



City Council Agenda

Monday, August 24, 2009

6:00 p.m.

City Council Chambers

(Times are Approximate)

- | | |
|-----------|--|
| 6:00 p.m. | 1. Roll Call
Voting & Seating Order for August: Ihlan, Pust, Johnson,
Roe, Klausing |
| 6:02 p.m. | 2. Approve Agenda |
| 6:05 p.m. | 3. Public Comment |
| 6:10 p.m. | 4. Council Communications, Reports, Announcements and
Housing and Redevelopment Authority Report |
| | 5. Recognitions, Donations, Communications |
| 6:15 p.m. | 6. Approve Minutes
a. Approve Minutes of August 17, 2009 Meeting |
| 6:20 p.m. | 7. Approve Consent Agenda
a. Approve a Joint Powers Agreement with the Centennial
Fire District
b. Adopt a Resolution Receiving Assessment Rolls and
Setting Assessment Hearing Date for Projects to be
Assessed in 2009 |
| 6:25 p.m. | 8. Consider Items Removed from Consent |
| | 9. General Ordinances for Adoption |
| | 10. Presentations |
| 6:30 p.m. | a. Joint Meeting with the Police Civil Service Commission |
| 6:50 p.m. | b. Presentation of Pandemic Influenza Outbreak Emergency
Plan and Adoption of Related Resolutions |
| 7:10 p.m. | c. Presentation of Budgeting for Outcomes |
| | 11. Public Hearings |
| 7:40 p.m. | a. Public Hearing regarding the 2010 City Budget |

- 7:50 p.m. b. Public Hearing regarding the OSAKA Roseville, Inc. application for On-Sale Intoxicating Liquor License
- 7:55 p.m. c. Public Hearing regarding Request to extend working hours for Twin Lakes Infrastructure Project

12. Business Items (Action Items)

- 8:05 p.m. a. Approve Request to extend working hours for Twin Lakes Infrastructure Project
- 8:10 p.m. b. Approve the OSAKA Roseville, Inc. application for On-Sale Intoxicating Liquor License
- 8:15 p.m. c. Authorize the issuance of a Request for Proposals to Qualified Firms for the Zoning Code Update
- 8:25 p.m. d. Approve Semper Development Ltd. Request for Approval of a Minor Subdivision to consolidate and recombine the properties addressed 2595-2635 Rice Street and 160 County Road C (PF09-023)
- 8:40 p.m. e. Select City Councilmember to aid in the Civil Attorney Professional Services Request for Qualifications Process
- 8:50 p.m. f. Approve Federal Representation Services Agreement Extension

13. Business Items – Presentations/Discussions

- 9:00 p.m. a. Continue Discussion on the City's 2010 Budget and Property Tax Levy

9:40 p.m. **14. City Manager Future Agenda Review**

9:50 p.m. **15. Councilmember Initiated Items for Future Meetings**

16. Adjourn

Some Upcoming Public Meetings.....

Tuesday	Aug 25	6:00 p.m.	Special City Council Meeting to Discuss 2010 Budget
Wednesday	Aug 26	6:00 p.m.	Special City Council Meeting to Discuss 2010 Budget
Tuesday	Aug 25	Cancelled	Public Works, Environment & Transportation Commission
Tuesday	Sep 1	6:30 p.m.	Parks & Recreation Commission
See Sep 19			Parks & Recreation Commission Annual Parks Tour
Wednesday	Sep 2	6:30 p.m.	Planning Commission
Monday	Sep 7	-	Labor Day – City Offices Closed

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Tuesday	Sep 8	6:30 p.m.	Human Rights Commission
Monday	Sep 14	6:00 p.m.	City Council Meeting
Tuesday	Sep 15	6:00 p.m.	Housing & Redevelopment Authority
Saturday	Sep 19	8:30 a.m.	Parks & Recreation Commission Annual Parks Tour (Departs from Harriet Alexander Nature Center, 2520 North Dale Street)
Saturday	Sep 19	TBD	Parks and Recreation Commission Annual Park Tour
Monday	Sep 21	6:00 p.m.	City Council Meeting
Tuesday	Sep 22	6:30 p.m.	Public Works, Environment & Transportation Commission
Monday	Sep 28	6:00 p.m.	City Council Meeting

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

Date: 8/24/09

Item: 6.a

Minutes of 8/17/09

No Attachment

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/24/09
Item No.: 7.a

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Consider Approving a Joint Powers Agreement with the Centennial Fire District

BACKGROUND

Minnesota State Statute 471.59 authorizes political subdivisions of the State to enter into joint powers agreements (JPA) for the joint exercise of powers that are common to each. Over the past several months, the Centennial Fire District and the City of Roseville have held on-going discussions in regards to the sharing of information technology support services. The Centennial Fire District serves the communities of Lino Lakes, Circle Pines, and Centerville.

The City of Roseville currently employs seven full-time employees and one part-time employee to administer the information systems for the City of Roseville and twenty one (21) other municipal and governmental agencies. The proposed JPA with the Centennial Fire District is similar to the other Agreements in both structure and substance.

The attached JPA has been approved by the Centennial Fire District and is awaiting approval from the Roseville City Council.

POLICY OBJECTIVE

Joint cooperative ventures are consistent with past practices as well as the goals and strategies outlined in the Imagine Roseville 2025 process.

FINANCIAL IMPACTS

The proposed JPA provides non-tax revenues to support City operations. The hourly rates charged to other cities are approximately twice the total cost of the City employee; yet substantially lower than could be obtained from private companies – hence the value to other cities is greater.

There is no budget impact. The presence of the JPA along with existing revenue sources is sufficient to fund the City's added personnel and related information systems costs.

STAFF RECOMMENDATION

Staff recommends the Council approve the attached JPA.

REQUESTED COUNCIL ACTION

Approve the attached JPA with the Centennial Fire District for the purposes of providing information

29 technology support.

30

Prepared by: Chris Miller, Finance Director

Attachments: A: JPA with the Centennial Fire District

31

**JOINT POWERS AGREEMENT
FOR THE CITY OF ROSEVILLE EXTENSION OF MIS SERVICES AND
SUPPORT TO CENTENNIAL FIRE DISTRICT**

THIS AGREEMENT, entered into by and between the **CITY OF ROSEVILLE**, a Minnesota municipal corporation (“Roseville”), and **CENTENNIAL FIRE DISTRICT** a Minnesota municipal joint powers board (“Centennial Fire”), is effective upon the execution of this Agreement by the named officers of both entities.

RECITALS

WHEREAS, Roseville has an established Information Technology Department and technical employees that are able to provide the services requested by Centennial Fire, and;

WHEREAS, Roseville has an existing Microsoft Windows Active Directory networking domain including Microsoft Exchange messaging systems;

WHEREAS, Centennial Fire is in need of information technology and network related services and support, and;

WHEREAS, Minnesota Statute 471.59 authorizes political subdivisions of the State to enter into Joint Powers Agreements for the joint exercise of powers common to each.

NOW, THEREFORE, it is mutually stipulated and agreed to as follows:

1. SERVICES.

A. Roseville shall provide qualified management information systems employees of Roseville (“Employees”) to perform computer, network and related technical services required by Centennial Fire. These services include the following:

- User access to Active Directory services, including MS Exchange Messaging and SharePoint Services, subject to global security policies and procedures.

- Desktop technical support for issues not resolvable in-house.
- Access to the Internet through network firewall
- Necessary network licenses to access Active Directory services and Exchange messaging application.
- Desktop Antivirus Management, Licensing, and Support

Support of systems to be provided by Roseville is generally within normal working hours of 8:00 a.m. until 4:30 p.m. Monday through Friday. However considerations will be made for emergency situations and system upgrades which would require off hours support.

B. Roseville shall be solely responsible for compensating the assigned Employee(s) engaged in providing computer and technical services under this Agreement, including any overtime wages incurred, as well as any insurance or employee benefits provided under the policies or agreements of Roseville. In addition, Roseville shall be solely responsible for worker's compensation, reemployment insurance benefits, and other employee related laws, including OSHA, ERISA, RLSA, and FMLA. Roseville shall retain the authority to control the employees, including the right to hire, fire and discipline them.

C. Centennial Fire will provide the necessary office, equipment, and supplies for the assigned Employee(s) to provide the services required hereunder and will bear all costs attendant thereto. Centennial Fire is responsible for any additional licensing, software, and hardware necessary to operate and access network servers and other related equipment owned by Centennial Fire.

D. The Fire Chief, or his designee, of Centennial Fire shall communicate scheduling of work to be performed by the assigned Employee(s).

2. PAYMENT. Centennial Fire will compensate Roseville for services rendered

under this agreement in the annual amount of SEVEN THOUSAND EIGHT HUNDRED SIXTY SEVEN and No/100 Dollars (\$7,867.00) for services rendered based on the adopted cost distribution model. Annual adjustments will be presented to Centennial Fire as part of an established budget review process. All proposed increases are to be presented to Centennial Fire no later than June 1st of each year. Centennial Fire shall make monthly payments, upon presentation by Roseville of a monthly billing equal to one-twelfth (1/12th) of the annual amount herein stated.

3. INDEMNIFICATION. Roseville agrees to assume sole liability for any negligent or intentional acts of the assigned Employee(s) while performing the assigned duties within the jurisdiction of either city. Each city agrees to indemnify, defend, and hold harmless the other from any claims, causes of action, damages, loss, cost or expenses including reasonable attorney's fees resulting from or related to the actions of each city, its officers, agents or employees in the execution of the duties outlined in this Agreement, except as qualified by the previous sentence.

4. TERMINATION, SEPARABILITY.

A. This Agreement may be terminated by either party upon ninety (90) days' notice provided to the respective City Manager of Roseville or Fire Chief of Centennial Fire District.

B. Upon termination no further amounts shall be due and payable by Centennial Fire to Roseville under Section 2 of this agreement and any and all records or property of the respective cities will be returned to the appropriate city within 90 days.

C. This Agreement is governed by the laws of the State of Minnesota.

D. In the event that any provision of this Agreement is held invalid, the other provisions remain in full force and effect.

E. This agreement may not be assigned by any party without the prior consent of the

other party.

IN WITNESS WHEREOF, the City of Roseville and Centennial Fire District have caused this Agreement to be duly executed effective on the day and year last entered below.

Dated: _____

CITY OF ROSEVILLE

By: _____

Craig Klausing
Its Mayor

By: _____

Bill Malinen
Its City Manager

Dated: 8/17/2009

CENTENNIAL FIRE DISTRICT

By: _____

Fire Chief

By: _____

REQUEST FOR COUNCIL ACTION

Date: 8/24/09
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Approve resolution receiving assessment roll and setting assessment hearing date for the project to be assessed in 2009

BACKGROUND

At the August 10, 2009, regular City Council meeting, the Council ordered the preparation of the assessment roll for P-07-02: 2007 PMP, Neighborhood 10 Reconstruction. This project was completed in 2008 and proposed to be assessed in 2009.

The next step in the statutory assessment process is for the Council to adopt a resolution setting a hearing date for the assessments. It is recommended that assessment hearing be held at the regular meeting on Monday, September 21, 2009.

Following past Council policy, if questions come up regarding specific assessments or if amendments to the assessment rolls are necessary, hearings can be continued for final adoption. However, since this year's assessment roll only includes 18 parcels, staff suggests that the hearing be handled at a single council meeting. If necessary, the hearing can be continued to the next council meeting.

POLICY OBJECTIVE

It is the City's policy to assess a portion of street reconstruction costs. The City follows the requirements of Chapter 429 of state statute for the assessment process. The proposed assessment roll has been prepared in accordance with Roseville's assessment policy and is consistent with the recommendations in the feasibility report prepared for this project. Once the Preliminary Assessment Roll has been prepared, the next step in the process is to hold a public hearing.

After the Public Hearing, the City Council adopts the assessment roll making it final. The City allows for a 30-day pre-payment period after the roll adoption. Following the pre-payment period, assessment rolls are certified to Ramsey County for collection. The City will have the rolls certified by early November in order to allow the County enough time to add the assessments to property taxes.

FINANCIAL IMPACTS

Attachment A is a Project Financing Summary detailing the feasibility report and actual project costs for this improvement. This project was financed using assessments, utility funds, and street infrastructure funds.

29 The final assessment roll has been prepared in accordance with Roseville's assessment policy
30 and as outlined in the project feasibility report. The preliminary assessment roll is attached and
31 will be presented in detail at the assessment hearing for this project.

32 **STAFF RECOMMENDATION**

33 Staff recommends that the City Council approve the attached resolution receiving the assessment
34 roll and setting the hearing date for September 21, 2009 for City Project 07-02.

35 The 2009 assessment process is suggested to proceed according to the following schedule:
36

August 10	Approve Resolution declaring costs to be assessed, and ordering preparation of assessment roll
August 24	Approve Resolution receiving assessment roll and setting hearing date.
September 1	Notice of hearing published in the <i>Roseville Review</i> Mail notices to affected property owners
September 21	Assessment hearing- adoption of assessment roll
Sept 22- Oct 23	Prepayment of assessments (30 days)
Oct 25-30	Tally of final assessment roll
November 2	Certification of assessment rolls to Ramsey County

37

38 **REQUESTED COUNCIL ACTION**

39 Approval of resolution receiving assessment rolls and setting assessment hearing date for
40 September 21, 2009 for City Project 07-02.

Prepared by: Debra Bloom, City Engineer

Attachments: A: Project Financing Summary
B: Resolution
C: Preliminary Assessment Roll

Project 07-02
Neighborhood 10
Project Financing Summary

		Feasibility Report	Final Cost
1	Reconstruction	\$ 279,553.78	\$ 165,786.96
2	Storm sewer	\$ 71,217.90	\$ 3,214.51
3	Total Construction Cost	\$ 350,771.68	\$ 169,001.47
4			
5	Engineering*	N/A	\$ 32,300.42
6	Total Project Cost	\$ 350,771.68	\$ 201,301.89
7			
8	Summary of Non-assessable costs		
9	Storm sewer	\$ 71,217.90	\$ 3,214.51
10	Engineering*	N/A	\$ 614.37
11			
12	Total Non- assessable costs	\$ 71,217.90	\$ 3,828.88
13	*Engineering cost estimates included in feasibility report totals		
14			
15	Summary of Assessment Calculations		
16	Assessable Cost	\$ 279,553.78	\$ 196,858.63
17	Assessment Rate	\$ 32.30	\$ 22.75
18	Total Assessable Frontage	2,163.42	2,163.42
19			
20	Total Special Assessments	\$ 69,888.45	\$49,214.66
21			
22	Project Financing Summary		
23	General Fund (Engineering costs)	\$ 34,944.22	\$ 32,300.42
24	Street Infrastructure fund	\$ 185,403.80	\$ 116,572.30
25	Storm Sewer Utility	\$ 60,535.22	\$ 3,214.51
26	Special Assessments	\$ 69,888.45	\$ 49,214.66
27	Total	\$ 350,771.68	\$ 201,301.89

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota, was held in the City Hall in said City on Monday, August 24, 2009, at 6:00 o'clock p.m.

