction and Authority**~~

~~A. This chapter is enacted under the authority granted to the City in State statutes.~~

~~B. This chapter governs the use of all land and structures in the city unless such regulation is specifically preempted by State or Federal statutes or regulations.~~

~~**1001.07**~~**1001.06 Application and implementation**

~~**1001.08**~~**1001.07 Rules of Construction**

~~**1001.09**~~**1001.08 Sidebars**

~~**1001.10**~~**1001.09 Severability of Parts of City Code**

~~**1001.11**~~**1001.10 Definitions**

1004.05 One- and Two-Family Design Standards

A. One- and Two-Family Design Standards:

1. Garage doors shall be set back at least 5 feet from the ~~primary building face~~ predominant portion of the principal use.

1004.06 Multi-Family Design Standards

G. Attached Garages: Garage design shall be set back and defer to the primary building face ~~(predominant portion of the principal use – does not include garage door)~~. Front loaded garages (toward the front street), if provided shall be set back a minimum of 5 feet from the ~~primary building face~~**predominant portion of the principal use**.

1004.07 Table of ~~Residential~~ Allowed Uses

1004.11 High Density Residential Districts (HDR-1 and HDR-2)

B. Dimensional Standards:

Table 1004-6	HDR-1		HDR-2
	Attached	Multifamily	Multifamily
Maximum density	24 Units/net acre		None
Minimum density	12 Units/net acre		24 Units/net acre
Maximum building height	35 Feet	65 Feet	95 Feet
Maximum improvement area	75%	75%	85%
Minimum front yard building setback			
Street	30 Feet	30 Feet	10 Feet
Interior courtyard	10 Feet	10 Feet	15 Feet
Minimum side yard building setback			
Interior	8 Feet (end unit)	20 Feet, when adjacent to ldr-1 or ldr-2 10 Feet, all other uses	20% Height of the building[a]
Corner	15 Feet	20 Feet	20% Height of the building[a]
Minimum rear yard building setback	30 Feet	30 Feet	50% Height of the building[a]

a The City may require a greater or lesser setback based on surrounding land uses.

1005.03 Table of Allowed Uses

Table 1005-1	NB	CB	RB	CMU	Standards
Residential - Group Living					
Community residential facility, state licensed, serving 7-16 persons	C	NP	NP	C	Y
Dormitory	NP	NP	NP	C	
Nursing home, assisted living facility	~~NP~~C	~~NP~~C	~~NP~~C	C	Y

1008 Park and Recreation District …

1008.02 Design Standards

The following standards shall apply to all new roofed and enclosed buildings and major expansions of similar existing buildings (i.e., expansions that constitute 50% or more of building floor area) in the recreation district. Design standards apply only to the portion of the building or site that is undergoing alteration…

~~1008.02~~1008.03 Table of Allowed Uses

Table 1008-1 lists all permitted and conditional uses in the Park and Recreation District.

[Table 1008-1 follows]

~~1008.03~~1008.04 ~~Design Standards~~

~~The following standards shall apply to all new roofed and enclosed buildings and major expansions of similar existing buildings (i.e., expansions that constitute 50% or more of building floor area) in the recreation district. Design standards apply only to the portion of the building or site that is undergoing alteration…~~

1009.02 Conditional Uses

D. Specific Standards and Criteria: When approving the conditional uses identified below, all of the additional, specific standards shall apply.

28. Nursing Home/**Assisted Living Facility**:

a. The yard requirements for multi-family use in the district apply.

b. A facility established after the effective date of this ordinance within a predominantly residential or mixed-use area shall have vehicular access to a collector or higher classification street.

c. The site shall contain a minimum of 150 square feet of usable open space per resident, consisting of outdoor seating areas, gardens and/or recreational facilities. Public parks or plazas within 300 feet of the site may be used to meet this requirement.

d. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening, and other site improvements consistent with the character of the neighborhood.

1017.24: Planned Unit Development Requirements **- Repealed**

1017.05: DEFINITIONS:

~~COMMERCIAL PLANNED UNIT DEVELOPMENTS: Commercial planned unit developments are typically uses that provide transient, short-term lodging spaces, rooms, or parcels and their operations are essentially service-oriented. For example, hotel/motel accommodations, resorts, recreational vehicle and camping parks, and other primarily service-oriented or office complex activities are commercial planned unit developments.~~

~~PLANNED UNIT DEVELOPMENT (PUD): See chapter 1008 of this title.~~

~~RESIDENTIAL PLANNED UNIT DEVELOPMENT: A use where the nature of residency is non-transient and the major or primary focus of the development is not service oriented. For example, residential apartments, manufactured home parks, timeshare condominiums, townhouses, cooperatives, and full fee ownership residences would be considered as residential planned unit developments. To qualify as a residential planned unit development, a development must contain at least five (5) dwelling units or sites.~~

SHORELAND MANAGEMENT DISTRICT: Land located within three hundred (300) feet from the ordinary high water level; or the first tier of riparian lots or the first tier of lots ~~or the first tier of lots~~ beyond a public street when the street is adjacent to a public water body, whichever is greater, of certain public waters as established by the City Council as established by this code.

SUBDIVISION: Land that is divided for the purpose of sale, rent, or lease~~, including planned unit developments~~.

1017.11: ADMINISTRATION:

A. Enforcement: The Community Development ~~Director~~ **Department** is responsible for the overall administration and enforcement of this chapter. Any violation of the provisions of this chapter, the provisions of any permit issued in accordance with this chapter or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) shall constitute a misdemeanor and shall be "punishable" as defined by law or as otherwise provided in this code.

B. Permits Required:

1. In addition to any permit requirements of an underlying district or specific shoreland or waterfront improvements, permits are required for the construction of retaining walls, driveways, parking lots, patios, fences, water related accessory structures, watercraft accessory devices and signs within the building setback area from the ordinary high water mark. Application for a permit shall be made to the Community Development ~~Director (or designee)~~**Department** on the forms provided. The application shall include the necessary information including visual displays, soil, slope and vegetation protection plans so that city staff can determine the site's suitability for the intended use.

2. All permits within this chapter must specify a termination date, not to exceed 12 months from the date of issuance. A permit may be determined to be null and void by the Community Development ~~Director~~ **Department** if it is determined after issuance that false supporting information was filed with the permit

application. As part of any such determination, the ~~Director~~ **Department staff** may issue a stop work order, post the same on site, send a copy by certified mail to the permittee and determine what other enforcement action is necessary.

C. Certificate of Zoning Compliance: The Community Development ~~Director~~ **Department** shall issue a certificate of zoning compliance for each activity requiring a permit as specified in this chapter. This certificate shall specify that the use of land conforms to the requirements of this Chapter. (Ord. 1156, 12-12-1994) (Ord. 1359, 1-28-2008)

1017.12: WATER MANAGEMENT OVERLAY DISTRICTS:

C. Maintenance of Records: Said Official Zoning Map shall be on file in the office of the Community Development ~~Director~~**Department**. The Community Development ~~Director~~ **Department** shall maintain the necessary records to maintain and display the Official Zoning Map as amended.

D. Boundaries: The boundaries of the overlay districts as shown on the Official Zoning Map are considered to be approximate and must be established on the ground at the time of any application for permit, variance, conditional use, ~~planned unit development~~ or subdivision of land.

E. Allowable Land Uses: The existing zoning on the site shall specify the allowable land uses but all such uses must additionally comply with any more restrictive standards and criteria of this Chapter.

F. Private Sewer Systems Prohibited: Individual on-site sewage treatment systems are prohibited in all Water Management Overlay Districts. (Ord. 1156, 12-12-1994) (Ord. 1359, 1-28-2008)

1017.13: SHORELAND CLASSIFICATIONS:

Shoreland Classification Table			
	Lake Name	**MnDNR ID#**	**Classification**
MnDNR Designated Shoreland:	Lake Josephine	57P	GD
	Lake Owasso	~~54P~~**56P**	GD
	Little Lake Johanna	58P	RD
	North Bennett	207P	GD
	McCarrons	**54P**	**GD**
City Designate Shoreland:	Langton Lake	49P	GD
	Zimmerman Lake	53W	GD
	Bennett Lake	48W	GD
	Walsh Lake	214W	GD
	Willow Lake	210W	GD
	Oasis Pond	205W	GD
GD=General Development RD=Recreational Development			

1017.14: WATER MANAGEMENT OVERLAY DISTRICT LOT STANDARDS:

B. Lot Area and Width Standards: The lot area (in square feet) and lot width standards (in feet) for single and duplex housing on residential lots created after the date of enactment of this Chapter for the lake classifications are the following:

1. Shoreland Overlay District Lot Standards:

	Recreation Development Lakes				General Development Lakes			
Underlying Zones	Riparian Lots		Nonriparian Lots		Riparian Lots		Nonriparian Lots	
	Area*	Width*	Area*	Width*	Area*	Width*	Area*	Width*
R-1 (Single Family)	15,000	100	11,000	85	15,000	100	11,000	85
R-2 (Duplex)	35,000	135	26,000	135	26,000	135	17,500	135

* Area means land above the normal ordinary high water level.

~~** All other uses proposed within a shoreland district shall be in the form of a rezoning to a planned unit development as per Section1017.24 (Ord. 1359, 1-28-2008)~~

1017.15: ADDITIONAL LOT DIMENSION REQUIREMENTS:

A. Dwelling Unit Densities: ~~Residential subdivisions with dwelling unit densities exceeding those in the tables in subsections 1017.14B1 through B3 of this chapter may only be allowed if designed and approved as residential planned unit developments under chapter 1008 of this title.~~ Only land above the ordinary high water level of public waters may be used to meet lot area standards. Lot width standards shall be met at both the ordinary high water level and at the building line~~, except in a residential planned unit development~~. Not more than 25% of the lot area of each lot may be included in any wetland, which is below the normal ordinary high water level. (Ord. 1359, 1-28-2008)

B. Controlled Accesses: Lots intended as controlled accesses to public waters or as recreation areas for use by owners of nonriparian lots within subdivisions shall be allowed only as ~~part of~~ a conditional use ~~permit or planned unit development~~ and shall meet or exceed the following standards:

1017.16: STRUCTURE DESIGN STANDARDS:

A. Placement of Structures on Lots: When more than one setback applies to a site, structures and facilities shall be located to meet the most restrictive setbacks. Where structures exist on the adjoining lots on both sides of a proposed building site, structure setbacks may be altered without a variance to conform to the average setback of adjoining structures from the ordinary high water level, provided the proposed building site is not located in a shore impact zone or in a bluff impact zone. Structures shall be located as follows:

~~All other structure setback requirements shall be as stated in the underlying zoning district for each parcel.~~

STRUCTURE SETBACKS FROM WATER BODY				
Type of Water Body	Structure Setback from Water Body	Structure Setback from Bluff	Roads, Driveway, Parking and Other Impervious Surface or Setback	Maximum Bldg/Structure Height [4]
MnDNR and City Public Waters	75 Ft [1, 3]	30 Ft.	30 Ft.[5]	30 Ft.
Wetland	50 Ft. [2, 3]	Not Applicable	30 Ft. [5]	30 Ft.
Storm Pond	10 Ft. [2, 3]	Not Applicable	10 Ft.	30 Ft.

1. Setback is measured from the normal ordinary high water level.

2. Setback is measured from the wetland or pond boundary.

3. One water- oriented accessory structure designed in accordance with subsection1017.17C of this chapter may be set back a minimum distance of 10 feet from the ordinary high water level.

4. See subsection1017.17G of this chapter.

5. A 30 foot setback from road or parking surfaces may include a combination of land within rights of way and adjacent to the right of way, as well as curb and gutter controlling runoff and sediment to a storm pond. Pedestrian trails shall be exempt from setback requirements.

All other structure setback requirements shall be as stated in the underlying zoning district for each parcel.

With the exception of regulations in this subsection, fences in bluff impact, shoreland, and wetland zones shall meet all height and setback requirements of section ~~1013.02~~**1011.08** of this title. Fences placed on the road side of a lot with water or wetland frontage shall comply with front yard fence requirements of section ~~1013.02~~**1011.08** of this title. (Ord. 1270, 9-23-2002) (Ord. 1359, 1-28-2008)

1017.17: GENERAL DESIGN CRITERIA FOR STRUCTURES:

D. Stairways, Chair Lifts, and Stair and Deck Landings: Stairways and chair lifts shall be used for achieving access up and down bluffs and steep slopes to shore areas. Stairways and lifts shall meet the following design requirements:
1. Stairways and chair lifts shall not exceed four feet in width on residential lots. Wider stairways may be used for commercial properties, **and** public open-space recreational properties~~, and planned unit developments~~;
2. Stair and deck landings for stairways and chair lifts on residential lots shall not exceed 48 square feet in area. Landings larger than 48 square feet may be used for commercial properties, **and** public open-space recreational properties~~, and planned unit developments~~;

1017.19: NOTIFICATIONS TO THE DEPARTMENT OF NATURAL RESOURCES:

A. Notice of Public Hearings: Copies of all notices of any public hearings to consider variances, ordinance amendments, ~~PUDs,~~ or conditional uses affecting a MnDNR designated shoreland district shall be sent to the MnDNR, Division of Waters Regional Hydrologist and postmarked at least ten days before the hearings. Notices of hearings to consider proposed subdivisions/plats shall include copies of the subdivision/plat.

B. Notice of Approval: A copy of approved amendments and subdivisions/plats, and final decisions granting variances~~, PUDs~~ or conditional uses in a MnDNR designated shoreland district shall be sent to the MnDNR, Division of Waters Regional Hydrologist and postmarked within ten (10) days of final action. (Ord. 1156, 12-12-94) (Ord. 1359, 1-28-2008)

1017.20: VARIANCES:

A. Procedure: Variances in these overlay districts may only be granted in accordance with Minnesota Statutes, chapter 462**, and Section 1009.04 of this Title**. A variance shall not circumvent the general purposes and intent of this Chapter. No variance shall be granted for a use that is prohibited within the zoning district in which the subject property is located. Conditions may be imposed ~~by the City Council when~~**in the** granting of a variance to ensure compliance and to protect adjacent properties and the public interest.

B. Notice of Approval: When a variance is approved in a MnDNR designated shoreland district ~~by the City Council~~ after the Department of Natural Resources has formally recommended denial in the hearing record, the notification of the approved variance required in subsection 1017.19B shall also include the ~~Board of Adjustment's~~**official** summary of the public record/testimony, the findings of facts, and conclusions which supported the issuance of the variance. (Ord. 1156, 12-12-94) (Ord. 1359, 1-28-2008)

1017.21: CONDITIONAL USES:

Conditional uses allowable within shoreland areas shall be subject to **all of** the review and approval procedures of this **Section 1009.02 of this** ~~Code~~**Title**. The following additional evaluation criteria and conditions apply within shoreland areas:

B. Conditions Attached to Conditional Use ~~Permits~~**Approvals**: The City Council, upon consideration of the criteria listed above and the purposes of this Chapter may attach such conditions to ~~the issuance of the~~ conditional use ~~permits~~ **approvals** as it deems necessary. Such conditions may include, but are not limited to, the following:

1017.22: NONCONFORMITIES:

All legally established nonconformities as of the date of this Code amendment may continue, but they shall be managed according to applicable State statutes and ~~other regulations of the City~~**the requirements of Section 1002.04 of this Title** for the subjects of alterations and additions, repair after damage, discontinuance of use and intensification of use.

1017.23: SUBDIVISION/PLATTING PROVISIONS:

A. Land Suitability: Each lot created through subdivision~~, including planned unit developments authorized under Chapter 1008 of this Title and Section1017.24 of this Chapter,~~ shall be suitable for the proposed use as defined by the suitability analysis. Suitability analysis shall consider susceptibility to flooding, existence of wetlands, soil and rock formations with severe limitations for development, severe erosion potential, steep topography, availability of City sewer and water, near-shore aquatic conditions unsuitable for water-based recreation, important fish and wildlife habitat, presence of significant historic sites, or any other feature of the natural land likely to be harmful to the health, safety, or welfare of future residents of the proposed subdivision or of the community.

1017.24: PLANNED UNIT DEVELOPMENT REQUIREMENTS: Repealed

~~A. Types of PUDs Permissible: Planned unit developments (PUDs) are allowed in shoreland areas for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land, provided they comply with the requirements of this Section.~~

~~B. Processing of PUDs: Planned unit developments shall be processed as a rezoning, subject to the procedures in Chapter 1008 of this Title. The total project density shall not exceed the allowable densities calculated in the project density evaluation procedures in subsections E and F. Approval cannot occur on any PUD until the State environmental review process (EAW/EIS) when required, is complete.~~

~~C. Application For A PUD: The applicant for a PUD must submit the application documents listed in Chapter 1008 of this Title prior to review and final action being taken on the application request.~~

~~D. Site Suitable Area Evaluation: Proposed new or expansions to existing planned unit developments within the overlay district shall be evaluated using the following procedures and standards to determine the suitable area for the construction site of the development. The suitable area shall be determined by excluding from the project development area all wetlands, bluffs, or land below the ordinary high water level of public waters.~~

~~E. Residential PUD Base Density Evaluation: The suitable area within each tier of lots adjacent to a MnDNR shoreland or City classified lake shall meet or exceed the suitability analyses herein and the City's design criteria.~~

~~1. The maximum floor area coverage of the site shall be 30% for any residential PUD within the overlay district.~~

~~2. Including both existing and proposed units and sites, the inside building area sizes need not include decks, patios, stoops, steps, accessory structures, or porches and basements, unless they are habitable space.~~

~~F. Commercial PUD Base Density Evaluation:~~

~~1. The floor area percent coverage of the site shall not exceed 30% for any commercial planned unit development within the overlay district.~~

~~2. Including both existing and proposed units and sites, computation of inside building area sizes need not include decks, patios, stoops, steps, accessory structures, or porches and basements, unless they are habitable or occupied space.~~

~~G. Maintenance and Administration Requirements: Before final approval of a planned unit development, adequate provisions shall be developed for preservation and maintenance in perpetuity of open spaces and for the continued existence and functioning of the development.~~

~~1. Open Space Preservation: Deed restrictions, covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means shall be provided to ensure long-term preservation and maintenance of open space. The instruments shall include all of the following protections:~~

~~a. Business and industrial uses (for residential PUDs) prohibited;~~

~~b. Vegetation and topographic alterations other than routine maintenance prohibited;~~

~~c. Construction of additional buildings or storage of vehicles and other materials not owned by the occupants prohibited;~~

~~d. Uncontrolled beaching of watercraft prohibited.~~

~~2. Development Organization and Functioning: All residential planned unit developments shall have an owners association with the following features:~~

~~a. Membership shall be mandatory for each dwelling unit or site purchaser and any successive purchasers;~~

~~b. Each member shall pay a pro rata share of the association's expenses, and unpaid fees may become liens on units or sites;~~

~~c. Fees shall be adjustable to accommodate changing conditions; and~~

~~d. The association shall be responsible for insurance, taxes, and maintenance of all commonly owned property and facilities.~~

~~3. Open Space Requirements: Planned unit developments within shoreland districts shall contain open space meeting all of the following criteria:~~

~~a. At least 50% of the total project area shall be preserved as open space. (Dwelling units or sites, road rights of way, land covered by road surfaces, parking areas, or structures, except water-oriented accessory structures or facilities, are developed areas and shall not be included in the computation of minimum open space);~~

~~b. Open space shall include areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or unplatted cemeteries;~~

~~c. Open space may include outdoor recreational facilities for use by owners of dwelling units or sites, by guests staying in commercial dwelling units or sites, and by the general public;~~

~~d. Open space shall not include commercial facilities or uses, but may contain water-oriented accessory structures or facilities;~~

~~e. The appearance of open space areas, including topography, vegetation, and allowable uses, shall be preserved by use of restrictive deed covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means; and~~

~~f. The shore impact zone, based on normal structure setbacks, shall be included as open space. For residential PUDs, at least 50% of the shore impact zone area of existing developments or at least 70% of the shore impact zone area of new developments shall be preserved in a natural or existing vegetative state. For commercial PUDs, at least 50% of the shore impact zone shall be preserved in its natural state.~~

~~4. Erosion Control and Storm Water Management: Erosion control and storm water management plans shall be developed and the PUD shall be:~~

~~a. Designed, and the construction managed, to minimize the likelihood of erosion occurring either during or after construction. This shall be accomplished by meeting the erosion and sedimentation control requirements as listed in Chapter 1017: Erosion and Sedimentation Control Ordinance; and (Ord.1342, 11-13-2006)~~

~~b. Designed and constructed to effectively manage reasonably expected quantities and qualities of storm water runoff. Impervious surface coverage within any lot shall not exceed 25% of the tier area, except that for commercial PUDs 35% impervious surface coverage may be allowed in the first tier of general development lakes with an approved storm water management plan and consistency with this Chapter.~~

~~5. Centralization and Design of Facilities: Centralization and design of facilities and structures shall be done according to the following standards:~~

~~a. Planned unit developments shall be connected to publicly owned water supply and sewer systems;~~

~~b. Dwelling units or building sites shall be clustered into one or more groups and located on suitable areas of the site. They shall be designed and located to meet or exceed the following dimensional standard for the relevant shoreland classification: setback from the ordinary high water level, elevation above the surface water features, and maximum height. Setbacks from the ordinary high water level~~

~~shall be in accordance with subsection 1017.14B1 of this Chapter for developments with density increases.~~

~~c. Shore recreation facilities, including but not limited to swimming areas, docks, and watercraft mooring areas and launching ramps, shall be centralized and located in areas suitable for them. Evaluation of suitability shall include consideration of land slope, water depth, vegetation, soils, depth to ground water and bedrock, or other relevant factors. The number of spaces provided for continuous beaching, mooring, or docking of watercraft shall not exceed one for each allowable dwelling unit or site in the first tier (notwithstanding existing mooring sites in an existing commercially used harbor). Launching ramp facilities, including a dock for loading and unloading equipment, may be provided for use by occupants of dwelling units or sites located in other tiers;~~

~~d. Structures, parking areas, and other facilities shall be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks, color, or other means acceptable to the City, assuming summer, leaf-on conditions. Vegetative and topographic screening shall be preserved, if existing, or may be required to be provided;~~

~~e. Accessory structures and facilities, except water oriented accessory structures, shall meet the required principal structure setback and must be centralized; and~~

~~f. Water-oriented accessory structures and facilities may be allowed if they meet or exceed design standards contained in Section 1017.15 of this Chapter and are centralized. (Ord. 1156, 12-12-94)~~

~~(Ord. 1359, 1-28-2008)~~

1017.25: GRADING, FILLING AND LAND ALTERATION:

A. Permit Required: No person, firm or corporation may engage in any excavation, grading, surfacing or filling of land in the City without first securing a permit as set forth in this Section.

2. Permit from City Council: A permit from the City Council is required for any projects meeting the following criteria:

b. For any filling or excavating on developed land zoned **LDR-1**~~R-1~~ or **LDR-2**~~R-2~~ where the site is less than one acre and the fill or excavation exceeds 500 cubic yards.

c. For any filling or excavating on developed land zoned **LDR-1**~~R-1~~ or **LDR-2**~~R-2~~ where the site is one acre or greater and the proposed fill/excavation exceeds 1,000 cubic yards.

d. For any filling or excavating on undeveloped land zoned **LDR-1**~~R-1~~ or **LDR-2**~~R-2~~ where the site is less than one acre and the proposed fill/excavation exceeds 2,000 cubic yards.

e. For any filling or excavating on undeveloped land zoned **LDR-1**~~R-1~~ or **LDR-2**~~R-2~~ where the site is greater than one acre and the proposed fill/excavation exceeds 4,000 cubic yards.

D. Shoreland Alterations: Alterations of vegetation and topography shall be regulated to prevent erosion into public waters, fix nutrients, preserve shoreland aesthetics, preserve historic values, prevent bank slumping, and protect fish and wildlife habitat. Fill and grading activities within shoreland shall comply with subsections 1017.~~25A2a~~ **24A2a** through A2i and 1017.~~25B~~**24B**. Erosion control measures shall comply with Chapter1018: Erosion and Sedimentation Control Ordinance. (Ord. 1342, 11-13-2006) …

1017.26: STORM WATER MANAGEMENT:

1017.27: AMENDMENT:

This chapter may be amended whenever the public necessity and the general welfare require such amendment by following the procedure specified in ~~this~~ section **1009.06 of this Code**.

~~A. Request For Amendment: Requests for amendment of this chapter shall be initiated by a petition of the owner or owners of the actual property, a recommendation of the planning commission or by action of the City Council.~~

~~B. Application: An application for an amendment shall be filed with the zoning administrator. All applications for changes in the boundaries of the zoning district which are initiated by the petition of the owner or owners of the property, the zoning of which is proposed to be changed, shall be accomplished by a map or plat showing the lands proposed to be changed and all lands within 500 feet of the boundaries of the property proposed to be rezoned, together with a certificate of abstract showing the names of registered property owners within 500 feet. (Ord. 1357, 1-14-2008)~~

~~C. Notice: Notice shall be sent by letter, when an amendment application has been filed for change in district boundary, to all property owners within two hundred (200) feet as to the time and place of the public hearing.~~

~~D. Public Hearing: Upon receipt in proper form of the application and other requested material, the planning commission shall conduct a public hearing in the manner prescribed in the zoning code as described in section 1016.03 of this title. (Ord. 1359, 1-28-2008)~~

~~E. Fee: to defray the administrative costs of processing of requests for an amendment to this chapter, a fee of one hundred dollars ($100.00) shall be paid by pet0itioner. (Ord. 722, 3-18-1974)~~

~~(Ord. 1359, 1-28-2008)~~

Attachment G

1019.01 Statement of Purpose

PUBLIC HEARING - PROJECT FILE 0017

Request by the Roseville Planning Division for a public hearing regarding amendments to the following chapters of the Zoning Code: *Introduction; Administration and Enforcement; Residential Districts; Commercial and Mixed Use Districts; Employment Districts; Institutional District; Shoreland, Wetland, and Storm Water Management; and Sexually Oriented Uses*

Associate Planner Bryan Lloyd briefly reviewed those chapters not included in the focus of previous updates to the revised Zoning Code; and additional items that were inadvertently omitted, chapters not rewritten during the comprehensive update, and/or as staff became aware of minor corrections and amendments during day-to-day use of the new code. Each remaining chapter was then specifically presented by staff and discussed among Commissioners and staff; and further detailed in the Request for Planning Action dated February 2, 2011.

