



# City Council Agenda

Monday, May 17, 2010

6:00 p.m.

**Including Closed Executive Session**

**City Council Chambers**

*(Times are Approximate)*

- 6:00 p.m.     **1. Roll Call**
- Voting & Seating Order for May: Pust, Roe, Ihlan, Johnson, Klausung

## **Closed Executive Session - City Manager Evaluation**

- 6:20 p.m.     **2. Approve Agenda**
- 6:25 p.m.     **3. Public Comment**
- 6:30 p.m.     **4. Council Communications, Reports, Announcements and Housing and Redevelopment Authority Report**
- 6:40 p.m.     **5. Recognitions, Donations, Communications**
- 6:50 p.m.     **6. Approve Minutes**
- a. Approve Minutes of May 10, 2010 Meeting
- 6:55 p.m.     **7. Approve Consent Agenda**
- a. Approve Payments
- b. Approve General Purchases and Sale of Surplus items in excess of \$5000
- c. Approve Amendment to East Metro Narcotics Task Force Joint Powers Agreement
- d. Approve Resolution for the Quitclaim Deed Easement to the Minnesota Department of Transportation
- e. Approve a Resolution for the Final Acceptance and Maintenance for Public Improvements Constructed for Northwestern College (PF 07-002)
- f. Approve Acquisition of Temporary Construction Easements on property located at 2814 Cleveland Avenue for Road and Construction Purposes

- 7:05 p.m.     **8. Consider Items Removed from Consent**

- 9. General Ordinances for Adoption**

- 7:15 p.m. a. Adopt a Floodplain Ordinance as required by Federal Emergency Management Agency (FEMA) for continued Eligibility in the National Flood Insurance Program (PROJ00-22)

**10. Presentations**

- 7:25 p.m. a. Joint Meeting with the Ethics Commission  
8:05 p.m. b. Presentation and Acceptance of the 2009 Financial Audit

**11. Public Hearings**

- 8:25 p.m. a. Hold Public Hearing and adopt Resolution approving the construction for the Fairview Pathway Project (aka Northeast Suburban Campus Connector Bike/ Pedestrian Project)

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

- 8:40 p.m. a. Adopt Resolution approving the Construction for the Fairview Pathway Project (aka Northeast Suburban Campus Connector Bike/ Pedestrian Project)  
8:55 p.m. b. City Manager Evaluation

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

- 9:00 p.m. a. 2030 Comprehensive Plan Implementation—Review of Master Plans  
9:10 p.m. b. Receive Revised Departmental Strategic Plans  
9:20 p.m. c. Receive the 2011-2020 Capital Investment Plan  
9:35 p.m. d. Discussion on the 2011 Priority-Based Budgeting Program Ranking Methodology

9:55 p.m. **14. City Manager Future Agenda Review**

**15. Councilmember Initiated Items for Future Meetings**

**16. Adjourn**

*Some Upcoming Public Meetings.....*

|                    |                  |                      |                                                          |
|--------------------|------------------|----------------------|----------------------------------------------------------|
| Tuesday            | May 18           | 6:00 p.m.            | Housing & Redevelopment Authority                        |
| Monday             | May 24           | 6:00 p.m.            | City Council Meeting                                     |
| Tuesday            | May 25           | 6:30 p.m.            | Public Works, Environment & Transportation Commission    |
| Monday             | May 31           | -                    | Observation of Memorial Day City Offices Closed          |
| <del>Tuesday</del> | <del>Jun 1</del> | <del>6:30 p.m.</del> | <del>Parks &amp; Recreation Commission (Cancelled)</del> |
| Wednesday          | Jun 2            | 6:30 p.m.            | Planning Commission                                      |
| Monday             | Jun 7            | 6:00 p.m.            | City Council Meeting                                     |
| Tuesday            | Jun 8            | 6:30 p.m.            | Human Rights Commission                                  |

Date: 5/17/10

Item: 6.a

Approve 5/10/10 Minutes

No Attachment

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/17/2010  
Item No.: 7.a

Department Approval

*Chris L. Miller*

City Manager Approval

*W. J. Mahinen*

Item Description: Approval of Payments

**BACKGROUND**

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

| Check Series # | Amount         |
|----------------|----------------|
| ACH Payments   | \$736,793.38   |
| 58427-58502    | \$413,415.91   |
| Total          | \$1,150,209.29 |

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

**POLICY OBJECTIVE**

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

**FINANCIAL IMPACTS**

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

**STAFF RECOMMENDATION**

Staff recommends approval of all payment of claims.

**REQUESTED COUNCIL ACTION**

Motion to approve the payment of claims as submitted

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

# Accounts Payable

## Checks for Approval

User: mjenson

Printed: 05/12/2010 - 8:07 AM

| Check Number | Check Date | Fund Name                  | Account Name                  | Vendor Name                    | Description                         | Amount    |
|--------------|------------|----------------------------|-------------------------------|--------------------------------|-------------------------------------|-----------|
| 0            | 05/11/2010 | Water Fund                 | Water - Roseville             | City of Roseville- ACH         | March Water                         | 18,914.14 |
| 0            | 05/11/2010 | General Fund               | 210300 - State Income Tax W/H | MN Dept of Revenue-ACH         | State Tax Deposit for 4/6 Payroll   | 18,552.12 |
| 0            | 05/11/2010 | General Fund               | 211404 - MN State Retirement  | MN State Retirement System-ACH | Payroll Deduction for 4/6 Payroll   | 4,225.60  |
| 0            | 05/11/2010 | General Fund               | 210400 - PERA Employee Ded.   | PERA-ACH                       | Payroll Deduction for 4/6 Payroll   | 29,825.11 |
| 0            | 05/11/2010 | General Fund               | 211000 - Deferered Comp.      | Great West- ACH                | Payroll Deduction for 4/6 Payroll   | 8,838.23  |
| 0            | 05/11/2010 | General Fund               | 210200 - Federal Income Tax   | IRS EFTPS- ACH                 | Federal Tax Deposit for 4/6 Payroll | 43,055.29 |
| 0            | 05/11/2010 | General Fund               | 210800 - FICA Employee Ded.   | IRS EFTPS- ACH                 | Federal Tax Deposit for 4/6 Payroll | 23,625.88 |
| 0            | 05/11/2010 | General Fund               | 211700 - FICA Employers Share | IRS EFTPS- ACH                 | Federal Tax Deposit for 4/6 Payroll | 23,625.88 |
| 0            | 05/11/2010 | General Fund               | Motor Fuel                    | MN Dept of Revenue-ACH         | March Fuel Tax                      | 147.42    |
| 0            | 05/11/2010 | General Fund               | 209000 - Sales Tax Payable    | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 145.68    |
| 0            | 05/11/2010 | General Fund               | 209001 - Use Tax Payable      | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 656.41    |
| 0            | 05/11/2010 | Information Technology     | Use Tax Payable               | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 1,162.22  |
| 0            | 05/11/2010 | Telecommunications         | Use Tax Payable               | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 387.60    |
| 0            | 05/11/2010 | Recreation Fund            | Sales Tax Payable             | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 2,338.39  |
| 0            | 05/11/2010 | Recreation Fund            | Use Tax Payable               | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 22.17     |
| 0            | 05/11/2010 | P & R Contract Maintenance | Sales Tax                     | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 40.35     |
| 0            | 05/11/2010 | P & R Contract Maintenance | Use Tax Payable               | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 174.18    |
| 0            | 05/11/2010 | License Center             | Sales Tax Payable             | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 538.70    |
| 0            | 05/11/2010 | License Center             | Use Tax Payable               | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 390.52    |
| 0            | 05/11/2010 | Pathway Maintenance Fund   | Sales Tax Payable             | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 0.16      |
| 0            | 05/11/2010 | Equipment Replacement Fun  | Sales Tax Payable             | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 0.16      |
| 0            | 05/11/2010 | Equipment Replacement Fun  | Use Tax Payable               | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 17.19     |
| 0            | 05/11/2010 | Non Motorized Pathways     | Sales Tax Payable             | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 0.24      |
| 0            | 05/11/2010 | Boulevard Landscaping      | Sales Tax Payable             | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 0.16      |
| 0            | 05/11/2010 | Sanitary Sewer             | Sales Tax Payable             | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 5.34      |
| 0            | 05/11/2010 | Water Fund                 | State Sales Tax Payable       | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 19,905.84 |
| 0            | 05/11/2010 | Water Fund                 | Use Tax Payable               | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 6.02      |
| 0            | 05/11/2010 | Golf Course                | State Sales Tax Payable       | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 1,694.84  |
| 0            | 05/11/2010 | Storm Drainage             | Sales Tax Payable             | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 16.14     |
| 0            | 05/11/2010 | Storm Drainage             | Use Tax Payable               | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 2.32      |
| 0            | 05/11/2010 | Solid Waste Recycle        | Use Tax Payable               | MN Dept of Revenue-ACH         | March Sales/Use Tax                 | 310.37    |
| 0            | 05/11/2010 | Sanitary Sewer             | Credit Card Service Fees      | Applied Merchant Services-ACH  | March UB Payments.com Charges       | 394.72    |