The following members were present: and the following were absent: none

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION RECEIVING PROPOSED SPECIAL ASSESSMENT ROLL FOR
P-07-02 NEIGHBORHOOD 10 RECONSTRUCTION PROJECT
AND PROVIDING FOR HEARINGS**

WHEREAS, by a resolution passed by the council on August 10, 2007, the City Manager was directed to prepare a proposed assessment of the cost for City Project P-07-02 Neighborhood 10 Reconstruction Project, the reconstruction of the street by the installation of concrete paving, concrete curb and gutter, watermain, sanitary sewer, drainage, utilities, and necessary appurtenances; and

WHEREAS, the City Manager has notified the council that such proposed assessment has been completed and filed in his office for public inspection,

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

1. A hearing shall be held on the 21st day of September, 2009 in the city hall at 6:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Manager is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Manager, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

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

1 STATE OF MINNESOTA)
2) SS
3 COUNTY OF RAMSEY)
4

5 I, the undersigned, being the duly qualified City Manager of the City of Roseville, Minnesota, do hereby
6 certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of
7 the City Council of said City held on the 24th day of August, 2009, with the original thereof on file in my
8 office, and the same is a full, true and complete transcript.
9

10 Adopted by the Council this 24th day of August, 2009.
11
12
13
14

15 (SEAL)
16
17

William J. Malinen, City Manager

Preliminary Assessment Roll
07-02 Neighborhood 10
08/20/09

Total assessable project cost	\$ 196,858.63
Frontage used to calculate rate	2,163.42
Assessment Rate (100%)	\$ 90.99
Assessment Rate (25%)	\$ 22.75

PIN		ADDRESS	Front Yard	Side Yard	Total Frontage	Assessment	Notes
032923220070	0	Ridgewood	0.00	0.00	0.00	\$ -	No Street Frontage
032923220071	3120	Ridgewood	0.00	0.00	0.00	\$ -	No Street Frontage
032923220072	3116	Ridgewood	100.00	0.00	100.00	\$ 2,274.85	
032923220073	3110	Ridgewood	100.00	0.00	100.00	\$ 2,274.85	
032923220074	3104	Ridgewood	100.00	0.00	100.00	\$ 2,274.85	
032923220075	3100	Ridgewood	100.00	0.00	100.00	\$ 2,274.85	
032923220076	3096	Ridgewood	100.00	0.00	100.00	\$ 2,274.85	
032923220077	3088	Asbury	93.40	12.80	106.20	\$ 2,415.90	Odd lot = 15115/161.82
032923220078	3076	Asbury	97.80	0.00	97.80	\$ 2,224.81	Odd lot = 13852/141.65
032923220079	0	Asbury	34.50	0.00	34.50	\$ 784.82	
032923220080	3101	Ridgewood	127.50	12.80	140.30	\$ 3,191.62	Odd lot = 29403/192.24
032923220081	3111	Ridgewood	127.50	0.00	127.50	\$ 2,900.44	Odd lot = 10759/81.98
032923220082	0	Ridgewood	29.62	0.00	29.62	\$ 673.81	
032923220083	3117	Asbury	100.00	0.00	100.00	\$ 2,274.85	
032923220084	3103	Asbury	200.00	0.00	200.00	\$ 4,549.71	
032923220085	3093	Asbury	100.00	0.00	100.00	\$ 2,274.85	
032923220086	3085	Asbury	100.00	0.00	100.00	\$ 2,274.85	
032923220087	3077	Asbury	100.00	0.00	100.00	\$ 2,274.85	
032923220088	3069	Asbury	100.00	0.00	100.00	\$ 2,274.85	
032923220089	3061	Asbury	127.50	0.00	127.50	\$ 2,900.44	
None	right- of- way	Snelling Avenue	300	0.00	300.00	\$ 6,824.56	City Frontage - 150 feet x 2
TOTAL:			2137.82	25.60	2163.42	\$ 49,214.66	

Date: 8/24/09
Item: 10.a
Joint Meeting with
Police Civil Service
Commission

No Attachment

REQUEST FOR COUNCIL ACTION

Date: August 24, 2009
Item No.: 10.b

Department Approval

City Manager Approval

Timothy O'Neill

W. J. Mahonen

Item Description: Pandemic Influenza Plan

BACKGROUND

The City of Roseville's Emergency Managers have created a plan to address a Pandemic Influenza Outbreak. This plan (Attachment A) is a matrix designed to address actions the City will take at predetermined times during a Pandemic Influenza Outbreak. These actions will be triggered by the State of Minnesota Department of Health's assessment of the overall outbreak as it directly affects Minnesota. Attachments B-F include emergency resolutions and a proclamation designed to accompany the Pandemic Plan to assist the City of Roseville in the timely and efficient execution of duties during an outbreak.

POLICY OBJECTIVE

To assure the City of Roseville is properly prepared in the event of a Pandemic Influenza Outbreak.

FINANCIAL IMPACTS

This plan will have no immediate financial impacts.

STAFF RECOMMENDATION

Staff recommends adoption of the attached Pandemic Influenza Plan, Emergency Resolutions and Proclamation for the City of Roseville.

REQUESTED COUNCIL ACTION

Adopt the attached Pandemic Influenza Plan, Emergency Resolutions and Proclamation as part of the City of Roseville's Emergency Preparedness Plan.

Prepared by: Tim O'Neill, Interim Fire Chief

Attachments: A. Pandemic Influenza Outbreak Emergency Plan
B. Draft Resolution Declaring a Special Emergency
C. Draft Resolution to Extend Period of Emergency
D. Draft Proclamation Declaring Local Emergency
E. Draft Resolution Authorizing Immediate Expenditures during Emergency
F. Draft Resolution Authorizing Entering into Contracts and other Expenditure Obligations during Emergency

City of Roseville
MOBILIZATION & OPERATIONAL ALERT PLAN FOR PANDEMIC FLU

Level	Description	Triggering Events	Overall City Response	Federal & World Health Organization Response Levels
MN Response Phase P7	Emergency Operation Center-opened and ready to be staffed. Incident Command operations are underway.	Recovery and preparation for subsequent waves	Department Heads updated and are available to respond to the EOC. Efforts on longer term planning will be done (12 to 24 hours out to days or several week event) Command, Operations, and Planning, are in place and actively staffed. Logistics and Finance discussions are occurring. Daily planning meetings are conducted as needed. EOC is setup, equipped and ready for immediate operations. Emergency Resolutions are processed and ready for activation if needed. Any needed supplies are purchased and secured. The City’s Emergency Manager (s) or City Manager designee will assure all supplies are purchased, and securely stored.	U.S. Response: Stage 6- recovery and preparation for subsequent waves WHO Response: Phase 6- Efficient and sustained human-to-human transmission
MN Response Phase P6	Emergency Operation Center-opened and fully staffed in accordance with City Emergency Operation Plan.	Pandemic: Widespread throughout Minnesota (with localized impact)	EOC is operational and all positions are staffed and operating EOC operations and planning will determine daily city operations Emergency staffing may be necessary and implemented as needed by direction of City Manager Employee staffing schedules are adjusted as needed to enable service to the community to continue Daily planning meetings are conducted with a focus on 12 hour operational periods Emergency Resolutions are activated as needed and will remain in effect for up to 72 hours if needed. (See appendix) Updates are provided to City Council twice daily	U.S. Response: Stage 5- Spread throughout U.S. WHO Response: Phase 6- Efficient and sustained human-to-human transmission
MN Response Phase P5	Emergency Operation Center-opened and ready to be staffed. Incident Command operations are underway.	Limited outbreak in Minnesota	Department Heads updated and are available to respond to the EOC. Efforts on longer term planning will be done (12 to 24 hours out to days or several week event) Command, Operations, and Planning, are in place and actively staffed. Logistics and Finance discussions are occurring. Daily planning meetings are conducted as needed. EOC is setup, equipped and ready for immediate operations. Emergency Resolutions are processed and ready for activation if needed. Any needed supplies are purchased and secured. The City’s Emergency Manager (s) or City Manager designee will assure all supplies are purchased, and securely stored.	U.S. Response: Stage 5- Spread throughout U.S. WHO Response: Phase 6- Efficient and sustained human-to-human transmission
MN Response Phase P4	All plans are reviewed; Operational tasks are assigned, and implemented.	Suspected or confirmed human case in Minnesota.	Department heads and all City Council Members notified (email and/ or pager system) Daily briefings are held with Department Heads, with updates to Council All departments including City Council will submit department specific Emergency plans, including task specific rosters covering coverage levels three deep to each task. All departments will submit list of supplies necessary to sustain emergency operations for a twelve week period	U.S. Response: Stage 5- Spread throughout U.S. WHO Response: Phase 6- Efficient and sustained human-to-human transmission

City of Roseville MOBILIZATION & OPERATIONAL ALERT PLAN FOR PANDEMIC FLU				
MN Response Phase P3	All plans are reviewed; Operational tasks are assigned, and implemented	Outbreak in the United States	Dept heads and all City Council Members notified (email and/ or pager system) Daily briefings are held with Department Heads, with updates to Council All departments including City Council will submit department specific Emergency plans, including task specific rosters covering coverage levels three deep to each task. All departments will submit list of supplies necessary to emergency operations for a twelve week period. Confirm mass dispensing site plans are prepared, and ready for operations.	U.S. Response: Stage 5- Spread throughout U.S. WHO Response: Phase 6- Efficient and sustained human-to-human transmission
MN Response Phase P2	Highest alert status without implementation of operational activities. On-going planning activities are underway.	Suspected or confirmed human case in North America.	The City’s Emergency Manager (s) or City Manager designee shall monitor intelligence and operational issues related to the potential pandemic. Critical infrastructure, communication and availability of personnel will be assessed on an on-going basis. An on-call manager is designated for each City department; in the absence of this designation the department head is the on-call manager. The on-call manager for each City department and all City Council members will be briefed upon the status of any potential outbreaks by the City’s Emergency Manager (s) during regular business hours. On-call managers and the Mayor will be notified of any significant events after hours. All departments including City Council will develop department specific emergency operations plans which will include planning for a potential twelve week emergency operation. Develop operational plans consistent with Ramsey County dispensing plan.	U.S. Response: Stage 4 – First Human case in North America WHO Response: Phase 6- Efficient and sustained human-to-human transmission
MN Response Phase P1	Alert status where no specific actions are needed. No specific operational activities are deemed necessary	Confirmed, sustained human-to-human transmission overseas.	The City’s Emergency Manager (s) or City Manager designee Manager shall monitor intelligence and operational issues related to the potential pandemic. Critical infrastructure, communication and availability of personnel will be assessed on an on-going basis. All Emergency Operations & Pandemic Influenza Response plans are reviewed and updated according to the currently identified threat.	U.S. Response: Stage 2- Confirmed human outbreak overseas. U.S. Response: Stage 3- Widespread human to human outbreaks in multiple locations overseas. WHO Response: Phase4 & 5- Evidence of increased human-to-human transmission- Evidence of significant human-to-human transmission.
MN Response Phase P0	Standard operational levels	Suspected human outbreak overseas	Normal operational levels with no particular threat (locally, regionally or nationally) requiring specific action or response capabilities on behalf of the City.	U.S. Response: Stage 1- Suspected human outbreak overseas WHO Response: Phase 3- No or very limited human-to-human transmission

City of Roseville
MOBILIZATION & OPERATIONAL ALERT PLAN FOR PANDEMIC FLU

Phase	Administration & City Council	Finance	Police	Fire	Public works	Community Development	Parks
MN Response Phase P7	City Manager holds daily planning meeting with staff. Review of department plan with staff, make any necessary adjustments.	Review of department plan with staff, make any necessary adjustments. Evaluate expenditures of event.	Review of department plan with staff, make any necessary adjustments. Purchase necessary supplies to assure appropriate pre-event levels.	Review of department plan with staff, make any necessary adjustments. Ascertain available firefighters for long term commitment. Purchase necessary supplies to assure appropriate pre-event levels.	Review of department plan with staff, make any necessary adjustments. Assure long term fuel supply. Purchase necessary supplies for long term staffing.	Review of department plan with staff, make any necessary adjustments. Remain prepared to assist with mitigation responsibilities throughout demobilization.	Review of department plan with staff, make any necessary adjustments. Remain prepared to assist with mitigation responsibilities throughout demobilization.
MN Response Phase P6	Emergency Operation Center- opened and fully staffed. Significant call in of Staff. City Manager and Mayor to the EOC. City PIO assigned and operating.	Emergency Operation Center- opened and fully staffed. Significant call in of Staff. Director to the EOC.	Emergency Operation Center- opened and fully staffed. Significant call in of Staff. Police Chief to the EOC. Full mobilization of staff working assigned schedule.	Emergency Operation Center- opened and fully staffed. Significant call in of Staff. Fire Chief to the EOC. Full mobilization of staff working assigned schedule.	Emergency Operation Center- opened and fully staffed. Significant call in of Staff. Director to the EOC. Full mobilization of staff working assigned schedule.	Director at the EOC. Increased staffing levels Planning on recovery and long term issues discussed	Director at the EOC. Increased staffing levels Planning on recovery and long term issues discussed.
MN Response Phase P5	City Council to decide what level of city services will be maintained during Phase 6. City Council spends current spending limits City Council acts on “Emergency Operations Contracts” All supplies will be purchased and securely stored.	Review of department plan with staff, and assign Level 6 staffing schedule. Implement financial tracking plan for emergency purchases.	Review of department plan with staff, and assign Level 6 staffing schedule to include staffing according to County Dispensing Plan. Activate Reserve and volunteer groups. Purchase necessary supplies for long term staffing. Ready police building for long term staffing. EOC Setup & Equipped for immediate Operations.	Review of department plan with staff, and assign Level 6 staffing schedule. Ascertain available firefighters for long term commitment. Purchase necessary supplies for long term staffing. Ready Fire Stations for long term staffing needs. EOC Setup & Equipped for immediate Operations.	Review of department plan with staff, and assign Level 6 staffing schedule. Assure long term fuel supply. Purchase necessary supplies for long term staffing.	Review of department plan with staff, and assign Level 6 staffing schedule.	Review of department plan with staff, and assign Level 6 staffing schedule.

City of Roseville
MOBILIZATION & OPERATIONAL ALERT PLAN FOR PANDEMIC FLU

MN Response Phase P4	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.	Standard Operations Daily Briefings with Department Heads & updates to City Council. Daily e-mail updates conducted to all staff. Department will assure all plans, supplies and employee contacts are updated, ready, and submitted to Emergency Manager(s) for operation.
MN Response Phase P3	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s)	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s)	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s) Confirmed operational plan consistent with County Dispensing Plan.	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s) Confirmed operational plan consistent with County Dispensing Plan.	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s) .	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s) .	Standard Operations Daily Briefings with Department Heads & updates to City Council. List of supplies needed for twelve week period submitted to Emergency Manager(s) .
MN Response Phase P2	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period. Develop operational plan consistent with County Dispensing Plan.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period. Develop operational plan consistent with County Dispensing Plan.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period.	Standard Operations On-Call Department Manager list identified Plans adjusted for 12 week period.
MN Response Phase P1	Cit Manager appoints designee to monitor status. Response plans reviewed and adjusted for identified threat.	Standard Operations Response plans reviewed and adjusted for identified threat	Standard Operations Response plans reviewed and adjusted for identified threat	Standard Operations Response plans reviewed and adjusted for identified threat	Standard Operations Response plans reviewed and adjusted for identified threat	Standard Operations Response plans reviewed and adjusted for identified threat	Standard Operations Response plans reviewed and adjusted for identified threat

City of Roseville
MOBILIZATION & OPERATIONAL ALERT PLAN FOR PANDEMIC FLU

MN Response Phase P0	Standard Operations	Standard Operations	Standard Operations	Standard Operations	Standard Operations	Standard Operations	Standard Operations
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RESOLUTION NO. _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DECLARING A SPECIAL EMERGENCY

WHEREAS, Minnesota Statute § 365.37, subd. 4 allows a local government to contract without notice or competitive bidding if a special emergency arises.