1001 – Introduction

Mr. Lloyd noted that several sections had proven redundant, and were thus recommended for revisions as indicated.

1002 – Administration and Enforcement

Mr. Lloyd noted the addition of a section related to Development Agreements between the City and Developer for more substantial projects and/or those requiring additional formal environmental review. Mr. Lloyd noted that this addition was prompted by the recently proposed asphalt plant during 2010 to ensure specific steps were followed.

Discussion included Section 1002.03.B and pending determination of where best in City Code to address the process and would be finalized prior to presentation to the City Council; and intended infrastructure cost recovery for development in the Twin Lakes Redevelopment Area now that the Planned Unit Development (PUD) process is no longer in effect, while noting that until completion of the Regulating Map and Plan, any further development in the Twin Lakes area was on hold.

Mr. Paschke noted that, when the zoning code was created and the Commercial Mixed Use District was established, staff was aware that some form of agreement would be needed, whether in a specific chapter or a separate product contained within a portion of the Plan and Regulating Map. After adoption of the Zoning Code, Mr. Paschke advised that staff had concluded that it should be addressed as a separate and distinct section, and not specific to one area, such as Twin Lakes, since it had the potential for required application in other situations as well in the future. Mr. Paschke noted that requiring such environmental review was not something new, but had been under discussion for some time, but until the Zoning Code rewrite was undertaken, there was no need to address it formally.

Further discussion included how cost allocations would be distributed, based on minimum and maximum thresholds for mitigation requirements and mechanisms available for the immediate development site as well as the broader, more regional, area in the Alternative Urban Area-wide Review (AUAR) area and related proportional costs impacting utilities, roadways, based on traffic generated studies, and storm water management; how costs were calculated for the recently-constructed Metropolitan Transit Park and Ride Facility and comparisons with the proposed Development Agreement and previous PUD Agreement requirements with documentation in place specifically describing the calculation rationale.

Additional discussion included sufficient guidance in other Roseville locations beyond the Twin Lakes Redevelopment Area that provided that methodology for developments; additional mitigation provided by further environmental review; typical use of vehicles per day traffic studies to determine the proportion of mitigation for each development; and the process of and situations or trigger mechanisms where further environmental review is indicated.

Staff provided several past examples of major developments and the process that would be implemented under the new zoning code requirements.

Consensus of Commissioners was that these new requirements no create further delays or undue burdens on potential developers as long as there were no obvious negative impacts to the health, safety and welfare of citizens and their properties.

Mr. Paschke advised that, in order for a project to be approved now or in the past, the City required that the development complete a Public Improvement Project Agreement, whether additional environmental review was indicated or not; and clarified that the proposed Development Agreement covered something much broader than the Public Improvement Agreement and should address all situations where public improvements and/or other types of area improvements are necessary.

1004 – Residential Districts
Mr. Lloyd noted the revisions related to design guidelines on garages, with no changes to requirements, but providing further clarification; and reviewed subtle distinctions in those revisions and references, which will be further detailed in sidebar comments for illustrative purposes once the Sections are formatted.

Discussion included identifying primary building face terminology and intent; how objective staff determines could be related to predominant design, whether interpreted by size, visual aesthetic or both; and consistency of requests fielded by staff for front façade home improvements.

Member Boerigter reminded staff of his ongoing lack of support for sidebar illustrations that could be interpreted as proscriptive rather than simply serving as examples.

Mr. Lloyd also noted corrections to setback requirements, and addition of a footnote for further clarification and providing more flexibility in HDR-2 Districts upon review and approval by the Planning Commission and City Council.

Table 1005-1 – Commercial and Mixed-Use Districts
Mr. Lloyd noted the only change on page 2 under “Nursing Home, Assisted Living Facility” uses that had inadvertently been omitted between various drafts.

Discussion included future amendments coming forward for further refinement of daycares and similar facilities depending on their size as to where permitted uses; and separate and distinct consideration of dormitories that have greater impacts due to vehicle traffic versus a Nursing Home or similar use when many of those residents would not be driving.

1008 – Park and Recreation District
Mr. Lloyd reviewed formatting changes and reorganization of this Section similar to the formatting and structure of other chapters; as well as renaming “Allowed Uses.”

1009 – Procedures
Mr. Paschke noted that, when originally drafting this section, a separate listing had been used for “Nursing Homes” from “Assisted Living Facilities” and should have been combined.

1017 – Shoreland, Wetland and Storm Water Management
Mr. Lloyd noted changes were predicated on implementation of the new Zoning Code and removing references to PUD’s; as well as changing the enforcement language to be consistent; with other revisions basically created through inadvertent errors and emissions and renumbering sections after striking out those areas specific to PUD’s.

Commissioners noted the need to correct the identification in the Shoreland Classification Table for McCarron’s Lake and Lake Owasso.

1019 - Parking and Loading Areas
Mr. Lloyd noted the minor revision was simply for consistency with other sections.

Chair Boerigter opened the Public Hearing for PROJECT FILE 0017 at 8:21 p.m.

Public Comment

Dick Klick, 2099 Fairway South
Mr. Klick spoke to garage setback requirements, using his neighborhood as an example and questioning the rationale for such a requirement.

Chair Boerigter reviewed the majority’s rationale in encouraging pedestrian-friendly building fronts for future residential neighborhoods, reiterating his lack of support for the requirement and in agreement with Mr. Klick.

Discussion ensued regarding various scenarios for remodeling or changing existing structures and how to comply with this new requirement; thresholds that would trigger compliance based on various factors; and current State Statute provisions addressing the need to rebuild structures that are currently non-conforming.

Chair Boerigter noted that the intent of the design standards was to create streets that were pleasant and inviting, and emphasized the living area as the primary function of the building for residential use.

Mr. Lloyd advised that this viewpoint was initiated through the public comment and vetting during the *Imagine Roseville 2025* community visioning process and the Comprehensive Plan Update process for pedestrian-friendly streets and the vision of this requirement was to accomplish that goal.

Mr. Klick opined that his neighborhood would be more pedestrian-friendly if it had streetlights.

Chair Boerigter closed the Public Hearing at 8:27 p.m.

MOTION
Member Wozniak moved, seconded by Member Gottfried to RECOMMEND TO THE CITY COUNCIL APPROVAL of amendments to Chapter 1001 INTRODUCTION (Attachment A); Chapter 1002 ADMINISTRATION AND ENFORCEMENT (Attachment B); Chapter 1004 RESIDENTIAL DISTRICTS (Attachment C, including Dimensional Standards Table 1004.6); Chapter 1005 COMMERCIAL AND MIXED-USE DISTRICTS - TABLE 1005-1 (Attachment D); Chapter 1008 PARK AND RECREATION DISTRICT (Attachment E); Chapter 1009 PROCEDURES (Attachment F); Chapter 1017 SHORELAND, WETLAND AND STORM WATER MANAGEMENT (Attachment G); and Chapter 1019 PARKING REGULATIONS (Attachment H) of Roseville City Code, as presented on February 2, 2011; and based on comments in Sections 4 – 13 of the Request for Planning Commission Action dated February 2, 2011.

Ayes: 5
Nays: 0
Motion carried.

City of Roseville

ORDINANCE NO. ____

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 10 "ZONING CODE" INCLUDING AMENDMENTS IN CHAPTER 1001 (INTRODUCTION); CHAPTER 1004 (RESIDENTIAL DISTRICTS); CHAPTER 1005 (COMMERCIAL AND MIXED USE DISTRICTS); CHAPTER 1008 (PARK AND RECREATION DISTRICTS); CHAPTER 1009 (PROCEDURES); CHAPTER 1017 (SHORELAND, WETLAND, AND STORM WATER MANAGEMENT); AND CHAPTER 1019 (PARKING REGULATIONS) OF THE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code, Tile 10, is hereby amended in several locations to make minor corrections to newly-adopted ordinances or corrections of citations between renumbered chapters and to reformat existing chapters.

SECTION 2. Chapter 1001 is hereby amended as follows:

1001.02 Authority

A. This Title is enacted pursuant to the authority granted by the Municipal Planning Act, MN Stat 462.351 to 462.365, inclusive.

~~A.~~**B. This chapter governs the use of all land and structures in the city unless such regulation is specifically preempted by State or Federal statutes or regulations.**

~~**1001.06 Jurisdiction and Authority**~~

~~A. This chapter is enacted under the authority granted to the City in State statutes.~~

~~B. This chapter governs the use of all land and structures in the city unless such regulation is specifically preempted by State or Federal statutes or regulations.~~

~~**1001.07**~~**1001.06 Application and implementation**

~~**1001.08**~~**1001.07 Rules of Construction**

~~**1001.09**~~**1001.08 Sidebars**

~~**1001.10**~~**1001.09 Severability of Parts of City Code**

~~**1001.11**~~**1001.10 Definitions**

SECTION 3. Chapter 1004 is hereby amended as follows:

1004.05 One- and Two-Family Design Standards

A. One- and Two-Family Design Standards:

1. Garage doors shall be set back at least 5 feet from the ~~primary building face~~ predominant portion of the principal use.

1004.06 Multi-Family Design Standards

G. Attached Garages: Garage design shall be set back and defer to the primary building face ~~(predominant portion of the principal use – does not include garage door)~~. Front loaded garages (toward the front street), if provided shall be set back a minimum of 5 feet from the ~~primary building face~~**predominant portion of the principal use**.

1004.07 Table of ~~Residential~~ Allowed Uses

1004.11 High Density Residential Districts (HDR-1 and HDR-2)

B. Dimensional Standards:

Table 1004-6	HDR-1		HDR-2
	Attached	Multifamily	Multifamily
Maximum density	24 Units/net acre		None
Minimum density	12 Units/net acre		24 Units/net acre
Maximum building height	35 Feet	65 Feet	95 Feet
Maximum improvement area	75%	75%	85%
Minimum front yard building setback			
Street	30 Feet	30 Feet	10 Feet
Interior courtyard	10 Feet	10 Feet	15 Feet
Minimum side yard building setback			
Interior	8 Feet (end unit)	20 Feet, when adjacent to ldr-1 or ldr-2 10 Feet, all other uses	20% Height of the building[a]
Corner	15 Feet	20 Feet	20% Height of the building[a]
Minimum rear yard building setback	30 Feet	30 Feet	50% Height of the building[a]

a The City may require a greater or lesser setback based on surrounding land uses.

SECTION 4. Chapter 1005 is hereby amended as follows:

1005.03 Table of Allowed Uses

Table 1005-1	NB	CB	RB	CMU	Standards
Residential - Group Living					
Community residential facility, state licensed, serving 7-16 persons	C	NP	NP	C	Y
Dormitory	NP	NP	NP	C	
Nursing home, assisted living facility	~~NP~~C	~~NP~~C	~~NP~~C	C	Y

SECTION 5. Chapter 1008 is hereby amended as follows:

1008.02 Design Standards

The following standards shall apply to all new roofed and enclosed buildings and major expansions of similar existing buildings (i.e., expansions that constitute 50% or more of building floor area) in the recreation district. Design standards apply only to the portion of the building or site that is undergoing alteration.

~~1008.02~~1008.03 Table of Allowed Uses

~~1008.03~~1008.04 ~~Design Standards~~

~~The following standards shall apply to all new roofed and enclosed buildings and major expansions of similar existing buildings (i.e., expansions that constitute 50% or more of building floor area) in the recreation district. Design standards apply only to the portion of the building or site that is undergoing alteration~~.

SECTION 6. Chapter 1009 is hereby amended as follows:

1009.02 Conditional Uses

D. Specific Standards and Criteria: When approving the conditional uses identified below, all of the additional, specific standards shall apply.

28. Nursing Home/**Assisted Living Facility**:

a. The yard requirements for multi-family use in the district apply.

b. A facility established after the effective date of this ordinance within a predominantly residential or mixed-use area shall have vehicular access to a collector or higher classification street.

c. The site shall contain a minimum of 150 square feet of usable open space per resident, consisting of outdoor seating areas, gardens and/or recreational facilities. Public parks or plazas within 300 feet of the site may be used to meet this requirement.

d. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening, and other site improvements consistent with the character of the neighborhood.

SECTION 7. Chapter 1017 is hereby amended as follows:

1017.24: Planned Unit Development Requirements **- Repealed**

1017.05: DEFINITIONS:

~~COMMERCIAL PLANNED UNIT DEVELOPMENTS: Commercial planned unit developments are typically uses that provide transient, short-term lodging spaces, rooms, or parcels and their operations are essentially service-oriented. For example, hotel/motel accommodations, resorts, recreational vehicle and camping parks, and other primarily service-oriented or office complex activities are commercial planned unit developments.~~

~~PLANNED UNIT DEVELOPMENT (PUD): See chapter 1008 of this title.~~

~~RESIDENTIAL PLANNED UNIT DEVELOPMENT: A use where the nature of residency is non-transient and the major or primary focus of the development is not service oriented. For example, residential apartments, manufactured home parks, timeshare condominiums, townhouses, cooperatives, and full fee ownership residences would be considered as residential planned unit developments. To qualify as a residential planned unit development, a development must contain at least five (5) dwelling units or sites.~~

SHORELAND MANAGEMENT DISTRICT: Land located within three hundred (300) feet from the ordinary high water level; or the first tier of riparian lots or the first tier of lots ~~or the first tier of lots~~ beyond a public street when the street is adjacent to a public water body, whichever is greater, of certain public waters as established by the City Council as established by this code.

SUBDIVISION: Land that is divided for the purpose of sale, rent, or lease~~, including planned unit developments~~.

1017.11: ADMINISTRATION:

A. Enforcement: The Community Development ~~Director~~ **Department** is responsible for the overall administration and enforcement of this chapter. Any violation of the provisions of this chapter, the provisions of any permit issued in accordance with this chapter or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) shall constitute a misdemeanor and shall be "punishable" as defined by law or as otherwise provided in this code.

B. Permits Required:

1. In addition to any permit requirements of an underlying district or specific shoreland or waterfront improvements, permits are required for the construction of retaining walls, driveways, parking lots, patios, fences, water related accessory structures, watercraft accessory devices and signs within the building setback area from the ordinary high water mark. Application for a permit shall be made to the Community Development ~~Director (or designee)~~**Department** on the forms provided. The application shall include the necessary information including visual displays, soil, slope and vegetation protection plans so that city staff can determine the site's suitability for the intended use.

2. All permits within this chapter must specify a termination date, not to exceed 12 months from the date of issuance. A permit may be determined to be null and void by the Community Development ~~Director~~ **Department** if it is determined after issuance that false supporting information was filed with the permit application. As part of any such determination, the ~~Director~~ **Department staff** may issue a stop work order, post the same on site, send a copy by certified mail to the permittee and determine what other enforcement action is necessary.

C. Certificate of Zoning Compliance: The Community Development ~~Director~~ **Department** shall issue a certificate of zoning compliance for each activity requiring a permit as specified in this chapter. This certificate shall specify that the use of land conforms to the requirements of this Chapter. (Ord. 1156, 12-12-1994) (Ord. 1359, 1-28-2008)

1017.12: WATER MANAGEMENT OVERLAY DISTRICTS:

C. Maintenance of Records: Said Official Zoning Map shall be on file in the office of the Community Development ~~Director~~**Department**. The Community Development ~~Director~~ **Department** shall maintain the necessary records to maintain and display the Official Zoning Map as amended.
D. Boundaries: The boundaries of the overlay districts as shown on the Official Zoning Map are considered to be approximate and must be established on the ground at the time of any application for permit, variance, conditional use, ~~planned unit development~~ or subdivision of land.
E. Allowable Land Uses: The existing zoning on the site shall specify the allowable land uses but all such uses must additionally comply with any more restrictive standards and criteria of this Chapter.
F. Private Sewer Systems Prohibited: Individual on-site sewage treatment systems are prohibited in all Water Management Overlay Districts. (Ord. 1156, 12-12-1994) (Ord. 1359, 1-28-2008)

1017.13: SHORELAND CLASSIFICATIONS:

Shoreland Classification Table			
	Lake Name	**MnDNR ID#**	**Classification**
MnDNR Designated Shoreland:	Lake Josephine	57P	GD
	Lake Owasso	~~54P~~**56P**	GD
	Little Lake Johanna	58P	RD
	North Bennett	207P	GD
	McCarrons	**54P**	**GD**
City Designate Shoreland:	Langton Lake	49P	GD
	Zimmerman Lake	53W	GD
	Bennett Lake	48W	GD
	Walsh Lake	214W	GD
	Willow Lake	210W	GD
	Oasis Pond	205W	GD
GD=General Development RD=Recreational Development			

1017.14: WATER MANAGEMENT OVERLAY DISTRICT LOT STANDARDS:

B. Lot Area and Width Standards: The lot area (in square feet) and lot width standards (in feet) for single and duplex housing on residential lots created after the date of enactment of this Chapter for the lake classifications are the following:

1. Shoreland Overlay District Lot Standards:

	Recreation Development Lakes				General Development Lakes			
Underlying Zones	Riparian Lots		Nonriparian Lots		Riparian Lots		Nonriparian Lots	
	Area*	Width*	Area*	Width*	Area*	Width*	Area*	Width*
R-1 (Single Family)	15,000	100	11,000	85	15,000	100	11,000	85
R-2 (Duplex)	35,000	135	26,000	135	26,000	135	17,500	135

* Area means land above the normal ordinary high water level.

~~** All other uses proposed within a shoreland district shall be in the form of a rezoning to a planned unit development as per Section1017.24 (Ord. 1359, 1-28-2008)~~

1017.15: ADDITIONAL LOT DIMENSION REQUIREMENTS:

A. Dwelling Unit Densities: ~~Residential subdivisions with dwelling unit densities exceeding those in the tables in subsections 1017.14B1 through B3 of this chapter may only be allowed if designed and approved as residential planned unit developments under chapter 1008 of this title.~~ Only land above the ordinary high water level of public waters may be used to meet lot area standards. Lot width standards shall be met at both the ordinary high water level and at the building line~~, except in a residential planned~~

~~unit development~~. Not more than 25% of the lot area of each lot may be included in any wetland, which is below the normal ordinary high water level. (Ord. 1359, 1-28-2008)

B. Controlled Accesses: Lots intended as controlled accesses to public waters or as recreation areas for use by owners of nonriparian lots within subdivisions shall be allowed only as ~~part of~~ a conditional use ~~permit or planned unit development~~ and shall meet or exceed the following standards:

1017.16: STRUCTURE DESIGN STANDARDS:

A. Placement of Structures on Lots: When more than one setback applies to a site, structures and facilities shall be located to meet the most restrictive setbacks. Where structures exist on the adjoining lots on both sides of a proposed building site, structure setbacks may be altered without a variance to conform to the average setback of adjoining structures from the ordinary high water level, provided the proposed building site is not located in a shore impact zone or in a bluff impact zone. Structures shall be located as follows:

~~All other structure setback requirements shall be as stated in the underlying zoning district for each parcel.~~

STRUCTURE SETBACKS FROM WATER BODY				
Type of Water Body	Structure Setback from Water Body	Structure Setback from Bluff	Roads, Driveway, Parking and Other Impervious Surface or Setback	Maximum Bldg/Structure Height [4]
MnDNR and City Public Waters	75 Ft [1, 3]	30 Ft.	30 Ft.[5]	30 Ft.
Wetland	50 Ft. [2, 3]	Not Applicable	30 Ft. [5]	30 Ft.
Storm Pond	10 Ft. [2, 3]	Not Applicable	10 Ft.	30 Ft.

1. Setback is measured from the normal ordinary high water level.

2. Setback is measured from the wetland or pond boundary.

3. One water- oriented accessory structure designed in accordance with subsection1017.17C of this chapter may be set back a minimum distance of 10 feet from the ordinary high water level.

4. See subsection1017.17G of this chapter.

5. A 30 foot setback from road or parking surfaces may include a combination of land within rights of way and adjacent to the right of way, as well as curb and gutter controlling runoff and sediment to a storm pond. Pedestrian trails shall be exempt from setback requirements.

All other structure setback requirements shall be as stated in the underlying zoning district for each parcel.

With the exception of regulations in this subsection, fences in bluff impact, shoreland, and wetland zones shall meet all height and setback requirements of section ~~1013.02~~**1011.08** of this title. Fences placed on the road side of a lot with water or wetland frontage shall comply with front yard fence requirements of section ~~1013.02~~**1011.08** of this title. (Ord. 1270, 9-23-2002) (Ord. 1359, 1-28-2008)

1017.17: GENERAL DESIGN CRITERIA FOR STRUCTURES:

D. Stairways, Chair Lifts, and Stair and Deck Landings: Stairways and chair lifts shall be used for achieving access up and down bluffs and steep slopes to shore areas. Stairways and lifts shall meet the following design requirements:
1. Stairways and chair lifts shall not exceed four feet in width on residential lots. Wider stairways may be used for commercial properties, **and** public open-space recreational properties~~, and planned unit developments~~;
2. Stair and deck landings for stairways and chair lifts on residential lots shall not exceed 48 square feet in area. Landings larger than 48 square feet may be used for commercial properties, **and** public open-space recreational properties~~, and planned unit developments~~;

1017.19: NOTIFICATIONS TO THE DEPARTMENT OF NATURAL RESOURCES:

A. Notice of Public Hearings: Copies of all notices of any public hearings to consider variances, ordinance amendments, ~~PUDs,~~ or conditional uses affecting a MnDNR designated shoreland district shall be sent to the MnDNR, Division of Waters Regional Hydrologist and postmarked at least ten days before the hearings. Notices of hearings to consider proposed subdivisions/plats shall include copies of the subdivision/plat.

B. Notice of Approval: A copy of approved amendments and subdivisions/plats, and final decisions granting variances~~, PUDs~~ or conditional uses in a MnDNR designated shoreland district shall be sent to the MnDNR, Division of Waters Regional Hydrologist and postmarked within ten (10) days of final action. (Ord. 1156, 12-12-94) (Ord. 1359, 1-28-2008)

1017.20: VARIANCES:

A. Procedure: Variances in these overlay districts may only be granted in accordance with Minnesota Statutes, chapter 462**, and Section 1009.04 of this Title**. A variance shall not circumvent the general purposes and intent of this Chapter. No variance shall be granted for a use that is prohibited within the zoning district in which the subject property is located. Conditions may be imposed ~~by the City Council when~~**in the** granting of a variance to ensure compliance and to protect adjacent properties and the public interest.

B. Notice of Approval: When a variance is approved in a MnDNR designated shoreland district ~~by the City Council~~ after the Department of Natural Resources has formally recommended denial in the hearing record, the notification of the approved variance required in subsection 1017.19B shall also include the ~~Board of Adjustment's~~**official** summary of the public record/testimony, the findings of facts, and conclusions which supported the issuance of the variance. (Ord. 1156, 12-12-94) (Ord. 1359, 1-28-2008)

1017.21: CONDITIONAL USES:

Conditional uses allowable within shoreland areas shall be subject to **all of** the review and approval procedures of this **Section 1009.02 of this** ~~Code~~**Title**. The following additional evaluation criteria and conditions apply within shoreland areas:

B. Conditions Attached to Conditional Use ~~Permits~~**Approvals**: The City Council, upon consideration of the criteria listed above and the purposes of this Chapter may attach such conditions to ~~the issuance of the~~ conditional use ~~permits~~ **approvals** as it deems necessary. Such conditions may include, but are not limited to, the following:

1017.22: NONCONFORMITIES:

All legally established nonconformities as of the date of this Code amendment may continue, but they shall be managed according to applicable State statutes and ~~other regulations of the City~~**the requirements of Section 1002.04 of this Title** for the subjects of alterations and additions, repair after damage, discontinuance of use and intensification of use.

1017.23: SUBDIVISION/PLATTING PROVISIONS:

A. Land Suitability: Each lot created through subdivision~~, including planned unit developments authorized under Chapter 1008 of this Title and Section1017.24 of this Chapter,~~ shall be suitable for the proposed use as defined by the suitability analysis. Suitability analysis shall consider susceptibility to flooding, existence of wetlands, soil and rock formations with severe limitations for development, severe erosion potential, steep topography, availability of City sewer and water, near-shore aquatic conditions unsuitable for water-based recreation, important fish and wildlife habitat, presence of significant historic sites, or any other feature of the natural land likely to be harmful to the health, safety, or welfare of future residents of the proposed subdivision or of the community.