| Check Number | Check Date | Fund Name                   | Account Name                  | Vendor Name                    | Description                           | Amount     |
|--------------|------------|-----------------------------|-------------------------------|--------------------------------|---------------------------------------|------------|
| 0            | 05/11/2010 | Recreation Fund             | Credit Card Fees              | US Bank-ACH                    | March Terminal Charges                | 89.65      |
| 0            | 05/11/2010 | Sanitary Sewer              | Credit Card Service Fees      | US Bank-ACH                    | March Terminal Charges                | 359.89     |
| 0            | 05/11/2010 | Golf Course                 | Credit Card Fees              | US Bank-ACH                    | March Terminal Charges                | 247.51     |
| 0            | 05/11/2010 | Internal Service - Interest | Investment Income             | RVA- ACH                       | March Interest                        | 48.44      |
| 0            | 05/11/2010 | General Fund                | Postage                       | Pitney Bowes - Monthly ACH     | April Postage                         | 3,000.00   |
| 0            | 05/11/2010 | General Fund                | 210300 - State Income Tax W/H | MN Dept of Revenue-ACH         | State Tax Deposit for 4/20 Payroll    | 18,759.28  |
| 0            | 05/11/2010 | General Fund                | 211404 - MN State Retirement  | MN State Retirement System-ACH | Payroll Deduction for 4/20 Payroll    | 4,210.33   |
| 0            | 05/11/2010 | General Fund                | 210400 - PERA Employee Ded.   | PERA-ACH                       | Payroll Deduction for 4/20 Payroll    | 29,951.53  |
| 0            | 05/11/2010 | General Fund                | 211600 - PERA Employers Share | PERA-ACH                       | Payroll Deduction for 4/20 Payroll    | 39,558.94  |
| 0            | 05/11/2010 | General Fund                | 211600 - PERA Employers Share | PERA-ACH                       | Payroll Deduction for 4/20 Payroll    | 39,695.09  |
| 0            | 05/11/2010 | General Fund                | 211000 - Deferered Comp.      | Great West- ACH                | Payroll Deduction for 4/20 Payroll    | 8,709.00   |
| 0            | 05/11/2010 | General Fund                | 210200 - Federal Income Tax   | IRS EFTPS- ACH                 | Federal Tax Deposit for 4/20 Payroll  | 43,471.91  |
| 0            | 05/11/2010 | General Fund                | 210800 - FICA Employee Ded.   | IRS EFTPS- ACH                 | Federal Tax Deposit for 4/20 Payroll  | 24,013.68  |
| 0            | 05/11/2010 | General Fund                | 211700 - FICA Employers Share | IRS EFTPS- ACH                 | Federal Tax Deposit for 4/20 Payroll  | 24,013.68  |
| 0            | 05/11/2010 | Police Forfeiture Fund      | Operating Supplies            | Roseville License Center-ACH   | Vehicle Licensing                     | 60.00      |
| 0            | 05/11/2010 | Workers Compensation        | Parks & Recreation Claims     | SFM-ACH                        | April Work Comp Claims                | 441.03     |
| 0            | 05/11/2010 | Workers Compensation        | Police Patrol Claims          | SFM-ACH                        | April Work Comp Claims                | 9,918.32   |
| 0            | 05/11/2010 | Workers Compensation        | Street Department Claims      | SFM-ACH                        | April Work Comp Claims                | 504.22     |
| 0            | 05/11/2010 | General Fund                | Postage                       | Pitney Bowes - Monthly ACH     | Second April Postage                  | 3,000.00   |
| Check Total: |            |                             |                               |                                |                                       | 449,071.89 |
| 0            | 05/06/2010 | Sanitary Sewer              | Metro Waste Control Board     | Metropolitan Council           | Wastewater Flow                       | 194,939.17 |
| 0            | 05/06/2010 | General Fund                | Vehicle Supplies              | MES, Inc.                      | LiteBox Vehicle Mounts                | 1,174.90   |
| 0            | 05/06/2010 | Sanitary Sewer              | Professional Services         | Gopher State One Call          | Billable Tickets                      | 118.04     |
| 0            | 05/06/2010 | Water Fund                  | Professional Services         | Gopher State One Call          | Billable Tickets                      | 118.03     |
| 0            | 05/06/2010 | Storm Drainage              | Professional Services         | Gopher State One Call          | Billable Tickets                      | 118.03     |
| 0            | 05/06/2010 | Water Fund                  | Water Meters                  | Goodin Corp.                   | Cut Pipe                              | 32.46      |
| 0            | 05/06/2010 | Recreation Fund             | Professional Services         | Lakita Davis                   | Near Ball Instruction                 | 180.00     |
| 0            | 05/06/2010 | General Fund                | Telephone                     | Steve Zweber                   | Winter Weather Monitor                | 143.85     |
| 0            | 05/06/2010 | General Fund                | Transportation                | Steve Zweber                   | Mileage Reimbursement                 | 95.00      |
| 0            | 05/06/2010 | General Fund                | Operating Supplies            | Jennifer Engh                  | Supplies Reimbursement                | 44.61      |
| 0            | 05/06/2010 | General Fund                | Training                      | Brady Martin                   | K9 Certification Trials Reimbursement | 100.00     |
| 0            | 05/06/2010 | General Fund                | Motor Fuel                    | Marc Schultz                   | Supplies Reimbursement                | 10.04      |
| 0            | 05/06/2010 | General Fund                | Operating Supplies            | Marc Schultz                   | Supplies Reimbursement                | 74.92      |
| 0            | 05/06/2010 | General Fund                | Training                      | John Jorgensen                 | Supplies Reimbursement                | 60.00      |
| 0            | 05/06/2010 | Special "10" Fund           | Professional Service          | No Suburban Community Foundati | Remit Proceeds                        | 30,000.00  |
| 0            | 05/06/2010 | General Fund                | 211403 - Flex Spend Day Care  | ██████████                     | Dependent Care Reimbursement          | 188.00     |
| 0            | 05/06/2010 | General Fund                | 211000 - Deferered Comp.      | ICMA Retirement Trust 457-3002 | Payroll Deduction for 5/4 Payroll     | 5,642.18   |
| 0            | 05/06/2010 | General Fund                | 211403 - Flex Spend Day Care  | ██████████                     | Dependet Care Reimbursement           | 500.00     |
| 0            | 05/06/2010 | General Fund                | 211402 - Flex Spending Health | ██████████                     | Flexible Benefit Reimbursement        | 607.06     |
| 0            | 05/06/2010 | General Fund                | 211402 - Flex Spending Health | ██████████                     | Flexible Benefit Reimbursement        | 757.85     |
| 0            | 05/06/2010 | General Fund                | 211403 - Flex Spend Day Care  | ██████████                     | Dependent Care Reimbursement          | 532.00     |
| 0            | 05/06/2010 | General Fund                | 211403 - Flex Spend Day Care  | ██████████                     | Dependent Care Reimbursement          | 673.10     |

| Check Number | Check Date | Fund Name                | Account Name                  | Vendor Name                    | Description                            | Amount    |
|--------------|------------|--------------------------|-------------------------------|--------------------------------|----------------------------------------|-----------|
| 0            | 05/06/2010 | General Fund             | 211402 - Flex Spending Health |                                | Flexible Benefit Reimbursement         | 585.45    |
| 0            | 05/06/2010 | General Fund             | 211403 - Flex Spend Day Care  |                                | Dependent Care Reimbursement           | 1,079.20  |
| 0            | 05/06/2010 | Community Development    | Transportation                | Thomas Paschke                 | Mileage Reimbursement                  | 66.50     |
| 0            | 05/06/2010 | General Fund             | Vehicle Supplies              | Napa Auto Parts                | 2010 Blanket PO For Vehicle Repairs    | 124.94    |
| 0            | 05/06/2010 | Water Fund               | Professional Services         | Elecsys International Corp.    | Monthly Software Support Fee           | 93.65     |
| 0            | 05/06/2010 | Water Fund               | Use Tax Payable               | Elecsys International Corp.    | Sales/Use Tax                          | -6.02     |
| 0            | 05/06/2010 | General Fund             | Operating Supplies            | Greenhaven Printing            | Alarm Response Forms, Impound Notices  | 283.22    |
| 0            | 05/06/2010 | General Fund             | 209001 - Use Tax Payable      | Greenhaven Printing            | Sales/Use Tax                          | -18.22    |
| 0            | 05/06/2010 | General Fund             | Contract Maintenance          | City of St. Paul               | Radio Service & Maintenance-March 2010 | 28.50     |
| 0            | 05/06/2010 | General Fund             | Contract Maintenance          | City of St. Paul               | Street Light Maintenance-March 2010    | 125.24    |
| 0            | 05/06/2010 | General Fund             | Professional Services         | City of St. Paul               | Wireless & RMS Services-May 2010       | 4,358.00  |
| 0            | 05/06/2010 | Water Fund               | Operating Supplies            | Murphys Service Center Inc     | Gas                                    | 15.00     |
| 0            | 05/06/2010 | Water Fund               | Operating Supplies            | USA BlueBook                   | Dispenser                              | 130.46    |
| 0            | 05/06/2010 | General Fund             | Operating Supplies            | Uline                          | CD Labels                              | 72.68     |
| 0            | 05/06/2010 | General Fund             | Operating Supplies            | Uline                          | Job Ticket Holders                     | 136.06    |
| 0            | 05/06/2010 | General Fund             | Contract Maintenance Vehicles | Mister Car Wash                | Car Washes                             | 190.40    |
| 0            | 05/06/2010 | General Fund             | Contract Maintenance          | Mister Car Wash                | Car Washes                             | 16.80     |
| 0            | 05/06/2010 | Golf Course              | Clothing                      | Spartan Promotional Group, Inc | Jacket                                 | 66.02     |
| 0            | 05/06/2010 | Police - DWI Enforcement | Professional Services         | Erickson, Bell, Beckman & Quin | Legal Services Through March 31, 2010  | 2,642.50  |
| 0            | 05/06/2010 | General Fund             | Operating Supplies            | 3D Specialties                 | Drive Rivets                           | 675.49    |
| 0            | 05/06/2010 | General Fund             | Vehicle Supplies              | McMaster-Carr Supply Co        | 2010 Blanket PO For Vehicle Repairs    | 77.37     |
| 0            | 05/06/2010 | General Fund             | Vehicle Supplies              | McMaster-Carr Supply Co        | 2010 Blanket PO For Vehicle Repairs    | 36.88     |
| 0            | 05/06/2010 | General Fund             | Operating Supplies            | Awards By Hammond              | Plaque                                 | 59.84     |
| 0            | 05/06/2010 | General Fund             | Operating Supplies            | Awards By Hammond              | Plaques                                | 269.06    |
| 0            | 05/06/2010 | General Fund             | Op Supplies - City Hall       | Grainger Inc                   | Valves                                 | 281.35    |
| 0            | 05/06/2010 | Golf Course              | Operating Supplies            | North Heights Hardware Hank    | Magnets                                | 2.13      |
| 0            | 05/06/2010 | General Fund             | Vehicle Supplies              | Grainger Inc                   | 2010 Blanket PO For Vehicle Repairs    | 78.63     |
| 0            | 05/06/2010 | General Fund             | Motor Fuel                    | Yocum Oil Company, Inc.        | 2010 Blanket PO for fuel               | 9,128.84  |
| 0            | 05/06/2010 | General Fund             | Motor Fuel                    | Yocum Oil Company, Inc.        | 2010 Blanket PO for fuel               | 9,556.41  |
| 0            | 05/06/2010 | General Fund             | Motor Fuel                    | Yocum Oil Company, Inc.        | 2010 Blanket PO for fuel               | 18,751.97 |
| 0            | 05/06/2010 | General Fund             | Op Supplies - City Hall       | Eagle Clan Enterprises, Inc    | Roll Towels, Toilet Tissue             | 448.23    |
| 0            | 05/06/2010 | General Fund             | Training                      | Streicher's                    | 37MM Projectiles, Chemical Irritants   | 1,073.58  |
| 0            | 05/06/2010 | General Fund             | Clothing                      | Streicher's                    | Commendation Bars                      | 24.58     |
| 0            | 05/06/2010 | General Fund             | Vehicle Supplies              | Emergency Automotive Tech Inc  | 2010 Blanket PO For Vehicle Repairs    | 53.82     |
| 0            | 05/06/2010 | General Fund             | Vehicle Supplies              | Emergency Automotive Tech Inc  | 2010 Blanket PO For Vehicle Repairs    | 161.07    |
| 0            | 05/06/2010 | General Fund             | Clothing                      | North Image Apparel, Inc.      | Tee Shirts                             | 135.00    |
| 0            | 05/06/2010 | Storm Drainage           | Clothing                      | North Image Apparel, Inc.      | Tee Shirts                             | 63.00     |
| 0            | 05/06/2010 | Sanitary Sewer           | Clothing                      | North Image Apparel, Inc.      | Tee Shirts                             | 77.00     |
| 0            | 05/06/2010 | Water Fund               | Operating Supplies            | Tessman Seed Co - St. Paul     | 50 Pound Shady Bag                     | 154.33    |
| 0            | 05/06/2010 | Water Fund               | Operating Supplies            | Tessman Seed Co - St. Paul     | Boulevard Mix                          | 115.75    |
| 0            | 05/06/2010 | Water Fund               | Operating Supplies            | Ferguson Waterworks            | Meter Supplies                         | 397.54    |