WHEREAS, the City Council of the City of Roseville finds that the following situation exists:

[List specific facts that support that there is a special emergency]

WHEREAS, the City Council finds that the situation is sudden and unforeseen and could not have been anticipated;

WHEREAS, the City Council finds that conditions in the city have worsened considerably as a result of the situation;

WHEREAS, the City Council finds that this situation threatens the health, safety, and welfare of the citizens of the community;

BE IT RESOLVED by the City Council that:

This situation is declared to be a special emergency effective at (time) on (date).

Adopted by the City Council of the City of Roseville on this ____ day of _____, 20__.

ATTEST:

_____, City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of the City of Roseville on _____, 20____.

(seal)

_____, City Clerk

RESOLUTION NO. _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION TO EXTEND PERIOD OF LOCAL EMERGENCY

WHEREAS, Minnesota Statute § 12.29, subd. 1 allows the governing body of a local government to extend the period of a local emergency declared pursuant to Minnesota Statute § 12.29, subd. 1.

WHEREAS, the Mayor of Roseville has found that the following emergency situation exists:

[List specific facts that support that there is a local emergency]

WHEREAS, the Mayor has declared that the situation constitutes a local emergency;

WHEREAS, the City Council agrees with the Mayor's findings and further finds that the local emergency will last for more than three days;

BE IT RESOLVED by the City Council that:

- 1) The local emergency is recognized as continuing until (date).
- 2) This declaration of a local emergency will invoke the City's Emergency Management Plan. The portions that are necessary for response to and recovery from the emergency must be used.

ATTEST:

_____, City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of the City of Roseville on _____, 20__.

(seal)

_____, City Clerk

MAYOR'S PROCLAMATION DECLARING A LOCAL EMERGENCY

WHEREAS, the Mayor of Roseville finds that the following situation exists:

[List specific facts that support that there is a local emergency]

WHEREAS, the Mayor finds that the situation is sudden and unforeseen and could not have been anticipated;

WHEREAS, the Mayor finds that conditions in the City of Roseville have worsened considerably as a result of the situation;

WHEREAS, the Mayor finds that the situation threatens the health, safety, and welfare of the citizens of the community;

WHEREAS, the Mayor finds that the situation has resulted in catastrophic loss to (property/ environment) or will cause such loss if not immediately addressed;

WHEREAS, the Mayor finds that traditional sources of relief are not able to repair or prevent the injury or loss.

Therefore, pursuant to Minn. Stat. § 12.29 the Mayor hereby declares this situation to be a local emergency effective at (time) on (date).

This declaration of a local emergency will invoke the City's disaster plan. The portions that are necessary for response to and recovery from the emergency must be used.

_____, Mayor

ATTEST:

_____, City Clerk

Presented to the Mayor at _____ p.m. on this ____ day of _____, 20____.

Approved this ____ day of _____, 20____.

NOTE: The council must give approval in order for the emergency declaration to last for more than three days

RESOLUTION NO. _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION TO MAKE AN EXPENDITURE DURING A SPECIAL EMERGENCY

WHEREAS, the City Council of Roseville has declared that a special emergency is in effect;

WHEREAS, the City Council finds that immediate action to respond to the situation is needed in order to protect the health, safety, and welfare of the community;

WHEREAS, the immediate purchase of (goods/equipment/supplies) is required to respond to the emergency;

WHEREAS, Minn. Stat. §§ 365.37 provides that the emergency contract is not subject to the normal purchasing and competitive-bidding requirements because of the emergency.

BE IT RESOLVED that the City Council resolves to make the following (goods/equipment/supplies) from (person or company selling the item) for the sum of \$_____: [Describe the expenditure]

BE IT FURTHER RESOLVED that the City Manager is directed to contract on behalf of the city for the (goods/equipment/supplies).

ATTEST:

_____, City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of the City of Roseville on _____, 20__.

(seal)

_____, City Clerk

RESOLUTION NO. _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION TO MAKE EXPENDITURES DURING A LOCAL EMERGENCY

WHEREAS, the Mayor of Roseville has declared that a local emergency is in effect;

WHEREAS, the city council finds that immediate action to respond to the situation is needed in order to protect the health, safety, and welfare of the community;

WHEREAS, the immediate expenditure of city funds is required to respond to the emergency;

WHEREAS, Minn. Stat. § 12.37 provides that during a local emergency, the governing body of a city may enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster without compliance with procedures, formalities and requirements ordinarily prescribed by law or charter.

BE IT RESOLVED that the City Council authorizes the City Manager to make any and all expenditures necessary to deal with the local emergency on behalf of the City of Roseville.

ATTEST:

_____, City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of the City of Roseville on _____, 20__.

(seal)

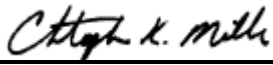
_____, City Clerk

REQUEST FOR COUNCIL ACTION

Date: 8/24/09
Item No.: 10.c

Department Approval

City Manager Approval



Item Description: Continue Discussions on an Alternative Budgeting Process for 2010

BACKGROUND

Earlier this year, the City Council entertained discussions on using an alternative budgeting process for 2010. This process has oftentimes been referred to as 'Budgeting for Outcomes' but other descriptive names have been used as well. In conjunction with this process, the City hired Springsted Financial Advisors to calculate the costs associated with individual programs and services. A copy of the Scope of Services outline is attached. The City Council authorized Springsted to perform only those duties outlined in Option 1.

The analysis is nearly complete and we had originally expected a report to be made at the August 24, 2009 City Council meeting. At the time this report was drafted, representatives at Springsted indicated that they were not yet finished with the narrative piece of their report and have indicated that they will make their presentation at the September 14, 2009 meeting.

However, City Staff has taken some general snapshots of the data portion of their report in an effort to provide the Council with an advanced look and to prepare the Council as they begin prioritizing city spending for next year. They are included in the attachment.

City Staff will be available for questions or comments regarding the attached information.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

27 **REQUESTED COUNCIL ACTION**

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

29

Prepared by: Chris Miller, Finance Director

Attachments: A: Preliminary Project Cost Summaries

B: Scope of Services Outline with Springsted

C: Minutes from the April 13, 2009 Council meeting

City of Roseville**Budgeting for Outcomes Process**

Property-Tax Supported Programs / Functions

Program Revenue Summary

	<u>Total</u>
General Fund - business licenses	\$ 282,400
General Fund - court fines	286,000
General Fund - intergovernmental	909,000
General Fund - charges for services	930,000
General Fund - interest earnings	200,000
General Fund - miscellaneous	70,390
Parks & Recreation program revenues	1,891,545
	<u>\$ 4,569,335</u>

Program Cost Summary

<u>Department</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
Police	\$4,453,493	\$ 239,379	\$ 414,757	\$ 5,107,629	28.8%
Fire & Fire Relief	1,131,028	67,029	392,539	1,590,596	9.0%
Public Works	1,056,965	324,232	656,541	2,037,738	11.5%
Parks & Recreation	1,869,097	246,256	906,172	3,021,525	17.1%
Administration	313,727	3,404	22,627	339,758	1.9%
Finance	438,321	2,372	27,417	468,110	2.6%
Miscellaneous	42,880	27,000	541,950	611,830	3.5%
Park Improvement Program	-	-	215,000	215,000	1.2%
Pathway Maintenance	-	-	140,000	140,000	0.8%
Boulevard Maintenance	-	-	60,000	60,000	0.3%
Debt Service	-	-	1,880,000	1,880,000	10.6%
Unallocated - General Fund *	-	-	-	1,507,489	8.5%
Unallocated - Parks & Recreation *	-	-	-	728,520	4.1%
Total - (204 Programs)	\$9,305,511	\$ 909,672	\$5,257,003	\$ 17,708,195	100%

Net Required Tax Levy	\$ 13,138,860
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Comments:

* Costs associated with employee training, time spent on leave, or at internal meetings or events that are not directly related to a specific program or function are shown here.

City of Roseville

Budgeting for Outcomes Process

Property-Tax Supported Programs / Functions

Police Department Programs

<u>Program / Function</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
Citizen Customer Service	\$1,037,391	\$ 47,643	\$ 35,215	\$ 1,120,249	21.9%
Community Liaison	221,078	16,259	2,088	239,425	4.7%
Alarms & Security Systems	4,676	144	49	4,869	0.1%
Fire Arms Permits	13,340	686	2,722	16,748	0.3%
Background Investigations	9,021	275	1,021	10,317	0.2%
Investigation	729,257	36,263	46,232	811,752	15.9%
Crime Scene Processing	31,888	2,108	5,326	39,322	0.8%
Patrolling	860,633	59,626	169,236	1,089,495	21.3%
Criminal Prosecution	19,301	4,647	2,048	25,996	0.5%
Police Reports	601,636	20,246	13,443	635,325	12.4%
Collaborate with Others	69,207	2,484	802	72,493	1.4%
Case Management	148,750	5,891	1,832	156,473	3.1%
Execute Warrants	24,948	784	1,018	26,750	0.5%
Tactile Planning	10,522	340	2,311	13,173	0.3%
Administrative Tickets	1,659	54	-	1,713	0.0%
Ramsey County Citations	2,761	1,221	29	4,011	0.1%
Criminal Histories	4,583	185	49	4,817	0.1%
Driver License Checks	83	78	1	162	0.0%
Property Room & Management	23,711	1,051	251	25,013	0.5%
Fingerprinting	178	141	2	321	0.0%
Police Records	50,971	615	24,002	75,588	1.5%
Forfeitures	9,445	356	100	9,901	0.2%
Security Services	9,980	430	146	10,556	0.2%
Organizational Management	467,342	19,687	14,877	501,906	9.8%
Training	33,737	620	60,157	94,514	1.9%
Community Services	67,395	15,810	11,850	95,055	1.9%
Emergency Management	-	1,735	18,050	19,785	0.4%
Lake Patrol	-	-	1,900	1,900	0.0%
Total	\$4,453,493	\$ 239,379	\$ 414,757	\$ 5,107,629	100%

City of Roseville

Budgeting for Outcomes Process

Property-Tax Supported Programs / Functions

Fire Department Programs

<u>Program / Function</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
Citizen Customer Service	\$ 81,248	\$ 924	\$ 5,071	\$ 87,243	6.3%
Procurement	21,853	82	1,881	23,816	1.7%
Code Enforcement	53,865	500	1,825	56,190	4.1%
Emergency Management	10,255	106	1,892	12,253	0.9%
Station Duties	53,754	3,624	-	57,378	4.1%
Equipment Maintenance	48,691	7,119	5,262	61,072	4.4%
Building Maintenance	1,244	3,060	3,562	7,866	0.6%
Incident Reports	56,749	575	1,825	59,149	4.3%
Fire Fighting	209,017	29,944	90,435	329,396	23.8%
Fire Prevention	32,960	598	1,968	35,526	2.6%
Fire Investigation	6,428	286	3,636	10,350	0.7%
Fire Inspections	52,368	486	786	53,640	3.9%
Emergency Medical Services	244,058	18,585	59,381	322,024	23.3%
Training	133,066	185	3,644	136,895	9.9%
Organizational Management	125,472	955	4,371	130,798	9.5%
Total	\$1,131,028	\$ 67,029	\$ 185,539	\$ 1,383,596	100%

City of Roseville

Budgeting for Outcomes Process

Property-Tax Supported Programs / Functions

Public Works Department Programs

<u>Program / Function</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
PWET Commission	\$ 9,176	\$ 101	\$ 645	\$ 9,922	0.5%
General Engineering Activities	22,020	335	974	23,329	1.1%
Easement/Right-of-Way Permits	1,095	17	45	1,157	0.1%
Community Development & Planning	22,434	246	920	23,600	1.2%
Municipal State Aid Reports	1,598	18	68	1,684	0.1%
Traffic Control/Management/Signs	76,873	21,665	32,879	131,417	6.4%
Arden Hills - Non Project Related	5,938	65	235	6,238	0.3%
Falcon Heights - Non Project Related	2,479	27	99	2,605	0.1%
Erosion Control Inspections	5,421	59	215	5,695	0.3%
As-Built Drawings - Non Project	19,975	219	1,574	21,768	1.1%
Survey Miscellaneous	2,393	26	95	2,514	0.1%
GIS - Public Works	55,491	609	1,991	58,091	2.9%
GIS - Coordination	5,687	62	204	5,953	0.3%
GIS - Ramsey County User Group	6,979	77	3,611	10,667	0.5%
Buildings & Grounds Maintenance	67,034	28,138	369,775	464,947	22.8%
Snow Plowing	46,135	62,059	11,004	119,198	5.8%
Tree Trimming	33,207	3,501	8,155	44,863	2.2%
Equipment Odrering and Planning	3,078	5	697	3,780	0.2%
Right-of-Way Maintenance and Mgmt	23,848	1,986	4,732	30,566	1.5%
Streetscape	15,770	1,663	3,742	21,175	1.0%
Street Maintenance & Repair	134,063	185,135	53,124	372,322	18.3%
Pathway Maintenance & Repair	12,782	10,591	133,007	156,380	7.7%
Parks Activities	4,334	457	1,020	5,811	0.3%
Haul for City Contractors	12,088	1,274	2,880	16,242	0.8%
Vehicle Maintenance	151,533	2,569	9,109	163,211	8.0%
Project Planning & Management	61,532	675	3,217	65,424	3.2%
Design & Feasibility Studies	76,900	844	4,058	81,802	4.0%
Survey Pre-Construction	17,479	192	691	18,362	0.9%
Survey Construction	9,778	107	387	10,272	0.5%
Inspections	50,300	552	1,839	52,691	2.6%
Asbuilt Drawings	2,721	30	173	2,924	0.1%
Pending Assessments	1,002	11	41	1,054	0.1%
GIS Public Works Project	1,121	12	353	1,486	0.1%
Arden Hills - Project Related	18,350	201	900	19,451	1.0%
Falcon Heights - Project Related	9,716	107	502	10,325	0.5%
Customer Citizen Service	31,860	331	1,326	33,517	1.6%
Organizational Management	18,712	73	1,140	19,925	1.0%
Council Support	16,063	193	1,114	17,370	0.9%
Total	\$1,056,965	\$ 324,232	\$ 656,541	\$ 2,037,738	100%