1017.24: PLANNED UNIT DEVELOPMENT REQUIREMENTS: Repealed

~~A. Types of PUDs Permissible: Planned unit developments (PUDs) are allowed in shoreland areas for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land, provided they comply with the requirements of this Section.~~

~~B. Processing of PUDs: Planned unit developments shall be processed as a rezoning, subject to the procedures in Chapter 1008 of this Title. The total project density shall not exceed the allowable densities calculated in the project density evaluation procedures in subsections E and F. Approval cannot occur on any PUD until the State environmental review process (EAW/EIS) when required, is complete.~~

~~C. Application For A PUD: The applicant for a PUD must submit the application documents listed in Chapter 1008 of this Title prior to review and final action being taken on the application request.~~

~~D. Site Suitable Area Evaluation: Proposed new or expansions to existing planned unit developments within the overlay district shall be evaluated using the following procedures and standards to determine the suitable area for the construction site of the development. The suitable area shall be determined by excluding from the project development area all wetlands, bluffs, or land below the ordinary high water level of public waters.~~

~~E. Residential PUD Base Density Evaluation: The suitable area within each tier of lots adjacent to a MnDNR shoreland or City classified lake shall meet or exceed the suitability analyses herein and the City's design criteria.~~

~~1. The maximum floor area coverage of the site shall be 30% for any residential PUD within the overlay district.~~

~~2. Including both existing and proposed units and sites, the inside building area sizes need not include decks, patios, stoops, steps, accessory structures, or porches and basements, unless they are habitable space.~~

~~F. Commercial PUD Base Density Evaluation:~~

~~1. The floor area percent coverage of the site shall not exceed 30% for any commercial planned unit development within the overlay district.~~

~~2. Including both existing and proposed units and sites, computation of inside building area sizes need not include decks, patios, stoops, steps, accessory structures, or porches and basements, unless they are habitable or occupied space.~~

~~G. Maintenance and Administration Requirements: Before final approval of a planned unit development, adequate provisions shall be developed for preservation and maintenance in perpetuity of open spaces and for the continued existence and functioning of the development.~~

~~1. Open Space Preservation: Deed restrictions, covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means shall be provided to ensure long-term preservation and maintenance of open space. The instruments shall include all of the following protections:~~

~~a. Business and industrial uses (for residential PUDs) prohibited;~~

~~b. Vegetation and topographic alterations other than routine maintenance prohibited;~~

~~c. Construction of additional buildings or storage of vehicles and other materials not owned by the occupants prohibited;~~

~~d. Uncontrolled beaching of watercraft prohibited.~~

~~2. Development Organization and Functioning: All residential planned unit developments shall have an owners association with the following features:~~

~~a. Membership shall be mandatory for each dwelling unit or site purchaser and any successive purchasers;~~

~~b. Each member shall pay a pro rata share of the association's expenses, and unpaid fees may become liens on units or sites;~~

~~c. Fees shall be adjustable to accommodate changing conditions; and~~

~~d. The association shall be responsible for insurance, taxes, and maintenance of all commonly owned property and facilities.~~

~~3. Open Space Requirements: Planned unit developments within shoreland districts shall contain open space meeting all of the following criteria:~~

~~a. At least 50% of the total project area shall be preserved as open space. (Dwelling units or sites, road rights of way, land covered by road surfaces, parking areas, or structures, except water-oriented~~

~~accessory structures or facilities, are developed areas and shall not be included in the computation of minimum open space);~~

~~b. Open space shall include areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or unplatted cemeteries;~~

~~c. Open space may include outdoor recreational facilities for use by owners of dwelling units or sites, by guests staying in commercial dwelling units or sites, and by the general public;~~

~~d. Open space shall not include commercial facilities or uses, but may contain water-oriented accessory structures or facilities;~~

~~e. The appearance of open space areas, including topography, vegetation, and allowable uses, shall be preserved by use of restrictive deed covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means; and~~

~~f. The shore impact zone, based on normal structure setbacks, shall be included as open space. For residential PUDs, at least 50% of the shore impact zone area of existing developments or at least 70% of the shore impact zone area of new developments shall be preserved in a natural or existing vegetative state. For commercial PUDs, at least 50% of the shore impact zone shall be preserved in its natural state.~~

~~4. Erosion Control and Storm Water Management: Erosion control and storm water management plans shall be developed and the PUD shall be:~~

~~a. Designed, and the construction managed, to minimize the likelihood of erosion occurring either during or after construction. This shall be accomplished by meeting the erosion and sedimentation control requirements as listed in Chapter 1017: Erosion and Sedimentation Control Ordinance; and (Ord.1342, 11-13-2006)~~

~~b. Designed and constructed to effectively manage reasonably expected quantities and qualities of storm water runoff. Impervious surface coverage within any lot shall not exceed 25% of the tier area, except that for commercial PUDs 35% impervious surface coverage may be allowed in the first tier of general development lakes with an approved storm water management plan and consistency with this Chapter.~~

~~5. Centralization and Design of Facilities: Centralization and design of facilities and structures shall be done according to the following standards:~~

~~a. Planned unit developments shall be connected to publicly owned water supply and sewer systems;~~

~~b. Dwelling units or building sites shall be clustered into one or more groups and located on suitable areas of the site. They shall be designed and located to meet or exceed the following dimensional standard for the relevant shoreland classification: setback from the ordinary high water level, elevation above the surface water features, and maximum height. Setbacks from the ordinary high water level shall be in accordance with subsection 1017.14B1 of this Chapter for developments with density increases.~~

~~c. Shore recreation facilities, including but not limited to swimming areas, docks, and watercraft mooring areas and launching ramps, shall be centralized and located in areas suitable for them. Evaluation of suitability shall include consideration of land slope, water depth, vegetation, soils, depth to ground water and bedrock, or other relevant factors. The number of spaces provided for continuous beaching, mooring, or docking of watercraft shall not exceed one for each allowable dwelling unit or site in the first tier (notwithstanding existing mooring sites in an existing commercially used harbor).~~

~~Launching ramp facilities, including a dock for loading and unloading equipment, may be provided for use by occupants of dwelling units or sites located in other tiers;~~

~~d. Structures, parking areas, and other facilities shall be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks, color, or other means acceptable to the City, assuming summer, leaf-on conditions. Vegetative and topographic screening shall be preserved, if existing, or may be required to be provided;~~

~~e. Accessory structures and facilities, except water oriented accessory structures, shall meet the required principal structure setback and must be centralized; and~~

~~f. Water-oriented accessory structures and facilities may be allowed if they meet or exceed design standards contained in Section 1017.15 of this Chapter and are centralized. (Ord. 1156, 12-12-94)~~

~~(Ord. 1359, 1-28-2008)~~

1017.25: GRADING, FILLING AND LAND ALTERATION:

A. Permit Required: No person, firm or corporation may engage in any excavation, grading, surfacing or filling of land in the City without first securing a permit as set forth in this Section.

2. Permit from City Council: A permit from the City Council is required for any projects meeting the following criteria:

b. For any filling or excavating on developed land zoned **LDR-1**~~R-1~~ or **LDR-2**~~R-2~~ where the site is less than one acre and the fill or excavation exceeds 500 cubic yards.

c. For any filling or excavating on developed land zoned **LDR-1**~~R-1~~ or **LDR-2**~~R-2~~ where the site is one acre or greater and the proposed fill/excavation exceeds 1,000 cubic yards.

d. For any filling or excavating on undeveloped land zoned **LDR-1**~~R-1~~ or **LDR-2**~~R-2~~ where the site is less than one acre and the proposed fill/excavation exceeds 2,000 cubic yards.

e. For any filling or excavating on undeveloped land zoned **LDR-1**~~R-1~~ or **LDR-2**~~R-2~~ where the site is greater than one acre and the proposed fill/excavation exceeds 4,000 cubic yards.

D. Shoreland Alterations: Alterations of vegetation and topography shall be regulated to prevent erosion into public waters, fix nutrients, preserve shoreland aesthetics, preserve historic values, prevent bank slumping, and protect fish and wildlife habitat. Fill and grading activities within shoreland shall comply with subsections 1017.~~25A2a~~ **24A2a** through A2i and 1017.~~25B~~**24B**. Erosion control measures shall comply with Chapter1018: Erosion and Sedimentation Control Ordinance. (Ord. 1342, 11-13-2006)

1017.26: STORM WATER MANAGEMENT:

1017.27: AMENDMENT:

This chapter may be amended whenever the public necessity and the general welfare require such amendment by following the procedure specified in ~~this~~ section **1009.06 of this Code**.

~~A. Request For Amendment: Requests for amendment of this chapter shall be initiated by a petition of the owner or owners of the actual property, a recommendation of the planning commission or by action of the City Council.~~

~~B. Application: An application for an amendment shall be filed with the zoning administrator. All applications for changes in the boundaries of the zoning district which are initiated by the petition of the owner or owners of the property, the zoning of which is proposed to be changed, shall be accomplished by a map or plat showing the lands proposed to be changed and all lands within 500 feet of the boundaries of the property proposed to be rezoned, together with a certificate of abstract showing the names of registered property owners within 500 feet. (Ord. 1357, 1-14-2008)~~

~~C. Notice: Notice shall be sent by letter, when an amendment application has been filed for change in district boundary, to all property owners within two hundred (200) feet as to the time and place of the public hearing.~~

~~D. Public Hearing: Upon receipt in proper form of the application and other requested material, the planning commission shall conduct a public hearing in the manner prescribed in the zoning code as described in section 1016.03 of this title. (Ord. 1359, 1-28-2008)~~

~~E. Fee: to defray the administrative costs of processing of requests for an amendment to this chapter, a fee of one hundred dollars ($100.00) shall be paid by pet0itioner. (Ord. 722, 3-18-1974)~~

~~(Ord. 1359, 1-28-2008)~~

SECTION 8. Chapter 1019 is hereby amended as follows:

1019.01 Statement of Purpose

SECTION 9. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 28th day of February 2011

Attachment J

City of Roseville

ORDINANCE SUMMARY NO. ___

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 10 "ZONING CODE" INCLUDING AMENDMENTS IN CHAPTER 1001 (INTRODUCTION); CHAPTER 1004 (RESIDENTIAL DISTRICTS); CHAPTER 1005 (COMMERCIAL AND MIXED USE DISTRICTS); CHAPTER 1008 (PARK AND RECREATION DISTRICTS); CHAPTER 1009 (PROCEDURES); CHAPTER 1017 (SHORELAND, WETLAND, AND STORM WATER MANAGEMENT); AND CHAPTER 1019 (PARKING REGULATIONS) OF THE CITY CODE

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on February 28, 2011:

The Roseville City Code, Title 10, Zoning Ordinance, has been amended to make minor corrections to newly-adopted ordinances, reformat existing chapters, and correct citations between renumbered chapters.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2180 Hamline Avenue North, and on the Internet web page of the City of Roseville (www.ci.roseville.mn.us).

Attest: _____
William J. Malinen, City Manager

Date: 2/28/11
Item: 10.a

Northwest Youth & Family Services
Developing Healthy Lives

Report to the City of Roseville February 2011

The solution to adult problems tomorrow depends in large measure upon how our children grow up today.”

Margaret Mead

About NYFS

Preparing youth and families for healthy lives

- Primary population 5-21 year olds
- Serve 4,000 youth & families annually
- $4.280 million annual budget
- 56 full time staff
- 160 volunteers/interns

About NYFS

- Mental Health Counseling
  - Community Social Work
- Youth Development
  - Senior Chore
- Day Treatment for Youth

www.nyfs.org

About NYFS

Mental Health Counseling

- Rule 29 Clinic
- Children, youth , adults
- Solution Oriented
- Basic Needs

About NYFS

Youth Development

- Diversion
  - Contract
  - “just say no”
- Youth Employment
  - Positive work habits
  - Job seeking skills

About NYFS

Senior Chore

- Independent Living
- Seasonal
- Ongoing upkeep
- Special Projects

What your support buys

- Services for residents are assured
- Strong community
- Leverage outside resources

2009-2010 Service Summary

Contracted Services	#	2009	#	2010
Counseling	57	$76,500	66	$67,500
Diversion	55	$18,700	43	$16,130
Youth Employment	1	$2,250	4	$9,000
Senior Chore (y/s)	6/27	$20,420	4/37	$26,920
Cost of Contracted	146	$117,870	154	$119,550
City Contract		$50,439		$49,733
Cost of Non Contracted	49	$156,115	36	$197,735

Highlights

- Utility of Discovery Center
- Improved efficiencies
- Enhanced programs

Trends

- More Diverse
- Achievement Gap
- Younger onset – more severe
- More with less

NYFS Partnerships

- Communities

Arden Hills, Falcon Heights, Little Canada, Mounds View, New Brighton, North Oaks, Roseville, Shoreview, St. Anthony

- School Districts

Centennial, Columbia Heights, Mounds View, North St. Paul/Maplewood/Oakdale, Roseville Area, St. Anthony/New Brighton, Spring Lake Park, White Bear Lake Area

- Collaborations

Minnesota Youth Intervention Program Association, North Suburban Gavel Club, Ramsey County Children's Mental Health Collaborative, Roseville Rotary, Shoreview/Arden Hills Rotary, St. Anthony-New Brighton Family Service Collaborative, Suburban Ramsey Family Collaborative, Twin Cities North Chamber of Commerce

- Faith Community

- Businesses

Date: 2/28/11
Item: 10.b

ROSEVILLE
PERFECTLY POSITIONED

Staff & Board of Directors

- Julie Larson Wearn – Executive Director
- Carrie Donovan – Director of Sales and Marketing
- Amy Englund Wood – Sales Manager
- New Address:

Rosedale Towers

1700 N Highway 36, Suite 405

- Ken Gay – U of MN –CECC – Chair
- Chris Leach – Mn State Fair
- Bill Malinen – City of Roseville
- Darryn Maloney – Courtyard by Marriott
- Rich McNamara – Western Bank
- Mary Mullowney – IFAI
- Elizabeth Ostrander – Rosedale Center
- Greg Perkey – Herberger's
- Tammy Worrell - NWC

WHY We Matter

2010 vs. 2009 TOTAL NUMBERS

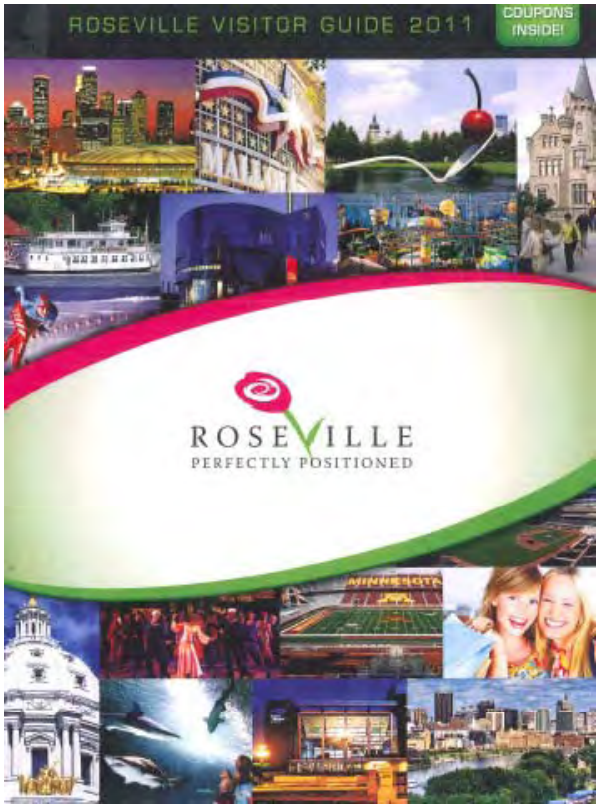
	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date
LEADS													
2010	280	979	1449	365	611	318	257	154	353	357	374	200	**5697**
2009	364	832	422	663	316	482	323	157	675	410	649	135	**5428**
BIDS													
2010	20	21	17	16	13	7	2	14	34	17	15	22	**198**
2009	37	31	26	13	25	10	21	15	10	8	15	21	**232**
BIDS BOOKED													
2010	12	5	12	9	7	6	1	2	6	11	4	18	**93**
2009	12	13	12	4	11	8	8	3	2	1	5	12	**91**
TENTATIVE ROOM NIGHTS													
2010	321	2819	168	420	3813	56	56	810	5416	2012	586	322	**16799**
2009	2097	1844	924	304	471	112	281	648	781	395	1644	568	**10069**
DEFINITE ROOM NIGHTS													
2010	1960	1530	1044	688	728	151	975	22	177	467	260	883	**8885**
2009	676	1446	1444	164	1550	494	485	128	25	56	142	804	**7414**
TOTAL REVENUE													
2010	$820,910.99	$1,005.624.47	$362,420.26	$226,930.84	$236,625.88	$42,394.39	$424,166.80	$13,059.20	$77,016.04	$176,083.49	$114,209.91	$399,533.79	**$2,893,351.59**
2009	$224,434.88	$459,872.97	$558,045.74	$51,864.34	$514,478.18	$166,631.82	$123,323.85	$53,917.07	$6,267.25	$7,405.56	$54,402.09	$319,596.14	**$2,540,239.89**

2010 vs 2009 SUMMARY

Leads	1%
Bids Booked	1%
Tentative Room Nights	65%
Definite Room Nights	20%
Total Revenue	13%

Bids 17%

Promotional Marketing



2011 Ads

Thankfully, there are places with warm malls and hot tubs.
Drop by visitroseville.com for discounted hotel rates and more shopping choices than you can shake an icicle at.
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(877) 980-3002
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Roseville. Close to everything the Twin Cities have to offer.
Roseville is the perfect place to stay on your next visit to the Twin Cities. You'll appreciate the easy access to everything in Minneapolis and St. Paul and enjoy restful, affordable nights in Roseville.
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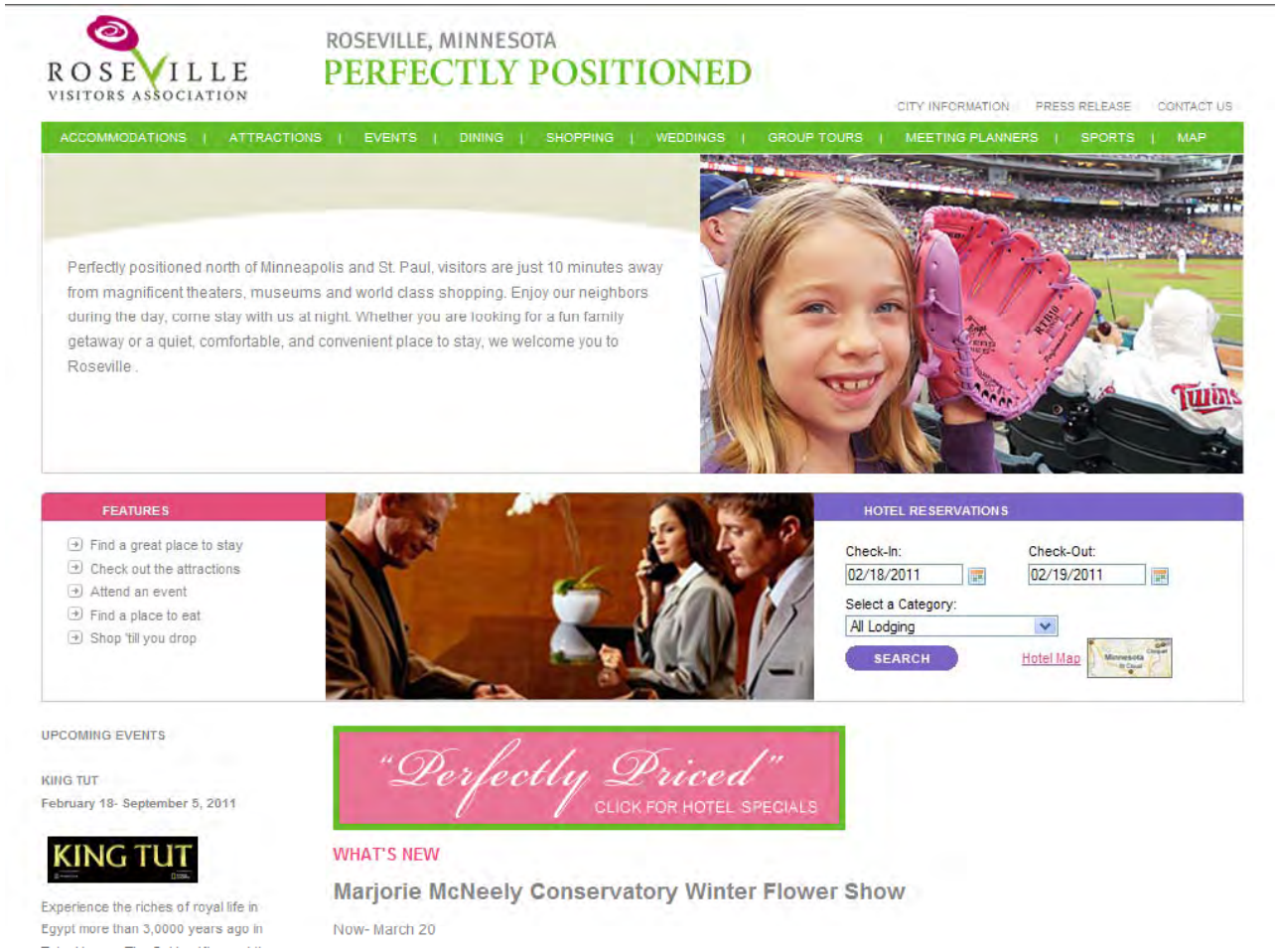
For complimentary travel assistance contact the Roseville Visitors Association today.
(651) 633-3002
(877) 980-3002
(or)
visitroseville.com

We can plan a tour that will even fit his tastes.

Website-www.visitroseville.com



2011 Jazz Blast

- 17 Middle and High School Bands participated
- We had approximately 900 in attendance for the evening concert

January Web site traffic for Taste of Roseville Restaurant Week and All That Jazz was impressive:

Web hits during WCCO banner ad:	**Jan 7**	**5,126**
	Jan 8	**16,049**
	Jan 9	**14,881**

External Links to our site**:**

CBS local (WCCO)	**1089**
Rosedale Webpage	**106**
JazzMN.org	**71**
Ifyoucanstomachit	**40**

Key Search Phrases:

Roseville jazz blast	**828**
Roseville restaurant week	**197**

wcco.com

Case Study: Roseville Restaurant Week

WCCO.com sent 1,395 visitors to the Restaurant Week site from 1/1 – 1/15! Here's how…

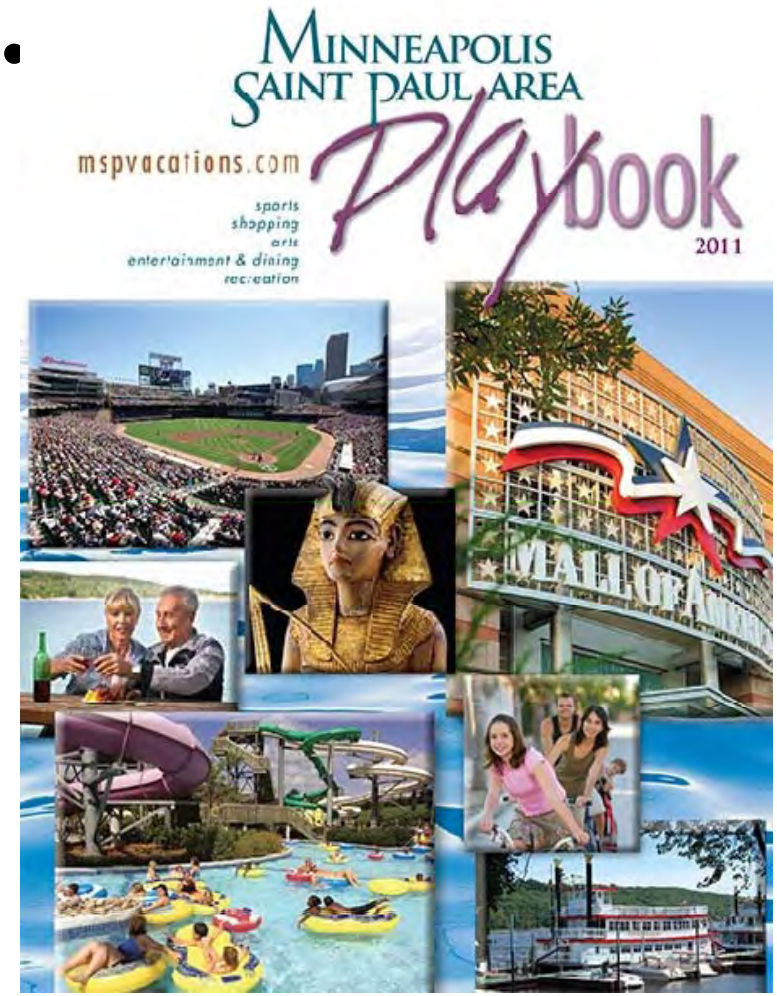
Homepage Roadblock

- Run dates: 1/8 – 1/9
- Placement: Exclusive homepage placement for 48 hours
- Results: 1,047 clicks!

Best of Minnesota Banners

- Run dates: 1/1 – 1/15
- Placement: Ads rotated in "Best of", News and Homepage
- Results: 348 clicks

Cooperative Endeavors Maximize our Marketing Dollars

- 

- 24,000 Playbooks printed – Roseville has full Page Profile w/ 3 coupons
- Graphic Ad in 3 E Blasts –
- Sponsored link on mspvacations.com
- Star Tribune postcard mailing to mailing to 68,000 households – outstate
- Oprah Magazine in April
- MN Twins print and mobile marketing program
- Vikings Update Magazine
- TravelGuidesFree.com
- Parade Magazine Northern Plains Insert – cir. 3.1 million

Co-op Trip with Minneapolis Northwest

FOOD DRAWS
COUPONS
BEVERAGES
& MORE!

MINNEAPOLIS Northwest

ROSEVILLE VISITORS ASSOCIATION

ALBERTVILLE PREMIUM OUTLETS®

PLYMOUTH PLAYHOUSE

Minneapolis Northwest & Roseville Visitors Association—two premiere Minneapolis & Saint Paul area destinations invite you to an OPEN HOUSE at the CAA Manitoba Office located at 501 St. Anne's Road, Winnipeg on FRIDAY, FEBRUARY 25TH FROM 2:00-6:00 P.M.

FREE goodie bags for the first 25 people each hour.
*Only one bag per person.

RSVP & DOWNLOAD A DRAW SHEET

Gopher Sports Sponsorship

- **Preferred Hotel Sponsor for Gopher Sports**

  Includes logo recognition and Roseville Visitors Association information on Gophersports.com

  Distribution of coaches mailbox inserts, inserts highlight the Roseville Visitors Association services and our hotels

  Listing on Campus Map

  Recommendation to visiting teams by the University of Minnesota when fans call in for hotel information

- **Radio Spots during Gopher Football Games**

  One (1) :30 second ad during three (3) designated regular season Gopher Football radio broadcast on WCCO-AM 830 and the statewide radio network.