| Check<br>Number | Check<br>Date | Fund Name              | Account Name                  | Vendor Name                    | Description                              | Amount     |
|-----------------|---------------|------------------------|-------------------------------|--------------------------------|------------------------------------------|------------|
| Check Total:    |               |                        |                               |                                |                                          | 287,721.49 |
| 58427           | 05/06/2010    | Police Forfeiture Fund | Professional Services         | Allina Hospitals & Clinics     | Paramedic Hours                          | 800.00     |
| Check Total:    |               |                        |                               |                                |                                          | 800.00     |
| 58428           | 05/06/2010    | General Fund           | Contract Maintenance Vehicles | Astleford International Trucks | Vehicle Repair                           | 1,382.48   |
| Check Total:    |               |                        |                               |                                |                                          | 1,382.48   |
| 58429           | 05/06/2010    | Water Fund             | Professional Services         | Automatic Systems Co           | Alarm Repairs                            | 227.85     |
| 58429           | 05/06/2010    | Sanitary Sewer         | Professional Services         | Automatic Systems Co           | Alarm Repairs                            | 227.85     |
| Check Total:    |               |                        |                               |                                |                                          | 455.70     |
| 58430           | 05/06/2010    | General Fund           | Operating Supplies            | Batteries Plus, Inc.           | Lithium Batteries                        | 12.78      |
| Check Total:    |               |                        |                               |                                |                                          | 12.78      |
| 58431           | 05/06/2010    | General Fund           | Professional Services         | BCA-CJIS Section               | RVA, RVC, RVE                            | 840.00     |
| Check Total:    |               |                        |                               |                                |                                          | 840.00     |
| 58432           | 05/06/2010    | Community Development  | Building Permits              | Lynn Brenneman                 | Building Permit Refund                   | 31.00      |
| Check Total:    |               |                        |                               |                                |                                          | 31.00      |
| 58433           | 05/06/2010    | Golf Course            | Merchandise For Sale          | Callaway Golf Company          | Golf Supplies                            | 589.94     |
| Check Total:    |               |                        |                               |                                |                                          | 589.94     |
| 58434           | 05/06/2010    | Sanitary Sewer         | Metro Waste Control Board     | City of Lauderdale             | PACAL Sewer Treatment 2nd Quarter        | 507.07     |
| Check Total:    |               |                        |                               |                                |                                          | 507.07     |
| 58435           | 05/06/2010    | General Fund           | Non Business Licenses - Pawn  | City of Minneapolis Receivable | Pawn America Transaction Fees-March 2010 | 2,030.00   |
| Check Total:    |               |                        |                               |                                |                                          | 2,030.00   |

| Check Number | Check Date | Fund Name       | Account Name                  | Vendor Name                    | Description                          | Amount   |
|--------------|------------|-----------------|-------------------------------|--------------------------------|--------------------------------------|----------|
| 58436        | 05/06/2010 | General Fund    | Contract Maintenance Vehicles | Clarey's Safety Equipment Inc  | Handrail Repair                      | 59.81    |
| 58436        | 05/06/2010 | General Fund    | Contract Maintenance Vehicles | Clarey's Safety Equipment Inc  | Vehicle Repair                       | 250.69   |
| Check Total: |            |                 |                               |                                |                                      | 310.50   |
| 58437        | 05/06/2010 | General Fund    | Contract Maintenance          | Comcast Cable                  | Cable TV                             | 4.69     |
| Check Total: |            |                 |                               |                                |                                      | 4.69     |
| 58438        | 05/06/2010 | General Fund    | Memberships & Subscriptions   | Crime Stoppers of Minnesota    | Law Enforcement Program Renewal-2010 | 150.00   |
| Check Total: |            |                 |                               |                                |                                      | 150.00   |
| 58439        | 05/06/2010 | Water Fund      | Water Meters                  | Dakota Supply Group            | Water Meters                         | 2,412.53 |
| 58439        | 05/06/2010 | Water Fund      | Water Meters                  | Dakota Supply Group            | Water Meters                         | 4,567.84 |
| Check Total: |            |                 |                               |                                |                                      | 6,980.37 |
| 58440        | 05/06/2010 | Recreation Fund | Advertising                   | Dex Media East LLC             | Yellow Pages Advertising             | 38.82    |
| 58440        | 05/06/2010 | Golf Course     | Advertising                   | Dex Media East LLC             | Yellow Pages Advertising             | 38.81    |
| Check Total: |            |                 |                               |                                |                                      | 77.63    |
| 58441        | 05/06/2010 | General Fund    | 211200 - Financial Support    | Discover Bank                  | Case #: 62CV-09-11758                | 281.16   |
| Check Total: |            |                 |                               |                                |                                      | 281.16   |
| 58442        | 05/06/2010 | General Fund    | 211200 - Financial Support    | Diversified Collection Service | ████████████████████                 | 210.24   |
| Check Total: |            |                 |                               |                                |                                      | 210.24   |
| 58443        | 05/06/2010 | Water Fund      | Operating Supplies            | E. H. Wachs Company            | Modified Switch                      | 92.06    |
| Check Total: |            |                 |                               |                                |                                      | 92.06    |
| 58444        | 05/06/2010 | License Center  | Postage                       | Fed Ex                         | Shipping Charges                     | 116.98   |
| Check Total: |            |                 |                               |                                |                                      | 116.98   |
| 58445        | 05/06/2010 | Water Fund      | Operating Supplies            | Fra-Dor Blackdirt & Recycle    | Black Dirt                           | 20.00    |

| Check Number | Check Date | Fund Name                | Account Name                  | Vendor Name                    | Description                             | Amount    |
|--------------|------------|--------------------------|-------------------------------|--------------------------------|-----------------------------------------|-----------|
| Check Total: |            |                          |                               |                                |                                         | 20.00     |
| 58446        | 05/06/2010 | Information Technology   | Contract Maintenance          | FWR Communication Networks     | Optical Fiber Cross Connect             | 650.00    |
| Check Total: |            |                          |                               |                                |                                         | 650.00    |
| 58447        | 05/06/2010 | Water Fund               | Operating Supplies            | General Industrial Supply Co.  | SLNG W/Latch                            | 347.99    |
| Check Total: |            |                          |                               |                                |                                         | 347.99    |
| 58448        | 05/06/2010 | Sanitary Sewer           | Operating Supplies            | General Repair Service, Corp   | Flange, Gaskets                         | 214.11    |
| Check Total: |            |                          |                               |                                |                                         | 214.11    |
| 58449        | 05/06/2010 | General Fund             | Const. Operating Supplies     | Hardwood Creek Lumber, Inc.    | Lumber                                  | 601.61    |
| 58449        | 05/06/2010 | Pathway Maintenance Fund | Operating Supplies            | Hardwood Creek Lumber, Inc.    | Lumber                                  | 27.00     |
| 58449        | 05/06/2010 | General Fund             | Operating Supplies            | Hardwood Creek Lumber, Inc.    | Lumber                                  | 27.53     |
| Check Total: |            |                          |                               |                                |                                         | 656.14    |
| 58450        | 05/06/2010 | General Fund             | Other Improvements            | HealthEast Vehicle Services    | Motorola Radio Removal                  | 140.39    |
| Check Total: |            |                          |                               |                                |                                         | 140.39    |
| 58451        | 05/06/2010 | General Fund             | Operating Supplies            | Highway Technologies, Inc.     | Cones                                   | 510.99    |
| 58451        | 05/06/2010 | Storm Drainage           | Operating Supplies            | Highway Technologies, Inc.     | Cones                                   | 511.00    |
| 58451        | 05/06/2010 | Water Fund               | Operating Supplies            | Highway Technologies, Inc.     | Cones                                   | 511.49    |
| 58451        | 05/06/2010 | Sanitary Sewer           | Operating Supplies            | Highway Technologies, Inc.     | Cones                                   | 510.50    |
| Check Total: |            |                          |                               |                                |                                         | 2,043.98  |
| 58452        | 05/06/2010 | General Fund             | 211600 - PERA Employers Share | ICMA Retirement Trust 401-1099 | Payroll Deduction for 5/4 Payroll       | 350.28    |
| Check Total: |            |                          |                               |                                |                                         | 350.28    |
| 58453        | 05/06/2010 | General Fund             | 211202 - HRA Employer         | ING ReliaStar                  | High Deductable Savings Acct-March 2010 | 10,202.00 |
| Check Total: |            |                          |                               |                                |                                         | 10,202.00 |

| Check Number | Check Date | Fund Name             | Account Name                  | Vendor Name                    | Description                       | Amount    |
|--------------|------------|-----------------------|-------------------------------|--------------------------------|-----------------------------------|-----------|
| 58454        | 05/06/2010 | General Fund          | Memberships & Subscriptions   | IPMA-HR Minnesota              | Health Care Reform Seminar-Bacon  | 10.00     |
|              |            |                       |                               |                                | Check Total:                      | 10.00     |
| 58455        | 05/06/2010 | Water Fund            | Hydrant Meter Deposits        | Kowsary Turf, Inc.             | Water Meter Deposit Refund        | 1,100.00  |
|              |            |                       |                               |                                | Check Total:                      | 1,100.00  |
| 58456        | 05/06/2010 | Equipment Replacement | FunRecord Management System   | Law Enforcement Tech Group, LL | Records Management System         | 62,035.59 |
|              |            |                       |                               |                                | Check Total:                      | 62,035.59 |
| 58457        | 05/06/2010 | General Fund          | 210600 - Union Dues Deduction | LELS                           | Payroll Deduction for 5/4 Payroll | 1,596.00  |
|              |            |                       |                               |                                | Check Total:                      | 1,596.00  |
| 58458        | 05/06/2010 | General Fund          | Operating Supplies            | Zachary Leverty                | Towing Charges Reimbursement      | 214.62    |
|              |            |                       |                               |                                | Check Total:                      | 214.62    |
| 58459        | 05/06/2010 | General Fund          | Operating Supplies            | LexisNexis Risk Data Managemen | Commitment Balance March 2010     | 50.00     |
|              |            |                       |                               |                                | Check Total:                      | 50.00     |
| 58460        | 05/06/2010 | General Fund          | 210600 - Union Dues Deduction | Local Union 49                 | Payroll Deduction for 5/4 Payroll | 837.00    |
|              |            |                       |                               |                                | Check Total:                      | 837.00    |
| 58461        | 05/06/2010 | General Fund          | 211402 - Flex Spending Health |                                | Flexible Benefit Reimbursement    | 626.14    |
|              |            |                       |                               |                                | Check Total:                      | 626.14    |
| 58462        | 05/06/2010 | Recreation Fund       | Professional Services         | Michael Miller                 | Basketball Officiating            | 1,632.00  |
|              |            |                       |                               |                                | Check Total:                      | 1,632.00  |
| 58463        | 05/06/2010 | General Fund          | 211200 - Financial Support    | MN Child Support Payment Cntr  | Case #: 001023511002              | 279.64    |
|              |            |                       |                               |                                | Check Total:                      | 279.64    |
| 58464        | 05/06/2010 | General Fund          | Vehicle Supplies              | MN Dept of Public Safety       | Hazardous Chemical Inventory Fee  | 25.00     |