City of Roseville

Budgeting for Outcomes Process

Property-Tax Supported Programs / Functions

Parks & Recreation Department Programs

<u>Program / Function</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
Organizational Management	\$ 285,836	\$ 5,529	\$ 14,494	\$ 305,859	10.1%
Community Relations	11,538	104	173	11,815	0.4%
Commission Support	3,461	31	80	3,572	0.1%
Special Events	64,837	4,516	26,830	96,183	3.2%
Customer Citizen Support	125,031	1,809	6,529	133,369	4.4%
Procurement	7,742	91	67	7,900	0.3%
Payroll	15,851	504	184	16,539	0.5%
Cash Management	8,788	67	149	9,004	0.3%
Community Liaison	22,733	504	1,512	24,749	0.8%
Marketing	59,919	1,393	26,146	87,458	2.9%
Solicit Funding	11,120	72	125	11,317	0.4%
Data Entry	34,112	306	791	35,209	1.2%
Youth Programs	47,985	7,825	4,369	60,179	2.0%
Adult Programs	29,703	267	2,005	31,975	1.1%
Senior Programs	14,038	972	1,663	16,673	0.6%
Arts Programs	8,579	77	628	9,284	0.3%
Fitness & Wellness Programs	2,448	22	1,037	3,507	0.1%
Community Recreation Programs	2,503	192	1,020	3,715	0.1%
Community Volunteers	24,292	1,064	275	25,631	0.8%
On Line Services & Website	12,300	319	8,504	21,123	0.7%
Equipment Maintenance	25,286	3,044	23,847	52,177	1.7%
Building Maintenance	98,974	58,228	90,568	247,770	8.2%
Grounds Maintenance	168,288	18,525	30,591	217,404	7.2%
Athletic Fields Maintenance	25,189	10,237	34,814	70,240	2.3%
Snow Plowing	31,649	2,414	219	34,282	1.1%
Outdoor Ice	28,980	2,588	6,180	37,748	1.2%
Playground Structures and Equipment	23,358	4,189	4,748	32,295	1.1%
Facility Rental	18,277	77	14	18,368	0.6%
Ice Show	5,509	73	25,144	30,726	1.0%
Training	2,877	34	18,937	21,848	0.7%
Skate Center Programs	23,346	623	30,468	54,437	1.8%
Oval Maintenance	89,340	7,221	70,147	166,708	5.5%
Skate Park	18,393	4,327	2,014	24,734	0.8%
Arena Ice Surface	49,474	6,308	69,660	125,442	4.2%
Arena Maintenance	53,550	4,321	17,338	75,209	2.5%
Skate Center Maintenance	125,311	6,103	29,092	160,506	5.3%
Activity Center	15,900	-	94,100	110,000	3.6%
Community Band	-	1,000	3,710	4,710	0.2%
Jazz Band	-	500	650	1,150	0.0%
Recreation Roundup	8,095	745	285	9,125	0.3%

City of Roseville

Budgeting for Outcomes Process

Property-Tax Supported Programs / Functions

Parks & Recreation Department Programs

<u>Program / Function</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
Teen Program	750	290	-	1,040	0.0%
Special Events	645	1,750	250	2,645	0.1%
Outdoor Rinks	5,480	100	175	5,755	0.2%
Senior Program	-	1,085	560	1,645	0.1%
Summer Entertainment	595	150	12,400	13,145	0.4%
Volunteers	-	2,940	230	3,170	0.1%
Puppet Wagon	3,760	450	-	4,210	0.1%
Spring Celebration	250	400	825	1,475	0.0%
Discover Parks	1,555	645	-	2,200	0.1%
July 4th	3,295	685	1,700	5,680	0.2%
Halloween	-	770	800	1,570	0.1%
Holiday Carnival	-	-	300	300	0.0%
Special Population	3,575	600	235	4,410	0.1%
Men's Basketball	2,035	475	16,820	19,330	0.6%
Tree Sales	-	2,280	120	2,400	0.1%
Boot Hockey	-	140	1,845	1,985	0.1%
Adult Broomball	-	175	3,440	3,615	0.1%
Football 7-Man	-	85	2,470	2,555	0.1%
Football 4-Man	-	65	395	460	0.0%
55 Alive	-	-	3,000	3,000	0.1%
Adult Soccer	-	375	6,850	7,225	0.2%
Adult Softball	3,750	11,505	64,075	79,330	2.6%
Youth Softball	-	2,150	2,235	4,385	0.1%
Tennis	2,380	985	3,330	6,695	0.2%
Karate	-	-	9,450	9,450	0.3%
Tai Chi Chi	-	815	-	815	0.0%
Volleyball	6,050	1,830	17,465	25,345	0.8%
Family Open Gym	940	-	-	940	0.0%
Brimhall Gym Rental	4,340	375	-	4,715	0.2%
Open Volleyball	2,015	-	-	2,015	0.1%
Sandlot Volleyball	-	280	2,520	2,800	0.1%
Cross Country Ski	-	60	235	295	0.0%
Golf Lessons	160	150	2,375	2,685	0.1%
Open Basketball	1,170	75	-	1,245	0.0%
After School Sports	7,700	1,950	4,420	14,070	0.5%
CPR	-	100	1,080	1,180	0.0%
Tap For Seniors	-	-	1,800	1,800	0.1%
Dance	24,090	11,050	8,970	44,110	1.5%
Youth Basketball	800	70	300	1,170	0.0%
Gym Rental - CP	8,150	750	-	8,900	0.3%

City of Roseville

Budgeting for Outcomes Process

Property-Tax Supported Programs / Functions

Parks & Recreation Department Programs

<u>Program / Function</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
rpr summer sports	26,995	3,700	3,100	33,795	1.1%
Fall Youth Soccer	320	2,375	3,340	6,035	0.2%
summer options-sum spec,trips	25,385	15,920	3,655	44,960	1.5%
Sports Camp	860	2,660	33,070	36,590	1.2%
Ski Rental	-	25	40	65	0.0%
Music Lessons	-	-	5,920	5,920	0.2%
Gymnastics	117,760	3,500	13,350	134,610	4.5%
Adult Trips	-	6,960	5,470	12,430	0.4%
Picnic Shelters	9,680	1,100	2,250	13,030	0.4%
Over 50	-	20	50	70	0.0%
Gardens	-	250	-	250	0.0%
Cribbage	-	525	-	525	0.0%
Adult Bowling	-	150	-	150	0.0%
Run for Roses	-	3,745	2,750	6,495	0.2%
Tour of Roses	-	1,500	-	1,500	0.0%
Rose Parade	-	2,000	13,400	15,400	0.5%
	-	-	-	-	0.0%
Total	\$1,869,097	\$ 246,256	\$ 906,172	\$ 3,021,525	100%

City of Roseville

Budgeting for Outcomes Process

Property-Tax Supported Programs / Functions

Administration Department Programs

<u>Program / Function</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
Customer Citizen Service	\$ 61,198	\$ 904	\$ 2,278	\$ 64,380	18.9%
Procurement	5,832	29	520	6,381	1.9%
Personnel Management	113,368	568	15,597	129,533	38.1%
Records Retention	1,706	100	-	1,806	0.5%
Elections	9,100	1,133	37	10,270	3.0%
City Council Support	45,188	226	2,016	47,430	14.0%
Advisory Commission Support	4,804	81	26	4,911	1.4%
Organizational Management	72,531	363	2,153	75,047	22.1%
Total	\$ 313,727	\$ 3,404	\$ 22,627	\$ 339,758	100%

City of Roseville

Budgeting for Outcomes Process

Property-Tax Supported Programs / Functions

Finance Department Programs

<u>Program / Function</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
Banking & Investment Management	\$ 58,255	\$ 628	\$ 3,739	\$ 62,622	13.4%
Budget/Financial Planning	62,974	246	5,738	68,958	14.7%
Business Licenses	2,728	11	118	2,857	0.6%
Cash Receipts/Receptionist	72,138	282	3,457	75,877	16.2%
Contract Administration	21,576	84	1,414	23,074	4.9%
Debt Management	16,399	64	1,854	18,317	3.9%
Economic Development	3,939	15	361	4,315	0.9%
Financial Accounting & Reporting	83,597	327	5,109	89,033	19.0%
Gambling Licenses	2,728	11	132	2,871	0.6%
Process Payroll	44,295	473	2,144	46,912	10.0%
Purchasing	1,364	5	66	1,435	0.3%
Risk Management	53,479	209	3,037	56,725	12.1%
Organizational Management	14,849	17	248	15,114	3.2%
Total	\$ 438,321	\$ 2,372	\$ 27,417	\$ 468,110	100.0%

City of Roseville
Budgeting for Outcomes Process
 Property-Tax Supported Programs / Functions

Miscellaneous Programs

<u>Program / Function</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
City Council	\$ 42,880	\$ -	\$ 137,680	\$ 180,560	29.5%
Human Rights Commission	-	-	2,250	2,250	0.4%
Legal	-	-	272,500	272,500	44.5%
Central Services	-	27,000	49,520	76,520	12.5%
General Insurance	-	-	80,000	80,000	13.1%
Total	\$ 42,880	\$ 27,000	\$ 541,950	\$ 611,830	100.0%

Other Programs

<u>Program / Function</u>	<u>Personal Services</u>	<u>Supplies & Materials</u>	<u>Other Svcs. & Charges</u>	<u>Total</u>	<u>% of Total</u>
Fire Relief Association	\$ -	\$ -	\$ 207,000	\$ 207,000	100.0%
Total	\$ -	\$ -	\$ 207,000	\$ 207,000	100.0%

City of Roseville, Minnesota Financial Planning Assistance Study

Work PlanApril 2009

Objective(s)

The purpose of this study is to assist the City of Roseville in their financial planning and developing budget alternatives by determining the cost of providing services within General Fund departments and tax supported funds, as directed to determine the cost of providing services. The study would serve as a baseline for making budget decisions and fee justification.

We have provided the City with three options to achieve each of these objectives. The first option includes a process for determining the services provided by each department within the General Fund tax supported funds, as directed, and the cost of providing each of these services. The second option is a facilitation process to assist the City in developing alternatives for services within the General Fund using the information from the first option. The third option is to undertake a user fee study that would identify the total costs of providing services for which the City currently charges a user fee and to identify the total cost of providing services for which the City could charge a user fee.

The tasks for each option are outlined below:



Option 1 – Determine the Services Provided by General Fund Departments and the Cost of Each

Task I Review Background Information

- Internal review of General Fund background information
 - 2009 adopted budget
 - 2008 actual expenditures
 - Previous job evaluation employee forms indicating tasks performed and percentage of time spent on each
 - Current performance measurements and level of service standards
 - Organizational structure and staffing levels
 - Position descriptions
 - Number and type of services provided by each department

Task II General Fund Department Reviews

- Meet with each department head to discuss and review services provided by their department
 - Number and type of services provided
 - Current service level standards
 - Existing excess or deficit service capacity
 - Full-time equivalents (FTEs) by position type
 - Equipment utilized
 - Facilities usage

- Supplies and consumables
- Interrelationship with other services
- Estimated number of beneficiaries of service

Task III Develop Service Matrix

- Develop a matrix of the services provided by each department
 - Type of service provided
 - Resources used in providing the service
 - FTEs
 - Equipment
 - Facilities
 - Supplies and consumables
 - Current level of service
 - Estimated number of beneficiaries of service
 - Direct cost of providing service
 - Interrelated services that would be impacted by a change in a service
- Meet with the City to review and discuss the matrix in a workshop session
 - Modify or change the matrix as appropriate

Task IV Prepare Memorandum

- Springsted will prepare a memorandum that will include the final service matrix for the City's use in developing future budgets and determining services to be provided

Option 1 - Expectations

In order to conduct this study, the City is requested to identify and designate a staff member to serve as a contact person between Roseville and Springsted. This person will be responsible for the gathering of accurate and timely information necessary to complete the project. At a minimum, the following information will be needed to complete the study:

Financial Planning Assistance Required Information

- Copies of the City's General Fund Budget for 2009
- Copies of 2008 actual expenditures for the General Fund
- Copies of previous job evaluation employee forms indicating tasks performed and percentage of time spent on each
- Current performance measurements and level of service standards
- Organizational structure and staffing levels for General Fund Departments
- Position descriptions
- Number and type of services provided by each department
- Copies of any City policies related to service level standards, staffing or adopted service requirements
- Copies of any related studies
- Other information as needed

Option 2 – Facilitate Budget and Services Provided Workshop

Task I Preparation and Planning

- Phone conversations with city staff to determine scope, clarify expected outcomes and discuss critical steps in the process
- Prepare agenda
- Set up the electronic facilitation system
- Develop questions
- Review agenda and questions with City staff

Task II Conduct Electronic Facilitation Workshop

- Conduct an electronic facilitation workshop including the City Council, City staff and public
 - Provide up to 45 electronic keypads
 - Option to provide up to 200 additional electronic keypads

Task III Prepare Summary of Workshop Outcomes

- Within 10 days of the facilitation session, prepare a document summarizing the results
- Review document with City staff and make changes as necessary
- Present the outcomes of the session to the City Council in a workshop session

Option 2 - Expectations

The City is requested to identify and designate a staff member to serve as a contact person between Roseville and Springsted. This person will be responsible for coordinating the electronic facilitation workshop details.

Option 3 – Conduct User Fee Study

Task I Review Background Information

- Meet with City to review background information and analyze Study assumptions by reviewing:
 - The user fee system and charges for services currently in use
 - All current revenue policies, both written and implied, especially those related to establishing and adjusting user fees and charges
 - Historical information related to the City's user fee system and charges for services
 - Current allocation of overhead and other indirect costs to user fees and charges
 - The current fiscal year budget and past year's actual expenditures, as they relate to user fees and charges for services
 - The City's current policy related to the payment of and/or reimbursement for training and continuing education for staff who provide services for which a charge has been established

Task II Data Collection

- Meet with City department heads and staff:
 - Interview department heads and appropriate City staff determining time and resources allocated to providing overhead/administrative functions and services provided to other funds/entities
 - Interview department heads and appropriate City staff determining the time and the resources allocated in providing services:

- Review current list of services being provided, which a user fee or charge has been established
- Identify specific services provided, which their department contributes time or resources
- Estimate the average time and resources to provide each service
- Identify any training and/or continuing educational requirements for providing the service
- Identify overhead and indirect costs associated with providing each service
- Identify any additional services currently being performed that might generate new service fees, as allowed under Minnesota law
- Identify revenue-producing activities that have the potential for being converted to enterprise funds
- Review preliminary findings with appropriate staff
- Calculate projected cost recovery ratios for proposed and current user fees, and prepare comparative analysis

Task III Data Analysis

- Develop an indirect cost schedule for each service to include
 - Amount of time each employee devotes
 - Direct salary cost for each employee
 - Related personnel costs for each employee (e.g., fringe benefits, vacation, sick leave costs, etc.)
 - Related supplies consumed in the provision of the service
 - Related training and/or continuing education costs
 - Related indirect administrative and overhead costs, including the total cost for each service
 - Supervision and management
 - Purchasing
 - Accounting
 - Reporting
 - Payroll and investment services
 - Management information systems
 - Buildings
 - Vehicles
 - Equipment
 - Property maintenance
 - Insurances
 - Any other indirect costs

Task IV Review Preliminary Findings

- Prepare draft report with preliminary findings and recommendations
- Meet with appropriate City staff reviewing our preliminary findings related to:
 - Current and proposed user fees
 - Cost recovery ratios
- Review and discuss the possibility of using a discounted or tiered structure for:
 - Non-profit organizations
 - Multiple user discounts
 - Income-based outcomes
- Make changes identified during the preliminary review of draft report

Task V Develop Final Cost of Services Model

- Based on the review completed in Task IV, a final cost of services model will be developed for each service, incorporating alternatives for discounted or tiered structures.

Task VI Prepare Written Documentation

- Springsted Incorporated will prepare a formal written report, documenting the project, purpose, process, recommendations developed, and benchmark comparisons for distribution and public education use

Task VII Present Findings

- Springsted Incorporated will prepare an audio/visual presentation detailing the purpose, process, recommendations developed and benchmark comparisons. We will use this tool to present our findings and recommendations to the City during a public meeting. The presentation will then be turned over to the City for its continued future use as a public information tool

Task VIII Training on Model

- A computer model based in Microsoft® Access will be developed which will enable the City to maintain their user fee and charges system on a current basis and that will include any new funds created as part of this project. Key staff member responsible for maintaining the system will be trained in the use of the model.