- **Radio Spots during Gopher Football Games**

  One (1) :30 second ad during twelve (12) designated regular season Gopher Men's Basketball radio broadcast on WCCO-AM 830 and the statewide radio network.

- **Gopher Football E-Mail Blast**

  Recognition in one email blast to Gopher Football Season Ticket Holders to highlight Roseville Visitors Association –Gopher Football Hotel Packages

UNIVERSITY OF MINNESOTA

- **U of M Staff Meeting Planner Forum**
  Destination St. Paul Campus
- **Date**: Friday, February 11, 2011
  Time: 8:30 a.m. to 10:00 a.m.

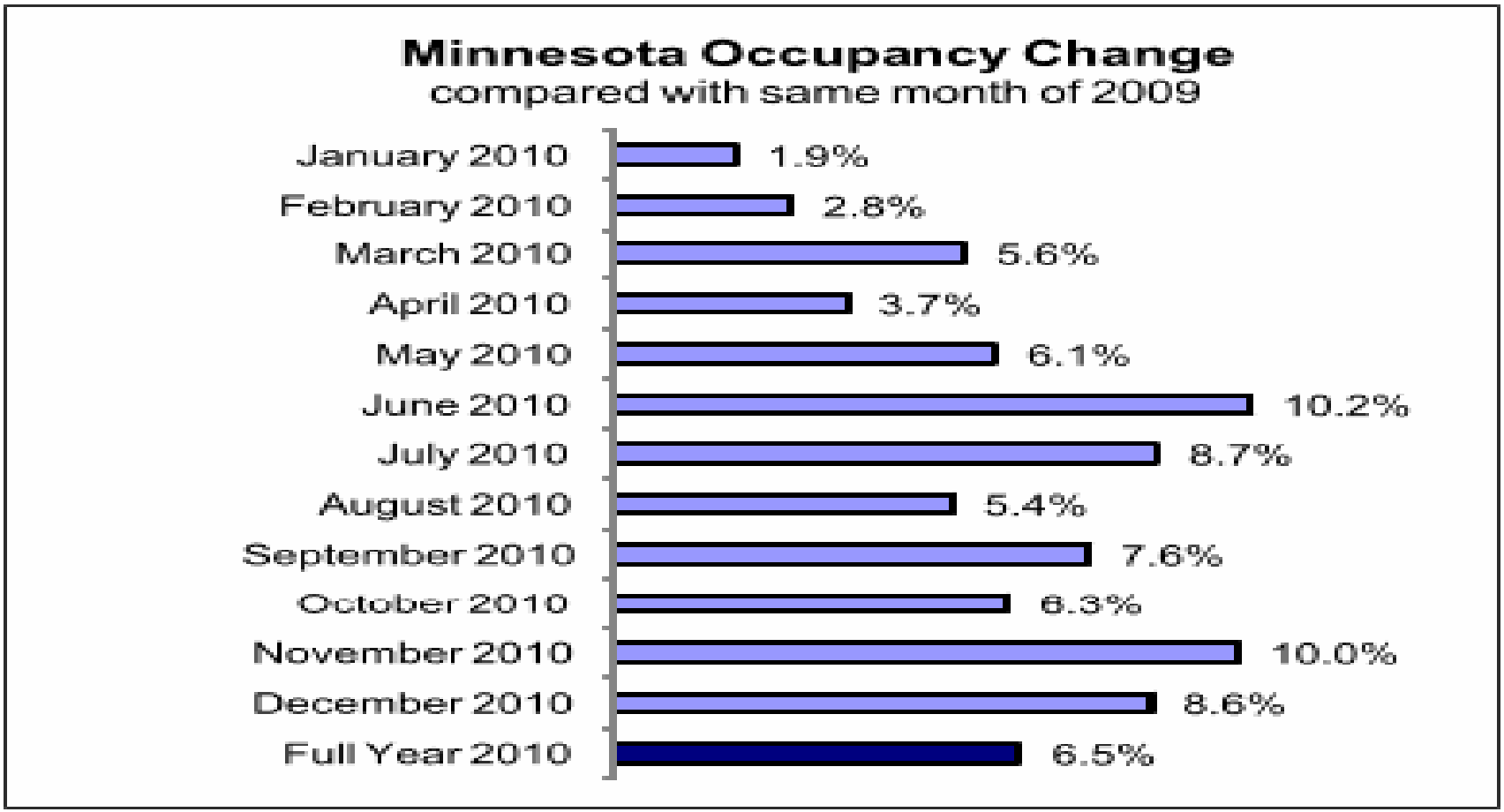
- Why should you hold your next event on the St. Paul campus? The University offers a wealth of resources on the St. Paul campus to help keep your event on budget, on time, and successful. Learn more about the resources available to you at the Meeting Planner Forum.
- **Speakers include:**
- **Kim Araya**, Assistant Department Director, Conference and Events Services Office (CES)
  Ken Gay, U of M Continuing Education and Conference Center (CECC)
  Lori Graven
  Julie Larson Wearn, Executive Director, Roseville Visitors Association (RVA)
  For meetings with out-of town guests, the RVA can help you research sleeping room space availability and rates, as well as provide attraction and theater information for pre- and post-conference attendees.

- This **FREE** seminar is sponsored by the College of Continuing Education, the University Conference and Events Office, and the Roseville Visitors Association.

Congratulations Partners!

- The Wild took to the gigantic, shiny ice surface of the John Rose Oval in Roseville for practice the morning of Saturday, February 19 with 1,800 fans and spectators to see the players work out under a mostly cloudy sky with the temperature below 20 degrees.
- Craig Leipold "The players are absolutely loving this," he said. "When they walked off the bus, I think they had as big a grin as the spectators did. This is good for the game of hockey. Everybody's having fun. No question, we'll do this again, at least once a year."

The Year Ahead- Occupancy is Improving!



STR Report

Occupancy (%)	2009					2010												2011	Year To Date			Running 12 Month		
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	2009	2010	2011	2009	2010	2011
City of Roseville	68.3	67.4	66.8	53.3	44.8	49.1	51.5	60.6	62.0	65.6	68.4	69.3	73.7	68.7	66.6	52.0	46.5	48.5	47.4	49.1	48.5	66.6	60.3	61.2
Slected Properties	67.9	68.0	63.4	53.2	41.3	43.1	53.6	59.2	57.5	60.1	73.4	71.1	73.7	69.2	69.1	56.9	44.9	47.9	48.7	43.1	47.9	65.7	58.5	61.4
Index	100.5	99.2	105.3	100.1	108.5	114.0	96.0	102.3	107.8	109.3	93.2	97.4	100.0	99.3	96.4	91.5	103.6	101.2	97.3	114.0	101.2	101.4	103.2	99.6
% Chg																								
City of Roseville	-16.5	-10.9	-2.6	-6.8	-3.5	3.6	-7.0	4.8	-2.0	8.1	-0.8	1.6	7.9	1.9	-0.2	-2.4	3.8	-1.3	-6.2	3.6	-1.3	-3.9	-9.4	1.4
Slected Properties	-18.5	-7.9	-7.8	-3.8	-1.8	-11.6	4.4	0.9	-5.0	4.1	9.4	0.3	8.4	1.7	9.0	6.9	8.6	11.1	-8.9	-11.6	11.1	-1.8	-11.0	5.1

ADR	2009					2010												2011	Year To Date			Running 12 Month		
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	2009	2010	2011	2009	2010	2011
City of Roseville	78.97	77.63	76.17	71.16	68.99	67.58	68.09	70.88	71.30	70.16	81.81	75.57	80.37	78.14	76.67	71.17	66.87	68.77	73.3	67.6	68.8	81.6	74.8	73.9
Slected Properties	94.45	99.15	101.19	95.21	87.87	90.52	92.19	96.60	94.49	94.02	98.66	100.46	98.09	98.70	98.18	95.01	90.37	93.15	95.79	90.52	93.15	102.40	98.05	96.27
Index	83.6	78.3	75.3	74.7	78.5	74.7	73.9	73.4	75.5	74.6	82.9	75.2	81.9	79.2	78.1	74.9	74.0	73.8	76.5	74.7	73.8	79.7	76.3	76.8
% Chg																								
City of Roseville	-14.3	-17.2	-7.5	-7.8	-4.8	-7.7	-8.2	-3.8	-0.9	-2.5	-0.8	-2.5	1.8	0.7	0.6	0.0	-3.1	1.8	-3.5	-7.7	1.8	4.1	-8.4	-1.2
Slected Properties	-10.9	-13.8	-1.8	-4.2	-6.6	-5.5	-6.7	-3.4	-5.9	-6.0	-2.5	-1.8	3.8	-0.5	-3.0	-0.2	2.8	2.9	1.0	-5.5	2.9	3.8	-4.2	-1.8

COURTYARD
Marriott

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I love this Country.

Days Inn

FAIRFIELD
INN & SUITES
Marriott

Holiday Inn
Express

motel
6

Radisson

Residence
Inn
Marriott

Super
8

ROSEVILLE

Request for Council Action

Date: February 28, 2011
Item Number: 11. a

Department Approval	Manager Approval	Agenda Section
		Hearings

Item Description:

Lake Owasso Safe Boating Association Request for Placement of Water Ski Course and Jump on Lake Owasso

Background:

The council, at its February 14, 2011, meeting, established a public hearing for February 28, 2011, to solicit public input on the Lake Owasso Safe Boating Association's request to obtain a Ramsey County Sheriff's permit for placement of a water ski course and water ski jump on Lake Owasso. Attached is a Certificate of Insurance.

Notice of the Hearing was mailed to affected lake property owners, posted on the City's bulletin board and also appeared as a legal publication in the Roseville Review.

Staff Recommendation:

Conduct a public hearing to solicit input on Lake Owasso Safe Boating Association's request for a permit from the Ramsey County Sheriff for a water ski course and jump on Lake Owasso

Council Action Requested:

Conduct a public hearing to solicit input on Lake Owasso Safe Boating Association's request for a permit from the Ramsey County Sheriff for a water ski course and jump on Lake Owasso for the 2011 season.

Prepared by: Chief Rick Mathwig
Attachment: A. Copy of Certificate of Insurance
B. Email from Steve Youngquist

CERTIFICATE OF INSURANCE

DATE: 12/20/2010

CERTIFICATE NUMBER: 20101220037622

AGENCY:

Entertainment & Sports Insurance eXperts (ESIX)
5660 New Northside Drive, Suite 640
Atlanta, Georgia 30328
Phone: 678-324-3300 Fax: 678-324-3303

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Water Ski
1251 Holy Cow Road
Polk City, Florida 33868

Lake Owasso Safe Boating Association
460 W Horseshoe Dr
Shoreview, Minnesota 55126-3001

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co.
INSURER B: Philadelphia Indemnity Ins. Co.

POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:	
A	GENERAL LIABILITY					
	X COMMERCIAL GENERAL LIABILITY	PHPK663189	1/1/2011 12:01 AM	1/1/2012 12:01 AM	GENERAL AGGREGATE (Applies Per Event)	$2,000,000
	X Occurrence				EACH OCCURRENCE	$1,000,000
	X Participant Legal Liability				DAMAGE TO RENTED PREMISES (Each Occ.)	$1,000,000
					MED EXP (Any one person)	EXCLUDED
					PERSONAL & ADV INJURY	$1,000,000
					PRODUCTS-COMP/OP AGG	$2,000,000
B	UMBRELLA/EXCESS LIABILITY					
	X Occurrence	PHUB330267	1/1/2011 12:01 AM	1/1/2012 12:01 AM	AGGREGATE (Applies Per Event)	$4,000,000
	X SIR				EACH OCCURRENCE	$4,000,000
					RETENTION/DEDUCTIBLE	$10,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

The certificate holder is an Additional Insured with respect to liability arising out of the negligence of the Named Insured as per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002).

Coverage only applies with respect to tournaments, practices, exhibitions, clinics and related activities sanctioned and approved by USA Water Ski, Inc.

CERTIFICATE HOLDER:

City of Roseville
2660 Civic Center Drive
Roseville, Minnesota 55113

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date hereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

CERTIFICATE OF INSURANCE

DATE: 12/20/2010

CERTIFICATE NUMBER: 20101220037621

AGENCY:

Entertainment & Sports Insurance eXperts (ESIX)
5660 New Northside Drive, Suite 640
Atlanta, Georgia 30328
Phone: 678-324-3300 Fax: 678-324-3303

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Water Ski
1251 Holy Cow Road
Polk City, Florida 33868

Lake Owasso Safe Boating Association
460 W Horseshoe Dr
Shoreview, Minnesota 55126-3001

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co.
INSURER B: Philadelphia Indemnity Ins. Co.

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	X Occurrence				EACH OCCURRENCE	$1,000,000
	X Participant Legal Liability				DAMAGE TO RENTED PREMISES (Each Occ.)	$1,000,000
					MED EXP (Any one person)	EXCLUDED
					PERSONAL & ADV INJURY	$1,000,000
					PRODUCTS-COMP/OP AGG	$2,000,000
B	UMBRELLA/EXCESS LIABILITY					
	X Occurrence	PHUB330267	1/1/2011 12:01 AM	1/1/2012 12:01 AM	AGGREGATE (Applies Per Event)	$4,000,000
	X SIR				EACH OCCURRENCE	$4,000,000
					RETENTION/DEDUCTIBLE	$10,000

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Coverage only applies with respect to tournaments, practices, exhibitions, clinics and related activities sanctioned and approved by USA Water Ski, Inc.

CERTIFICATE HOLDER:

Ramsey County
85 East Vadnais Boulevard
Vadnais Heights, Minnesota 55127

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date hereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

-----Original Message-----
From: support@civicplus.com [mailto:support@civicplus.com]
Sent: Saturday, February 19, 2011 10:35 AM
To: *RVCouncil; Margaret Driscoll; Bill Malinen
Subject: Online Form Submittal: Contact City Council

The following form was submitted via your website: Contact City Council

Subject: Lake Owasso Water Ski Course - Public Hearing onv2/28/11

Name:: Steve Youngquist

Address::[redacted]

City:: Roseville

State: : MN

Zip:: 55113

How would you prefer to be contacted? Remember to fill in the corresponding contact information.: Email

Email Address::[redacted]

Phone Number::

Please Share Your Comment, Question or Concern: Greetings! I am writing to give the City Council a brief history of the water ski course & jump prior to the public hearing in hopes of minimizing the time needed to address our request.

- The Lake Owasso Safe Boaters Association is a group of lakeshore owners and other city residence that promote safe and recreational boating on Lake Owasso.
- The ski course and ski jump were first installed in 1965
- The locations are determined by summer time prevailing winds which promote calm water
- Start times are self imposed at 7:30 am weekdays & 8:30 am weekends to promote good will with our neighbors(MN DNR law states that the hours for water skiing are prohibited between 1 hour after sunset to sunrise of the following day)
- We have a rich history of safety, fun and competition. There are several nationally ranked skiers from Lake Owasso. Over 3 generations of skiers have learned to ski competitively on our lake.
- Our group volunteers time, boats and fuel to support The Courage Center and their adaptive waterski program which takes place on Wednesday evenings throughout the summer
- We maintain the course and provide the requested insurance coverage at no cost to the City
- We have never had an injury accident associated with the ski course or jump
- This final note of interest: due to economic and other factors, we will not be placing the jump on Lake Owasso again this year.

Please contact me with any questions. I look forward to seeing you all at the public hearing on 2/28

Thank you.

Additional Information:

Form submitted on: 2/19/2011 10:35:15 AM

[redacted]

Referrer Page: No referrer - Direct link

Form Address: http://www.cityofroseville.com/forms.aspx?FID=115

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Date: 2/28/11
Item: 12.a
Lake Owasso

No Attachment

See 11.a

REQUEST FOR COUNCIL ACTION

Date: 2-28-11
Item No: 12.b

Department Approval | City Manager Approval

Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 1430 Brenner Avenue.**

BACKGROUND

- The subject property is a single-family detached home which is vacant (elderly owner lives elsewhere).
- The current owners are Leo and Evelyn Rosier.
- Current violations include:
  - Roofs and soffits of vacant house and garage in significant disrepair (violation of City Code Section 407.02. J & K).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City's 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City "implement programs to ensure safe and well-maintained properties." In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Perform the following work on both the house and garage: replace roof shingles and rotted sheathing, repair soffits and fascia, repair window, and, paint peeling trim and garage door:
  - Approximately - $16,000.00

Total: Approximately - $16,000.00

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

STAFF RECOMMENDATION

Staff recommends that the Council direct Community Development staff to abate the above referenced public nuisance violations at 1430 Brenner Avenue.

REQUESTED COUNCIL ACTION

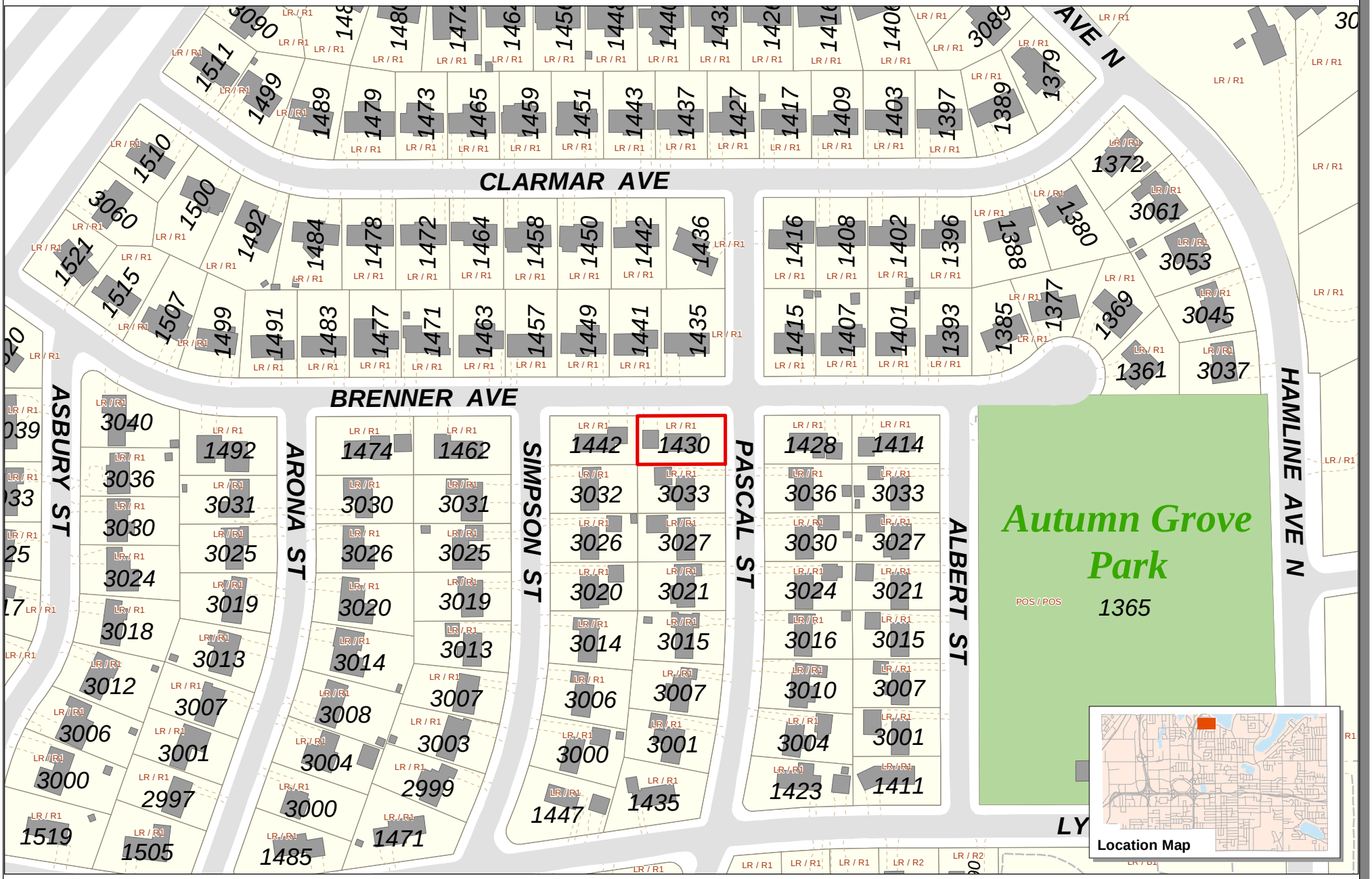
Direct Community Development staff to abate the public nuisance violations at 1430 Brenner Avenue by hiring general contractors to perform the following repairs on both the house and garage: replace roof shingles and rotted sheathing, repair soffits and fascia, repair window, and, paint peeling trim and garage door.

The property owner will then be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B.

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 1430 Brenner Avenue.

1430 Brenner Ave W



ROSEVILLE

Prepared by:
Community Development Department
Printed: October 18, 2010

Site Location

LR / R1 Comp Plan / Zoning Designations

Data Sources
* Ramsey County GIS Base Map (10/4/2010)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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

0 100 200 Feet

N

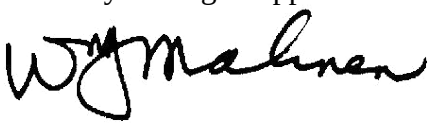
mapdoc: planning_commission_location.mxd

REQUEST FOR COUNCIL ACTION

Date: 2-28-11
Item No.: 12.c

Department Approval

City Manager Approval



Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 1863 Fernwood Avenue.**

BACKGROUND

- The subject property is a single-family detached home.
- The current owners are Warren and Janet Dahle.
- Current violations include:
  - A utility trailer parked in the front driveway for an extended period of time (violation of City Code Section 407.03.Q).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City's 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City "implement programs to ensure safe and well-maintained properties." In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass:

- Hiring a contractor to move the trailer rearward into the side yard area where it is allowed:
  - Approximately - $250.00

Total: Approximately – $250.00

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

STAFF RECOMMENDATION

Due to this season's severe winter weather and excessive snowfall, staff recommends that the Council direct Community Development staff to abate the above referenced public nuisance violation at 1863 Fernwood Avenue if the trailer is still in violation of City Code as of April 15, 2011.

REQUESTED COUNCIL ACTION

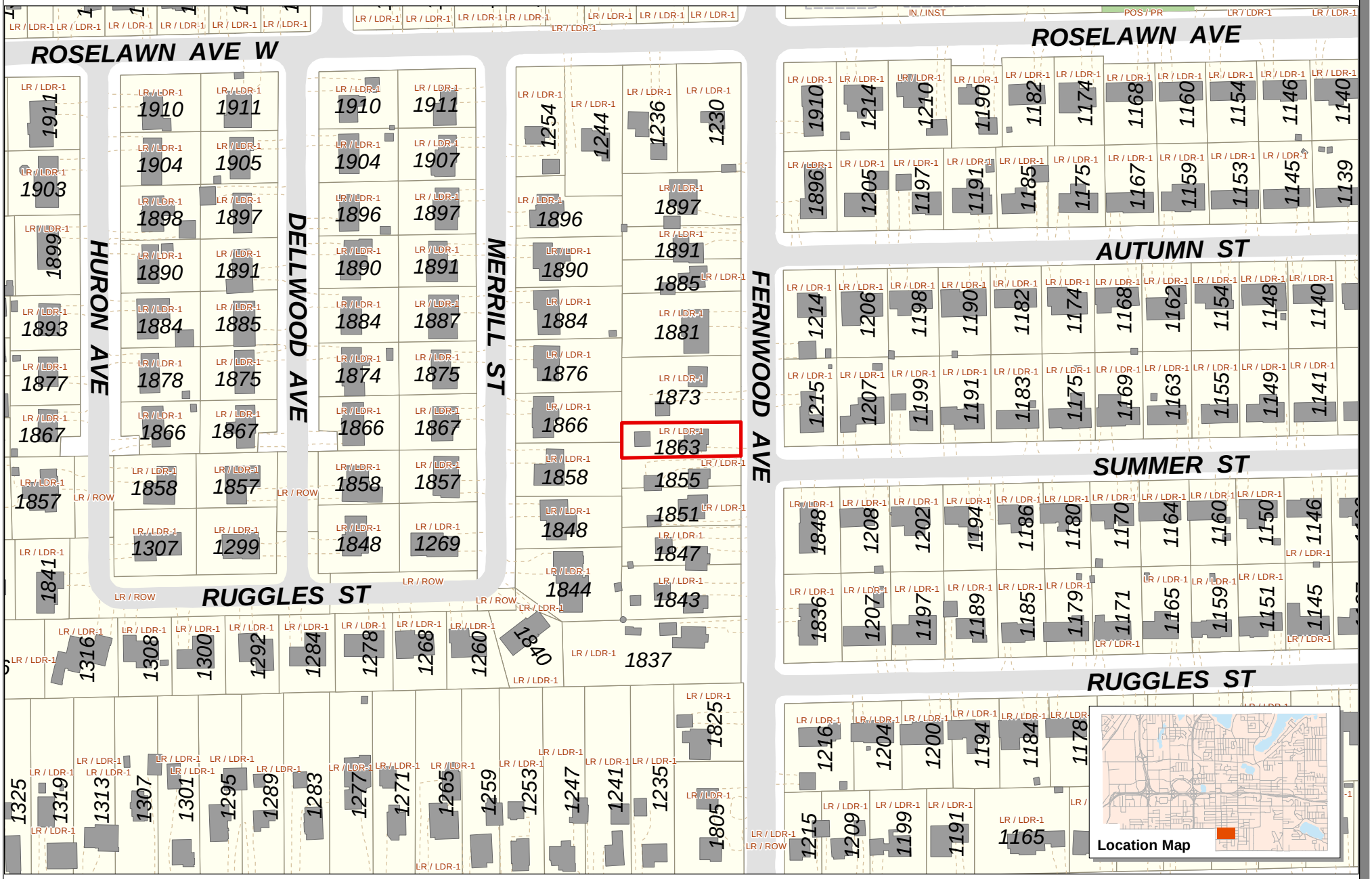
Direct Community Development staff to abate the public nuisance violation at 1863 Fernwood Avenue by hiring a contractor to move the trailer rearward into the side yard area (where it is allowed) if it is still in violation of City Code after April 15th, 2011.