| Check Number | Check Date | Fund Name                  | Account Name                  | Vendor Name                    | Description                       | Amount   |
|--------------|------------|----------------------------|-------------------------------|--------------------------------|-----------------------------------|----------|
| Check Total: |            |                            |                               |                                |                                   | 25.00    |
| 58465        | 05/06/2010 | Sanitary Sewer             | Professional Services         | Networkfleet, Inc.             | Monthly Service April 2010        | 89.85    |
| Check Total: |            |                            |                               |                                |                                   | 89.85    |
| 58466        | 05/06/2010 | General Fund               | Training                      | New Brighton Dept. of Public S | Firearms Range Rental             | 2,000.00 |
| Check Total: |            |                            |                               |                                |                                   | 2,000.00 |
| 58467        | 05/06/2010 | General Fund               | Operating Supplies            | Newman Traffic Signs, Inc.     | 2010 Blanket PO for Street Signs  | 179.95   |
| Check Total: |            |                            |                               |                                |                                   | 179.95   |
| 58468        | 05/06/2010 | General Fund               | Contract Maint. - City Hall   | Nitti Sanitation Inc.          | Monthly Service                   | 153.00   |
| 58468        | 05/06/2010 | General Fund               | Contract Maintienace          | Nitti Sanitation Inc.          | Monthly Service                   | 88.40    |
| 58468        | 05/06/2010 | General Fund               | Contract Maint. - City Garage | Nitti Sanitation Inc.          | Monthly Service                   | 275.40   |
| 58468        | 05/06/2010 | General Fund               | Contract Maintenance          | Nitti Sanitation Inc.          | Monthly Service                   | 54.40    |
| 58468        | 05/06/2010 | Golf Course                | Contract Maintenance          | Nitti Sanitation Inc.          | Monthly Service                   | 108.80   |
| 58468        | 05/06/2010 | Recreation Fund            | Contract Maintenance          | Nitti Sanitation Inc.          | Monthly Service                   | 224.40   |
| 58468        | 05/06/2010 | P & R Contract Maintenance | Contract Maintenance          | Nitti Sanitation Inc.          | Monthly Service                   | 516.80   |
| Check Total: |            |                            |                               |                                |                                   | 1,421.20 |
| 58469        | 05/06/2010 | Water Fund                 | Rental                        | On Site Sanitation, Inc.       | Regular Unit                      | 40.61    |
| Check Total: |            |                            |                               |                                |                                   | 40.61    |
| 58470        | 05/06/2010 | Community Development      | Development Escrow            | Owasso Ridge Home Owners Assn. | Reimbursement of Escrow Funds     | 664.60   |
| Check Total: |            |                            |                               |                                |                                   | 664.60   |
| 58471        | 05/06/2010 | Pathway Maintenance Fund   | Operating Supplies            | Peoples Electric               | Pedestrian Crosser Flasher Repair | 821.69   |
| Check Total: |            |                            |                               |                                |                                   | 821.69   |
| 58472        | 05/06/2010 | General Fund               | Operating Supplies            | Petco Animal Supplies, Inc.    | K9 Food                           | 153.32   |
| 58472        | 05/06/2010 | General Fund               | Operating Supplies            | Petco Animal Supplies, Inc.    | K9 Food                           | 11.85    |

| Check<br>Number | Check<br>Date | Fund Name      | Account Name               | Vendor Name                    | Description                          | Amount    |
|-----------------|---------------|----------------|----------------------------|--------------------------------|--------------------------------------|-----------|
| Check Total:    |               |                |                            |                                |                                      | 165.17    |
| 58473           | 05/06/2010    | General Fund   | 211401- HSA Employee       | Premier Bank                   | HSA                                  | 1,668.07  |
| 58473           | 05/06/2010    | General Fund   | 211405 - HSA Employer      | Premier Bank                   | HSA                                  | 3,586.15  |
| Check Total:    |               |                |                            |                                |                                      | 5,254.22  |
| 58474           | 05/06/2010    | General Fund   | Contract Maintenance       | Public Safety Equipment LLC    | Radar Units Certification            | 522.06    |
| Check Total:    |               |                |                            |                                |                                      | 522.06    |
| 58475           | 05/06/2010    | Water Fund     | Professional Services      | Q3 Contracting, Inc.           | Sign Rentals                         | 94.25     |
| Check Total:    |               |                |                            |                                |                                      | 94.25     |
| 58476           | 05/06/2010    | Telephone      | St. Anthony Telephone      | Qwest                          | Telephone Service                    | 135.50    |
| 58476           | 05/06/2010    | Telephone      | Telephone                  | Qwest                          | Telephone Service                    | 39.03     |
| 58476           | 05/06/2010    | Telephone      | Telephone                  | Qwest                          | Telephone Service                    | 101.64    |
| Check Total:    |               |                |                            |                                |                                      | 276.17    |
| 58477           | 05/06/2010    | Telephone      | Telephone                  | Qwest Communications           | Telephone Service                    | 155.29    |
| Check Total:    |               |                |                            |                                |                                      | 155.29    |
| 58478           | 05/06/2010    | Sanitary Sewer | Rental                     | Railroad Management Co. III, L | Rent                                 | 82.50     |
| 58478           | 05/06/2010    | Sanitary Sewer | Rental                     | Railroad Management Co. III, L | Rent                                 | 99.83     |
| Check Total:    |               |                |                            |                                |                                      | 182.33    |
| 58479           | 05/06/2010    | General Fund   | Dispatching Services       | Ramsey County                  | 911 Dispatch Service March 2010      | 15,509.78 |
| 58479           | 05/06/2010    | General Fund   | Contract Maintenance       | Ramsey County                  | Emergency Vehicle Pre-Emption System | 907.89    |
| Check Total:    |               |                |                            |                                |                                      | 16,417.67 |
| 58480           | 05/06/2010    | General Fund   | 211200 - Financial Support | Rausch Sturm Israel & Hornik   | Case #: CV074555                     | 368.03    |
| Check Total:    |               |                |                            |                                |                                      | 368.03    |

| Check Number | Check Date | Fund Name                 | Account Name             | Vendor Name                    | Description                              | Amount     |
|--------------|------------|---------------------------|--------------------------|--------------------------------|------------------------------------------|------------|
| 58481        | 05/06/2010 | General Fund              | Professional Services    | Regions Hospital               | Blood Test                               | 158.00     |
| Check Total: |            |                           |                          |                                |                                          | 158.00     |
| 58482        | 05/06/2010 | Recreation Fund           | Professional Services    | Norm Rolando                   | Safety Awareness/Self Defense Instructor | 1,568.00   |
| Check Total: |            |                           |                          |                                |                                          | 1,568.00   |
| 58483        | 05/06/2010 | Recreation Fund           | Fee Program Revenue      | Roseville Lions Club           | Picnic Shelter Overpayment Refund        | 19.00      |
| Check Total: |            |                           |                          |                                |                                          | 19.00      |
| 58484        | 05/06/2010 | Recreation Fund           | Professional Services    | Laura Shelander                | Adult Golf Instructor                    | 54.00      |
| Check Total: |            |                           |                          |                                |                                          | 54.00      |
| 58485        | 05/06/2010 | General Fund              | Contract Maintenance     | Sprint                         | Cell Phones                              | 39.99      |
| 58485        | 05/06/2010 | General Fund              | Contract Maintenance     | Sprint                         | Cell Phones                              | 182.00     |
| Check Total: |            |                           |                          |                                |                                          | 221.99     |
| 58486        | 05/06/2010 | Water Fund                | St. Paul Water           | St. Paul Regional Water Servic | Water                                    | 271,286.82 |
| Check Total: |            |                           |                          |                                |                                          | 271,286.82 |
| 58487        | 05/06/2010 | General Fund              | Other Improvements       | Stop Tech, LTD., Inc.          | Stop Sticks                              | 518.29     |
| 58487        | 05/06/2010 | General Fund              | 209001 - Use Tax Payable | Stop Tech, LTD., Inc.          | Sales/Use Tax                            | -33.34     |
| 58487        | 05/06/2010 | General Fund              | Operating Supplies       | Stop Tech, LTD., Inc.          | Stop Sticks                              | 518.29     |
| 58487        | 05/06/2010 | General Fund              | 209001 - Use Tax Payable | Stop Tech, LTD., Inc.          | Sales/Use Tax                            | -33.34     |
| Check Total: |            |                           |                          |                                |                                          | 969.90     |
| 58488        | 05/06/2010 | General Fund              | Professional Services    | Sheila Stowell                 | City Council Meeting Minutes             | 304.75     |
| 58488        | 05/06/2010 | General Fund              | Professional Services    | Sheila Stowell                 | Mileage Reimbursement                    | 4.35       |
| 58488        | 05/06/2010 | Housing & Redevelopment A | Professional Services    | Sheila Stowell                 | HRA Meeting Minutes                      | 69.00      |
| 58488        | 05/06/2010 | Housing & Redevelopment A | Professional Services    | Sheila Stowell                 | Mileage Reimbursement                    | 4.35       |
| 58488        | 05/06/2010 | Sanitary Sewer            | Professional Services    | Sheila Stowell                 | PWET Commission Meeting Minutes          | 126.50     |
| 58488        | 05/06/2010 | Sanitary Sewer            | Professional Services    | Sheila Stowell                 | Mileage Reimbursement                    | 4.35       |
| Check Total: |            |                           |                          |                                |                                          | 513.30     |

| Check Number | Check Date | Fund Name                | Account Name          | Vendor Name                    | Description                              | Amount   |
|--------------|------------|--------------------------|-----------------------|--------------------------------|------------------------------------------|----------|
| 58489        | 05/06/2010 | General Fund             | Operating Supplies    | Suburban Ace Hardware          | Outlet, Wall Plate                       | 11.50    |
| 58489        | 05/06/2010 | General Fund             | Operating Supplies    | Suburban Ace Hardware          | Spray Paint                              | 28.58    |
| 58489        | 05/06/2010 | General Fund             | Operating Supplies    | Suburban Ace Hardware          | Marking Paint                            | 7.47     |
| 58489        | 05/06/2010 | General Fund             | Operating Supplies    | Suburban Ace Hardware          | Velcro Tape                              | 22.97    |
| Check Total: |            |                          |                       |                                |                                          | 70.52    |
| 58490        | 05/06/2010 | General Fund             | Vehicle Supplies      | Suburban Tire Wholesale, Inc.  | 2010 Blanket PO For Vehicle Repairs      | 1,199.14 |
| 58490        | 05/06/2010 | General Fund             | Vehicle Supplies      | Suburban Tire Wholesale, Inc.  | 2010 Blanket PO For Vehicle Repairs      | 2,001.47 |
| Check Total: |            |                          |                       |                                |                                          | 3,200.61 |
| 58491        | 05/06/2010 | General Fund             | Other Improvements    | Sun Control of Minnesota, Inc  | Eyebrow Film Installation                | 259.00   |
| Check Total: |            |                          |                       |                                |                                          | 259.00   |
| 58492        | 05/06/2010 | Water Fund               | Operating Supplies    | T. A. Schifsky & Sons, Inc.    | Asphalt                                  | 2,526.73 |
| 58492        | 05/06/2010 | General Fund             | Operating Supplies    | T. A. Schifsky & Sons, Inc.    | Asphalt                                  | 725.01   |
| 58492        | 05/06/2010 | Pathway Maintenance Fund | Operating Supplies    | T. A. Schifsky & Sons, Inc.    | Asphalt                                  | 368.51   |
| 58492        | 05/06/2010 | Water Fund               | Operating Supplies    | T. A. Schifsky & Sons, Inc.    | Asphalt                                  | 1,139.23 |
| Check Total: |            |                          |                       |                                |                                          | 4,759.48 |
| 58493        | 05/06/2010 | Boulevard Landscaping    | Operating Supplies    | Trugreen L.P.                  | Blanket PO for Right of Way Weed Control | 112.22   |
| 58493        | 05/06/2010 | Boulevard Landscaping    | Operating Supplies    | Trugreen L.P.                  | Blanket PO for Right of Way Weed Control | 154.98   |
| Check Total: |            |                          |                       |                                |                                          | 267.20   |
| 58494        | 05/06/2010 | Police - DWI Enforcement | Professional Services | Twin Cities Transport & Recove | Towing Service                           | 90.84    |
| 58494        | 05/06/2010 | General Fund             | Operating Supplies    | Twin Cities Transport & Recove | Towing Service                           | 90.84    |
| 58494        | 05/06/2010 | General Fund             | Operating Supplies    | Twin Cities Transport & Recove | Towing Service                           | 90.84    |
| 58494        | 05/06/2010 | Police - DWI Enforcement | Professional Services | Twin Cities Transport & Recove | Towing Service                           | 90.84    |
| 58494        | 05/06/2010 | Police - DWI Enforcement | Professional Services | Twin Cities Transport & Recove | Towing Service                           | 90.84    |
| 58494        | 05/06/2010 | General Fund             | Operating Supplies    | Twin Cities Transport & Recove | Towing Service                           | 90.84    |
| 58494        | 05/06/2010 | Police - DWI Enforcement | Professional Services | Twin Cities Transport & Recove | Towing Service                           | 90.84    |
| 58494        | 05/06/2010 | Police Forfeiture Fund   | Professional Services | Twin Cities Transport & Recove | Towing Service                           | 90.84    |
| 58494        | 05/06/2010 | Police - DWI Enforcement | Professional Services | Twin Cities Transport & Recove | Towing Service                           | 90.84    |
| Check Total: |            |                          |                       |                                |                                          | 817.56   |