Option 3 - Expectations

In order to conduct this study, the City is requested to identify and designate a staff member to serve as a contact person between Roseville and Springsted. This person will be responsible for the gathering of accurate and timely information necessary to complete the project. At a minimum, the following information will be needed to complete the study:

User Fee Study Required Information

- Salary and benefit information for all employees (including, but not limited to, annual wages, benefit structure, workers' compensation rates, etc.)
- Copy of the City's current user fees and charges (to be included in this study)
- Historical information related to the City's user fee system and charges for services, including actual revenues and frequencies, by fee type
- The current method of allocating overhead and other indirect costs to user fees and charges
- The City's current fiscal year budget and past year's actual expenditures
- The City's current policy related to the payment of and or reimbursement for training and continuing education for staff that provide services for which a charge has been established
- Other relevant information

Compensation

We have provided a lump-sum fee proposal for each option as described in this proposed work plan. Each lump sum fee proposal is exclusive of any out-of-pocket expenses such as travel and copying. The proposed fee for each option is as follows:

Option 1 - Determine the services provided by General Fund Departments and the cost of each lump sum fee \$15,150

Option 2 - Facilitate Budget and Services Provided Workshop lump sum fee \$3,500 for each workshop facilitated which includes the use of 45 keypads. We can lease up to an additional 200 keypads for a cost of \$15 per keypad per week plus shipping costs.

Option 3 – Conduct User Fee Study lump sum fee \$56,750

The time to complete each option is as follows: Option 1 six to eight weeks; Option 2 one week of preparation time and ten days after the workshop to complete the summary; Option 3 twelve to sixteen weeks. These completion times assume all necessary information is made available to Springsted in a timely manner and the City is available for any required meetings. This draft schedule does not anticipate any unforeseen delays or other circumstances that would result in a later completion date. Should any unforeseen delays or circumstances arise, Springsted can draw on its staff of over 70 professionals to keep the project on schedule to the greatest extent possible.

Springsted would invoice the City for work completed as follows:

- Option 1 - completion of each task
- Option 2 - completion of the work
- Option 3 - completion of each task

Should the City request and authorize any other additional work outside the scope of services described in this proposal, we would invoice the City at our standard hourly fees.

2008 Standard Hourly Fee Schedule	
Title	Rate
Principal & Senior Officer	\$215
Officer & Project Manager	\$185
Senior Associate	\$155
Associate	\$140
Support Staff	\$ 60

Project Team to continue pursuing continuous pathways.

Further discussion included reduction of the median to allow access to the townhomes; identification of water treatment areas envisioned as infiltration beds; limitations based on the curbs remaining as currently located to facilitate area businesses and to not further infringe upon their property; snow storage provisions along the corridor; and the desire to make the intersection look more traditional to avoid confusion for vehicular, bicycle and pedestrian traffic.

Mr. Schwartz advised that six different concepts and configurations were considered; and that this design appeared to be more amenable to drivers and their navigation of the intersection.

Public Comment

Roger Toogood, 601 Terrace Court

Mr. Toogood, representing the Roseville Citizens League, advised that they had studied this design; and suggested additional entry points available for several areas to further alleviate traffic filtering onto Rice Street (e.g., Cub Foods traffic east via an access lane; and east along County Road B, with an exit going west to avoid Rice Street).

Mr. Tolaas advised that some of the original design concepts had considered those options, and offered to revisit them and provide a more detailed response and rationale to the Committee. Mr. Tolaas advised that the fewer entry points on ramps the better other than for accommodating buses. Mr. Tolaas recognized the Committee's intent to split heavy traffic through use of slip ramps.

Additional discussion included accommodations to the townhome residents and their concerns.

Roe moved, Johnson seconded, support for the offset single-point interchange as presented on the revised map this evening for Rice Street and Highway 36; and to direct staff to continue to work with the project team to address identified concerns.

Roll Call

Ayes: Ihlan; Roe; Pust; Johnson; and Klausing.

Nays: None.

11. Public Hearings

12. Business Items (Action Items)



a. Consider an Alternative Budgeting Process for 2010

Finance Director Chris Miller provided a summary of the Request for Council Action dated April 13, 2009, related to the merits of using an alternative budgeting process for 2010; and the urgency based on timing of the process.

Mr. Miller spoke in support of development, with the consulting assistance of the firm of Springsted of a matrix of costs per participant or beneficiary and the need for this additional information for further City Council decision-making as the city faced upcoming budget challenges and limited resources.

Discussion included reprioritization of programs and services;

approximate cost of \$15,000 for this study of tax-supported programs and services; and consideration of Town Hall meetings and receipt of electronic feedback from residents at those meetings, at a cost of approximately \$3 - 4,000 per session, in developing and/or maintaining a level of services and programs.

Councilmember Pust personally thanked staff for organizing disparate past conversations for consideration of an alternative budgeting process. Councilmember Pust spoke in support of the expenditure of the \$15,000 to hire a consultant to assist staff; however, she spoke in opposition to additional expenses for electronic voting, opining that, while nice, this was an unnecessary expenditure at this time. Councilmember Pust further opined that a bigger issue would be to make sure a sufficient number of residents were in attendance at the Town Hall meetings to ensure an accurate picture of the community.

Councilmember Roe opined that citizen feedback was important; and that the important thing was to hold the meetings after the data had been compiled by staff and Springsted, but not at the end of the process and simply a reaction to the proposed 2010 budget. Councilmember Roe reiterated his preference for early community feedback in the budget process.

Councilmember Ihlan sought additional information from staff on where contingency funding for the study would come from.

Mr. Miller advised that annually, in the General Fund, a small amount of funds were kept aside for unforeseen circumstances or events throughout the year; and noted that the City had set aside \$33,000 that was not specifically designated for 2009. Mr. Miller noted that, historically, the City usually expended between \$15-20,000, with some years \$75,000 needed (i.e., at the height of diseased and hazardous tree removal). Mr. Miller advised that staff felt this was important enough to pursue to make permanent corrections to the City's budget structure and compare programs and services throughout the City departments.

Councilmember Pust requested additional information from staff at a future meeting related to the potential need for additional funding for the Fire Relief Association's pension plan and unfunded liabilities to avoid future surprises.

Mr. Miller advised that he would provide that information with the best information available at this time.

Councilmember Johnson echoed Councilmember Pust's comments related to the Springsted study; however, he also spoke in support of the efficiencies in using the electronic method to determine community preferences.

Mayor Klausing noted his ambivalence related to the merit of the electronic version of the "dot method" and his need to further study that issue; but spoke in support of hiring Springsted for working with staff in preparation of a matrix.

Councilmember Roe spoke in support of splitting the

recommendations, and his support of hiring Springsted for the study at a cost not to exceed \$15,000; however, he also expressed the need for more time to consider the content of the Town Hall meetings.

Klausing moved, Roe seconded, authorizing the staff to hire Springsted Incorporated for the purposes of calculating the costs of property tax-supported services, in an amount not to exceed \$15,000.

Roll Call

Ayes: Ihlan; Roe; Pust; Johnson; and Klausing.

Nays: None.

13. Business Items/Presentations/Discussions

a. Discuss Amendments to the City Nuisance Code regarding Residential Composting

Economic Development Associate Jamie Radel summarized the Request for Council Action dated April 13, 2009, discussing several amendments to Title 4 of City Code related to yard requirements and regulation of residential composting. A draft ordinance was included in the report addressing those areas of current ordinance that were too vague and not readily enforceable.

Councilmember Pust opined that it sounded reasonable to provide further direction; however, expressed concern in language related to yard cover, when the City was encouraging more environmentally-friendly use of water, and the need to consider other landscaping beyond traditional sod.

Ms. Radel noted several options for environmentally-friendly yards that would minimize water usage; and suggested staff further broaden vegetation language.

Councilmember Roe spoke in support of more detailed explanations in ordinance; and suggested addition of an explanation for yard cover and expansion of other qualified options as well; encouragement of storm water management on site; and definition of what is and is not acceptable.

Mayor Klausing noted that some homes in Roseville (e.g., on Dale Street north of Larpenteur) were naturally wooded; and that those needed to be addressed as naturalistic yards.

City Attorney Anderson noted that "vegetation" was a very broad term and provide substantial leeway for property owners, as long as ground cover was alive, and not "Astroturf."

Mayor Klausing noted concerns with composting language and the comprehensive list, suggesting that "faded flowers" be removed; and the material list be further defined.

Ms. Radel advised staff had drafted proposed revisions based on their review of similar ordinances in the Cities of Minneapolis and St. Paul, but that staff would review language further and more specifically.

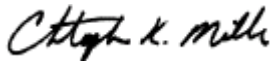
Councilmember Ihlan suggested that another approach would be to

REQUEST FOR COUNCIL ACTION

Date: 08/24/09
Item No.: 11.a

Department Approval

City Manager Approval



Item Description: Public Hearing for Community Input on the 2010 Budget

BACKGROUND

On August 10, 2009 the City Council established a public hearing to solicit community input on the 2010 Budget. The purpose of the hearing is to consider citizen or stakeholder budget suggestions or comments. Councilmembers would then have the opportunity to incorporate these comments and finalize their own budget recommendations.

City Staff will be available to address any comments or questions.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

Conduct the public hearing for purposes of soliciting community input on the 2010 Budget.

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

REQUEST FOR COUNCIL ACTION

Date: 08-24-09
Item No.: 11.b

Department Approval

City Manager Approval

Chris K. Miller

W. J. Mahinen

Item Description: Conduct public hearing for OSAKA Roseville, Inc. application for On-Sale Intoxicating Liquor license.

Background

OSAKA Roseville, Inc. has applied for an On-Sale Intoxicating Liquor license at 1675 W County Road C. The City Attorney will review the application prior to the issuance of the license to ensure that it is in order. A representative from OSAKA Roseville Inc. will attend the hearing to answer any questions the Council may have.

Financial Implications

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

Council Action

Conduct public hearing and consider approving/denying the On-Sale Intoxicating Liquor license, for OSAKA Roseville, Inc. located at 1675 W County Road C.

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



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

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

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:

- 1) City issued on sale intoxicating and Sunday liquor licenses
- 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Roseville License Period From: 9/15/19 To: 9/14/2020

Circle One: New License License Transfer _____ Suspension _____ Revocation _____ Cancel _____
 (former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ 7000.00 Sunday License fee: \$ 200.00 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: OSAKA Roseville Inc DOB 11/11 Social Security # _____
 (corporation, partnership, LLC, or Individual)

Business Trade Name OSAKA Roseville Inc Business Address 1675 W County Rd C City Roseville

Zip Code 55113 County Ramsey Business Phone 651 833 3188 Home Phone _____

Home Address _____ Tax ID _____
 (To Apply call 651-296-6181)

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

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

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

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

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

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

Workers Compensation Insurance Company Name _____ Policy # _____

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
 (title)

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/24/09
Item No.: 11.c

Department Approval

DB

City Manager Approval

W. Mahinen

Item Description: Request to extend working hours for Twin Lakes Infrastructure Project

BACKGROUND

Eureka Construction, Inc. has been hired by the City of Roseville to complete road and utility construction work east of Cleveland, north of County Road C and south of County Road C-2. This project is currently underway and includes the construction of a Mt. Ridge Road from Twin Lakes Parkway to County Road C-2, and Twin Lakes Parkway from Cleveland to Mt. Ridge Road. We have received a request from the Contractor, to extend the weekend working hours in an effort to ensure that this project will be completed on time.

The requested variance is to City Code Section 405.03 HOURLY RESTRICTIONS OF CERTAIN OPERATIONS which permits construction activities to occur between the hours of seven o'clock (7:00) A.M. and ten o'clock (10:00) P.M. on any weekday, or between the hours of nine o'clock (9:00) A.M. and nine o'clock (9:00) P.M. on any weekend or legal holidays. They are seeking a variance for the following dates and times: Saturdays, 8/29- 11/21: Start work at 7:00AM

A variance to this section of code requires a Public Hearing before the City Council, per code section 405.04. The code requires that we send our Public Hearing notices to all properties within 350 feet of the corridor; however, since the Twin Lakes Project has held the interest of many of the surrounding neighbors, we mailed this notice to all properties bounded by County Road D, Fairview, County Road C and Cleveland. Any comments that we receive will be shared with the City Council as a part of the Public Hearing.

POLICY OBJECTIVE

This construction project has a deadline of December 31, 2009 for completion. Realistically road construction work can only occur until late fall, moving this deadline to early November. The Contractor does not usually work on Saturdays, however, it will be necessary if they lose days due to rain, or need to accommodate certain critical schedule activities in order to ensure that this project will be completed on time.

FINANCIAL IMPACTS

Not meeting the December deadline will adversely impact the funding for this project.

STAFF RECOMMENDATION

Approve the variance as requested.

REQUESTED COUNCIL ACTION

Approve the variance to extend the working hours for the Twin Lakes Infrastructure Project.

Prepared by: Debra Bloom

Date: 8/24/09

Item: 12.a

Twin Lakes

Infrastructure Project

See 11.c

Date: 8/24/09

Item: 12.b

OSAKA Liquor License

See 11.b

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: August 24, 2009
Item No.: 12.c

Department Approval

City Manager Approval



Item Description: Authorize the Issuance of a Request for Proposals to Qualified Firm for Zoning Code Update

BACKGROUND

On March 23, 2009, the City Council granted approval to solicit qualified firms to assist with the completion of this update.

On April 2, 2009, staff sent out the Request for Qualifications to twenty-nine consulting firms that have experience with zoning development and received eight responses by the April 24, 2009 deadline. Those firms submitting qualification packages included Bonestroo, Cuningham Group, Hoisington Koegler Group Inc. (HKGi), McCombs Frank Roos Associates (MFRA), Northwest Associated Consultants (NAC), Resource Strategies Corporation, SEH and Sanders Wacker Bergly, Inc.(SWB). Staff has reviewed the submissions and provided a ranking for each firm on their discussion of form-based code, public participation, the team's experience in form-based codes, project leader, and understanding of Roseville. See the Staff Recommendation section of this report to see the discussion of the recommended firms.

Working with the Planning Commission in June and July 2009 Planning Commission meetings, staff prepared a draft Request for Proposals (RFP) and sought Commission input into this document at its August 5, 2009 meeting. Planning commissioner comments focused on the limited budget, the need to maintain Council support of the zoning process, and the location of the discussion of public input within the RFP. At the meeting, the Planning Commission passed a motion recommending that the City Council authorize staff to send the RFP to the qualified firms. See Attachment A to review the meeting minutes.

Since the Planning Commission meeting, staff has revised the draft RFP to include mention of public outreach earlier in the document and described the need to integrate design guidelines in appropriate districts instead of in all districts. See Attachment B to review the draft RFP.

POLICY OBJECTIVE

The zoning code is one of the primary planning tools used to implement the City's Comprehensive Plan. Updating the code for consistency with the Comprehensive Plan is identified in the Plan and is also required under State law. The City has not undertaken a comprehensive update of its zoning code since its adoption in 1959.

BUDGET IMPLICATIONS

The City Council budget approved a \$35,000 allocation for this project in the 2009 City Budget.

30 **STAFF RECOMMENDATION**

31 Staff recommends that the City Council authorize staff to request full proposals to the following
32 qualified firms: Bonestroo, Cunningham Group, HKGi, SEH, and SWB. Each of these firms has
33 experience in the development of zoning codes and urban design, which is critical to the
34 successful implementation of this project.