The property owner will then be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B.

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 1863 Fernwood Avenue

1863 Fernwood Ave N



ROSEVILLE

Prepared by:
Community Development Department
Printed: January 31, 2011

Site Location

LR / R1 Comp Plan / Zoning Designations

Data Sources
* Ramsey County GIS Base Map (1/3/2011)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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

0 100 200 Feet

N

mapdoc: planning_commission_location.mxd

REQUEST FOR COUNCIL ACTION

Date: 02/23/11
Item No.: 12.d

Department Approval | City Manager Approval

Item Description: Approve Resolution for the Acquisition of a Permanent Pathway Easement and a Temporary Construction Easement Using Eminent Domain for a portion of property located at 1595 Highway 36, City of Roseville

BACKGROUND

The City is in the process of negotiating with Macy's to acquire a small portion of their property to construct a pathway along Fairview Avenue. The Fairview pathway is a part of the Northeast Suburban Campus Connector (NESCC) Bike/ Pedestrian Project. This project is a partnership between the City of Roseville, the City of Falcon Heights and the University of Minnesota to construct non-motorized transportation connections. This project connects regional shopping centers, commercial businesses and neighborhoods in Roseville to neighborhoods, businesses, and institutions in Falcon Heights, St. Paul, and Minneapolis. The project begins at County Road B-2 in the heart of Roseville's regional shopping area extending to the intercampus transitway connecting the two University of Minnesota campuses. Attached is a map showing the location of the pathway improvements. Below is a description of the proposed improvements:

- *Continuous pathways on both sides of Fairview Ave (between Co Rd B-2 and Co Rd B).*
- *A new off- street bituminous pathway (8 feet wide) on the east side of Fairview between Co Rd B and Larpenteur.*
- *Converting the existing shoulders on Fairview (between Co Rd B and Larpenteur) and Larpenteur (between Fairview and Coffman) into on-street bike lanes.*
- *A new sidewalk along the north side of Larpenteur (between Cleveland and Coffman.*
- *On Gortner (between Larpenteur and Folwell) an 8 ft wide pathway will be constructed on the east side.*
- *Signal systems within the corridor will be retrofitted with pedestrian countdown timers.*
- *Street trees and benches will be installed throughout the corridor to create a more pleasant atmosphere by providing shade and appeal to the non-motorized user.*

This project was approved by the City Council after a Public Hearing on May 17, 2010. Since that approval, staff has been working on final plans, environmental documentation, and easement acquisition.

POLICY OBJECTIVE

In 2008, the City was awarded Transit for Livable Communities, Non-Motorized Transportation Pilot Program Grant Funds Federal Surface Transportation Program (STP) funding to construct this project. If we do move forward with construction of this project in 2011, we will be jeopardizing the funding for this project.

The City cannot go out to bid for this project without having the easements secured.

The City Attorney has reviewed state statutes and has determined that it is necessary for the City Council to make the determination that the proposed Eminent Domain action has no relationship with the Comprehensive Plan prior to approving the resolution to commence Eminent Domain proceedings.

FINANCIAL IMPACTS

The Non-Motorized Transportation Pilot (NTP) Funds grant is for $1,078,000. At the time that we applied for the grant we were not aware that we needed to purchase this easement. The easement costs are not eligible for reimbursement. It is anticipated that the cost of the easement will be paid for through the City's Construction fund.

The appraised value for this easement is $18,200. This includes both temporary and permanent easement values. Attached is the easement sketch.

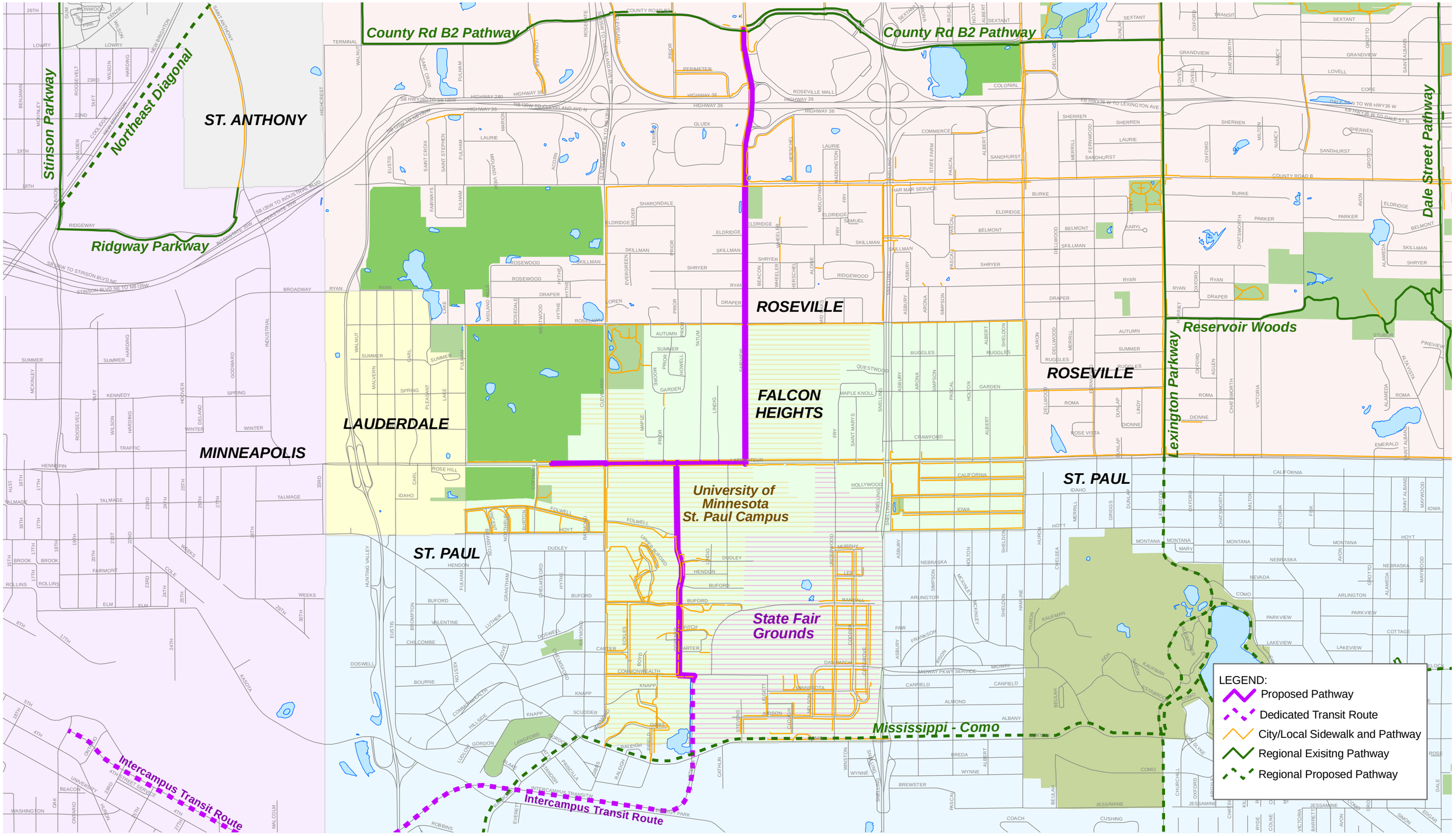
REQUESTED COUNCIL ACTION

Approve Resolution Regarding the Determination of the Relationship of the Acquisition of Real Property to the Comprehensive Plan

AND

Approve Resolution for the Acquisition of a Permanent Pathway Easement and a Temporary Construction Easement Using Eminent Domain for a portion of property located at 1595 Highway 36, City of Roseville.

Prepared by: Debra Bloom, City Engineer
Attachments: A: Project Map
B: Easement Sketch
C: Resolution Regarding the Determination of the Relationship of the Acquisition of Real Property to the Comprehensive Plan
D: Resolution for the Acquisition of a Permanent Pathway Easement and a Temporary Construction Easement Using Eminent Domain



ROSEVILLE

Prepared by:
City of Roseville Engineering Department
April 29, 2008

N

0 300 600 900 1,200 Feet

mapdoc: NTP_PotentialRoutes.mxd
map: NTP_PotentialRoutes.pdf

NTP Northeast Suburban Campus Connector Bike/Pedestrian Project

Data Sources and Contacts:
* Ramsey County GIS Base Map (3/5/2007)
* 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

DISCLAIMER:
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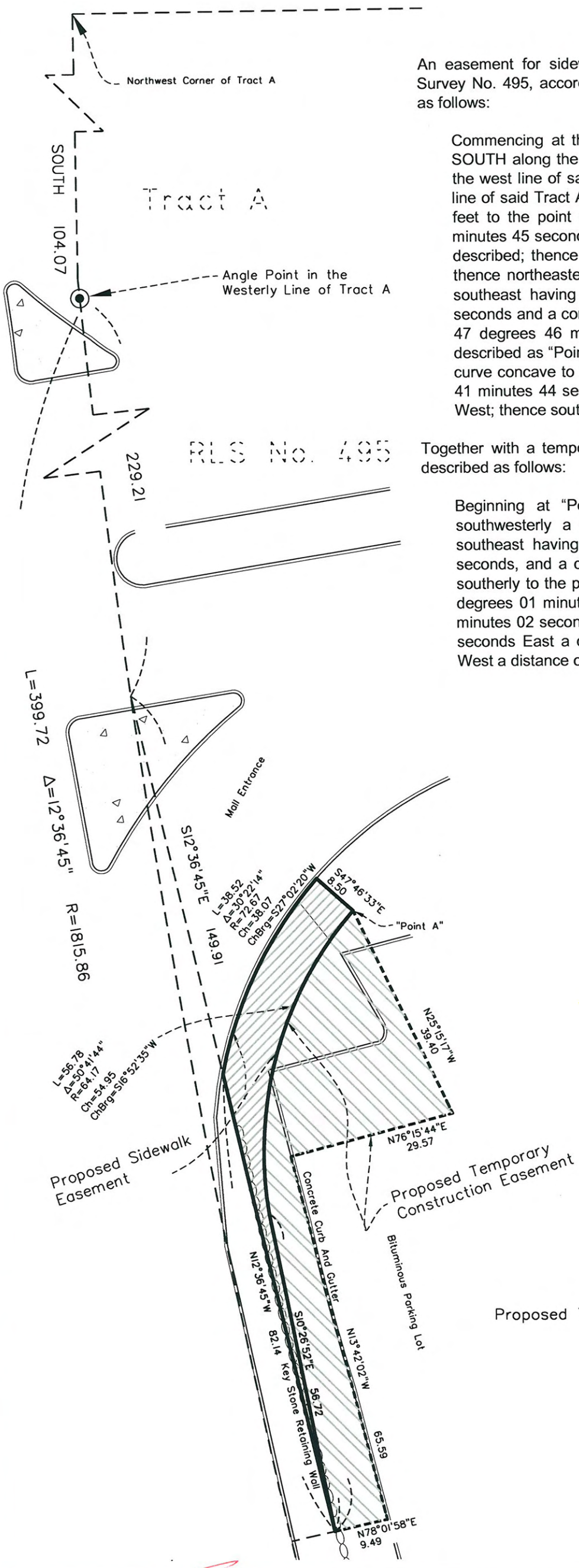
FOR: City of Roseville
Proposed Sidewalk Easement and Temporary Construction Easement over a Portion of Macy's Property at Rosedale
(August 27, 2010)



An easement for sidewalk purposes over and across that part of Tract A, Registered Land Survey No. 495, according to the recorded plat thereof, Ramsey County, Minnesota, described as follows:

Commencing at the northwest corner of said Tract A; thence on an assumed bearing of SOUTH along the west line of said Tract A a distance of 104.07 feet to a point of curve on the west line of said Tract A; thence southerly a distance of 229.21 feet along the westerly line of said Tract A being a tangential curve concave to the east having a radius of 1815.86 feet to the point of beginning of the line to be described; thence South 12 degrees 36 minutes 45 seconds East, a distance of 149.91 to the point beginning of the easement to be described; thence North 12 degrees 36 minutes 45 seconds West a distance of 82.14 feet; thence northeasterly a distance of 38.52 feet along a non-tangential curve concave to the southeast having a radius of 72.67 feet, a central angle of 30 degrees 22 minutes 14 seconds and a cord that bears North 27 degrees 02 minutes 20 seconds East; thence South 47 degrees 46 minutes 33 seconds East a distance of 8.50 feet to a point hereinafter described as "Point A"; thence southwesterly a distance of 56.78 feet along a non-tangential curve concave to the southeast having a radius of 64.17 feet, a central angle of 50 degrees 41 minutes 44 seconds, and a chord that bears South 16 degrees 52 minutes 35 seconds West; thence southerly to the point of beginning and there terminating

Together with a temporary easement for construction purposes over that part of said Tract A described as follows:

Beginning at "Point A" of the aforedescribed described sidewalk easement; thence southwesterly a distance of 56.78 feet along a non-tangential curve concave to the southeast having a radius of 64.17 feet, a central angle of 50 degrees 41 minutes 44 seconds, and a chord that bears South 16 degrees 52 minutes 35 seconds West; thence southerly to the point of terminus of the afordescribed sidewalk easement; thence North 78 degrees 01 minutes 58 seconds East a distance of 9.49 feet; thence North 13 degrees 42 minutes 02 seconds West a distance of 65.59 feet; thence North 76 degrees 15 minutes 44 seconds East a distance of 29.57 feet; thence North 25 degrees 15 minutes 17 seconds West a distance of 39.40 feet to the point of beginning and there terminating.

NORTH

0 20 40

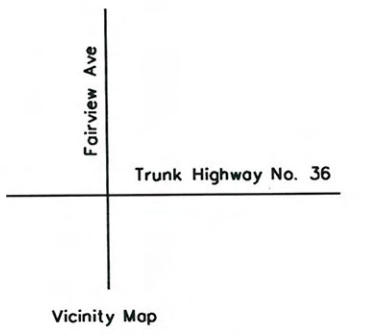
SCALE IN FEET

SURVEY LEGEND

- CATCH BASIN
- RETAINING WALL
- CONCRETE CURB
- CONCRETE

Proposed Sidewalk Easement Area: 476 sq.ft.

Proposed Temporary Construction Easement Area: 1,301 sq.ft.



Vicinity Map

DRAWN BY: RLS PROJECT NUMBER: 10-020.00

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Rory L. Synstelien

44565 8-2-10

License No. Date

LOUCKS ASSOCIATES

Planning• Civil Engineering •Land Surveying
Landscape Architecture • Environmental

7200 Hemlock Lane, Suite 300
Maple Grove, Minnesota 55369-5592
Telephone: (612)424-5505 Fax: (612)424-5822
Web Page: www.LoucksAssociates.com

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SUBMITTALS

8-2-10 Drawing Issued

8-27-10 Revised Easement Description

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 28 day of February, 2011, at the Roseville City Hall at 6:00 p.m.

The following members were present:

and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION NO.

A RESOLUTION REGARDING THE DETERMINATION OF THE RELATIONSHIP OF THE ACQUISITION OF REAL PROPERTY TO THE COMPREHENSIVE PLAN.

WHEREAS, the City of Roseville proposes to construct sidewalks, trailways and other pathways and associated improvements within the City as part of a regional trailway system; and

WHEREAS, in order to construct the trailway system and improvements the City needs to acquire the permanent and temporary easements described in Exhibit A attached hereto; and

WHEREAS, Minnesota Statutes § 462.356, Subd. 2, requires that the City shall not acquire an interest in real property until the planning agency has reviewed the proposed acquisition and reported in writing to the City Council its findings as to the compliance of the proposed acquisition with the Comprehensive Plan; and

WHEREAS, Minnesota Statutes § 462.356, Subd. 2 further provides that the City Council may, by resolution adopted by two-thirds vote, dispense with the requirements of Minnesota Statutes § 462.356, Subd. 2, when in its judgment it finds that the proposed acquisition of real property has no relationship to the Comprehensive Plan; and

WHEREAS, the City Council has determined that the acquisition of the property does not affect the Comprehensive Plan;

NOW THEREFORE, BE IT RESOLVED THAT the City Council finds the proposed acquisition of real property has no relationship to the Comprehensive Plan and hereby dispenses with the requirements of Minnesota Statutes § 462.356, Subd. 2.

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 28 day of February, 2011 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 28 day of February, 2011.

_____
William J. Malinen, City Manager

(Seal)

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 28 day of February 2011, at the Roseville City Hall at 6:00 p.m.

The following members were present:

and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION NO.

A RESOLUTION FOR THE ACQUISITION OF A PERMANENT PATHWAY EASEMENT AND A TEMPORARY CONSTRUCTION EASEMENT USING EMINENT DOMAIN FOR A PORTION OF PROPERTY LOCATED AT 1595 HIGHWAY 36, CITY OF ROSEVILLE.

WHEREAS, the City of Roseville proposes to construct sidewalks, trailways and other pathways and associated improvements within the City of Roseville as part of a regional trailway system; and

WHEREAS, the City Council of the City has determined that the construction of such trailway system is in the public interest and promotes the public health, safety and welfare of the community; and

WHEREAS, in order to construct the trailway system and improvements the City needs to acquire the permanent and temporary easements described in Exhibit A attached hereto; and

WHEREAS, the City has been unable to successfully negotiate the acquisition of the above-referenced easements; and

WHEREAS, the City has the power under Minn. Stat. Chapter 117 to take and acquire the above-referenced easements by way of eminent domain; and

WHEREAS, the City Council of the City has determined that it is necessary to acquire the above-referenced easements prior to the filing of an award by the court appointed commissioners pursuant to Minn. Stat. § 117.042.

NOW THEREFORE, BE IT RESOLVED:

1. The City Council of the City of Roseville hereby authorizes the acquisition of the permanent sidewalk, trailway and pathway easement and temporary construction easements described in Exhibit A attached hereto by eminent domain and the taking title and possession of such easements prior to the filing of an award by the court appointed commissioners by “quick take” pursuant to Minn. Stat. § 117.042.

2. The City Manager and City Attorney are directed and authorized to commence and carry out the necessary proceedings in condemnation under the power of eminent domain, in the name of and on behalf of the City, and to prosecute such action to a successful conclusion or until it is abandoned, dismissed or terminated by the City or the court.

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 28 day of February, 2011 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 28 day of February, 2011.

_____
William J. Malinen, City Manager

(Seal)

REQUEST FOR COUNCIL ACTION

Date: 02/28/2011
Item No.: 12.e

Department Approval

City Manager Approval

Item Description: Award Bid for Janitorial Services for City Facilities

BACKGROUND:

The City of Roseville contract for janitorial services expires this month. City staff requested proposals using the Best Value process for a three-year janitorial services contract. Proposals were required to include in this bid any possible increases for the three-year period. We received seven proposals for these services. The City has contracted with ISS for the past two years for janitorial services. This contract covers the cleaning of City Hall including the Police Department, the License Center, Fire Station 1 public areas, and routine cleaning at the Skating Center and Nature Center.

We have compared the cost of contracting these services to providing these services with city staff. The cost is very similar from a salary and benefit cost if provided by fulltime employees. The benefit to contracting is the coverage provided by these firms for absences due to sickness and vacations and the shedding of risk for workers compensation and other staff related risk.

Discussion of Bids:

Seven firms submitted proposals and the results are included in the table below.

Group	Submittal Amount	Best Value Score
Linn Building	**$260,313**	**85.8**
TSE	$288,519	84.8
ISS	$287,159	84.4
Coverall Cleaning Concepts	$247,971	82.8
Common Sense	$291,986	69.6
All Source	$244,347	78.6
Jan Pro	$299,457	59.4

Through the Best Value process, each firm was asked to submit references and have their clients complete a past performance survey. The criteria used for scoring was: contract cost 40%, reference list information 20%, survey information 20%, and interview 20%, for a total of 100 %.

Staff involved in the evaluation and interview process included Lonnie Brokke, Parks and Recreation Director; Duane Schwartz, Public Works Director; Karen Rubey, Police Department Office Manager; Brad Tullberg, Skating Center Superintendent; and Pat Dolan Fleet, and Facility Supervisor. Through this process, staff has determined the apparent best value submittal.

It was determined in the interview process that the Linn Building Maintenance work plan was adequate to meet our needs. They indicated how they plan to meet our cleaning schedules and the required time frames we have for each building due to the complexity of our activity scheduling. Their submitted and follow up references were all positive and they were able to meet all requirements of their cleaning contracts.

The firm that proposed the lowest contract amount, All Source, is not recommended because they scored significantly lower during the interview and reference portion of the Best Value process. Their proposed work hours did not meet our requirements. Some reference calls indicated communication issues between the All Source workers and the client. Coverall Cleaning Concepts was the second lowest bidder, and is not recommended because they did not submit a work plan that would meet our needs. Roseville requires workers during daytime hours, and cleaning multiple buildings at different times. Both Coverall and Jan Pro contract out their work to franchisees, so the City would not know who would be providing the services. Through the interview and reference evaluation, it was the opinion of the interview team that these firms do not have the capability to meet our needs.

FINANCIAL IMPACTS

The group with the Best Value highest score and apparent Best Value is not the lowest submittal amount. Staff is recommending the proposal with the highest Best Value score for award. Linn Building Maintenance proposed a program with a three-year cost of $260,313. This cost will not increase over the three-year period; all increases were included in the bid amounts. Our current cost with ISS for a three-year program is $269,322. The Linn Building Maintenance proposal is a savings over the existing janitorial program and is within the 2011 budgeted amount.

STAFF RECOMMENDATION

Staff recommends award of a contract for janitorial services to Linn Building Maintenance for a three-year period in the total amount of $260,313.

Requested Council Action:

Motion awarding a contract for janitorial services to Linn Building Maintenance for $260,313.

Prepared by: Pat Dolan, Fleet and Facilities Supervisor
Gretchen Carlson, PW Specialist

REQUEST FOR COUNCIL ACTION

Date: February 28, 2011
Item No.: 12.f

Department Approval

City Manager Approval

Item Description: Resolution Supporting Local Option Sales Tax

BACKGROUND

At the January 24, 2011 City Council meeting, Roseville's legislative delegation suggested that it may be a good time for Roseville to ask the Legislature for the authority to seek approval of a local option sales tax for capital investments through a voter referendum.

Like most cities, Roseville has substantial capital investment needs. This is due, in part, to, the economic downturn, minimal capital investment over the years, and the age of our City's infrastructure. The City is facing two particular needs – investment in a new fire station and investment in the parks system.

The City currently has three fire stations, each in substantial disrepair. A Fire Department Building Facilities Needs Committee has evaluated the City's fire station needs and estimate that it would cost about $7.2 million to build a new fire station.

A Parks and Recreation Community Advisory Team conducted a community-wide assessment of the City's parks and recreation. The planning committee engaged thousands of residents in conversations and identified the wants and needs of the community. They estimate that it will cost about $89 million to meet those needs.

Roseville currently has a 7.125% sales tax. A half-cent sales tax increase would generate approximately $6.4 million year. The City would have to collect the tax for approximately 15 years to raise the $96.2 million.

State Statute §297A.99 states "before the governing body of a political subdivision requests legislative approval of a special law for a local sales tax that is administered under this section, it shall adopt a resolution indicating its approval of the tax. The resolution must include, at a minimum, information on the proposed tax rate, how the revenues will be used, the total revenue that will be raised before the tax expires, and the estimated length of time that the tax will be in effect …."

POLICY OBJECTIVE

To effectively fund the needs of the community.

FINANCIAL IMPACTS

Depending upon timing of referendum - election costs associated with an odd year election. The two schools districts in Roseville will hold elections in November, so if the City conducted the referendum in conjunction with the school district elections, the City's share of the costs would be minimal.

STAFF RECOMMENDATION

Pass a resolution supporting a local option sales tax.

REQUESTED COUNCIL ACTION

Pass a resolution supporting a local option sales tax.

Prepared by: **William J. Malinen**

Attachments:
- A: MN Statute §297.99
- B: Draft Resolution
- C: Parks and Recreation request

2010 Minnesota Statutes

297A.99 LOCAL SALES TAXES.

Subdivision 1. **Authorization; scope.** (a) A political subdivision of this state may impose a general sales tax (1) under section 297A.992, (2) under section 297A.993, (3) if permitted by special law enacted prior to May 20, 2008, or (4) if the political subdivision enacted and imposed the tax before January 1, 1982, and its predecessor provision.

(b) This section governs the imposition of a general sales tax by the political subdivision. The provisions of this section preempt the provisions of any special law:

(1) enacted before June 2, 1997, or

(2) enacted on or after June 2, 1997, that does not explicitly exempt the special law provision from this section's rules by reference.

(c) This section does not apply to or preempt a sales tax on motor vehicles or a special excise tax on motor vehicles.

(d) Until after May 31, 2010, a political subdivision may not advertise, promote, expend funds, or hold a referendum to support imposing a local option sales tax unless it is for extension of an existing tax or the tax was authorized by a special law enacted prior to May 20, 2008.

Subd. 2. **Local resolution before application for authority.** Before the governing body of a political subdivision requests legislative approval of a special law for a local sales tax that is administered under this section, it shall adopt a resolution indicating its approval of the tax. The resolution must include, at a minimum, information on the proposed tax rate, how the revenues will be used, the total revenue that will be raised before the tax expires, and the estimated length of time that the tax will be in effect. This subdivision applies to local laws enacted after June 30, 1998.

Subd. 3. **Requirements for adoption, use, termination.** (a) Imposition of a local sales tax is subject to approval by voters of the political subdivision at a general election.

(b) The proceeds of the tax must be dedicated exclusively to payment of the cost of a specific capital improvement which is designated at least 90 days before the referendum on imposition of the tax is conducted.

(c) The tax must terminate after the improvement designated under paragraph (b) has been completed.