| Check Number | Check Date | Fund Name             | Account Name                  | Vendor Name                    | Description            | Amount |
|--------------|------------|-----------------------|-------------------------------|--------------------------------|------------------------|--------|
| 58495        | 05/06/2010 | Water Fund            | Professional Services         | Twin City Water Clinic, Inc.   | Bacteria Analysis      | 320.00 |
| Check Total: |            |                       |                               |                                |                        | 320.00 |
| 58496        | 05/06/2010 | General Fund          | Clothing                      | Uniforms Unlimited, Inc.       | Silk Screen Design     | 10.69  |
| 58496        | 05/06/2010 | General Fund          | Clothing                      | Uniforms Unlimited, Inc.       | Hat Badge              | 98.31  |
| 58496        | 05/06/2010 | General Fund          | Operating Supplies            | Uniforms Unlimited, Inc.       | Battery                | 27.78  |
| Check Total: |            |                       |                               |                                |                        | 136.78 |
| 58497        | 05/06/2010 | General Fund          | Contract Maintenance          | United Rentals Northwest, Inc. | Electric Hammer        | 149.07 |
| Check Total: |            |                       |                               |                                |                        | 149.07 |
| 58498        | 05/06/2010 | General Fund          | Contract Maintenance          | Verizon Wireless               | Cell Phones            | 78.12  |
| Check Total: |            |                       |                               |                                |                        | 78.12  |
| 58499        | 05/06/2010 | Sanitary Sewer        | Operating Supplies            | Viking Industrial Center       | Ultra Cool Mesh Vest   | 38.37  |
| Check Total: |            |                       |                               |                                |                        | 38.37  |
| 58500        | 05/06/2010 | General Fund          | Operating Supplies            | Waconia Farm Supply            | Brake Cable            | 110.64 |
| 58500        | 05/06/2010 | Storm Drainage        | Operating Supplies            | Waconia Farm Supply            | Brake Cable            | 110.64 |
| 58500        | 05/06/2010 | Boulevard Landscaping | Operating Supplies            | Waconia Farm Supply            | Brake Cable            | 110.65 |
| 58500        | 05/06/2010 | General Fund          | Operating Supplies            | Waconia Farm Supply            | Multi Trimmer          | 76.75  |
| 58500        | 05/06/2010 | Storm Drainage        | Operating Supplies            | Waconia Farm Supply            | Multi Trimmer          | 76.76  |
| 58500        | 05/06/2010 | Boulevard Landscaping | Operating Supplies            | Waconia Farm Supply            | Multi Trimmer          | 76.75  |
| 58500        | 05/06/2010 | General Fund          | Operating Supplies            | Waconia Farm Supply            | Credit                 | -16.38 |
| 58500        | 05/06/2010 | Storm Drainage        | Operating Supplies            | Waconia Farm Supply            | Credit                 | -16.38 |
| 58500        | 05/06/2010 | Boulevard Landscaping | Operating Supplies            | Waconia Farm Supply            | Credit                 | -16.37 |
| Check Total: |            |                       |                               |                                |                        | 513.06 |
| 58501        | 05/06/2010 | Water Fund            | Professional Services         | Water Conservation Service, In | Locate Water Leak      | 423.00 |
| Check Total: |            |                       |                               |                                |                        | 423.00 |
| 58502        | 05/06/2010 | General Fund          | Contract Maint. - City Garage | Zahl Petroleum Maintenance Co  | Adapters, Connectors   | 439.79 |
| 58502        | 05/06/2010 | General Fund          | 209001 - Use Tax Payable      | Zahl Petroleum Maintenance Co  | Adapters, Connectors   | -28.28 |
| 58502        | 05/06/2010 | General Fund          | Contract Maint. - City Garage | Zahl Petroleum Maintenance Co  | Annual Petro Site Test | 624.05 |

| Check<br>Number | Check<br>Date | Fund Name | Account Name | Vendor Name | Description | Amount |
|-----------------|---------------|-----------|--------------|-------------|-------------|--------|
|-----------------|---------------|-----------|--------------|-------------|-------------|--------|

|              |          |
|--------------|----------|
| Check Total: | 1,035.56 |
|--------------|----------|

|               |              |
|---------------|--------------|
| Report Total: | 1,150,209.29 |
|---------------|--------------|

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/17/2010  
Item No.: 7.b

Department Approval

City Manager Approval

*Christopher K. Miller*

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

**BACKGROUND**

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

General Purchases or Contracts

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

| Department | Vendor | Description                             | Amount     |
|------------|--------|-----------------------------------------|------------|
| IT         | CDW-G  | Wireless in-building Wi-fi routers (10) | \$6,115.65 |

Sale of Surplus Vehicles or Equipment

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

| Department | Item / Description |
|------------|--------------------|
|            |                    |

**POLICY OBJECTIVE**

Required under City Code 103.05.

**FINANCIAL IMPACTS**

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

19 **STAFF RECOMMENDATION**

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

22 **REQUESTED COUNCIL ACTION**

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

25

26

Prepared by: Chris Miller, Finance Director

Attachments: A: None

27



## Request for Council Action

Date: 05/17/2010

Item Number: 7 . C

Department Approval

Manager Approval

Agenda Section

### Item Description:

Approve Amendment to East Metro Narcotics Task Force Joint Powers Agreement

### BACKGROUND

In 2005 the County of Ramsey, cities of St. Paul, Maplewood, White Bear Lake and Roseville formed a joint task force for the purpose of more efficiently and effectively enforcing controlled substance laws and investing and prosecuting their related crimes, especially felonies that have the likelihood of being related to the distribution of narcotics and/or other cases that have an impact on both parties. The task force was called the East Metro Narcotics Task Force. The JPA was amended in 2007.

As of January 1, 2010, the East Metro Narcotics Task Force shall be known as the Ramsey County Violent Crime Enforcement Team (VCET) As of January 1, 2010, the VCET shall comply with all requirements for VCETs that are established by the State of Minnesota.

The provisions for calendar year 2010 funding issued by the Minnesota Department of Public Safety Office of Justice Programs require participating agencies to enter into a JPA. The attached amendment is in compliance with this mandate.

The current Task Force members are Ramsey County, the City of Saint Paul, the City of Maplewood, the City of Roseville, the City of White Bear Lake, the City of Lino Lakes, and the City of North Saint Paul.

### PROPOSED ACTION

Members of the East Metro Task Force through the formation of the task force, can more efficiently enforce controlled substance laws, and the investigation and then prosecution of the related crimes—especially felonies.

The JPA signed in 2005, amendment form 2007 and the current amendment have been reviewed and authorized by the City Attorney.

### FINANCIAL IMPLICATIONS

Not applicable.

1 **STAFF RECOMMENDATION**

2  
3 Allow the police department to accept and abide by the terms of the Agreement and authorize the Mayor,  
4 City Attorney, Finance Director and Acting Chief of Police to sign the document.

5 **COUNCIL ACTION REQUESTED**

6  
7 Allow the police department to accept the terms of the Agreement and authorize the Mayor, City Attorney,  
8 Finance Director and Acting Chief of Police to sign the document.

Prepared by: Acting Chief Rick Mathwig  
Attachments: A: 2010 Amendment to JPA  
                  B: 2007 Amendment to JPA  
                  C: 2005 JPA

**SECOND AMENDMENT TO JOINT POWERS AGREEMENT CREATING THE EAST METRO NARCOTICS TASK FORCE, NKA THE RAMSEY COUNTY VIOLENT CRIME ENFORCEMENT TEAM**

WHEREAS, On February 7, 2005, Ramsey County ("County"), a political subdivision of the State of Minnesota, and the City of Saint Paul ("City"), a Minnesota municipality entered into a Joint Powers Agreement ("JPA") to create the East Metro Narcotics Task Force ("Task Force"); and

WHEREAS, By an amendment dated January 31, 2007, the Cities of Maplewood ("Maplewood"), Roseville ("Roseville"), and White Bear Lake ("WBL") became parties to the JPA and members of the Task Force; and

WHEREAS, The Cities of Lino Lakes ("Lino Lakes") and North St. Paul ("NSP") wish to become parties to the JPA and members of the Task Force; and

WHEREAS, The provisions of the Request for Proposals for calendar year 2010 funding issued by the Minnesota Department of Public Safety Office of Justice Programs require participating agencies to enter into a JPA; and

NOW THEREFORE, The Parties agree as follows:

1. As of January 1, 2010, the East Metro Narcotics Task Force shall be known as the Ramsey County Violent Crime Enforcement Team ("VCET") and all references in the Agreement, as amended, to the East Metro Narcotics Task Force and the Task Force shall be deemed to mean the Ramsey County Violent Crime Enforcement Team. As of January 1, 2010, the VCET shall comply with all requirements for VCETs that are established by the State of Minnesota. To the extent any of the provisions of the JPA, as amended, are inconsistent with the State's VCET requirements, the State's requirements shall have priority.
2. As of April 1, 2010, the term "Agencies" shall mean the Ramsey County Sheriff's Office, the City of Saint Paul Police Department, the City of Maplewood Police Department, the City of Roseville Police Department, the City of White Bear Lake Police Department, the City of Lino Lakes Police Department, and the City of North St. Paul Police Department.
3. As of April 1, 2010, the second sentence of Section 2. Members is deleted and replaced with the following:  
 "The Task Force members are Ramsey County, the City of Saint Paul, the City of Maplewood, the City of Roseville, the City of White Bear Lake, the City of Lino Lakes, and the City of North Saint Paul."
4. Section 4. Term of Agreement/Termination is revised to read as follows:  
 "4. Term of Agreement/ Withdrawal/Termination  
 4.1 The Initial Term of this Agreement shall be for a one-year period, from January 1, 2005, through December 31, 2005.

4.2 This Agreement shall automatically renew for additional one year periods (“Renewal Term”).

4.3 A party may withdraw from this Agreement by giving the other parties thirty (30) days written notice of its intent to withdraw. Upon withdrawal by a party, property of the withdrawing party that had been loaned for use by the Task Force shall be returned.