35 **REQUESTED COUNCIL ACTION**

36 Authorize staff to

Prepared by: Jamie Radel, Community Development

Attachments: A: August 20, 2009 Planning Commission Meeting Minutes
B: Draft Request for Proposals

Extract of the Draft August 5, 2009 Planning Commission Meeting

Project File 0017

Finalization of the Request for Proposals (RFP) pertaining to the forthcoming update of Roseville's zoning ordinances

Mr. Paschke provided a draft Request for Proposals (RFP) prepared to go before the City Council in the near future seeking consultants for the Zoning Update from qualified firms. Mr. Paschke sought comments from the Commission, noting that some language of the RFP was standard, and some indicated the preferences of the City as previously discussed.

Commissioner Boerigter sought clarification on the actual goal of the City, whether for use-based or form-based zoning provisions (page 1, Introduction, 4th and 5th bullet points) to be integrated through all zoning districts, or applicable to specific areas depending on the most appropriate zoning district. Commissioner Boerigter expressed concern that the proposed language in the RFP appeared to tell the consultants that those two provisions needed to be included, when his recollection of the intent was that the City was open to either/or or a combination (hybrid) of the two, rather than dictating specifics on those two points, providing a directive versus an intended decision. Commissioner Boerigter opined that 99.9% of the things to be accomplished could be accomplished by use-based code, even though it may not be as neat or as fashionable, or may not sell as well as form-based zoning. Commissioner Boerigter further noted that, page 2, Section C (Code Development and Revision) didn't clearly identify involvement early on in the process by the Planning Commission and City Council, rather than simply a monthly report coming before the Planning Commission of work completed to-date by staff and the consultant. Commissioner Boerigter expressed his concern that, if interaction was not early and ongoing throughout the process, the consultant faced the possibility of proposing something that would not be supported by the Commission and/or City Council; and opined that there needed to be buy-in by all parties long before a final document was achieved, including the big picture as well as detailed minutiae.

Mr. Paschke advised that design standards varied (i.e., exterior materials, turf establishment, solar panels), and that a number of nuances were not specifically addressed in current code. Mr. Paschke advised that the intent was to move from the guiding documents to a zoning code allowing performance without incorporating Euclidean actions; with staff recognizing the need for the RFP to frame up the scope of work for interaction, pending recommendations of the chosen firm as to the actual process to be used, and incorporating the Commission's comments from tonight's meeting.

Commissioner Boerigter noted that on page 3, Section 5 (Budget), the \$35,000 budget seemed somewhat limited given the amount of work to be accomplished.

Commissioner Gisselquist concurred that the estimated budget amount seemed unrealistic.

Mr. Paschke noted that this was staff's estimate; however, this remained an unknown until the RFP was distributed and returned. Mr. Paschke advised that this budget was specified in the original Request for Qualifications that was distributed to consultants. Mr. Paschke noted that the fewer meetings the consultant needed to attend, the lower their cost, and the more funds available for designing the code or nuances with staff and other parties. Mr. Paschke noted that with modern technology, a lot could be accomplished via e-mail. Mr. Paschke indicated that part of the RFP included individual proposals for how they would interact with the public and create the document. Mr. Paschke opined that staff felt the budgeted amount of \$35,000 was a fair price in addition to staff's input.

Commissioner Boerigter noted that there was no mention of public involvement in the proposed RFP, while recognizing that such involvement increased costs. Commissioner Boerigter noted that substantial public input had been received to-date through the *Imagine Roseville 2025* and Comprehensive Plan Update process; however, he wanted to know whether this RFP omission was intentional on staff's part.

Chair Doherty echoed Commissioner Boerigter's comments related to the public input objective and budget; and noted in Section C, that the way this was phrased, the process seemed inadequate if the City Council was not on board with the proposed code revisions from the initial phase.

Commissioner Cook opined that the budget appeared to be very modest, given the gigantic scope of the work to be accomplished. Commissioner Cook recognized staff's expertise in providing assistance to the consultant, if they were prepared to do so, and the proposed budget was based on that assistance.

Commissioner Gottfried concurred with Commissioner Cook; and questioned if that budget was based on staff performing substantial backfill for the consultant, and was prepared for such a time commitment. Commissioner Gottfried concurred as well with the need for public review, hearing and vetting.

Mr. Paschke noted that on page 4, Item "C" the scope of services did require the submittal of how the consultant was going to engage the public through the process. Mr. Paschke then summarized Commissioner comments to provide consistency throughout the document, and revise and/or clarify Section 2 (Scope of Work); Section C (Code Development and Revision), while allowing the consultant to provide the City with their proposal for the best process to follow.

Further discussion included the proposed process for interaction between staff, the consultant and the Planning Commission, depending on the firm chosen, with staff anticipating that they would make presentations to the Commission, rather than the consultant to reduce costs, and allowing for initial discussion between the Commission and consultant to develop a timeline; and whether those updates would be accomplished during regular meetings, similar to those during the Comprehensive Plan Update process, or if special meetings would be indicated.

Commissioners further recommended that staff emphasize the scope of service with respect to public involvement shown on page 4 of the RFP, rather than currently located on the last page

MOTION

Member Doherty moved, seconded by Member Boerigter to RECOMMEND TO THE CITY COUNCIL to authorize staff to seek proposals from the qualified consultants to assist with preparation of revisions to the City's Zoning Code; based on details presented in the August 5, 2009 staff report; and amended as per the above-referenced discussion at tonight's meeting.

Ayes: 6

Nays: 0

Motion carried.

Roseville Zoning Code Update Request for Proposals

The City of Roseville is seeking proposals from those firms that were selected through the qualification process to complete the update of the City's Zoning Code. The following request for proposals provides project background, project scope, and submittal requirements.

1. Introduction

The City has not undertaken a comprehensive rewriting of its zoning code since its adoption in May 1959. Over the last 50 years, innumerable revisions have been cobbled on to the original ordinance and the cumulative effect of this process is a code that is difficult to understand and often cumbersome to administer. A copy of the existing zoning code can be found at www.ci.roseville.mn.us/zoning.

The objective of this project is to have a zoning code that:

- Ensures that the new Zoning Code implements the goals and policies of Imagine Roseville 2025 and the City's 2030 Comprehensive Plan, which will be brought to the Council for final adoption in September 2009
- Promotes high-quality residential renovation and development, creative infill projects, and innovative commercial and industrial redevelopment to allow the community to prosper into the future
- Advances the City's efforts to become a more environmentally sustainable community by integrating smart-growth, mixed-use, and sustainable-development principals
- Incorporates use-based (Euclidean) and form-based zoning provisions that address the design and land use recommendations of the City's vision and plans
- Integrates design standards in appropriate zoning districts and creates transitions between zoning districts
- Creates a code that is understandable to the general public and administrable by City staff and elected officials
- Meets the requirements of Minnesota State Statutes
- Establishes performance standards, such as noise and lighting standards, that could be in a zoning code or a separate ordinance
- Is supportive of existing neighborhoods
- Interfaces the new Zoning Code with other ordinances of the City
- Integrates graphics that illustrate regulations and makes the Code easy to use and is logically organized, easy to read and understand, and is consistent in terms of processes and requirements
- Provides for the possible replacement of Planned Unit District (PUD) zoning districts, if feasible, with other appropriate approaches

To achieve these objectives, the City anticipates that the zoning code must undergo a significant revision, including reorganization of the code, creation of new zoning districts, amendments to existing districts, and an overhaul of the environmental management sections. Due to the breadth of the changes involved, it will be necessary to reach out to the public to keep them informed of the process.

As Roseville is located within the jurisdiction of the Metropolitan Council, the City must make its zoning code consistent with its adopted plan within nine months of the plan's final approval; final approval of the Comprehensive Plan is expected to occur in September 2009.

2. Scope of Work

The scope of work for the Roseville Zoning Code Update consists of five primary work elements, including:

- A. Review of the zoning code
- B. Determination of appropriate districts, code organization, and zoning format
- C. Code development and revision
- D. Zoning map amendments
- E. Code adoption

Please note that Section 9 of this RFP outlines the submission requirements, including the need to describe public outreach through all elements of this process. The following provides an overview of each of work element.

A. Review of the zoning code

The consultant will review the existing zoning code and related City documents, including Imagine Roseville 2025 and the 2030 Comprehensive Plan.

B. Determination of districts, zoning format, and organization

Based on the review of the existing code and related planning documents, the Consultant will provide the City with recommendations on the most appropriate:

- Districts
- Type of zoning for specific districts (e.g. use-based and/or form-based)
- Organization of code (e.g. should parking standards be a standalone section or be integrated into each district)

C. Code development and revision

Code revisions and development will occur as a related group. Preliminary identified groupings are: residential districts, commercial districts, industrial/business park/institutional districts, and non-district sections (i.e. environmental, process, and administrative sections). Upon completion of a draft district, mock plan reviews need to be completed to demonstrate that the code is implementable. Final draft documents will be taken to the Planning Commission and City Council for input prior to bringing them through the formal adoption process.

D. Zoning map amendments

The City has full GIS capabilities and will lead on this element. The consultant will act as a resource to the City staff in amending the City's zoning map and applying the appropriate zoning districts to specific properties.

E. Code and map adoption process

The consultant will support City staff through the zoning code adoption process. It is anticipated that the adoption will occur incrementally, with each grouping and related map amendments having a separate public hearings and City Council considerations.

3. Final Product

The consultant shall provide the City with an editable, electronic copy of the final Zoning Code, including text and graphic files. The graphic files shall be labeled in a manner consistent with that in the zoning code (e.g. the file name referencing Figure 1-A might be Figure 1-A).

4. Role of Consultant and City Staff in the Project

City staff will be heavily involved in this project. The selected consultant will serve as lead planner, developing the planning process and framework, providing guidance to staff, and reviewing and providing comment on code prepared by staff. City staff will serve as a resource to the selected consultant in preparing maps, drafting code language, and preparing for public meetings. The city planner will serve as the designated city contact and will serve as the City's liaison with the consult.

5. Budget

The City has budgeted \$35,000 to undertake this work in its 2009 budget. It is anticipated that City staff will work closely with the selected consulting team throughout the revision process in order to complete it in a cost-effective manner.

6. Selection Process and Timeline

Submittals will be reviewed by a selection committee, comprised of City staff, which will make a recommendation to the Planning Commission and City Council.

Proposals Due:	September 17, 2009
Review of Proposals:	September 18 – 25, 2009
Interviews:	September 28, 2009 – October 2, 2009
Recommendation to Council:	October 12, 2009
Begin Work:	October 26, 2009
Complete Work:	June 2010

7. Data

The City will provide the selected consultant with a copy of the most recent land information data. The consultant will need to sign a use agreement prior to receiving the data. In addition, the City will provide the consultant with copies of all relevant documents and plans.

8. Compensation

Following the selection of a firm, the scope of work, cost attributed to the project elements, and a contract for services will be finalized. Reimbursement will be made according to a schedule set forward in the contract.

9. Submission Requirements and Deadline

The proposal package must include the following information:

- A. Firm description
- B. Project approach
- C. Scope of service: As part of your methodology to complete the elements described in Section 2, describe how you will:
 - 1. Engage in public outreach throughout the process
 - 2. Utilize city staff resources to complete these tasks
- D. Process and timeline
- E. Budget by element and staff-time breakout
- F. Resumes of key team members
- G. List of billing rates
- H. Examples of two recently completed, relevant zoning projects (electronic copies only)

Send six paper copies and one electronic copy of the proposal package to:

Thomas Paschke, City Planner
Community Development Department
City of Roseville
2660 Civic Center Dr.
Roseville, MN 55113

Proposals must be received no later than 4:00 p.m. on Thursday, September 17, 2009. Late proposals will not be accepted.

10. Contact Information

Please contact Thomas Paschke at (651) 792-7074 or thomas.pashke@ci.roseville.mn.us with any questions or to request information.

REQUEST FOR COUNCIL ACTION

DATE: 8/24/2009
ITEM NO: 12.d

Department Approval

City Manager Approval

Item Description: Request by Semper Development Ltd. for approval of a **Minor Subdivision** to consolidate and recombine the properties addressed as 2595-2635 Rice Street and 160 County Road C (**PF09-023**)

1.0 REQUESTED ACTION

The requested CONSOLIDATION and RECOMBINATION of the subject parcels is intended to facilitate the redevelopment of the Walgreens store on the property and the creation of a small adjacent parcel for additional, future development.

Project Review History

- Application submitted and determined complete: July 31, 2009
- Sixty-day review deadline: September 29, 2009
- Project report prepared: August 17, 2009
- Anticipated City Council action: August 24, 2009

2.0 SUMMARY OF RECOMMENDATION

The Planning Division recommends approval the requested MINOR SUBDIVISION; see Section 6 of this report for the detailed recommendation.

3.0 SUGGESTED ACTION

By motion, approve the requested MINOR SUBDIVISION, pursuant to §1104.04 (Minor Subdivisions) of the City Code, and subject to conditions; see Section 7 of this report for the detailed action.

17 **4.0 BACKGROUND**

18 4.1 The property, located in Planning District 6, has a Comprehensive Plan designation of
19 Business (B) and a zoning classification of General Business (B-3) District.

20 4.2 A MINOR SUBDIVISION application has been submitted in lieu of the preliminary plat/final
21 plat process for a couple of reasons.

22 a. First, the subject parcels are not currently part of a plat; since the parcels are instead
23 defined in “metes and bounds” like much of the nearby area, the proposed
24 CONSOLIDATION and RECOMBINATION of the parcels will not compromise the aesthetic
25 simplicity of platted lots.

26 b. More significantly, the current application does not create any new lots, so it does not
27 trigger the requirement in §1102.01 (Plat Procedure) of the City Code for platting
28 property. Since filing a plat would add unnecessary time and expense to the process
29 of reconfiguring the boundaries of the subject property, §1104.04 establishes the
30 CONSOLIDATION and RECOMBINATION processes as suitable alternatives as long as the
31 proposal will not adversely affect the “basic physical structure of the future
32 community” which, according to §1101.01A (Purpose for Subdivision Regulations)
33 of the City Code, is the purpose of subdivision review and approval.

34 **5.0 REVIEW OF PROPOSED MINOR SUBDIVISION**

35 5.1 City Code §1104.04C (Consolidation) allows the owner of multiple, contiguous parcels
36 to combine them into a single parcel with the administrative approval of the Community
37 Development Director and City Manager. Section 1104.04B (Recombination) allows the
38 transfer of property from one parcel to an abutting parcel upon the approval of the City
39 Council; no public hearing is required because the proposal does not cause any
40 nonconforming condition on the properties involved. Since this application involves both
41 CONSOLIDATION and RECOMBINATION, Planning Division staff believes that the higher-
42 lever review process requiring City Council approval is most appropriate.

43 5.2 The proposed CONSOLIDATION would essentially combine the 5 northern parcels into a
44 single property, and the proposed RECOMBINATION would shift the parcel boundary
45 shared by the new, larger parcel and the southern-most subject parcel about 30 feet to the
46 north; the proposed adjustments to the parcel boundaries are illustrated in Attachment C.
47 A new Walgreens store would then be constructed in place of the existing Walgreens and
48 Hardware Hank stores on the larger, northern parcel, and the existing single-family
49 dwelling would be removed from the smaller, southern parcel, which is to stand vacant
50 for the time being.

51 5.3 Ramsey County requires 49.5 feet of right-of-way for Rice Street and 43 feet of right-of-
52 way for County Road C. Existing easements already provide some of the necessary Rice
53 Street right-of-way, but additional easements are needed to secure the remaining right-of-
54 way along Rice Street and along County Road C; the areas requiring new easements are
55 shaded in green in Attachment C. Public Works staff recommends requiring the
56 dedication of the necessary easements as a condition of approval.