(d) After a sales tax imposed by a political subdivision has expired or been terminated, the political subdivision is prohibited from imposing a local sales tax for a period of one year. Notwithstanding subdivision 13, this paragraph applies to all local sales taxes in effect at the time of or imposed after May 26, 1999.

Subd. 4. **Tax base.** (a) The tax applies to sales taxable under this chapter that occur within the political subdivision.

(b) Taxable goods or services are subject to a political subdivision's sales tax, if they are sourced to the political subdivision pursuant to section 297A.668.

Subd. 5. **Tax rate.** (a) The tax rate is as specified in the special law authorization and as imposed

by the political subdivision.

(b) The full political subdivision rate applies to any sales that are taxed at a state rate, and the political subdivision must not have more than one local sales tax rate or more than one local use tax rate. This paragraph does not apply to sales or use taxes imposed on electricity, piped natural or artificial gas, or other heating fuels delivered by the seller, or the retail sale or transfer of motor vehicles, aircraft, watercraft, modular homes, manufactured homes, or mobile homes.

Subd. 6. **Use tax.** A compensating use tax applies, at the same rate as the sales tax, on the use, storage, distribution, or consumption of tangible personal property or taxable services.

Subd. 7. **Exemptions.** (a) All goods or services that are otherwise exempt from taxation under this chapter are exempt from a political subdivision's tax.

(b) All mobile transportation equipment, and parts and accessories attached to or to be attached to the equipment are exempt, if purchased by a holder of a motor carrier direct pay permit under section 297A.90.

Subd. 8. **Credit for other local taxes.** If a person paid sales or use tax to another political subdivision of this state on an item subject to tax under this section, a credit applies against the tax imposed under this section. The credit equals the tax the person paid to the other political subdivision for the item.

Subd. 9. **Enforcement; collection; and administration.** (a) The commissioner of revenue shall collect the taxes subject to this section. The commissioner may collect the tax with the state sales and use tax. All taxes under this section are subject to the same penalties, interest, and enforcement provisions as apply to the state sales and use tax.

(b) A request for a refund of state sales tax paid in excess of the amount of tax legally due includes a request for a refund of the political subdivision taxes paid on the goods or services. The commissioner shall refund to the taxpayer the full amount of the political subdivision taxes paid on exempt sales or use.

(c) A political subdivision shall incur a legal debt to the state for refunds of local sales taxes made by the commissioner after a tax has terminated when the amount of the refunds exceeds the amount of local sales taxes collected for but not remitted to the political subdivision. The commissioner of revenue shall bill the political subdivision for this difference. The commissioner shall deposit the money in the state treasury and credit it to the general fund.

Subd. 10. **Use of zip code in determining location of sale.** The lowest combined tax rate imposed in the zip code area applies if the area includes more than one tax rate in any level of taxing jurisdictions. If a nine-digit zip code designation is not available for a street address or if a seller is unable to determine the nine-digit zip code designation of a purchaser after exercising due diligence to determine the designation, the seller may apply the rate for the five-digit zip code area. For the purposes of this subdivision, there is a rebuttable presumption that a seller has exercised due diligence if the seller has attempted to determine the nine-digit zip code designation by utilizing software approved by the governing board that makes this designation from the street address and the five-digit zip code of the purchaser. Notwithstanding subdivision 13, this subdivision applies to all local sales taxes without regard to the date of authorization. This subdivision does not apply when the purchased product is received by the purchaser at the business location of the seller.

Subd. 11. **Revenues; cost of collection.** The commissioner shall remit the proceeds of the tax, less refunds and a proportionate share of the cost of collection, at least quarterly, to the political subdivision. The commissioner shall deduct from the proceeds remitted an amount that equals

(1) the direct and indirect costs of the department to administer, audit, and collect the political subdivision's tax, plus

(2) the political subdivision's proportionate share of the indirect cost of administering all taxes under this section, plus

(3) the cost of constructing and maintaining a zip code or geo-code database necessary for local sales tax collections under the Streamlined Sales and Use Tax Agreement in section 297A.995.

The initial cost of constructing a database under clause (3) shall be distributed among the cities with a local sales tax based on each city's population. The commissioner shall develop a method for distributing the cost of maintaining the database among the cities with a local sales tax based on the number of boundary changes for each city.

Subd. 12. **Effective dates; notification.** (a) A political subdivision may impose a tax under this section starting only on the first day of a calendar quarter. A political subdivision may repeal a tax under this section stopping only on the last day of a calendar quarter.

(b) The political subdivision shall notify the commissioner of revenue at least 90 days before imposing, changing the rate of, or repealing a tax under this section.

(c) The political subdivision shall change the rate of tax imposed under this section starting only on the first day of a calendar quarter, and only after the commissioner has notified sellers at least 60 days prior to the change.

(d) The political subdivision shall apply the rate change for sales tax imposed under this section to purchases from printed catalogs, wherein the purchaser computed the tax based upon local tax rates published in the catalog, starting only on the first day of a calendar quarter, and only after the commissioner has notified sellers at least 120 days prior to the change.

(e) The political subdivision shall apply local jurisdiction boundary changes to taxes imposed under this section starting only on the first day of a calendar quarter, and only after the commissioner has notified sellers at least 60 days prior to the change.

Subd. 12a. **Notification of use tax.** Any political subdivision imposing a local sales and use tax, which maintains an official Web site, must display on its main home page a link to a notice that residents and businesses in the political subdivision may owe a local use tax on purchases of goods and services made outside of the political subdivision limits. The notice must provide information, including a link to any relevant Department of Revenue Web site, on how the taxpayer may get information and forms necessary for calculating and paying the tax. If the political subdivision provides and bills for sewer, water, garbage collection, or other public utility services, the billing statement must also include at least once per year a notice that residents and businesses may owe a local use tax on purchases made outside of the political subdivision limits and provide information on how the taxpayer may get information and forms necessary for calculating and paying the tax.

Subd. 13. **Application.** This section applies to all local sales taxes that were authorized before, on,

or after June 2, 1997.

History: 2000 c 418 art 1 s 42; 1Sp2001 c 5 art 12 s 81-*83;* 2003 c 127 art 1 s 28-*30;* 2005 c 151 art 7 s 22; 1Sp2005 c 3 art 5 s 22,*23;* 2006 c 259 art 6 s 30; 2008 c 152 art 4 s 1; 2008 c 366 art 7 s 7

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 28th day of February, 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.

Local Option Sales Tax

WHEREAS, The economic downturn, minimal capital investment over the years, and the age of our City's infrastructure, has led to Roseville having substantial capital investment needs; and

WHEREAS, The City is facing two particular capital investment needs – investment in a new fire station and investment in the parks system; and

WHEREAS, The City currently has three fire stations, each in substantial disrepair. A Fire Department Building Facilities Needs Committee has evaluated the City's fire station needs and estimate that it would cost about $7.2 million to build a new fire station; and

WHEREAS, A Parks and Recreation Community Advisory Team conducted a community-wide assessment of the City's parks and recreation. The planning committee engaged thousands of residents in conversations and identified the wants and needs of the community. They estimate that it will cost about $89 million to meet those needs; and

WHEREAS, Roseville currently has a 7.125% sales tax; and

WHEREAS, A half-cent sales tax increase would generate approximately $6.4 million year. The City would have to collect the tax for approximately 15 years to raise the $96.2 million.

NOW, THEREFORE, BE IT RESOLVED, that the City of Roseville hereby request that the Minnesota Legislature gives Roseville the authority to seek a Citywide referendum proposing 15-year half-cent sales tax to commence in 2013 until 2028 to fund Roseville's Fire and Parks and Recreation needs.

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.

Attachment C

Sales Tax Categories 2-22-11
Take #2

Park Projects per Master Plan	$19M
Park Land Acquisition	$ 5M
Pathway System Additions and Improvements	$ 5M
Community Center	$25M
Natural Resource Restoration	$ 5M
Sports Field Complex including land acquisition	$20M
Perpetuating Trust Fund for Parks and Recreation	$10M
Perpetuating Trust Fund for New Community Center	$?????
Perpetuating Trust Fund for Pathway System Additions	$?????
	$89M

Date: 2/28/11
Item: 13.a

Parks and Recreation Department

To: Mayor and City Council

From: Lonnie Brokke, Director of Parks and Recreation

Date: February 28th, 2011

Re: Master Plan Citizen Organizing Team Progress Report

Parks and Recreation Commissioner and Citizen Organizing Team Chair Jason Etten will be at your February 28th, 2011 City Council meeting to give a brief communication/progress report on the Parks and Recreation Master Plan Implementation.

REQUEST FOR COUNCIL ACTION

Date: February 28, 2011
Item No.: 13.b

Department Approval | City Manager Approval

Item Description: Discussion of Suspension of Council Rules

BACKGROUND

At the January 3, 2011 Council meeting, Councilmembers asked why a 2/3 supermajority vote was needed to suspend Council rules.

The City Council follows Rosenberg's Rules of Order to conduct its business. Following an established set of rules, helps to ensure efficiently run meetings in which all sides get an opportunity voice their opinions.

The City Council also has a set of rules to regulate meeting procedures. These rules set common values and expectations, provide structure to a meeting and resolve conflict that promotes the best interest of the city.

There have been occasions in which suspending the rules may be, or seem to be, in the best interest of the Council. Suspension of the rules requires a 2/3 majority, to protect against a majority of members pushing through an action item without notice or debate. A 2/3 vote makes it more difficult to undertake that action.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Discuss whether it is in the Council's best interest to suspend rules with a simple majority or a supermajority.

REQUESTED COUNCIL ACTION

Discuss whether it is in the Council's best interest to suspend rules with a simple majority or a supermajority.

Prepared by: **William J. Malinen, City Manager**
Attachments: A: Feb. 14, 2011 Memo

MEMORANDUM

TO: Roseville City Council
FROM: Bill Malinen, City Manager
DATE February 14, 2011
RE: Council Rule # 9 – Suspension of Rules

At your January 3 meeting, the question was raised about the rationale for a 4/5 supermajority vote for the suspension of the Council rules. In researching this topic, I have relied upon information related to parliamentary procedure, as the specific rule refers to the Council adopted Rosenburg's Rules of Order, and prior to the adoption of Rosenburg's Rules, the rule referenced Robert's Rules of Order. I have used a Public Management magazine article by Daniel Fitzpatrick as a foundation to addressing the question.

Development of Parliamentary Procedure

Parliamentary procedure has its basic roots tracing back over two thousand years to the Greeks and Romans. The concept of parliamentary law, procedure and democratic processes became more refined with the British Parliament as early as the 13th century. They developed principles such as considering only one subject at a time, alternating between pro and con during debate, and confining debate to the merits of pending questions. The word parliamentary is a derivative of the French word parler—to speak, discuss, or deliberate.

The basis of parliamentary law is to provide a guide for how to avoid the confusion and chaos that results when members of a group do as they please. The goals are to protect both minority members by allowing debate on all issues and absent members by providing proper notice of fundamental changes, all while assuring the full expression of the will of the majority. The foundation of democracy and self-government calls for the minority, no matter how certain they are of their position, to consent to the rule of the majority.

Parliamentary Procedure

The theory and goals of parliamentary laws result in the underlying principles of parliamentary procedure. These 10 rules are common to all of the parliamentary procedure authorities.

1. **The organization is paramount compared with the individual.** The purpose of all parliamentary rules is to protect the organization. The process trumps the results. In parliamentary law, the end can never justify the means; in fact, the means are paramount.
2. **All members are equal.** There is a tendency of group dynamics that can lead to unfair treatment of certain participants. Parliamentary procedure, properly applied, assures equal treatment to all participants.
3. **A quorum must be present to conduct business legally.** This requirement prevents the agenda from being "hijacked" by a minority.
4. **Only one main proposal may be considered at a time.** Imagine the confusion if you debated or voted on more than one issue at a time. One main motion, with the appropriate

secondary motions to assist the deliberative process, assures a focus and an efficient process.

5. **Only one member may speak at a time.** That is, there can be only one issue under discussion at a time and one speaker at a time. It may seem like common sense, but we have all witnessed discussions where the group descends into the chaos of many persons speaking at the same time. It is the duty of the presiding officer to assure that all members have the right to be heard.

6. **Debate is allowed on all motions, unless forbidden.** All main motions (that is, motions of policy) allow for debate. Secondary motions authorized in the adopted parliamentary authority may not allow debate. The motion to "call the question," for example, is not debatable because debate would defeat its purpose, which is to cut off debate; it requires an immediate vote and a two-thirds majority to pass. Debate would defeat the purpose of the secondary motions to adjourn, recess, or lay on the table.

7. **Parliamentary law insists on dignity in debate.** Members' names may not be used and personal criticism is out of order. No matter how hotly contested an issue may be, we still have to live with our colleagues after the issue is resolved.

8. **A question, once decided, cannot come back for reconsideration during the same session.** Imagine the confusion, frustration, and time wasted if motions contradicting recently passed motions (during the same meeting or session) were allowed. A minority with two votes could tie up a meeting indefinitely.

9. **A majority vote decides, unless a greater percentage is called for.** In nongovernmental organizations, majority votes decide most decisions unless the bylaws or the parliamentary authority provides otherwise. Local governments, because they are subject to state laws, as well as their own charters and bylaws, are more restricted. General resolutions and ordinances usually require a majority vote, with two-thirds required for bonding.

10. **Most organizations name a parliamentary authority in their bylaws.** Many states require organizations to select a parliamentary authority. Local governments name a parliamentary authority in their bylaws or charters. Many local governments use *Robert's Rules of Order*. Roseville City Council recently adopted Rosenburg’s Rules of Order.

It is incumbent on all members of a representative body to understand the basic rules of their parliamentary authority. It is especially important for the presiding officer to have a working knowledge of the parliamentary rules. This enables the presiding officer to lead the group toward productive meetings.

Local Rules

In Minnesota, a statutory city council has the power to regulate its own procedures. Home rule charter cities may have similar provisions in their charters. Councils often regulate their procedures through the formal adoption of bylaws. Councils are not required to adopt bylaws for meeting management, but they are highly recommended for the following reasons:

- Rules set common values and expectations for interactions among councilmembers.
- Rules can provide structure to a meeting, promoting timeliness and efficiency.
- Rules can help resolve conflicts in a positive way that promotes the best interests of the city, rather than allowing conflicts to grow, potentially disrupting city operations and slowing vital council decisions
- Procedural rules are usually provided for in the rules or bylaws adopted by the council. Adoption of council rules may be supplemented by the use of a standard work on parliamentary procedure, such as Robert's Rules of Order.

It has been recommended that whatever rules the council adopts, it should follow them. Although the council can vote to change or suspend its rules if the occasion calls for it, it is probably better to stick with the adopted rules except on rare occasions.

Suspension of Rules Issue

As noted earlier, one of the basic purposes of parliamentary rules and Council bylaws is to provide order and structure to meetings to ensure that the Council business gets done. Another important purpose is to protect minority members by allowing debate on all issues. While it has only been used locally to extend a meeting beyond the adjournment time set in the Council rules, upon the suspension of rules there is no longer the structure or protection. A simple majority can push through an action item without notice or debate. It appears that is why the suspension action requires the 2/3 vote – to make it more difficult to undertake that action. As noted, it should occur only on rare occasions.

The point was raised that the adoption of the rules is made upon only a simple majority vote, which could be used to change the rule requiring a 2/3 vote to suspend the rules if a 2/3 vote was unattainable. For that reason, it may be appropriate that the Council rules be adopted and amended only with a 2/3 vote as well.

REQUEST FOR COUNCIL ACTION

Date: 02/28/11
Item No.: 13.c

Department Approval | City Manager Approval

Item Description: Consider Adopting a 2012 Budget Calendar

BACKGROUND

On February 14, 2011 the City Council held an initial discussion on the 2012 (and now 2013) Budget Calendar. As part of that discussion, Councilmembers were asked to submit their individual preferences for the type of budget process to be followed as well as the information to be compiled. A discussion was also held on how the proposed budget calendar would be amended to accommodate a biennial budgeting process.

With regard to the 2012-2013 Budget Calendar as proposed on 2/14/11; it is suggested that the following additions be made:

August 13th, 2012	Review Jan-June financial results for 2012
September 10, 2012	Adopt 2013 Preliminary tax levy
November 19, 2012	Review Jan-September financial results for 2012, and adopt 2013 Utility Rates
December 3, 2012	Adopt 2013 Final tax levy and Budget

It is also suggested that many of the 2011 dates identified on the Calendar will need to be pushed back if we want to accommodate results from the Council Task Force on the CIP (due June 13, 2011) or the results from the Citizen Survey (due March 28, 2011) and Park Master Plan Survey (due Spring/Summer 2011).

Other dates could be added to accommodate discussion on emerging trends, changes in priorities, or unforeseen circumstances. Staff will be available at the Council meeting to address further questions or concerns.

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 2012-2013 Budget Calendar.

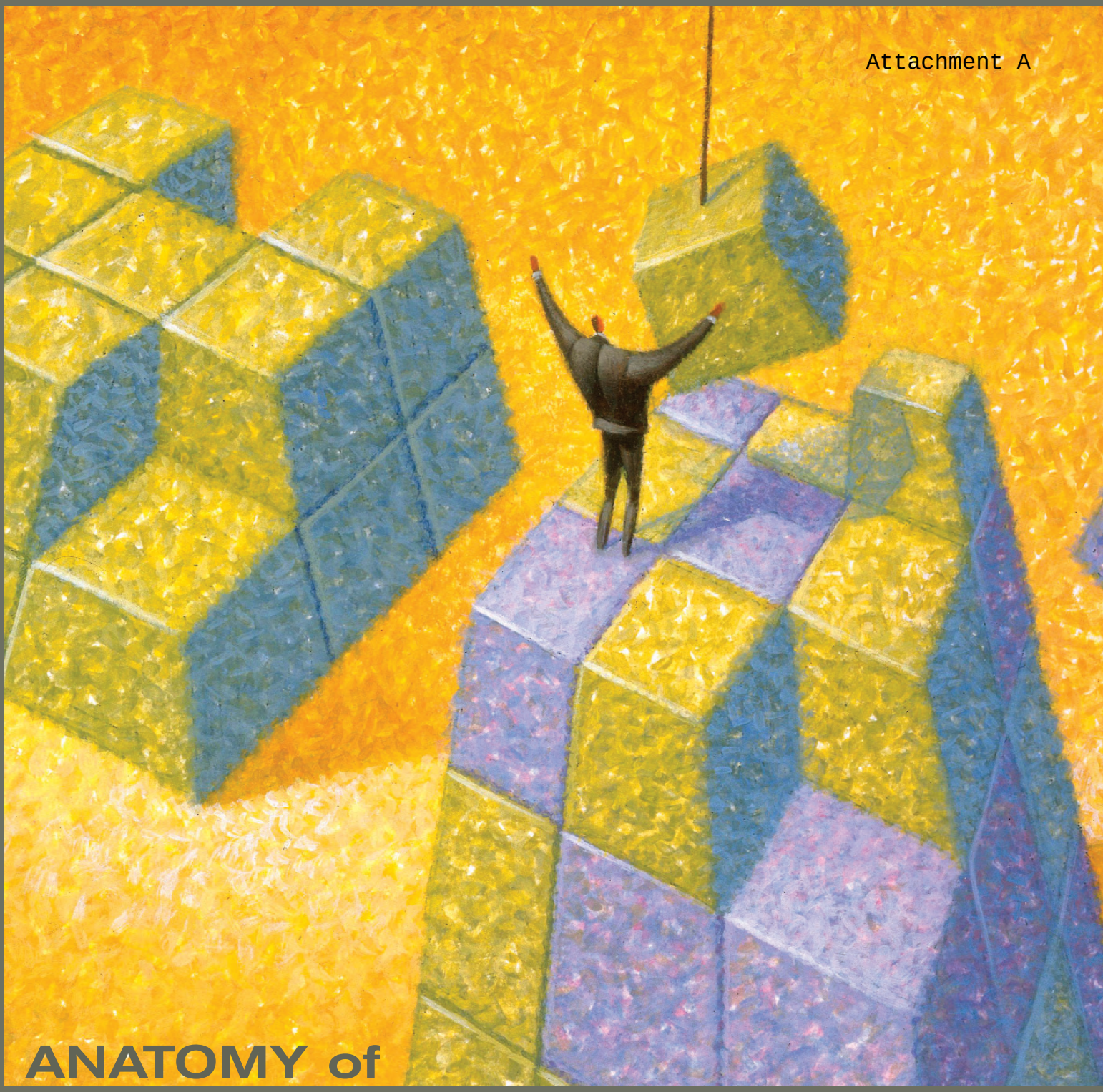
REQUESTED COUNCIL ACTION

Motion to approve the 2012-13 Budget Calendar (as amended if necessary).

Prepared by: Chris Miller, Finance Director

Attachments:
A: Article on Priority Based Budgeting from the Government Finance Officers Association
B: Materials submitted by Mayor Roe, Councilmember McGehee, and City Staff denoting possible budget approaches and data compilation examples.
C: Materials from the 2/14/11 Council Meeting

Attachment A



ANATOMY of a Priority-Based Budget Process

BY SHAYNE C. KAVANAGH,
JON JOHNSON, AND CHRIS FABIAN

The traditional incremental approach to budgeting is not up to the financial challenges posed by the Great Recession. An incremental approach is workable (but not optimal) in periods of revenue growth because the new revenue increments can be distributed among departments and programs with relatively little controversy. There is much more potential for acrimony, though, when allocating revenue decrements during times of revenue decline. Hence, the popularity of across-the-board cuts — they are perceived as equitable and thus attenuate conflict. But by definition, across-the-board cuts are not strategic. They do not shape and size government to create value for the public.

Priority-driven budgeting (PDB) is a natural alternative to incremental budgeting. Using PDB, the government identifies its most important strategic priorities. Services are then ranked according to how well they align with the priorities, and resources are allocated in accordance with the ranking.[1]

This article identifies the essential steps in a PDB process and the major levers that can be pushed and pulled to customize PDB to local conditions. The following organizations contributed to the Government Finance Officers Association's research on PBD: the City of Savannah, Georgia; Mesa County, Colorado; Polk County, Florida; County, Washington; City of Walnut Creek, California; City of San Jose, California; and City of Lakeland, Florida.

MAKING THE PROCESS YOUR OWN

Designing a process that is fair, accessible, transparent, and adaptable is a challenge. However, it is also an opportunity to customize a PDB process that fits your organization best. The GFOA's research has identified five key customization questions that need to be answered as you design a PDB process:

- What is the scope? What funds and revenues are included? What is the desired role of non-profit and private-sector organizations in providing public services?
- What is the role of PDB in the final budget decision? Is it one perspective that will be considered among many, or is it the primary influence? By what method will resources be allocated to services?

- What is the organizational subunit that will be evaluated for alignment with the organization's strategic priorities? Departments, divisions, programs? Something else?
- How will subunits be scored, and who will score them? The scoring mechanism is central to PDB.
- How and where will elected officials, the public, and staff be engaged in the process? Engagement is essential for democratic legitimacy.

Jurisdictions can tailor the process to their needs so long as they stay true to the philosophy of PBD, which is about how a government should invest resources to meet its stated objectives. Prioritizing helps a jurisdiction better articulate why its programs exist, what value they offer citizens, how they benefit the community, what price we pay for them, and what objectives and citizen demands they are achieving. PDB is about directing resources to those programs that create the greatest value for the public.

STEPS IN PRIORITY-DRIVEN BUDGETING

A PDB process can be broken down into a few major steps. In addressing each step, there are several options for answering the five key customization questions.

1. Identify Available Resources. The organization needs to fundamentally shift its approach to budgeting before embarking on priority-driven resource allocation. An organization should begin by clearly identifying the amount of resources available to fund operations, one-time initiatives, and capital expenditures, instead of starting out by identifying the amount of resources the organization needs for the next fiscal year.

Many jurisdictions start developing their budgets by analyzing estimated expenditures to identify how much money the organizational units will need to spend for operations and capital in the upcoming fiscal year. Once those needs are determined, then the organization looks to the finance department or budget office to figure out how they will be funded. When adopting a PDB approach, the first step is to gain a clear understanding of the factors that drive revenues. Jurisdictions perform the requisite analysis to develop accurate and reliable revenue forecasts of how much money will be available for the upcoming year.

Once the amount of available resources is identified, the forecasts should be used to educate and inform all stakeholders about what is truly available to spend for the next fiscal year. As the organization begins developing its budget, everyone must understand and believe that this is all there is — that there is no padding beyond what is forecast. Sharing the assumptions behind the revenue projections creates a level of transparency that dispels the belief that there are always "secret funds" to fix the problem. This transparency establishes the level of trust necessary for PDB to be successful.

In the first year of implementing PDB, an organization might chose to focus attention on only those funds that appear to be out of alignment on an ongoing basis. This will usually involve the general fund, but the organization might decide to include other funds in the PCB process. Polk County, Florida, for instance, limits the scope to the general fund.

> Designing a process that is fair, accessible, transparent, and adaptable is a challenge. However, it is also an opportunity to customize a priority-driven budgeting process that fits your organization best.

Intended Result: A common understanding throughout the organization about the amount of resources available, which limits how much can be budgeted for the upcoming fiscal year.

2. Identify Your Priorities. PDB is built around a set of organizational strategic priorities. These priorities are similar to well-designed mission statements in that they capture the fundamental purposes behind the organization — why it exists — and are broad enough to have staying power from year to year. The priorities are very different from a mission statement, however, in one respect: They should be expressed in terms of the results or outcomes that are of value to the public. These results should be specific enough to be meaningful and measurable, but not so specific that they outline how the result or outcome will be achieved, or that they will become outmoded after a short time. Mesa County, California, has six priority results, which are expressed as citizen statements:

- **Economic Vitality.** "I want Mesa County to have a variety of industries that will promote a healthy and sustainable economy."
- **Well-Planned and Developed Communities.** "I want plans and infrastructure that maintain quality of life."
- **Self-Sufficient Individuals and Families.** "I want a community where citizens have opportunities to be self-sufficient."