4.4 This Agreement may be terminated by unanimous written agreement of all parties. Upon termination of this Agreement, all property owned by the Task Force shall be distributed to the Agencies or parties in equal parts or sold with the proceeds distributed to the Agencies or parties in equal parts. Property of the Agencies or parties that had been loaned for use by the Task Force shall be returned.”

5. Effective April 1, 2010, Section 6. Task Force Board, Paragraph 6.1, is revised to read as follows:

“6.1 The governing board of the Task Force shall be a Board of Directors (“Board”), to be made up of one representative from each of the following agencies: the Ramsey County Sheriff’s Office, the City of Saint Paul Police Department, the City of Roseville Police Department, the City of Maplewood Police Department, the City of White Bear Lake Police Department, the City of Lino Lakes Police Department, the City of North Saint Paul Police Department, and the Ramsey County Attorney’s Office; the Task Force Commander; and the Fiscal Agent. All Directors shall serve at the pleasure of their appointing authorities.”

6. Effective April 1, 2010, Section 7. Task Force Operations is revised to read as follows:

“7.1 Daily operation and responsibility for carrying out the purpose of the Task Force shall be under the direction of a Task Force Commander selected by the Fiscal Agent.

7.2 The Task Force Commander will plan and coordinate case activities and direct investigative activities based on intelligence provided by the Agencies, with priorities as determined by the Board.”

7. The terms of this Second Amendment shall be effective as of the last date signed below.

8. Except as modified herein, the terms of the Agreement, as amended, shall remain in full force and effect as to all Parties to this Second Amendment.

IN WITNESS THEREOF, the undersigned Parties, by actions of their governing bodies, or their authorized designees, have caused this Second Amendment to be executed in accordance with the authority of Minnesota Statutes § 471.59.

## RAMSEY COUNTY

---

Victoria Reinhardt, Chair  
Ramsey County Board of Commissioners

---

Bonnie Jackelen, Chief Clerk  
Ramsey County Board of Commissioners

Date: \_\_\_\_\_

Approval recommended:

---

Bob Fletcher, Sheriff

Approved as to form:

---

Assistant County Attorney

**CITY OF SAINT PAUL**

By: \_\_\_\_\_  
Christopher B. Coleman, Mayor

Date: \_\_\_\_\_

Approval Recommended:

\_\_\_\_\_  
John Harrington, Police Chief  
Saint Paul Police Department

Approved as to form and legality:

\_\_\_\_\_  
Saint Paul City Attorney

\_\_\_\_\_  
Financial Services Director

**CITY OF MAPLEWOOD**

By: \_\_\_\_\_  
Will Rossbach, Mayor

Date: \_\_\_\_\_

Approval Recommended:

\_\_\_\_\_  
David Thomalla, Police Chief  
Maplewood Police Department

Approved as to form and legality:

\_\_\_\_\_  
Alan Kantrud, City Attorney

\_\_\_\_\_  
Colleen Layman, Financial Services Director

**CITY OF ROSEVILLE**

By: \_\_\_\_\_  
Craig D. Klausing, Mayor

Date: \_\_\_\_\_

Approval Recommended:

\_\_\_\_\_  
Rick Mathwig, Police Chief  
Roseville Police Department

Approved as to form and legality:

\_\_\_\_\_  
Carolyn Bell Beckman, City Attorney

\_\_\_\_\_  
Christopher Miller, Financial Services Director

**CITY OF WHITE BEAR LAKE**

By: \_\_\_\_\_  
Jo Emerson, Mayor

Date: \_\_\_\_\_

Approval Recommended:

\_\_\_\_\_  
Lynne T. Banks, Police Chief  
White Bear Lake Police Department

Approved as to form and legality:

\_\_\_\_\_  
Roger Jensen, City Attorney

\_\_\_\_\_  
Don Rambow, Financial Services Director

**CITY OF LINO LAKES**

By: \_\_\_\_\_  
Jeff Reinert, Mayor

Date: \_\_\_\_\_

Approval Recommended:

\_\_\_\_\_  
Dave Pecchia, Public Safety Director

Approved as to form and legality:

\_\_\_\_\_  
Pat Sweeney, City Attorney

\_\_\_\_\_  
Alan Rolek, Financial Services Director

**CITY OF NORTH SAINT PAUL**

By: \_\_\_\_\_  
Michael Kuehn, Mayor

Date: \_\_\_\_\_

Approval Recommended:

\_\_\_\_\_  
Thomas Lauth, Police Chief  
North Saint Paul Police Department

Approved as to form and legality:

\_\_\_\_\_  
Joel Jamnik, City Attorney

\_\_\_\_\_  
Al Mahlum, Financial Services Director

Roseville

## AMENDMENT TO JOINT POWERS AGREEMENT CREATING THE EAST METRO NARCOTICS TASK FORCE

WHEREAS, On or about February 7, 2005, Ramsey County ("County"), a political subdivision of the State of Minnesota, and the City of Saint Paul ("City"), a Minnesota municipality entered into a Joint Powers Agreement ("JPA") to create the East Metro Narcotics Task Force ("Task Force"); and

WHEREAS, The Cities of Maplewood ("Maplewood"), Roseville ("Roseville"), and White Bear Lake ("WBL") wish to become parties to the JPA and members of the Task Force; and

WHEREAS, The provisions of the Request for Proposals for calendar year 2007 funding issued by the Minnesota Department of Public Safety Office of Justice Programs require participating agencies to enter into a JPA; and

WHEREAS, Certain provisions of the JPA need to be modified due to the expansion of the parties to the JPA (collectively, "Parties") to include Maplewood, Roseville, and WBL as required in order to comply with the requirements for calendar year 2007 funding by the Minnesota Department of Public Safety Office of Justice Programs;

NOW THEREFORE, The Parties agree as follows:

1. On and after the effective date of this Amendment, the term "Agencies" shall mean the Ramsey County Sheriff's Office, the City of Saint Paul Police Department, the City of Maplewood Police Department, the City of Roseville Police Department, and the City of White Bear Lake Police Department.
2. Section 2. Members, is revised to read as follows:  
"The East Metro Narcotics Task Force (hereinafter "Task Force") is hereby established by the Parties. The Task Force members are Ramsey County, the City of Saint Paul, the City of Maplewood, the City of Roseville, and the City of White Bear Lake."
3. The title of Section 4. is revised to read as follows:  
"4. Term of Agreement/Withdrawal/Termination".
4. Section 4.2 is revised to read as follows:  
"4.2 A Party may withdraw from the Task Force and terminate its participation upon giving at least thirty (30) days' written notice to the other Parties. This Agreement shall automatically renew for additional one year periods ("Renewal Term") unless a majority of the then-current Parties gives written notice to the other Parties of their intent not to renew at least sixty (60) days prior to the end of the then-current Initial Term or any Renewal Term."
5. Section 4.3 is revised to read as follows:  
"4.3 This Agreement may be terminated at any time during the Initial Term or Renewal Term by a majority of the then-current Parties upon no less than sixty (60) days' written notice by the terminating Parties notice to the other Parties."

6. Section 6. Task Force Board, Paragraph 6.1, is revised to read as follows:  
"6.1 The governing board of the Task Force shall be a Board of Directors ("Board"), to be made up of one representative from each of the following agencies: the Ramsey County Sheriff's Office, the City of Saint Paul Police Department, the City of Roseville Police Department, the City of Maplewood Police Department, the City of White Bear Lake Police Department, the Ramsey County Attorney's Office, and the United States Attorney's Office; the Grant Coordinator for the Task Force who shall be selected by the Ramsey County Sheriff and Saint Paul Police Department Chief; and a fiscal representative who shall be selected by the Ramsey County Sheriff and Saint Paul Police Department Chief. All Directors shall serve at the pleasure of their appointing authorities."
7. Effective Date. The terms of this Amendment shall be effective as of the last date signed below.
8. Except as modified herein, the terms of the Agreement remain in full force and effect as to all Parties to this Amendment.

IN WITNESS THEREOF, the undersigned Parties, by actions of their governing bodies, or their authorized designees, have caused this Amendment to be executed in accordance with the authority of Minnesota Statutes § 471.59.

**RAMSEY COUNTY**

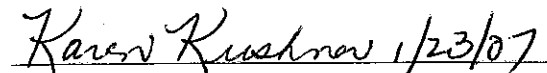
  
\_\_\_\_\_  
David Twa, County Manager

Date: 1/31/07

Approval recommended:

  
\_\_\_\_\_  
Bob Fletcher, Sheriff

Approved as to form and insurance:

  
\_\_\_\_\_  
Karen Kuehn 1/23/07  
Assistant County Attorney

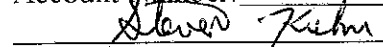
Purchase Order or

Aspen Vendor Contract Number:

N/A

Funds are available

Account Number:

  
\_\_\_\_\_  
Steven Kuhn 1/26/07  
Budgeting and Accounting

**CITY OF SAINT PAUL**

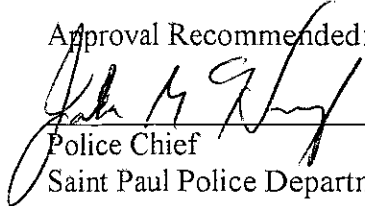
By: \_\_\_\_\_

Its: Mayor

*valid w/out Mayor's Signature*

Date: \_\_\_\_\_

Approval Recommended:

  
\_\_\_\_\_  
Police Chief  
Saint Paul Police Department

Approved as to form and legality:

  
\_\_\_\_\_  
Saint Paul City Attorney

  
\_\_\_\_\_  
Financial Services Director  
CF07-209

CITY OF MAPLEWOOD

By: Niana Longie  
Its: Mayor

Date: 1/22/07

Approval Recommended:

[Signature]  
Police Chief  
Maplewood Police Department

Approved as to form and legality:

[Signature]  
Maplewood City Attorney

[Signature]  
Financial Services Director

CITY OF ROSEVILLE

By: Raig Klumpp  
Its: Mayor

Date: 2/26/07

Approval Recommended:

Ray Zetner  
Police Chief  
Roseville Police Department

Approved as to form and legality:

Scott T. A.  
Roseville City Attorney

Christopher K. Miller  
Financial Services Director

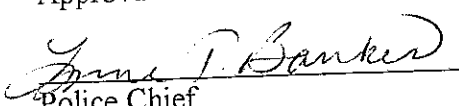
CITY OF WHITE BEAR LAKE

By: 

Its: Mayor

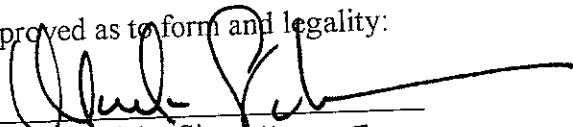
Date: 3/29/07

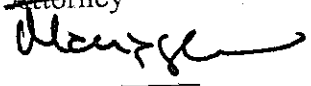
Approval Recommended:

 1-9-07

Police Chief  
White Bear Lake Police Department

Approved as to form and legality:

  
White Bear Lake City Attorney

  
Financial Services Director

## JOINT POWERS AGREEMENT CREATING THE EAST METRO NARCOTICS TASK FORCE

This is an agreement between Ramsey County, a political subdivision of the State of Minnesota, and the City of Saint Paul, a Minnesota municipality (hereinafter collectively referred to as "the Parties"), pursuant to the provisions of Minnesota Statutes Section 471.59, the Joint Powers Act.