57 5.4 Any redevelopment of the proposed parcels must adhere to all of the applicable zoning
58 standards unless and until other land use approvals are sought from the Planning
59 Commission and City Council.

60 **6.0 RECOMMENDATION**

61 Based on the comments and findings outlined in Sections 4 and 5 of this report, the
62 Planning Division recommends APPROVAL of the requested MINOR SUBDIVISION, subject
63 to the following condition:

- 64 a. Roadway easements shall be dedicated to provide 43 feet of right-of-way for County
65 Road C and 49.5 feet of right-of-way for Rice Street; such easements shall be
66 reviewed and approved by the Public Works Director prior to filing the MINOR
67 SUBDIVISION with the Ramsey County Recorder.

68 **7.0 SUGGESTED ACTION**

69 **By motion, approve the proposed consolidation and recombination of the parcels at**
70 **2595-2635 Rice Street and 160 County Road C** based on the comments and findings of
71 Sections 4 and 5 and the condition of Section 6 of this report.

72 **8.0 NEXT STEPS**

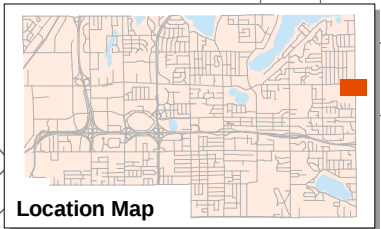
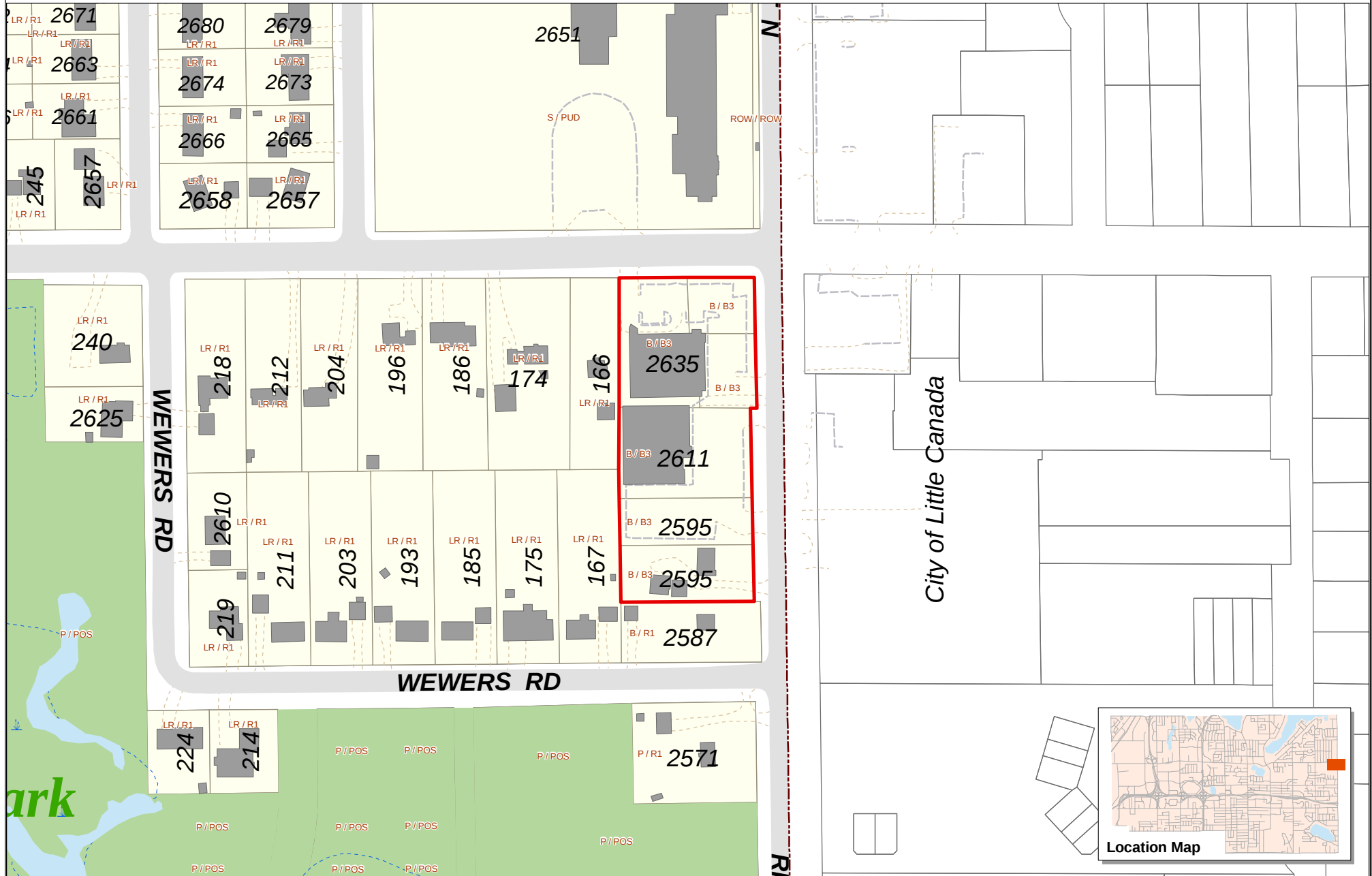
73 According to the procedure established in §1104.04, a survey of the approved parcels
74 must be submitted within 30 days for administrative review to verify consistency with the
75 City Council's approval and then, within another 60 days, the approved survey must be
76 recorded by the applicant with the Ramsey County Recorder.

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

Attachments: A: Area map
B: Aerial photo

C: Illustration of proposed minor subdivision

Attachment A: Location Map for Planning File 09-023



Prepared by:
Community Development Department
Printed: August 17, 2009



Site Location

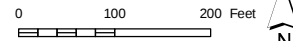
LR / R1 Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (8/4/2009)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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



mapdoc: planning_commission_location.mxd

Attachment B: Aerial Map of Planning File 09-023



Prepared by:
Community Development Department
Printed: August 17, 2009



Site Location

Data Sources

* Ramsey County GIS Base Map (8/4/2009)

* Aerial Data: Pictometry (4/2008)

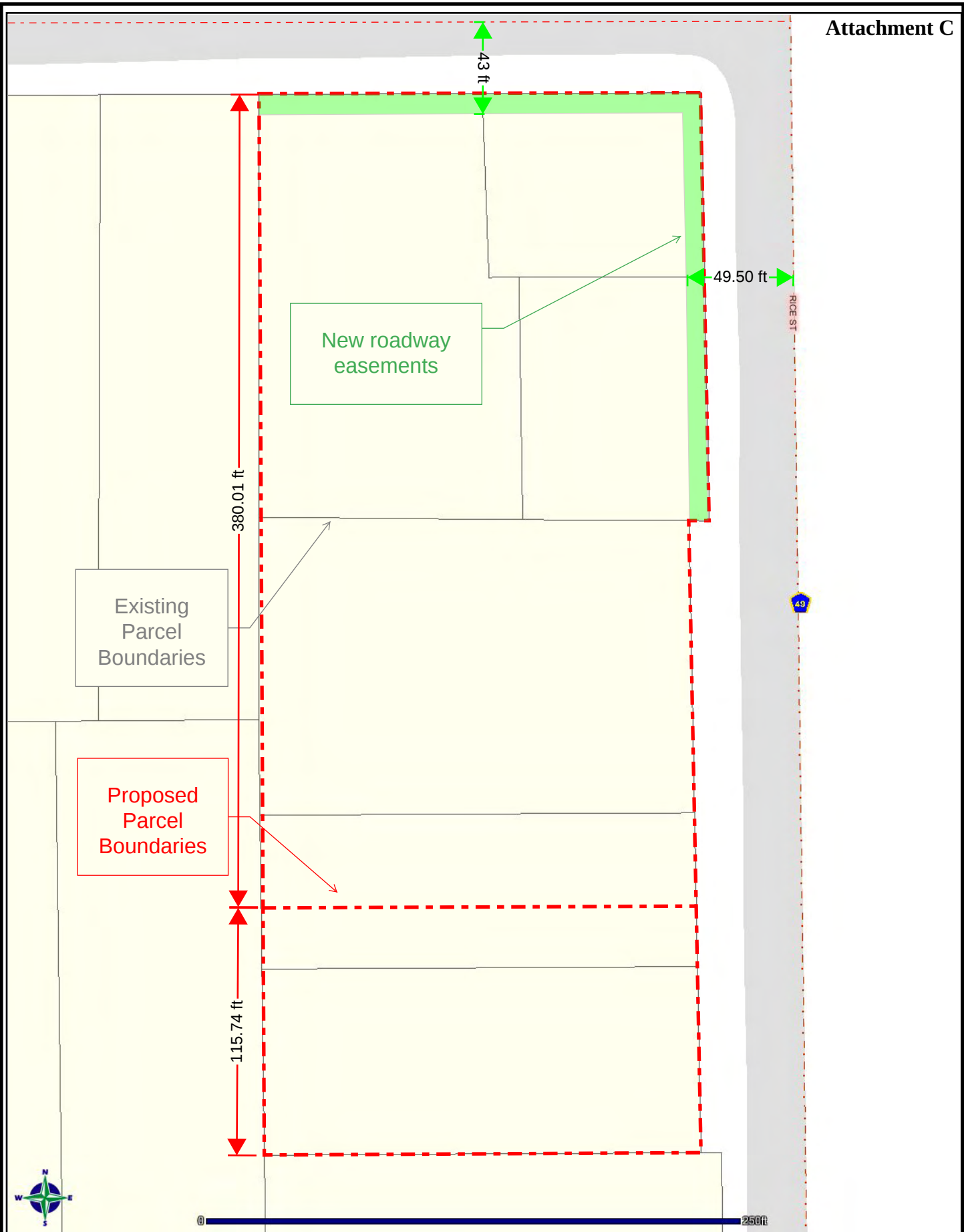
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0 50 100 Feet





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SOURCES: City of Roseville and Ramsey County, The Lawrence Group; August 4, 2009 for City of Roseville data and Ramsey County property records data, August

REQUEST FOR COUNCIL ACTION

Date: August 24, 2009
Item No.: 12.e

Department Approval

City Manager Approval



Item Description: Discussion of Professional Services Contracts

1 **BACKGROUND**

2 At the August 17, 2009, Council meeting, the Council adopted a professional services policy in
3 which “the City Council should be represented in the interviews and evaluation of candidate
4 firms for Civil Attorney services, including the determination of evaluation criteria.”

5 **REQUESTED COUNCIL ACTION**

6 Motion appointing a Councilmember to help determine the evaluation criteria and interview
7 candidate firms for Civil Attorney services.

8

Prepared by: **Bill Malinen, City Manager**
Attachments: A: August 17, 2009 draft minutes
 B: Professional Services Policy

Excerpt from the 8/17/09 Draft City Council Minutes**a. Adopt Professional Services Policy**

City Manager Malinen presented a summary of the revisions in the proposed Professional Services Policy for City Council consideration.

Mayor Klausing addressed remaining concerns on page 2, lines 3 – 5 related to the City Council’s representation in evaluations and/or interviews of candidates. Mayor Klausing expressed concern that this blurred the City Council’s policy role and the City Manager’s managerial functions, and the City Manager’s hiring of City Attorneys subject to City Council approval. Mayor Klausing advised that he had no problem if a Councilmember wanted to participate, however, he preferred that it not be mandated. Mayor Klausing further noted that this should remain a City Council matter, and not be formally adopted as part of this policy.

Discussion included individual Councilmember involvement and preference to have input into the evaluation process, to allow a conduit to the City Manager to address and concerns, or to express positive comments; parallels and distinctions with the Mayor’s role in appointing HRA Commissioners, subject to City Council approval; the need to acknowledge the City Council’s role in the process; original language proposed by Councilmember Roe distinguishing between “should” and “shall;” statutory provisions for the City Council and City Manager; and interaction between the City Council, staff and the civil attorney of record.

Roe moved, Pust seconded, adoption of the Professional Services Policy as presented in the Request for Council Action dated August 17, 2009; with a technical amendment on page 1, line 23 (Item 2) correcting “Ensures...” “Ensure...”

Roll Call

Ayes: Pust; Johnson; Roe and Klausing.

Nays: None.

CITY OF ROSEVILLE

Professional Services Policy

Background

The City of Roseville retains outside firms or individuals to provide professional services in many areas, including:

1. Legal (Prosecution, Civil, Economic Development, and Bond Counsel)
2. Appraisal
3. Planning and Landscape Design
4. Audit
5. Engineering, Architectural, and Environmental

The City enters into professional services contracts for specific projects or services, for a specific period of time.

Purpose

The City of Roseville has determined that it is good public policy to utilize a method of selecting and retaining professional services in order to:

1. Ensure Citywide consistency in the process of selecting and retaining professional services.
2. Ensure public confidence in process integrity by providing maximum transparency and avoiding long-term relationships that are insulated from the economic market forces of open competition.
3. Ensure that the City obtains the best overall value for its investment when retaining professional services.
4. Ensure a regular, consistent fiscal review of professional services.

Policy

Contracts for professional services shall be for terms of not more than three (3) years. Multi-year contracts shall not be renewed at their expiration, except as a result of a competitive selection process consistent with this policy, unless this requirement is waived by a vote of the City Council.

Multi-year contracts shall include an annual performance review to ensure that the purposes of the contract are being met with reporting of results to the City Council. All contracts shall, by their terms, allow the City to terminate the contract prior to completion if the City determines that the contract does not continue to serve the City's purposes.

Selection of firms shall be through a competitive process, using a "best overall value" approach whenever applicable and appropriate.

All professional services contracts shall be approved by the City Council.

The City Council should be represented in the interviews and evaluation of candidate firms for

Civil Attorney services, including the determination of evaluation criteria.

Firms selected to provide professional services to the City of Roseville:

1. Will avoid any conflicts of interest and commit to the principles of the Professional Code of Ethics for their profession and the City of Roseville Code of Ethics for Public Officials.
2. Will conduct their business through designated Roseville City staff as approved by the City Manager.
3. Will not represent any individual or corporation involved in litigation against the City of Roseville.
4. Will comply with all applicable state and federal laws and local ordinances.

REQUEST FOR COUNCIL ACTION

Date: August 24, 2009
Item No.: 12.f

Department Approval

City Manager Approval



Item Description: Federal Representation Service Agreement Extension

BACKGROUND

The City has been working for more than 20 years to facilitate land use changes within the Twin Lakes Redevelopment Area. Congresswoman Betty McCollum was able to secure \$1 million for this project in the House Transportation, Housing and Urban Development (TTHUD) Appropriations bill. However, the Senate Transportation bill did not include the Twin Lakes appropriation. The City needed to act quickly to communicate the importance of the project to our U.S. Senators as well as other Minnesota House members and other key Representatives so that they may work to have it included in the conference committee bill.

City Manager Bill Malinen engaged the firm of Lockridge Grindal Nauen P.L.L.P. to represent Roseville's interests in obtaining federal funding for the Twin Lakes project, for a one month period, in an amount of \$5,000 (their typical monthly not to exceed retainer) to jumpstart the City's Washington, D.C. efforts. The contract was signed with the understanding that the City would likely need an additional month to complete its efforts.