- **Public Safety**. "I want to feel safe any time, anywhere in Mesa County."
- **Public Health.** "I want a healthy Mesa County."
- **Public Resources.** "I want Mesa County to have well-managed resources."

A strategic plan, vision, or mission statement can be the starting point for identifying the priority results. Grounding the priority results in these previous efforts can be helpful, as it respects the investment stakeholders might have in them and gives the priorities greater legitimacy.

Developing the priorities is a critical point of citizen involvement. The governing board must also be closely involved. Familiar tools such as citizen surveys, focus groups, and one-on-one interviews work well, too.

Are Support Services a Priority?

The jurisdictions that participated in the GFOA's research offered two alternatives for funding support services. Some suggested creating a "good governance" priority that addresses high-quality support services. This gives support services a clear place in PDB and allows them to evaluate program relevance against the strategic results they are asked to achieve. Here is how the City of Walnut Creek, California, defined its governance goals:

- Enhance and facilitate accountability and innovation in all city business.
- Provide superior customer service that is responsive and demystifies city processes.
- Provide analysis and long-range thinking that supports responsible decision making.
- Proactively protect and maintain city resources.
- Ensure regulatory and policy compliance.

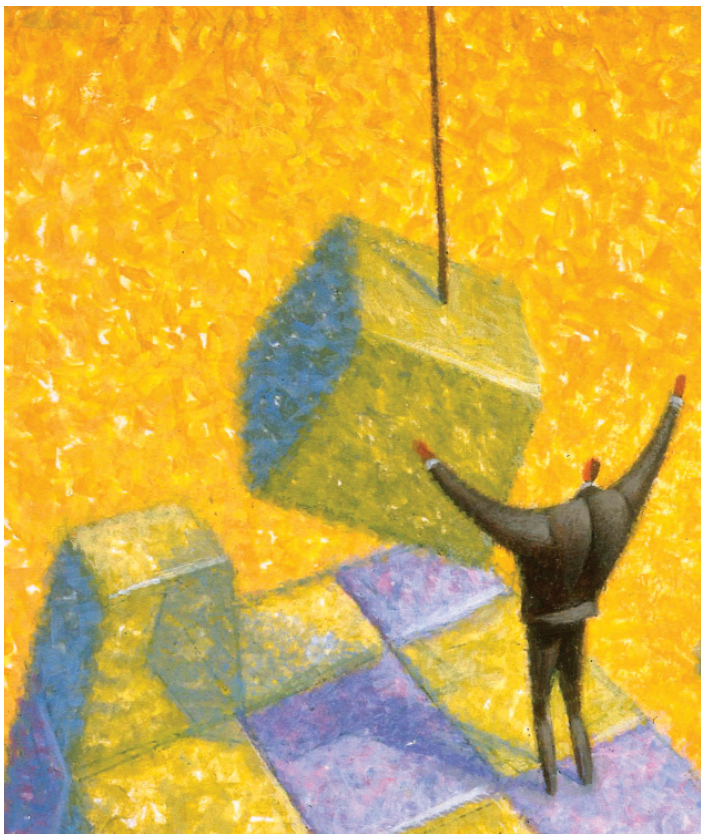
Other participants envisioned moving to a system that would fully distribute the cost of support services to operating programs. Thus, the impact of any changes in the funding of these services would be tied to the prioritization of the operating services they support.

Intended Result: A set of priorities that are expressed in terms of measurable results, are of value to citizens, and are widely agreed to be legitimate.

3. Define Your Priority Results More Precisely. The foundation of any prioritization effort is the results that define why an organization exists. Organizations must ask what makes them relevant to their citizens. Achieving relevance — providing the programs that achieve relevant results — is the most profound outcome of a prioritization process.

The challenge is that results can be broad, and what they mean for your community can be unclear. Take, for instance, a result such as "providing a safe community," which is shared by most local governments. Organizations talk about public safety, or the provision of a safe community, as if it were an obvious and specific concept. But is it?

In the City of Walnut Creek, California, citizens, together with city leadership, commonly identified issues of building safety specific to surviving earthquakes as an important influence on the safety of their community. In the City of Lakeland, Florida, however, not a single citizen or public official discussed earthquakes in their work to help define the very same



result. Hence, the uniqueness and relevance we seek is established through the specific definitions of the community's results. The process of defining results reveals the community's identity and the objective meaning of what is relevant.

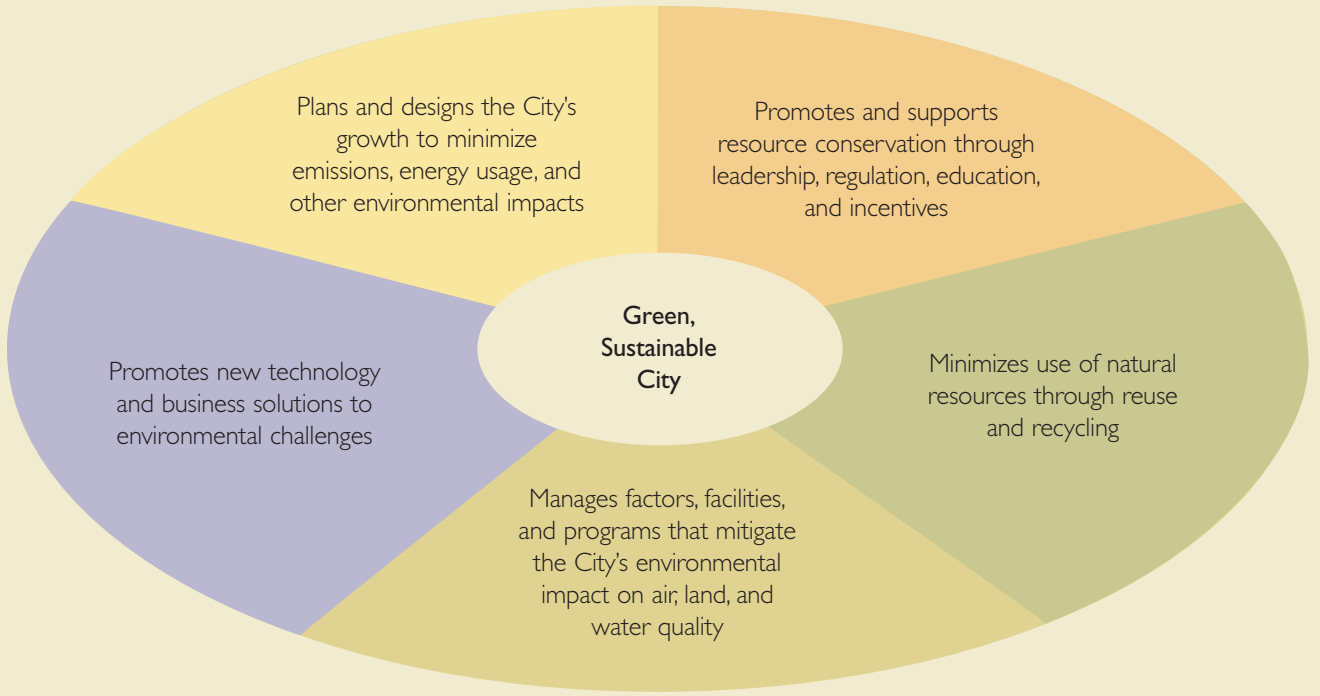
Strategy mapping is a powerful method for defining results.[2] It is a simple way to take a complex and potentially ambiguous objective — such as achieving a safe community — and create a picture of how that objective can be achieved. Sometimes referred to as cause-and-effect diagrams, or result maps, strategy maps can help an organization achieve clarity about what it aims to accomplish with its results.

Exhibit 1 shows a result map from the City of San Jose, California. The center of the map is the desired result — a green, sustainable city — and the concepts around the result are the definitions. The definitions help San Jose clearly articulate, "When the City of San Jose _____ (fill in the blank with any of the result definitions), then we achieve a green, sustainable city."

The City of Walnut Creek approached the process of defining results knowing that citizens and community stakeholders needed to be involved. Its rationale was that its prioritization efforts would be valid only if the community members were responsible for establishing the results and their definitions. The city was successful in reaching out to the community (via radio, newspaper, city newsletters, and the city's Web site) to invite any citizen who was interested in participating to attend one of several town hall meetings. After an orientation, citizens were invited to participate in a facilitated session where they submitted as many answers as they could to fill in the blank in the following question: "When the City of Walnut Creek _____ , then they achieve (the result the citizen was focused on)." The response from citizens was tremendous and generated a host of answers to the questions posed by the city. Members of the city government, who participated in the meetings, were then responsible for summarizing the citizens' responses by developing result maps.

When defining the results that establish relevance in your community, consider if some results might be more important than other results. This could have an impact on how programs are valued and prioritized. Elected officials, staff, and citizens have participated in voting exercises where they receive a set number of "votes" (or dollars, or dots, etc.) that

Exhibit 1: Result Map



they can use to indicate the value of one result versus another. This process should not be perceived as a budget allocation exercise (whereby the budget of a certain result is determined by the votes attributed to it). Instead, participants are communicating and expressing that certain results (and therefore the programs that eventually influence these results) might have greater relevance than others.

Intended Result: Revealing the identity of your community and the objective meaning of what is relevant to it through the process of defining results.

What about Capital Projects?

A priority-driven budgeting process can be used to evaluate capital projects or one-time initiatives in the same way it is used to evaluate programs and services. For instance, the capital improvement plan can be ranked against the priority results.

4. Prepare Decision Units for Evaluation. Evaluating the services against the government's priority results is at the crux of PDB. First, the decision unit to be evaluated must be defined. A decision unit is the organizational subunit around which budgeting decisions will be made. For PDB, the decision unit must be broad enough to capture the tasks that go into producing a valued result for citizens, but not so large as to encompass too much or be too vague. If the decision unit is too small, it might capture only certain tasks in the chain that lead to a result, rather than the overall result, and might overwhelm the process with too many decision units and details. Traditional departments and divisions are not appropriate decisions units for PDB because they are typically organized around functions rather than results. Hence, research subjects took one of two approaches to this issue: offers and programs.

When adopting a priority-driven budgeting approach, the first step is to gain a clear understanding of the factors that drive revenues.

Offers. Offers are customized service packages designed by departments (or cross-functional teams, or sometimes private firms or non-profits) to achieve one or more priority results. Offers are submitted to evaluation teams for consideration against the organization's priority results.

Offers are intended to be different from existing organizational subunits for several reasons: to make a direct connection between the subunits being evaluated and the priority results; to encourage innovative thinking about what goes into an offer; and to make it easier for outside organizations to participate in the PDB process. For example, multiple departments can cooperate to propose a new and inventive offer to achieve a result instead of relying on past ways of doing things. A private firm could submit an offer to compete with an offer made by government staff.

How Many Offers Are There?

Research participants that used the offer approach averaged one offer for every $1.5 million in revenue that was available in the priority-driven budgeting process.

The drawback of offers is that they constitute a radical departure from past practice and might be too great a conceptual leap for some. This could increase the risk to the process, but if the leadership's vision is for a big break from past practice, then the risk could be worth it. For example, Mesa County's board is interested in having private and nonprofit organizations fully participate in its budget process at some point in the future, so the offer approach makes sense for that jurisdiction.

Programs. A program is a set of related activities intended to produce a desired result. Organizations that use the program method inventory the programs they offer and then compare those to the priority results. Programs are an established part of the public budgeting lexicon, and some governments already use programs in their financial management, so thinking in terms of programs is not much of conceptual leap. This means less work and process risk. However familiar the concept, though, the programs need to be sufficiently detailed to allow for meaningful decision making. Generally speaking, if a program makes up more than 10 percent of total expenditures for the fund in which it is accounted for, then the program should probably be broken down into smaller pieces. If a program makes up 1 percent or less of total expenditures, or less than $100,000, it is probably too small and should be combined with others.

Also, the program approach might provide less opportunity for outside organizations to participate in the budgeting process. That's because the starting point is, by definition, the existing portfolio of services. For that same reason, radical innovation in service design or delivery method is less likely.

Intended Result: Preparing discrete decision-units that produce a clear result for evaluation. Think about evaluating these decision-units against each other and not necessarily about evaluating departments against each other.

5. Score Offers/Programs against Results. Once the organization has identified its priority results and more precisely defined what those results mean in terms of meeting the unique expectations of the community, it must develop a process to objectively evaluate how the offers/programs achieve or influence the priority results. Scoring can be approached in several ways, but the system must ensure that scores are based on the demonstrated and measurable influence the offers/programs have on the results. In many organizations, such as the cities of Lakeland, Walnut Creek, and San Jose, programs were scored against all the organization's priority results. The idea was that a program that influenced multiple results must be a higher priority — programs that achieved multiple results made the best use of taxpayer money. Alternately, organizations such as Mesa County, City of Savannah, Polk County, and Snohomish County matched each offer with only one of the priority results and evaluated it based on its degree of influence on that result. Using this scenario, a jurisdiction should establish guidelines to help it determine how to assign an offer/program to a priority area and how to provide some accommodation for those offers/programs that demonstrate critical impacts across priority result areas. Both of these approaches have been used successfully in PDB.

Priority-driven budgeting is a natural alternative to incremental budgeting.

There are two basic approaches to scoring offers/programs against the priority results. One approach is to have those who are putting forth the offers/programs assign scores based on a self-assessment. This approach engages the owners in the process and taps into their unique understanding of how the offers/programs influence the priority result. When taking this approach, it is critical to incorporate a peer review or other quality control process that allows review by peers in the organization and external stakeholders (citizens, elected officials, labor unions, business leaders, etc.). During the peer review, the owner of the offer/program would need to provide evidence to support the scores assigned.

A second approach to scoring establishes evaluation committees that are responsible for scoring the offers/programs against their ability to influence the priority result. Owners of offers/programs submit them for review by the committee, which in turn scores the programs against the result. The PDB process becomes more like a formal purchasing process based on the assumption that those doing the evaluations might be more neutral than those proposing the offers/programs. Committees could be made up entirely of staff, including people who have specific expertise related to the result being evaluated and others who are outside of that particular discipline. An alternate committee composition would include both staff and citizens to gain the unique perspectives of both external and internal stakeholders

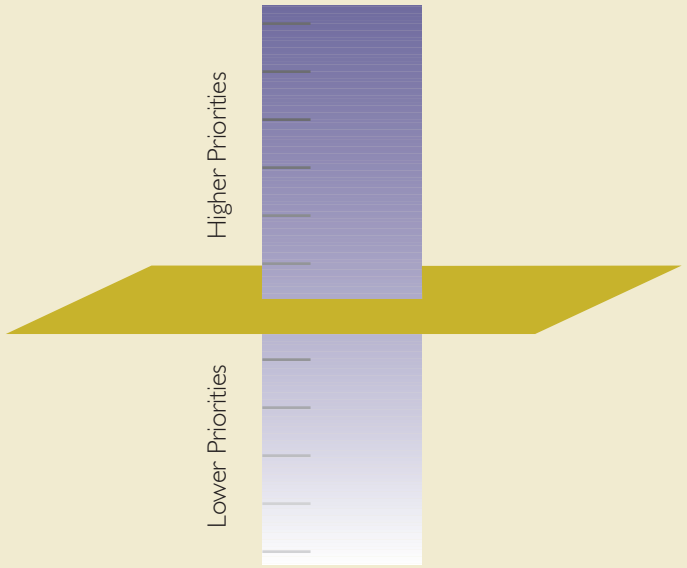
Regardless of who is evaluating the offers/programs and assigning the scores, there are two key points. To maintain the objectivity and transparency of the PDB process, offers/programs must be evaluated against the priority results as commonly defined (see step 3). Also, the results of the scoring process must be offered only as recommendations to the elected officials who have the final authority to make resource allocation decisions.

Organizations should establish the elected governing board's role at the outset. In some jurisdictions, the board is heavily integrated into the PDB process, participating in the scoring and evaluation step. They can question the assigned scores, ask for the evidence that supports a score, and ultimately request that a score be changed based on the evidence presented and their belief in the relative influence that an offer/program has on the priority result it has been evaluated against. In other organizations such as Snohomish County, Washington, the PDB process is implemented as a staff-only tool that is used to develop a recommendation to the governing body.

Intended Result: Scoring each unit of prioritization in a way that indicates its relevance to the stated priorities.

6. Compare Scores Between Offers/Programs. A real moment of truth comes when scoring is completed and the information is first compiled, revealing the top-to-bottom comparison of prioritized offers/programs. Knowing this, an organization must be sure that it has done everything possible prior to this moment to ensure that there are no surprises, that the results are as expected, and that the final comparison of offers/programs in priority order is logical and intuitive.

Exhibit 2: Drawing the Line



In the City of San Jose's peer review process, the scores departments gave their programs were evaluated, discussed, questioned, and sometimes recommended for change. The city established a review team specific to each of the city's results. The review teams first went over the result map to ensure that each member of the team was grounded in the city's specific definition of the result. Next, the review teams were given a report detailing every program that gave itself a score for the particular result under review. The teams met to discuss: whether they understood the programs they were reviewing; whether they agreed with the scores; whether they required further testimony or evidence to help them better understand the score given; and whether the score should stand, or if the team should recommend increasing or decreasing it. All programs were evaluated in this manner until a final recommendation was made regarding the final program scores.

What made San Jose's approach noteworthy is that in addition to including peers within the organization to review the scores, the city also invited the local business community, citizens representing their local neighborhood commissions, and labor leaders. According to San Jose's City Manager's Office, "The participants found the effort informative as to what the city does; they found it engaging with respect to hearing staff in the organization discuss how their programs influence the city's results; and, most interesting, they found it fun."

Lastly, it is important to recognize that community stakeholders could be apprehensive about engaging in an evaluation that could result in losing support for their program. Even though program directors, or citizens who benefit from a particular program, might understand why their programs weren't ranked highly, they still won't be pleased with that outcome. Organizations must ask if the end result of their efforts in prioritizing programs is simply that finish line when it is clear what programs should be cut. Organizations such as the City of Lakeland have used prioritization not only to balance their budgets in a meaningful way, but also to understand how programs that might appear less relevant to the city as a whole might in fact be very relevant to other community stakeholders. These stakeholders might actually take responsibility for supporting or preserving a program. There are often opportunities to establish partnerships with other community institutions such as businesses, schools, churches, and non-profits.

Intended Result: A logical and well-understood product of a transparent process — no surprises.

7. Allocate Resources. Once the scoring is in place, resources can be allocated to the offers/programs. There are a number of methods for allocating resources. One method is to order the offers/programs according to their prioritization within a given priority result area and draw a line where the cost of the offers/programs is equal to the amount of revenue available (see Exhibit 2). Revenues can be allocated to each result area based on historical patterns or by using the priority's relative weights, if weights were assigned. Those offers/programs that are above the line are funded, and those that are below the line are not. Discussion will ensue about the offers/programs on either side of the line and about moving them up or down, reorganizing them to move them above the line (e.g., lowering service levels), or even shifting resources among priority results.

An alternate method, used by the City of Lakeland, is to organize the offers/programs into tiers of priority (i.e., quartiles) and then allocate reductions by tier. For example, programs in the first tier might not be reduced, while programs in the lowest tier would receive the largest reductions. The programs could be forced to make the reductions assigned, or the reductions could be aggregated as a total reduction amount for each department, based on the programs within its purview (with the implication being that the department would weight its reductions toward the lower-priority pro-

Exhibit 3: Connecting Priority Result Areas to Key Indicators

Basic Needs

Priority

People in Polk County who are at risk because of their health or economic status will get their basic needs met, and are as self-sufficient as possible.

Indicators

Poverty Level	Improving
Homeless Population	Maintaining
No Health Coverage	—
County vs State	Improving

grams, but this would provide more flexibility in deciding the precise reduction approach). Of course, under any PDB process, the prioritization is always just a recommendation to the governing board, and there is give and take to negotiate a final budget.

PDB can be used effectively for evaluating priorities in all funds, not just the general fund. One option is to handle special purpose funds (where there are restrictions placed on how monies can be used) separately. For example, perhaps enterprise funds or court funds would be evaluated on a different track or budgeted in a different way altogether. Another option is to rank offers/programs without respect to funding source, but then allocate resources with respect to funding source. Knowing the relative priority of all the offers/programs could generate some valuable discussion, even if there is no immediate impact on funding. For example, if a low-ranking offer/program is grant funded, is it still worth providing, especially if that grant might expire in the foreseeable future?

Intended Result: Aligning resource allocation with results of priority-driven scoring.

CREATING ACCOUNTABILITY

There can be a potential moral hazard in PDB; the owners of the offers/programs that are being evaluated might overpromise or over-represent what they can do to accomplish the priority result. Create methods for making sure that offers/programs deliver the results that their positive evaluations were based on. Many of the GFOA's research participants are striving toward performance measures for this purpose. For example, an offer/program might have to propose a standard of evidence or a metric against which it can be evaluated to see if the desired result is being provided.

Polk County has a conceptual approach to connecting priority result areas to key indicators (see Exhibit 3). However, none of the research participants have worked this situation out entirely to their satisfaction. For those just starting out, the lesson is to be cognizant of the place for evidence in your process design, but also to be patient about when this part of the process will be fully realized.

Intended Result: Making sure that those who received allocations are held accountable for producing the results that were promised.

CONCLUSIONS

Priority-driven budgeting is a big change from traditional budgeting. You should have strong support for the PDB philosophy before proceeding, especially from the chief executive officer (who proposes the budget) and, ideally, from the governing board (who adopts the budget). If you move forward, study PDB carefully so you can design a process that works for your organization. Keep in mind the major levers and decision points mentioned in this article and use them to create a process that fits your organization.

Notes:

1. Priority-driven budgeting is also known as budgeting for results, and the best-known method of implementing PDB is budgeting for outcomes (see "The City of Savannah Uses Budgeting for Outcomes to Address Its Long-Term Challenges" in this issue of *Government Finance Review* for more information about BFO). BFO was the subject of *The Price Of Government: Getting the Results We Need in an Age of Permanent Fiscal Crisis* by David Osborne and Peter Hutchinson (New York: Basic Books) 2006.
2. Robert S. Kaplan and David P. Norton, *Strategy Maps: Converting Intangible Assets into Tangible Outcomes* (Boston, Mass.: Harvard Business Press) 2004.