WHEREAS, The Parties each have law enforcement agencies with police powers within their respective jurisdictions: Ramsey County has the Ramsey County Sheriff's Office, and the City of Saint Paul has the City of Saint Paul Police Department; (hereinafter collectively referred to as "the Agencies"); and

WHEREAS, The Agencies are responsible for the enforcement of controlled substance laws in their respective jurisdictions; and

WHEREAS, The Parties, through their Agencies, wish to form a joint task force for the purpose of more efficiently and effectively enforcing controlled substance laws and investigating and prosecuting their related crimes, especially felonies that have the likelihood of being related to the distribution of narcotics and/or other cases that have an impact on both Parties;

NOW THEREFORE, The Parties, agree as follows:

1. General Purpose.

The purpose of this Agreement is to establish the East Metro Narcotics Task Force as an organization to coordinate efforts to investigate, apprehend, and prosecute drug offenders, and to define the rights and obligations of the Parties with respect to the duties and activities performed by the Task Force throughout the term of the Agreement.

2. Members

The East Metro Narcotics Task Force (hereinafter "Task Force") is hereby established by the Parties. The Task Force members are Ramsey County and the City of Saint Paul.

3. Good Faith

The Parties and the Agencies shall cooperate and use their best efforts to ensure that the various provisions of this Agreement are fulfilled, and to undertake resolution of disputes, if any, in good faith and in an equitable and timely manner.

4. Term of Agreement/Termination

4.1 The Initial Term of this Agreement shall be for a one-year period, from January 1, 2005 through December 31, 2005.

4.2 This Agreement shall automatically renew for additional one year periods ("Renewal Term") unless either of the Parties gives written notice to the other party of its intent not to renew at least sixty (60) days prior to the end of the then-current Initial Term or any Renewal Term.

4.3 This Agreement may be terminated at any time during the Initial Term or Renewal Term by one of the Parties with 30 days written notice to the other Parties.

4.4 Upon termination of this Agreement, all property owned by the Task Force shall be distributed to the Agencies in equal parts or sold with the proceeds distributed to the Agencies in equal parts. Property of the Agencies or the Parties that had been loaned for use by the Task Force shall be returned.

5. State Assistance for Narcotics Control

Ramsey County, acting on behalf of Task Force, the Parties to this Agreement, or the Agencies, in relation to this Agreement, shall be the grant applicant for funding from the Minnesota Office of Justice Programs ("OJP"), Department of Public Safety ("DPS") for multi-jurisdictional narcotics task forces, and all other sources for this Agreement.

6. Task Force Board

6.1 The governing board of the Task Force shall be a Board of Directors ("Board"), to be made up of one representative from each of the following agencies: the Ramsey County Sheriff's Office, the City of Saint Paul Police Department, the City of Roseville Police Department, the Ramsey County Attorney's Office, and the United States Attorney's Office; the Grant Coordinator for the Task Force who shall be selected by the Ramsey County Sheriff and Saint Paul Police Department Chief; and a fiscal representative who shall be selected by the Ramsey County Sheriff and Saint Paul Police Department Chief. All Directors shall serve at the pleasure of their appointing authorities.

6.2 Directors shall not be deemed employees of the Task Force and shall receive no compensation from the Task Force for serving as directors.

6.3 The Board has final administration and policy decision-making authority for the Task Force. Decisions shall be made by a majority of the Board.

6.4 The Board shall meet quarterly to evaluate the progress of the Task Force.

The Board shall maintain records of Task Force activities. A special meeting may be called by any Director, or by a Task Force Commander.

6.5 The Board may apply for grants, approve contracts, including agreements for the rental of real property, incur expenses and make expenditures necessary and incidental to the effectuation of its purposes and consistent with its powers.

6.6 The Board will develop Task Force priorities, a Task Force budget, and Task Force operational policies and procedures.

6.7 The Board shall cooperate with other federal, state, and local law enforcement agencies when appropriate and necessary to accomplish the purpose for which the Task Force is organized.

6.8 The Board may not incur debts.

6.9 The Board shall make the Task Force's books, reports, and records open to inspection by the Agencies at all reasonable times.

6.10 The Board has sole authority to incur obligations and approve contracts and take final action on behalf of the Task Force.

6.11 The Task Force may not incur obligations or approve contracts that extend beyond the Initial Term or Renewal Term of this Agreement or which will require the expenditure of funds in excess of funds available.

6.12 Nothing herein is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting one of the Agencies or Parties as the agent, representative or employee of any of the other Agencies or Parties for any purpose or in any manner whatsoever.

6.13 The Board shall make a quarterly statistical report and a financial report to the Parties on all activities conducted by the Task Force.

## 7. Task Force Operations

7.1 Daily operation and responsibility for carrying out the purpose of the Task Force shall be under the direction of Two Task Force Commanders, one appointed by the St. Paul Police Chief, and one appointed by the Ramsey County Sheriff.

7.2 The Task Force Commanders will plan and coordinate case activities and direct investigative activities based on intelligence provided by the Agencies, with priorities as determined by the Board.

## 8. Finances

8.1 Task Force operations will be financed from the Task Force grant funds and drug forfeiture funds as necessary to meet the Parties' matching fund obligations under the terms of ~~any~~ the grant agreement ("Task Force Funds").

8.2 Ramsey County shall serve as the Fiscal Agent for the Task Force.

8.3 Ramsey County, as Fiscal Agent, is authorized to receive all Task Force Funds for deposit and make disbursements therefrom in accordance with standard accounting practices and procedures. In conjunction therewith, the Ramsey County Sheriff's Office Accounting Division shall maintain current and accurate records of all obligations and expenditures of Task Force Funds.

8.4 Task Force Funds may be expended as directed by the Board and in accordance with this Agreement. In no event shall there be an expenditure of Task Force Funds except per the approved Task Force budget.

8.5 The Ramsey County Sheriff's Office shall make and submit to the Board a quarterly report of the budget status of the Task Force Funds.

9. Task Force Personnel

9.1 The Agencies shall assign licensed peace officers and other personnel to the Task Force as needed to carry out its purpose and to perform their responsibilities under this Agreement.

9.2 Other law enforcement agencies may also assign personnel to the Task Force.

9.3 All personnel assigned to the Task Force ("Task Force Personnel") shall remain employees of the agency assigning the personnel and shall not be considered temporary or permanent employees of any of the other Parties or the Task Force for any purpose whatsoever or be entitled to tenure rights or any rights or benefits by way of workers compensation, re-employment insurance, medical and hospital care, sick and vacation leave, severance pay, PERA or any other right or benefit of another of the Parties. The Agencies acknowledge their individual responsibility to provide all salary compensation and fringe benefits to their employees while performing services on behalf of the Task Force. Benefits may include, but are not limited to, health care, disability insurance, life insurance, re-employment insurance, FICA, Medicare, PERA, vacation, sick leave, and unpaid leave of absence.

9.4 All Task Force Personnel shall be required to comply with the rules of conduct and operating procedures prescribed by the Task Force Commanders, which shall be developed in consultation with the heads of the Agencies and in recognition of the rules of their respective Agencies. The Task Force Commanders, or their designees, shall refer disciplinary matters involving Task Force Personnel to the person's originating agency for investigation and disposition unless, based on the judgment of a Task Force Commander, or his/her designee, a particular matter represents probable cause for the issuance of a criminal complaint, in which case the matter shall be referred directly to an external law enforcement agency for investigation, provided the person's agency head is notified in advance thereof.

9.5 As assigned by the Task Force Commanders, Task Force Personnel will be responsible for drug investigation, including intelligence management, case development, and presenting cases for charging to the appropriate prosecuting authority. Task Force Personnel may also assist other law enforcement agencies in surveillance and undercover operations. Task Force Personnel will work

cooperatively with assisting agencies. Task Force Personnel who are peace officers and who take action in the jurisdiction of another jurisdiction are authorized to exercise the powers of a peace officer in the other jurisdiction for purposes of Task Force activities.

10. Advisor

The Ramsey County Attorney shall designate an Assistant Ramsey County Attorney from the Prosecution Division to advise the Task Force. The Ramsey County Attorney's Office shall provide civil legal advice to the Task Force, as and if required.

11. Location

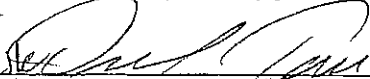
Task Force activities shall take place out of a central location to be agreed to by the Agencies.

12. Forfeiture, Seizures and Fines

The Agencies are entitled to money or proceeds from the sale of forfeited property after payment of seizure, storage, forfeiture and sale expenses and satisfaction of valid liens against forfeited property, in accordance with Minnesota statutes on forfeiture. Proceeds received by the Agencies from specific Task Force case forfeitures shall be used to support the efforts of the Task Force according to the Task Force grant requirements. The use and disbursement of these proceeds must be approved by the Board.

IN WITNESS THEREOF, the undersigned Parties, by action of their governing bodies, or their authorized designees, have caused this Agreement to be executed in accordance with the authority of Minnesota Statutes § 471.59.

**RAMSEY COUNTY**

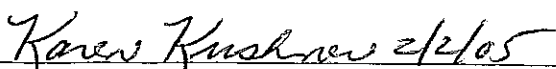
  
\_\_\_\_\_  
David Twa, County Manager

Date: 2/7/05

Approval recommended:

  
\_\_\_\_\_  
Bob Fletcher, Sheriff

Approved as to form and insurance:

  
\_\_\_\_\_  
Assistant County Attorney

Purchase Order or

Aspen Vendor Contract Number:

---

Funds are available

Account Number:

---

Budgeting and Accounting

**CITY OF SAINT PAUL**

By:

Its: Mayor

Date:

Approval Recommended:

Police Chief

Saint Paul Police Department

Approved as to form and legality:

Saint Paul City Attorney

Financial Services Director

## AMENDMENT TO JOINT POWERS AGREEMENT CREATING THE EAST METRO NARCOTICS TASK FORCE

WHEREAS, On or about February 7, 2005, Ramsey County ("County"), a political subdivision of the State of Minnesota, and the City of Saint Paul ("City"), a Minnesota municipality entered into a Joint Powers Agreement ("JPA") to create the East Metro Narcotics Task Force ("Task Force"); and

WHEREAS, The Cities of Maplewood ("Maplewood"), Roseville ("Roseville"), and White Bear Lake ("WBL") wish to become parties to the JPA and members of the Task Force; and

WHEREAS, The provisions of the Request for Proposals for calendar year 2007 funding issued by the Minnesota Department of Public Safety Office of Justice Programs require participating agencies to enter into a JPA; and

WHEREAS, Certain provisions of the JPA need to be modified due to the expansion of the parties to the JPA (collectively, "Parties") to include Maplewood, Roseville, and WBL as required in order to comply with the requirements for calendar year 2007 funding by the Minnesota Department of Public Safety Office of Justice Programs;

NOW THEREFORE, The Parties agree as follows:

1. On and after the effective date of this Amendment, the term "Agencies" shall mean the Ramsey County Sheriff's Office, the City of Saint Paul Police Department, the City of Maplewood Police Department, the City of Roseville Police Department, and the City of White Bear Lake Police Department.
2. Section 2. Members, is revised to read as follows:  
"The East Metro Narcotics Task Force (hereinafter "Task Force") is hereby established by the Parties. The Task Force members are Ramsey County, the City of Saint Paul, the City of Maplewood, the City of Roseville, and the City of White Bear Lake."
3. The title of Section 4. is revised to read as follows:  
"4. Term of Agreement/Withdrawal/Termination".
4. Section 4.2 is revised to read as follows:  
"4.2 A Party may withdraw from the Task Force and terminate its participation upon giving at least thirty (30) days' written notice to the other Parties. This Agreement shall automatically renew for additional one year periods ("Renewal Term") unless a majority of the then-current Parties gives written notice to the other Parties of their intent not to renew at least sixty (60) days prior to the end of the then-current Initial Term or any Renewal Term."
5. Section 4.3 is revised to read as follows:  
"4.3 This Agreement may be terminated at any time during the Initial Term or Renewal Term by a majority of the then-current Parties upon no less than sixty (60) days' written notice by the terminating Parties notice to the other Parties."