FINANCIAL IMPACTS

\$5,000

STAFF RECOMMENDATION

Approve the one month extension of the Federal Representation Service Agreement

REQUESTED COUNCIL ACTION

Approve the one month extension of the Federal Representation Service Agreement

Prepared by: William J. Malinen, City Manager

Attachments: A: Federal Representation Services Agreement

AGREEMENT

FEDERAL REPRESENTATION SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 31st day of July, 2009, between **LOCKRIDGE GRINDAL NAUEN, P.L.L.P. ("LGN")**, Suite 2200, 100 Washington Avenue South, Minneapolis, MN 55401, and the **CITY OF ROSEVILLE, MINNESOTA ("Client")**, 2660 Civic Center Drive, Roseville, MN 55113.

WITNESSETH

WHEREAS, the Client, wishes to retain the services of LGN to assist the Client in monitoring, reporting, and lobbying related to certain federal legislative and administrative matters;

NOW, THEREFORE, in consideration of the mutual undertakings and promises hereinafter set forth, the Client and LGN agree as follows:

1. SCOPE OF SERVICES

1.1 Services. The parties agree that LGN shall serve the Client on a contract basis as the Client's Federal Legislative Representative. Subject only to the general direction of the Client leadership, LGN shall represent the Client's federal legislative priorities. LGN shall choose the means and manner in which it performs the requirements of the Agreement but the approval of all legislative positions resides with the Client. The scope of LGN's services are set forth in Exhibit A. LGN's work and services provided herein shall be directed and supervised by Dennis McGrann, and no other persons outside of LGN shall be engaged upon such work or services except upon the written consent of the Client. This provision shall not apply to secretarial, clerical, and other incidental services needed by LGN to assist in the performance of this agreement.

1.2 Additional Services. If additional services, projects or work are desired and agreed upon by the Client and LGN, the fees for such additional services, project or work will be negotiated and mutually agreed upon in writing prior to the performance of additional services, projects or work.

2. TERM AND TERMINATION

2.1 Term. The term of engagement for the services provided shall be August 1, 2009 through August 31, 2009 subject to termination as provided in Section 2.2.

2.2 Termination. This Agreement may be terminated prior to its expiration only as follows:

2.2.1. Upon the written mutual agreement of the Parties hereto; or

2.2.2. By either Party upon thirty (30) days written notice to the other Party.

3. **COMPENSATION**

3.1 Fees. In consideration of services performed as specified in Section 1.1 and Exhibit A of this Agreement, the Client shall pay LGN professional fees in the amount of **Five Thousand dollars (\$5,000.00)** payable in one (1) monthly payment of \$5,000.

3.2 Changes in Scope of Work. LGN reserves the right to propose additional fees for changes or additions to the scope of work covered by this Agreement. If agreed to by the Client, such changes or additions will be executed as an amendment to this Agreement.

3.3 Costs. Out-of-pocket costs associated with LGN's performance of the services, such as copying costs, conference call costs, legal or legislative research, or local travel expenses, shall be reimbursed by Client. Travel expenses from Washington D.C. to Minnesota shall be reimbursed by the Client if such travel is requested by the Client.

3.4 Payment. Payment for professional fees and expenses shall be made to LGN upon submission by LGN to the Client of invoices for services rendered and expenses incurred and the Client shall pay LGN within twenty (20) days from receipt of each invoice.

3.5 Payment Upon Termination. In the event this Agreement is terminated prior to the end of the term, the Client shall be responsible for payment for services performed only through the date of termination based on records of work performed through such date.

4. **INDEPENDENT CONTRACTOR**

LGN shall select the means, method, and manner of performing the services herein. LGN is and shall remain an independent contractor with respect to all services performed under this Agreement. Nothing contained in this agreement is intended or should be construed as creating the relationship of co-partners or joint ventures between the parties. No tenure or any rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to the Client employees, shall accrue to LGN or employees of LGN performing services under this agreement.

5. **INSURANCE**

LGN agrees that it will, at all times during the term of this Agreement, keep in force policies of insurance providing:

- A. General Liability and Professional Liability insurance.
- B. Workers' Compensation Insurance. Limits per applicable State and Federal Laws.
- C. All such policies shall provide limits not less than the tort liability limitations set forth in Minnesota Statutes Section 466.04.

- D. All policies shall provide that they shall not be canceled, materially changed, or not renewed without thirty days prior notice thereof to the Client.
- E. Certificates of Insurance evidencing the insurance required under this clause must be provided to the Client as requested.

6. COMPLETE AGREEMENT

The Parties each agree and understand that this Agreement, including all Exhibits hereto, constitutes the entire agreement between the Parties and supersedes any prior or contemporaneous oral understandings or agreements with respect to the subject matter hereof.

7. AMENDMENTS AND WAIVERS

This Agreement may not be amended, altered, enlarged, supplemented, abridged, or modified, nor can any provision hereof be waived, except by a writing executed by both Parties which shall be attached hereto. Failure of any Party to enforce any provision of this Agreement shall not constitute or be construed as a waiver of such provision nor of the right to enforce such provision.

8. NONDISCRIMINATION

During the performance of this agreement, LGN agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

9. SEVERABILITY

Every section, provision, or part of this agreement is declared severable from every other section, provision, or part thereof to the extent that if any sections, provisions or part of this agreement shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision or part thereof.

10. ETHICS

LGN shall, to the extent applicable, comply with all provisions Federal lobbying regulatory requirements.

11. NOTICES

All notices, demands, and requests permitted or required to be given under this Agreement shall be in writing and deemed given when mailed by the United States mail, postage prepaid, registered or certified mail, return receipt requested, addressed to the address of the appropriate Party as provided herein:

To the Client:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

To LGN:

Lockridge Grindal Nauen P.L.L.P.
100 Washington Avenue South, Suite 2200
Minneapolis, MN 55401
Attention: Harry E. Gallaher

IN WITNESS WHEREOF, the duly authorized representatives of the Parties hereto have executed this Agreement as of the date aforementioned.

THE CLIENT:

CITY OF ROSEVILLE


By: William J. Malinen
Its: City Manager

LGN:

LOCKRIDGE GRINDAL NAUEN P.L.L.P.

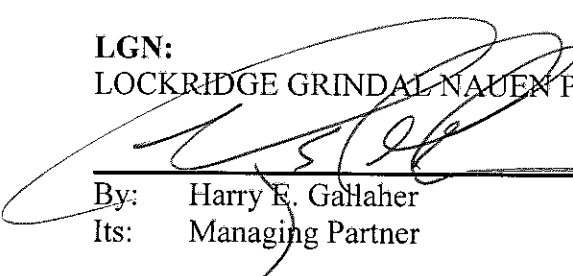

By: Harry E. Gallaher
Its: Managing Partner

EXHIBIT A
SCOPE OF SERVICES

1. Analyze critical issue areas to devise and implement a federal strategy to maximize opportunities to secure federal resources for the Client's Twin Lakes Redevelopment Project.
2. Communicate and advocate the Client's development priorities to members of Congress and representatives of federal agencies.
3. Put the Client staff in direct contact with decision makers in Congress and Federal Agencies and maintain frequent direct contact with officials to guide and improve legislation of special concern.
4. Keep federal officials aware of press reports or positive local developments that can enhance the Client position in federal communications.
5. Alert the Client of crucial developments to anticipate and respond to shifting federal conditions in a timely manner.
6. Participate in teleconference briefings/meetings or draft additional newsletters or reports.
7. Monitor federal legislative, regulatory, and administrative developments that may impact the Client's priorities, including each step of the Congressional Appropriations process and those programs and designations important to the Client's interests.
8. Serve as the Client's liaison with federal administrative agencies significant to the Client.
9. Apprise the Client of Federal agency rules/developments that may impact legislative priorities.
10. Attend and provide assistance and consultation to the Client's representatives during visits to Washington D.C.
11. Provide legislative consultation on public relations, strategy, and analysis.
12. Communicate through frequent telephone and/or email communications and written summaries of action taken on behalf of the Client as well as future and suggested action to help reach the Client's goals.
13. Prepare an annual report prior to the end of the agreement period that identifies results obtained for the Client, the issues still pending, and potential objectives for future legislative priorities.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/24/09
Item No.: 13.a

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Continue Discussion on the City's 2010 Budget and Property Tax Levy

BACKGROUND

Over the past several months, the City Council has held numerous meetings on 2010 budget-related items including discussions on the budget, property tax levy, capital investment plan, and the budgeting for outcomes process.

While this represents a considerable increase in the budget-related workload for both the Council and Staff, it is necessitated by the City's urgent need to respond to the continued loss of state aid and the need to achieve fiscal sustainability.

As required by State Statutes, the City Council will be establishing a preliminary, not-to-exceed property tax levy at its September 14, 2009 meeting. While it is especially challenging to set a preliminary levy without full knowledge of cost inputs or projected non-tax revenues, the Council is advised to establish this preliminary levy based on citywide global needs. The Council can then dedicate the next few months to finalize city priorities and desired outcomes before setting a final levy in December.

While this approach is significantly different than previous years, and may require greater faith that the end result will be a successful one, it is a necessary piece to establishing a new budget decision-making process.

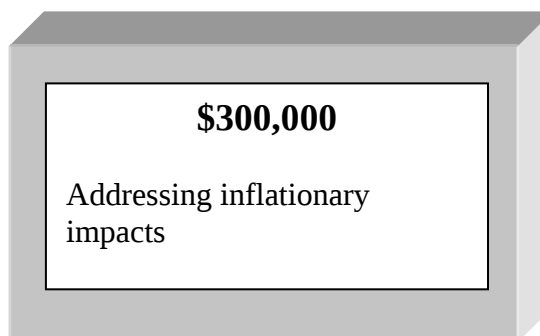
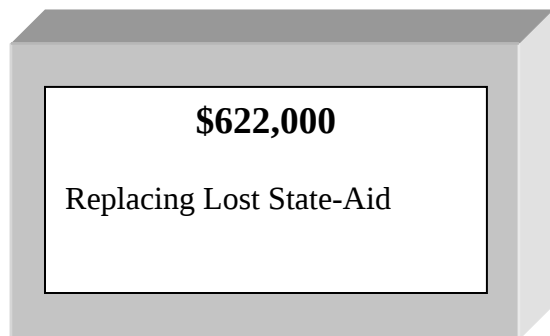
For 2010, the City is facing several citywide budget and tax levy concerns. They include:

\$453,000

New Legal or Contractual
Obligations

\$900,000

Re-establishing Funding for
Vehicle replacements



These concerns are addressed in greater detail below.

2010 New Legal or Contractual Obligations

The following represents new legal or contractual obligations that will come on-line in 2010.

<u>Description</u>	<u>Amount</u>
Debt service for the Arena refrigeration project	\$ 100,000
Fire Relief pension obligation	250,000
Elections	50,000
Police and Fire dispatch	30,000
Janitorial, Legal, and Audit Contract	13,000
Police, Fire, Finance software maintenance	<u>10,000</u>
	\$ 453,000

For 2010, the City can expect \$453,000 in new costs that it is legally or contractually obligated to pay.

Re-establishing Funding for Vehicle Replacements

With the adoption of the 2009 Budget, the City Council voted to eliminate funding for all police, fire, streets, and parks & recreation vehicles. This necessitated the City to extend the life of city vehicles beyond their useful lives. While this can be done as a temporary measure, it is not a sustainable practice.

The 2010-2019 Capital Investment Plan has identified the need to set aside \$900,000 annually just to replace existing vehicles in our fleet. This assumes that we continue to provide the same services and same levels of services as we do currently. This funding need is independent of what we'll need to address our facility or park improvement needs.

Replacing Lost State-Aid

The City lost \$200,000 and \$422,000 in market value homestead credit aid in 2008 and 2009 respectively. This resulted in the draw down of General Fund reserves, reduced staffing, and delayed replacement of equipment. Under current levy limits, the City is allowed to levy back this lost state aid. However, under levy limits we must levy back these amounts in 2010. If the City chooses not to do this, it will forfeit the ability to do so in future years.

In other words, the City has a one-time opportunity to levy back \$622,000 in 2010 independent of what our levy limits might be.

Addressing Inflationary Impacts

The 2009 Budget was frozen at '08 levels for most supplies, materials, vehicle and building repairs, etc. In many instances, the 2008 funding level did not adequately provide for inflationary impacts from the previous year.

It is estimated that the City has absorbed in excess of \$300,000 in inflationary costs over the past two years. This has resulted in reduced street and park maintenance efforts, delayed replacement of police and fire equipment, as well as other operational changes. Continuing to ignore these inflationary impacts will result in a permanent reduction in service levels.

2010 Property Tax Levy

The 2009 property tax levy was \$13,138,860. With regard to the items detailed above, the following are exempt from levy limits:

<u>Description</u>	<u>Amount</u>
Debt service for the Arena refrigeration project	\$ 100,000
Fire Relief pension obligation	250,000
2008 and 2009 State aid	<u>622,000</u>
	\$ 972,000

In other words, the City could increase the property tax levy by \$972,000 for these purposes without impacting our 2010 levy limit. With regard to the remaining items noted above, and based on preliminary estimates, it appears that the City has an additional \$800,000 in available and unrestricted levy dollars that can be used for any lawful purpose; including new legal and contractual obligations, vehicle replacements, and inflationary-type costs.

In total, the City could increase the levy by approximately \$1.8 million subject to the restrictions noted above.

The Council is reminded that the 2010 property tax levy will be reduced by that year's market value homestead credit. For 2010 this is estimated to be \$450,000. Therefore, in order to achieve fiscal sustainability, the City needs to establish a levy that is \$450,000 higher than the adopted budget.

City Staff will be available at the meeting to provide some general comments and address any Council inquiries.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Projected impacts on households based on varying property tax levy increases is attached.

STAFF RECOMMENDATION

Not applicable.

111 **REQUESTED COUNCIL ACTION**

112 City Staff is seeking direction on the Council's property tax levy priorities.

113

Prepared by: Chris Miller, Finance Director

Attachments: A: Property tax levy impacts

City of Roseville
2010 Property Tax Levy Impact (estimated)

Attachment A

Levy Increase = 3%

	@ 179,120	@ 201,510	@ 223,900	@ 246,290	@ 268,680
2009	\$ 440	\$ 495	\$ 550	\$ 605	\$ 659
2010	468	527	585	644	703
\$ Diff. / month	2	3	3	3	4
% Diff.	0.5%	0.5%	0.5%	0.5%	0.5%

Levy Increase = 5.0%

	@ 179,120	@ 201,510	@ 223,900	@ 246,290	@ 268,680
2009	\$ 440	\$ 495	\$ 550	\$ 605	\$ 659
2010	479	539	599	658	718
\$ Diff. / month	3	4	4	4	5
% Diff.	0.7%	0.7%	0.7%	0.7%	0.7%

Levy Increase = 8.0%

	@ 179,120	@ 201,510	@ 223,900	@ 246,290	@ 268,680
2009	\$ 440	\$ 495	\$ 550	\$ 605	\$ 659
2010	495	556	618	680	742
\$ Diff. / month	5	5	6	6	7
% Diff.	1.0%	1.0%	1.0%	1.0%	1.0%

Levy Increase = #####

	@ 179,120	@ 201,510	@ 223,900	@ 246,290	@ 268,680
2009	\$ 440	\$ 495	\$ 550	\$ 605	\$ 659
2010	505	568	631	694	757
\$ Diff. / month	5	6	7	7	8
% Diff.	1.2%	1.2%	1.2%	1.2%	1.2%

Levy Increase = #####

	@ 179,120	@ 201,510	@ 223,900	@ 246,290	@ 268,680
2009	\$ 440	\$ 495	\$ 550	\$ 605	\$ 659
2010	531	598	664	730	797
\$ Diff. / month	8	9	10	10	11
% Diff.	1.7%	1.7%	1.7%	1.7%	1.7%