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General Fund

Uses By Department/Program Area:

		H 2009 Actual (audited)	2010 Actual (pre-audit)	2011 Approved Budget	2011 Actual To-Date (pre-audit)	2011 Estimated Actual Final (pre-audit)	2011 Change, Bud to Est. Actual	2011 10 to '11 chg, act. to est act.	2012/13 CM Proposed Budget	2012/13 11 to '12/13 chg, est act. to budget
Public Works Functions	**Total**	$0	$0	$0	$0	$0	$0	-	$0	-
General Fund programs and activities administered by the Public Works Department (excludes Water, Stormwater, and Sanitary Sewer activities)	Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
	Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
	Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Total Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Total FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
Public Works Administration	**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
Programs and activited related to the administration of the Public Works Department	Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
	Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
	Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
69 **Stormwater Management**	**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
Customer service, engineering, plan review, coordination with outside agencies, including watershed districts, etc. (Priority: Council Mandatory; CM/DH Mandatory)	Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
IR2025 Goals/Stragegies:	Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
	Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
Perf Measure: TBD (Perf. Score: TBD)	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
70 **Permitting**	**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
Issue ROW & erosion permits, review plans, perform inspections, adminster corrective actions; planning & building permit review (Priority: Council Mandatory; CM/DH Mandatory)	Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
IR2025 Goals/Stragegies:	Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
	Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
Perf Measure: TBD (Perf. Score: TBD)	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
71 **Street Lighting**	**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
Maintain 1300+ street lights and signals; electrical costs for street lights and signals; manage contract maintenance (Priority: Council 3.4; CM/DH ?)	Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
IR2025 Goals/Stragegies:	Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
	Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
Perf Measure: TBD (Perf. Score: TBD)	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
72 **Project Delivery**	**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
Plan, design, manage city public works projects (excluding sewer, water, stormwater?) Includes staking and inspections (Priority: Council 3.8; CM/DH ?)	Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
IR2025 Goals/Stragegies:	Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
	Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
Perf Measure: TBD (Perf. Score: TBD)	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-

Attachment B

General Fund

				H	2009	2010	2011					2012/13	
					Actual (audited)	Actual (pre-audit)	Approved Budget	Actual To-Date (pre-audit)	Estimated Actual Final (pre-audit)	Change, Bud to Est. Actual	10 to '11 chg, act. to est act.	CM Proposed Budget	11 to '12/13 chg, est act. to budget
73	**Street Lighting Capital items**		**Subtotal**		$0	$0	$0	$0	$0	$0	-	$0	-
	Maintain & replace street lights & signals	Priority	Personnel Costs		$0	$0	$0	$0	$0	$0	-	$0	-
		Council / CM/DH	Supplies & Materials		$0	$0	$0	$0	$0	$0	-	$0	-
		3.8 / ?	Payments for Services		$0	$0	$0	$0	$0	$0	-	$0	-
	IR2025 Goals/Stragegies:		Operating Capital Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Debt Service (Princ & Int)		$0	$0	$0	$0	$0	$0	-	$0	-
			Other Operating Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Subtotal Employees		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Perf Measure: TBD	Perf. Score: TBD	Subtotal FTE		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
74	**General Engineering/Customer Service**		**Subtotal**		$0	$0	$0	$0	$0	$0	-	$0	-
	Assist with customer inquiries; manage department PW related maps, software, and documentation	Priority	Personnel Costs		$0	$0	$0	$0	$0	$0	-	$0	-
		Council / CM/DH	Supplies & Materials		$0	$0	$0	$0	$0	$0	-	$0	-
		3.2 / ?	Payments for Services		$0	$0	$0	$0	$0	$0	-	$0	-
	IR2025 Goals/Stragegies:		Operating Capital Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Debt Service (Princ & Int)		$0	$0	$0	$0	$0	$0	-	$0	-
			Other Operating Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Subtotal Employees		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Perf Measure: TBD	Perf. Score: TBD	Subtotal FTE		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
75	**Organizational management**		**Subtotal**		$0	$0	$0	$0	$0	$0	-	$0	-
	Personnel supervision; dept planning, budgeting; preparation for council meetings	Priority	Personnel Costs		$0	$0	$0	$0	$0	$0	-	$0	-
		Council / CM/DH	Supplies & Materials		$0	$0	$0	$0	$0	$0	-	$0	-
		3.2 / ?	Payments for Services		$0	$0	$0	$0	$0	$0	-	$0	-
	IR2025 Goals/Stragegies:		Operating Capital Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Debt Service (Princ & Int)		$0	$0	$0	$0	$0	$0	-	$0	-
			Other Operating Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Subtotal Employees		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Perf Measure: TBD	Perf. Score: TBD	Subtotal FTE		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Streets		**Subtotal**		$0	$0	$0	$0	$0	$0	-	$0	-
	Programs & activities associated with maintenance of City streets and ROW (excludes pathway maintenance? or snow removal)		Personnel Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Supplies & Materials		$0	$0	$0	$0	$0	$0	-	$0	-
			Payments for Services		$0	$0	$0	$0	$0	$0	-	$0	-
			Operating Capital Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Debt Service (Princ & Int)		$0	$0	$0	$0	$0	$0	-	$0	-
			Other Operating Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Subtotal Employees		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
			Subtotal FTE		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
76	**Traffic Management & Control**		**Subtotal**		$0	$0	$0	$0	$0	$0	-	$0	-
	Design, fabrication, installation, and maintenance of City traffic control signs for streets and city parking facilities	Priority	Personnel Costs		$0	$0	$0	$0	$0	$0	-	$0	-
		Council / CM/DH	Supplies & Materials		$0	$0	$0	$0	$0	$0	-	$0	-
		Mandatory / Mandatory	Payments for Services		$0	$0	$0	$0	$0	$0	-	$0	-
	IR2025 Goals/Stragegies:		Operating Capital Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Debt Service (Princ & Int)		$0	$0	$0	$0	$0	$0	-	$0	-
			Other Operating Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Subtotal Employees		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Perf Measure: TBD	Perf. Score: TBD	Subtotal FTE		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
77	**Pavement Maintenance**		**Subtotal**		$0	$0	$0	$0	$0	$0	-	$0	-
	Preventative Maintenance of all city pavement (including pathways?)	Priority	Personnel Costs		$0	$0	$0	$0	$0	$0	-	$0	-
		Council / CM/DH	Supplies & Materials		$0	$0	$0	$0	$0	$0	-	$0	-
		4.8 / ?	Payments for Services		$0	$0	$0	$0	$0	$0	-	$0	-
	IR2025 Goals/Stragegies:		Operating Capital Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Debt Service (Princ & Int)		$0	$0	$0	$0	$0	$0	-	$0	-
			Other Operating Costs		$0	$0	$0	$0	$0	$0	-	$0	-
			Subtotal Employees		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Perf Measure: Condition index 75-80 or greater	Perf. Score: TBD	Subtotal FTE		0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-

General Fund

				H	2009	2010	2011					2012/13	
					Actual (audited)	Actual (pre-audit)	Approved Budget	Actual To-Date (pre-audit)	Estimated Actual Final (pre-audit)	Change, Bud to Est. Actual	10 to '11 chg, act. to est act.	CM Proposed Budget	11 to '12/13 chg, est act. to budget
78	**Winter Road Maintenance**			**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
	Plowing and sand/chemical application for City streets	Priority		Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
		Council	CM/DH	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
		4.0	?	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
	IR2025 Goals/Stragegies:			Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
				Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Perf Measure: Freq of weather-related incidents?	Perf. Score:	TBD	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
79	**Organizational Management**			**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
	Staff supervision; divisional purchasing; budgeting; planning	Priority		Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
		Council	CM/DH	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
		3.2	?	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
	IR2025 Goals/Stragegies:			Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
				Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Perf Measure: TBD	Perf. Score:	TBD	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
80	**Streetscape & Right Of Way Maintenance**			**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
	Tree-trimming for safety & visibility; mowing, watering, & weeding; picking up trash	Priority		Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
		Council	CM/DH	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
		3.2	?	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
	IR2025 Goals/Stragegies:			Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
				Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Perf Measure: TBD	Perf. Score:	TBD	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Central Garage			**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
	Programs & activites related to maintenance of the City's vehicle fleet			Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
				Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
				Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
				Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
				Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
81	**Vehicle Repair**			**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
	Maintenance & repair fo City vehicles	Priority		Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
		Council	CM/DH	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
		4.0	?	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
	IR2025 Goals/Stragegies:			Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
				Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Perf Measure: Min. repair cost during deprec. ?	Perf. Score:	TBD	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
82	**Organizational management**			**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
	Staff supervision; planning; budgeting;	Priority		Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
		Council	CM/DH	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
		3.0	?	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
	IR2025 Goals/Stragegies:			Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
				Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
				Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
	Perf Measure: TBD	Perf. Score:	TBD	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-

General Fund

			H	2009	2010	2011					2012/13	
				Actual (audited)	Actual (pre-audit)	Approved Budget	Actual To-Date (pre-audit)	Estimated Actual Final (pre-audit)	Change, Bud to Est. Actual	10 to '11 chg, act. to est act.	CM Proposed Budget	11 to '12/13 chg, est act. to budget
Building Maintenance			**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
Programs & activites related to upkeep and general maintenance of City buildings (outside of parks?)			Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
			Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
			Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
			Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
			Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
			Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
			Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
			Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
83 **Organizational Management**			**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
Staff supervision; planning; budgeting;	Priority		Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Council	CM/DH	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
	2.6	?	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
IR2025 Goals/Stragegies:			Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
			Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
			Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
			Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
Perf Measure: TBD	Perf. Score:	TBD	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
84 **General Maintenance**			**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
City custodial staff; HVAC system monitoring & maintenance; manage summer seasonal staff	Priority		Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Council	CM/DH	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
	2.4	?	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
IR2025 Goals/Stragegies:			Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
			Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
			Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
			Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
Perf Measure: TBD	Perf. Score:	TBD	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
85 **Custodial Services**			**Subtotal**	$0	$0	$0	$0	$0	$0	-	$0	-
Cleaning & contract maintenance for City buildings (outside of parks?)	Priority		Personnel Costs	$0	$0	$0	$0	$0	$0	-	$0	-
	Council	CM/DH	Supplies & Materials	$0	$0	$0	$0	$0	$0	-	$0	-
	1.6	?	Payments for Services	$0	$0	$0	$0	$0	$0	-	$0	-
IR2025 Goals/Stragegies:			Operating Capital Costs	$0	$0	$0	$0	$0	$0	-	$0	-
			Debt Service (Princ & Int)	$0	$0	$0	$0	$0	$0	-	$0	-
			Other Operating Costs	$0	$0	$0	$0	$0	$0	-	$0	-
			Subtotal Employees	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-
Perf Measure: TBD	Perf. Score:	TBD	Subtotal FTE	0.0	0.0	0.0	0.0	0.0	0.0	-	0.0	-

Attachment B

Budget Information Request

Bill and Chris,

I wanted to get this information in before the Wednesday deadline. I realize that what I am asking for is more than has been provided in the recent past, but as a former Department Manager it is certainly what each Department Head or Director should have as background to the summary materials that have been provided in the past. If it is not, I believe it is what should be available within each department and therefore, now is as good a time as any to begin to create improved record keeping and cost accounting.

I am simply asking for estimates, but estimates that are based on real information. I do not expect employees to use time cards or managers to supply weekly sheets of time spent on individual tasks. I do believe, however, that every manager and department head should have a fairly accurate idea of what tasks are assigned to his or her employee on an annual basis. That individual should have a good idea of the breakdown of his or her time spent on each annual activity.

I am interested in having documentation appropriate for zero-based budgeting. I believe this is what is specified under state statute and what I believe is necessary to begin to embark on a path of fiscal responsibility, accountability, and sustainability. Such documentation would include, but not be limited to:

All positions, with percent time and salary or hourly wage
- The names should be redacted, but each position should be listed individually

Benefits paid by City listed by dollar amount for each position

All program information for each program in each department including:
- Staff time allocated
- Revenues generated
- Expenses incurred

(I would be willing to exempt the License Center as it appears to be self-supporting. If this can be demonstrated to be true of our IT outreach, I would exempt that as well.) To the best of my knowledge, the only other program offering shared services is Public Works with services provided to Falcon Heights and Arden Hills. I would like to see the information from those programs to understand our billing rate, staff time, and total benefit to Roseville.

As for the myriad of programs offered by Parks and Rec, I would like to see a level of detail by basic category in order to have an understanding of which basic areas and programs break even or generate revenue versus those that are primarily funded by the residents of Roseville. I believe the Parks and Rec Programs are an essential attribute in Roseville so this request should not be misconstrued to suggest that I believe all programs should be self-supporting or that we, at the level of the Council, should be deciding which programs should be altered, increased, or eliminated. It is a request to increase the information I believe I need to view the budget in its entirety to be sure that there is sufficient funding available to maintain our park properties without simply increasing taxes.)

Final information from each of the above categories listed by Department something similar to the format below. This is an approximation of what I would like to see based on a fictional department and positions. The information I would like, however, should be clear from this example.

Department: A

Position: Secretary 2, $33,000.00 annually, 75% time
Position: Director 1, $65,000.00 annually, 100% time
Position: Coordinator 3, $40,000 annually, 100 % time

Program: A-B: Revenues: $2,000.00
Coordinator 3: 20% time $5,000
Secretary 2: 10% time, $3,000.00
Supplies: $50.00 (paper, printing, etc.)
Mailing: 38.00
Program total: Expenses: $8,088.00
Revenues: 2,000.00

Program Total: -$6,088.00

Program: A-C: Revenues: $00.00
Coordinator 3: 25% time $10,000.00
Secretary 2: 50% time $16,500.00
Printing: $2,000.00
Mailing: Sent with Water Bill
Program total: Expenses: $26,500.00
Revenues: $ 00.00

Program Total: -$26,500.00

This example is in no way intended to indicate that the above programs would be cut or even modified. In my opinion this example indicates the level of information needed by the Council to responsibly review and discuss the budget, especially during these times of budget and economic uncertainty and following a long period of unsustainable expenditures and tax levies. Further, it seems that to begin a biennial budget process in advance of at least two years of successful zero-based budgeting that yields an annual budget that is on a sustainable footing would be both reckless and irresponsible.

Tammy McGehee

Attachment B

Staff Prepared

City of Roseville
2012-2013 Budget Summary

* To meet the letter of the law 412.701

	2009 Budget	2009 Actual	2010 Budget	2010 Actual	2011 Budget	2011 YTD	2011 Projected Final YTD	2012 Budget	$$ Increase (Decrease)	% Increase (Decrease)	2013 Budget	$$ Increase (Decrease)	% Increase (Decrease)
City Council - Business Meetings													
Ordinary Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -	#DIV/0!
Salaries & Wages	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Other Expenses	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Payment of Principal & Interest	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Capital Outlay	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
City Council - Community Support & Grants													
Ordinary Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -	#DIV/0!
Salaries & Wages	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Other Expenses	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Payment of Principal & Interest	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Capital Outlay	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
City Council - Intergovernmental Affairs & Memberships													
Ordinary Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -	#DIV/0!
Salaries & Wages	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Other Expenses	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Payment of Principal & Interest	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Capital Outlay	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
City Council - Recording Secretary													
Ordinary Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -	#DIV/0!
Salaries & Wages	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Other Expenses	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Payment of Principal & Interest	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Capital Outlay	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal	-	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
City Council Total - All Programs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -	#DIV/0!

City of Roseville
2012-2013 Budget Summary

* To meet intent of the law 412.701

	2009 Actual	2010 Actual	2011 Budget	**2012 Budget**	$$ Increase (Decrease)	% Increase (Decrease)	**2013 Budget**	$$ Increase (Decrease)	% Increase (Decrease)
City Council - Business Meetings									
Personal Services	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -	#DIV/0!
Supplies & Materials	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Other Services & Charges	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Capital Outlay	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
City Council - Community Support & Grants									
Personal Services	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Supplies & Materials	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Other Services & Charges	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Capital Outlay	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
City Council - Intergovernmental Affairs & Memberships									
Personal Services	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Supplies & Materials	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Other Services & Charges	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Capital Outlay	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
City Council - Recording Secretary									
Personal Services	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Supplies & Materials	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Other Services & Charges	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Capital Outlay	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
City Council Total - All Programs	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -	#DIV/0!

REQUEST FOR COUNCIL ACTION

Date: 2/14/11
Item No: 12.e

epartment Approval:

City Manager Approved:

W J Malinen

em Description: Adopting the 2012/13 Budget Calendar

Background
Annually, the City Council adopts, by resolution, a budget calendar in an effort to better coordinate the budget and decision-making process. Based on the outcome of previous year's budget processes, and in recognition that the 2011 budget process is relatively fresh in everyone's mind, Staff recommends that the Council take a similar approach for the 2012/13 Budget process, with some refinements.

The proposed calendar includes some suggested changes from previous years:

1) Recognition of the Priority Based Budgeting approach including Program Listing Prioritization methodology refinement occurs.
2) The staff and Council priority results are developed and reviewed.
3) The results of the Community Survey are reviewed and the results available for additional direction.
4) A preliminary Not To Exceed (NTE) levy is identified early in the year
5) A second draft budget from the CM based on the preliminary NTE levy
6) Identification of documentation to be used throughout the process.

For discussion purposes, Staff suggests the following meeting calendar:

2012/13 Budget Calendar

	Event	Date(s)
1.	Council/Staff Work Plan/Strategic Planning meetings	Jan. 31 & Feb. 7
2..	Council approves 2012 Budget Work Plan INCLUDING REQUIRED DOCUMENTATION	Feb. 14
3..	Council reviews and possibly refines Budget Ranking Methodology (note: rename to "Program Listing Prioritization Methodology")	Feb 28
4.	Dept. by Dept. Council-Staff Q & A on items in Program Listing (to understand what the items in the listing are)	Feb 28

	Event	Date(s)
5.	Council and Staff review and agree on which items on Program Listing are truly mandatory	Feb. 28
6.	Departments prepare 2012-2016 Strategic Plans based upon Council/Staff Work Plan/Strategic Planning meetings and priorities	Feb. 28-Mar. 14
7.	CM & Dept. heads develop and submit Program Listing prioritization results by dept. to Council (both tax & non-tax supported programs); 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 Mar. 14
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	Mar. 14-Mar. 21 (or -Mar. 28)
9.	Based on prioritization results, CM & Dept heads develop 1st DRAFT CM recommended 2012/13 Budget Expenditure Summary by dept., and Program Listing (and supporting Budget Expenditure Reconciliation related to 2011 final Budget Worksheets) AND 2012/13 Capital Spending Plan (aka Capital Budget) for tax- & non-tax supported programs	Mar. 21 (or Mar. 28) – May 9
10.	Council receives report on results of citizen survey	Mar. 28
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 CM recommended 2012/13 Budget Expenditure Summary (and Budget Expenditure Reconciliation related to 2011 final Budget Worksheets) AND 2012/13 Capital Spending Plan (aka Capital Budget) for tax- & non-tax supported programs	May 9 & 16
13.	Council sets preliminary 2012/13 NTE levy [AND preliminary utility rates] in response to 1st DRAFT CM recommended 2012/13 Budget Expenditure Summary AND 2012/13 Capital Spending Plan (aka Capital Budget) for tax-and non-tax supported programs	May 23

	Event	Date(s)
14.	CM & Dept. heads refine 1st DRAFT CM recommended 2012/13 Budget Expenditure Summary AND 2012/13 Capital Spending Plan (aka Capital Budget) based on preliminary 2012/13 NTE levy amount [and utility rates]	May 23 – June 20
15.	CM presents 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) for tax- and non-tax supported programs	Jun. 20
16.	Dept. by Dept. public comment on 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Captital Spending Plan (aka Captial Budget) for tax- and non-tax-supported programs	Jul. 11, 18, & 25 as needed
17.	Council/staff discussion of issues raised in public comment on 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) for tax- and non-tax supported programs	August 11 or 18
18.	Council sets final 2012/13 NTE levy [and 2012/13 utility rates]	Sept. 12
19.	County sends tax notices to property owners [Only if Council approves this: City sends notices to utility customers on proposed 2012 utility rates and impacts]	Nov. 10-24
20.	CM & Dept. heads refine 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) based on final 2012 NTE levy amount [and utility rates]	Sept. 13 – Dec. 4
21.	Budget Hearing on Proposed Levy [and Utility Rates] based on 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget)	Dec. 5
22.	Council approves final 2012/13 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 fund, then by department or division, then by mandatory/non-mandatory, then by priority results (initially by previous results; later by updated results, when completed)

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;* includes descriptions of Performance Measures for each program, and current rating of performance versus performance measures
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, including percent change from previous year in each case
5. *Budget Revenue Summary*. A summary listing, for ALL programs combined (or further broken down beyond that level – such as BY FUND), of each revenue source, with the current year's approved budget amount, previous years' actual amounts (as available), and the proposed 2012 budget amount, with percent change from previous year in each case
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.

Discussion Items
The Council should review and discuss the proposed budget calendar.

Staff Recommendation
Staff recommends that the Council formally adopt the 2012 Budget Calendar by resolution.

Council Action Requested
Motion to approve the attached resolution adopting the 2012 Budget Calendar.

Attachments
A: Resolution adopting the 2012 Budget Calendar
B: Supporting Budget Document Examples
C: State Statute 412.701
D: State Statute 412.711
E: 2011 City Council Meeting Schedule

Attachment

**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 14th day of February 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 _____

RESOLUTION ADOPTING THE 2012/13 BUDGET CALENDAR

WHEREAS, the City Council of the City of Roseville, Minnesota is committed to a budget process that ensures effective discussions and informed decisions; and

WHEREAS, the City Council of the City of Roseville, Minnesota is committed to promoting opportunities for stakeholders and interested parties to participate in the budget process.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, that the following 2012/13 Budget Calendar be adopted.

	Event	**Date(s)**
1.	Council/Staff Work Plan/Strategic Planning meetings	Jan. 31 & Feb. 7
2..	Council approves 2012 Budget Work Plan INCLUDING REQUIRED DOCUMENTATION	Feb. 14
3..	Council reviews and possibly refines Budget Ranking Methodology (note: rename to "Program Listing Prioritization Methodology")	Feb 28
4.	Dept. by Dept. Council-Staff Q & A on items in Program Listing (to understand what the items in the listing are)	Feb 28
5.	Council and Staff review and agree on which items on Program Listing are truly mandatory	Feb. 28

	Event	Date(s)
6.	Departments prepare 2012-2016 Strategic Plans based upon Council/Staff Work Plan/Strategic Planning meetings and priorities	Feb. 28-Mar. 14
7.	CM & Dept. heads develop and submit Program Listing prioritization results by dept. to Council (both tax & non-tax supported programs); 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 Mar. 14
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	Mar. 14-Mar. 21 (or -Mar. 28)
9.	Based on prioritization results, CM & Dept heads develop 1st DRAFT CM recommended 2012/13 Budget Expenditure Summary by dept., and Program Listing (and supporting Budget Expenditure Reconciliation related to 2011 final Budget Worksheets) AND 2012/13 Capital Spending Plan (aka Capital Budget) for tax- & non-tax supported programs	Mar. 21 (or Mar. 28) – May 9
10.	Council receives report on results of citizen survey	Mar. 28
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 CM recommended 2012/13 Budget Expenditure Summary (and Budget Expenditure Reconciliation related to 2011 final Budget Worksheets) AND 2012/13 Capital Spending Plan (aka Capital Budget) for tax- & non-tax supported programs	May 9 & 16
13.	Council sets preliminary 2012/13 NTE levy [AND preliminary utility rates] in response to 1st DRAFT CM recommended 2012/13 Budget Expenditure Summary AND 2012/13 Capital Spending Plan (aka Capital Budget) for tax-and non-tax supported programs	May 23
14.	CM & Dept. heads refine 1st DRAFT CM recommended 2012/13 Budget Expenditure Summary AND 2012/13 Capital Spending Plan (aka Capital Budget) based on preliminary 2012/13 NTE levy amount [and utility rates]	May 23 – June 20
15.	CM presents 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) for tax- and non-tax supported programs	Jun. 20

	Event	Date(s)
16.	Dept. by Dept. public comment on 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Captital Spending Plan (aka Captial Budget) for tax- and non-tax-supported programs	Jul. 11, 18, & 25 as needed
17.	Council/staff discussion of issues raised in public comment on 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) for tax- and non-tax supported programs	August 11 or 18
18.	Council sets final 2012/13 NTE levy [and 2012/13 utility rates]	Sept. 12
19.	County sends tax notices to property owners [Only if Council approves this: City sends notices to utility customers on proposed 2012 utility rates and impacts]	Nov. 10-24
20.	CM & Dept. heads refine 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) based on final 2012 NTE levy amount [and utility rates]	Sept. 13 – Dec. 4
21.	Budget Hearing on Proposed Levy [and Utility Rates] based on 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget)	Dec. 5
22.	Council approves final 2012/13 budget, levy, [and utility rates]	Dec. 5 or 12

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 14th day of February, 2011 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 14th day of February , 2011.

_____
William J. Malinen
City Manager

Seal

Attachment B

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							

Attachment B

City of Roseville
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			

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]

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.

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.

Admin: Community Services – 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.

Admin: Citywide Support – 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.

Skating Center: OVAL – 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.

Skating Center: Arena – 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.

Skating Center: Banquet Area – 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.

Skating Center: Department wide Support – 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.

Programs: Program Management - 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.

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

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 $56K for reduced avg patrol officer salary used on PBB worksheets		Reduce COLA from 3% to 1%		55,000	50,000	1% COLA + Step Increases
		Leave 49th Patrol Position vacant		85,000	28,000	PERA, Insurance increases
		Remove '2011 add'l training		18,000	(130,000)	Captain Position allocation Shift to Admin
		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**		

Attachment C of
Item 13.a - 2/28/11 Meeting

Attachment

2010 Minnesota Statutes

412.701 BUDGETING.

The manager shall prepare the estimates for the annual budget. The budget shall be by funds and shall include all the funds of the city, except the funds made up of proceeds of bond issues, utility funds, and special assessment funds, and may include any of such funds at the discretion of the council. The estimates of expenditures for each fund budgeted shall be arranged for each department or division of the city under the following heads: (1) ordinary expenses (for operation, maintenance, and repairs); (2) payment of principal and interest on bonds and other fixed charges; (3) capital outlays (for new construction, new equipment, and all improvements of a lasting character). Ordinary expenses shall be subdivided into: (a) salaries and wages, with a list of all salaried offices and positions, including the salary allowance and the number of persons holding each; (b) other expenses, with sufficient detail to be readily understood. All increases and decreases shall be clearly shown. In parallel columns shall be added the amounts granted and the amounts expended under similar heads for the past two completed fiscal years and the current fiscal year, actual to date and estimated for the balance of the year. In addition to the estimates of expenditures, the budget shall include for each budgeted fund a statement of the revenues which have accrued for the past two completed fiscal years with the amount collected and the uncollected balances together with the same information, based in so far as necessary on estimates, for the current fiscal year, and an estimate of the revenues for the ensuing fiscal year. The statement of revenues for each year shall specify the following items: sums derived from (a) taxation, (b) fees, (c) fines, (d) interest, (e) miscellaneous, not included in the foregoing, (f) sales and rentals, (g) earnings of public utilities and other public service enterprises, (h) special assessments, and (i) sales of bonds and other obligations. Such estimates shall be printed or typewritten and there shall be sufficient copies for each member of the council, for the manager, for the clerk, and three, at least, to be posted in public places in the city. The estimates shall be submitted to the council and shall be made public. The manager may submit with the estimates such explanatory statement or statements as the manager may deem necessary, and during the first three years of operation under Optional Plan B the manager shall be authorized to interpret the requirements of this section as requiring only such comparisons of the city's finances with those of the previous government of the city as may be feasible and pertinent.

History: 1949 c 119 s 86; 1973 c 123 art 2 s 1 *subd 2;* 1986 c 444; 1990 c 426 art 1 s 45

Attachment

2010 Minnesota Statutes

412.711 CONSIDERATION OF BUDGET; TAX LEVY.

The budget shall be the principal item of business at a regular monthly meeting of the council and the council shall hold adjourned meetings from time to time until all the estimates have been considered. The meetings shall be so conducted as to give interested citizens a reasonable opportunity to be heard. The budget estimates shall be read in full and the manager shall explain the various items thereof as fully as may be deemed necessary by the council. The annual budget finally agreed upon shall set forth in detail the complete financial plan of the city for the ensuing fiscal year for the funds budgeted and shall be signed by the majority of the council when adopted. It shall indicate the sums to be raised and from what sources and the sums to be spent and for what purposes according to the plan indicated in section 412.701. The total sum appropriated shall be less than the total estimated revenue by a safe margin. The council shall adopt the budget by a resolution which shall set forth the total for each budgeted fund and each department with such segregation as to objects and purposes of expenditures as the council deems necessary for purposes of budget control. The council shall also adopt a resolution levying whatever taxes it considers necessary within statutory limits for the ensuing year for each fund. The tax levy resolution shall be certified to the county auditor in accordance with law. At the beginning of the fiscal year, the sums fixed in the budget resolution shall be and become appropriated for the several purposes named in the budget resolution and no other.

History: 1949 c 119 s 87; 1953 c 735 s 8; 1973 c 123 art 2 s 1 *subd 2;* 1990 c 426 art 1 s 46

Attachment

2011 City Council Meeting Schedule

The Roseville City Council will meet at 6:00 p.m. in the City Council Chambers of Roseville City Hall, 2660 Civic Center Drive, on the following dates:

January
3 *Org Meeting*
10
24

February
14
28

March
14
21
28

April
11
18
25

May
9
16
23

June
13
20

July
11
18
25

August
8
15
22

September
12
19
26

October
10
17
24

November
14
21
28

December
5
12

Note: Rosefest Parade Monday, 6/27