6. Section 6. Task Force Board, Paragraph 6.1, is revised to read as follows:  
"6.1 The governing board of the Task Force shall be a Board of Directors ("Board"), to be made up of one representative from each of the following agencies: the Ramsey County Sheriff's Office, the City of Saint Paul Police Department, the City of Roseville Police Department, the City of Maplewood Police Department, the City of White Bear Lake Police Department, the Ramsey County Attorney's Office, and the United States Attorney's Office; the Grant Coordinator for the Task Force who shall be selected by the Ramsey County Sheriff and Saint Paul Police Department Chief; and a fiscal representative who shall be selected by the Ramsey County Sheriff and Saint Paul Police Department Chief. All Directors shall serve at the pleasure of their appointing authorities."
7. Effective Date. The terms of this Amendment shall be effective as of the last date signed below.
8. Except as modified herein, the terms of the Agreement remain in full force and effect as to all Parties to this Amendment.

IN WITNESS THEREOF, the undersigned Parties, by actions of their governing bodies, or their authorized designees, have caused this Amendment to be executed in accordance with the authority of Minnesota Statutes § 471.59.

**RAMSEY COUNTY**

\_\_\_\_\_  
David Twa, County Manager

Date: \_\_\_\_\_

Approval recommended: \_\_\_\_\_

\_\_\_\_\_  
Bob Fletcher, Sheriff

Approved as to form and insurance:

\_\_\_\_\_  
Assistant County Attorney

Purchase Order or  
Aspen Vendor Contract Number:  
\_\_\_\_\_

Funds are available  
Account Number: \_\_\_\_\_

\_\_\_\_\_  
Budgeting and Accounting

CITY OF SAINT PAUL

By: \_\_\_\_\_

Its: Mayor

Date: \_\_\_\_\_

Approval Recommended:

\_\_\_\_\_  
Police Chief  
Saint Paul Police Department

Approved as to form and legality:

\_\_\_\_\_  
Saint Paul City Attorney

\_\_\_\_\_  
Financial Services Director

CITY OF MAPLEWOOD

By: \_\_\_\_\_  
Its: Mayor

Date: \_\_\_\_\_

Approval Recommended:

\_\_\_\_\_  
Police Chief  
Maplewood Police Department

Approved as to form and legality:

\_\_\_\_\_  
Maplewood City Attorney

\_\_\_\_\_  
Financial Services Director

CITY OF ROSEVILLE

By: Craig Klumpp  
Its: Mayor

Date: 2/26/07

Approval Recommended:

Cory Zetser  
Police Chief  
Roseville Police Department

Approved as to form and legality:

Scott T. A.  
Roseville City Attorney

Christopher K. Miller  
Financial Services Director

CITY OF WHITE BEAR LAKE

By: \_\_\_\_\_

Its: Mayor

Date: \_\_\_\_\_

Approval Recommended:

\_\_\_\_\_  
Police Chief  
White Bear Lake Police Department

Approved as to form and legality:

\_\_\_\_\_  
White Bear lake City Attorney

\_\_\_\_\_  
Financial Services Director

# RATWIK, ROSZAK & MALONEY, P.A.

Attorneys at Law

Paul C. Ratwik  
John M. Roszak  
Patricia A. Maloney\*  
Terrence J. Foy\*  
Stephen G. Andersen\*\*  
Scott T. Anderson  
Kevin J. Rupp  
Jay T. Squires\*†  
Ann R. Goering  
Nancy E. Blumstein\*  
Joseph J. Langel  
Michael J. Waldspurger\*  
Margaret A. Skelton  
Amy E. Mace

300 U.S. Trust Building  
730 Second Avenue South  
Minneapolis, Minnesota 55402

(612) 339-0060  
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Isaac Kaufman  
Eric J. Quiring  
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Sonya J. Guggemos  
Dawit Haile  
Nicole L. Tuescher  
Jennifer J. Kruckeberg

\* Also admitted in Wisconsin  
\*\* Civil Trial Specialist  
Certified by the Minnesota  
State Bar Association  
† Real Property Law Specialist  
Certified by the Minnesota  
State Bar Association

12-18-06

April 19, 2006

Rich - check w/ city  
can you check w/ city  
to see if we  
still need to  
sign-off on  
this  
agreement?  
Thank -  
CS

Ms. Carol Sletner  
Police Chief  
City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113-1815

RE: *Review of East Metro Narcotics Task Force Agreement*  
Our File No. 4002(1)-0213

Dear Ms. Sletner:

We reviewed the Joint Powers Agreement Creating the East Metro Narcotics Task Force. Below please find our comments.

We recommend the addition of a provision to address the stacking liability issue which resulted from the recent *Riemer* decision. The additional language should include:

Each Party agrees to defend and indemnify all other Parties to this Agreement, staff and assigned individual agents for injury to, death of, or damage to the property of any third person or persons, arising from a Party's performance under this Agreement. Under no circumstances, however, shall any Party be required to pay on behalf of itself and any other Party(s), any amounts in excess of the limits of liability established in Minnesota Statutes Chapter 466. The limits of liability for the Parties may not be added together to determine the maximum amount of liability for a Party. The intent of this indemnification clause is to impose on a Party a limited duty to defend and indemnify another Party(s) for claims arising out of the performance of this Task Force Agreement subject to the limits of

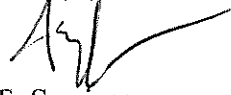
Ms. Carol Sletner  
April 19, 2006  
Page 2

liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the Parties and to permit liability claims against Parties from a single occurrence to be defended by a single attorney.

In addition, we recommend that Paragraphs 9.2 and 9.5 be amended to define the "other law enforcement agencies." In Paragraph 9.2, lacking a definition or limitation of agencies, any law enforcement agency could assign personnel to the Task Force. In Paragraph 9.5, the Task Force is authorized to assist any other law enforcement agency, without limit. The liability exposure to the City will increase with every additional law enforcement agency that assigns personnel to the Task Force and with every law enforcement agency the Task Force assists. Therefore, we recommend defining and limiting the agencies.

If you have any questions, please contact us.

Very truly yours,



Jay T. Squires  
Kimberley K. Sobieck

KKS/kks

RRM: 90047#

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/17/10  
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Approve Resolution for the Quitclaim Deed Easement to the Minnesota Department of Transportation

**BACKGROUND**

On April 12, 2010, the City Council approved an easement release for Mn/DOT. MnDOT has indicated that they need a formal resolution from the City to attach to this Quit Claim document. Attached is the resolution for approval.

This release was a condition of an agreement approved by the City Council on June 29, 2009, regarding the elimination of the lift station located along the east right-of-way of Trunk Highway 280 (TH280) and construction of a new gravity line into the City of Lauderdale. This work was completed last fall. One of the conditions of the agreement was that the City release or “quit claim” our interests in the lift station easement.

**POLICY OBJECTIVE**

A new gravity sewer line was constructed on the west side of TH280 that serves the Paper Calmenson site. The lift station was demolished last fall. As a result, the City no longer has a use for the existing easement.

**FINANCIAL IMPACTS**

The release of the easement was a condition of the utility agreement approved last year. MnDOT, through the agreement, has committed to pay all of the construction costs for the new sanitary sewer line to Lauderdale’s sewer system. The City of Roseville will incur the cost for connection charges to Lauderdale. The city will also incur maintenance costs for our new line and a share of the Lauderdale line. The connection charge and the maintenance costs will be funded from the Sanitary Sewer Fund.

**STAFF RECOMMENDATION**

Approve Resolution for the Quitclaim Deed Easement to Minnesota Department of Transportation

**REQUESTED COUNCIL ACTION**

Approve Resolution for the Quitclaim Deed Easement to Minnesota Department of Transportation

Prepared by: Debra Bloom, City Engineer

Attachments: A. Resolution

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held in the City Hall at 2660 Civic Center Drive, Roseville, Minnesota, on Monday, 17th day of May, 2010 at 6:00 p.m.

The following members were present:                      and the following members were absent:

Councilmember                      introduced the following resolution and moved its adoption:

**RESOLUTION NO.  
RESOLUTION APPROVING  
QUITCLAIM DEED EASEMENT**

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

WHEREAS, the State has constructed State Project Number 6241-51 and State Project Number 6242-67 (Project) on Trunk Highway Number 280. The Project is located on T.H. 280 from Wabash Avenue in the City of St. Paul to 0.22 miles north of Broadway Street N.E. in the City of Roseville;

AND WHEREAS, the City has relocated the sanitary sewer facilities that are within the Project limits due to access issues (upgrading T.H. 280 to freeway design);

AND WHEREAS, the sanitary sewer facilities that were replaced were located in part on private property where the City has property rights, and in part within the limits of publicly owned right of way and the facilities were within the limits of the Project;

NOW, THEREFORE, BE IT RESOLVED, the Mayor and the City Manager are hereby authorized and directed on behalf of the City of Roseville to execute the Quitclaim Deed Easement as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 94042", a copy of which said Quitclaim Deed Easement was before the City Council and which is made a part hereof by reference.

The motion was duly seconded by Councilmember                      and upon vote being taken thereon, the following voted in favor thereof:                      the following voted against: none; and the following abstained:

WHEREUPON said resolution was declared duly passed and adopted.

1 STATE OF MINNESOTA )  
2 ) ss  
3 COUNTY OF RAMSEY )  
4  
5  
6

7 I, the undersigned, being the duly qualified City Manager of the City of Roseville,  
8 County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the  
9 attached and foregoing extract of minutes of a regular meeting of said City Council held on  
10 the 17th day of May, 2010, with the original thereof on file in my office.

11  
12 WITNESS MY HAND officially as such Manager this 17th day of May, 2010.  
13  
14  
15

16  
17 \_\_\_\_\_  
18 William J. Malinen, City Manager  
19

20 (SEAL)  
21  
22

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/17/10  
Item No.: 7.e

Department Approval



City Manager Approval

Item Description: Approve a Resolution for the Final Acceptance and Maintenance for  
Public Improvements Constructed for Northwestern College (PF 07-002)

**BACKGROUND**

On May 12, 2008, the City Council approved a public improvement contract for Northwestern College, 3003 Snelling Avenue. The contract covered the public improvements included in the Northwestern College PUD. These improvements included the construction of an exclusive northbound right turn lane at the College entrance. This improvement was completed at the same time as the first phase of development.

The City worked with their Engineer during construction to ensure the improvements were installed according to approved plans and City specifications.

**POLICY OBJECTIVE**

The City Policy requires the following steps be completed to finalize the construction project:

- Certification from the civil engineer in charge of the project verifying that all work has been completed in accordance with the approved plans and specifications.
- A resolution by the City Council accepting the project and beginning the two-year warranty period.

**FINANCIAL IMPACTS**

Since this was a developer initiated project, the City did not contribute to the cost to construct these public improvements.

**STAFF RECOMMENDATION**

All necessary items have been completed in accordance with project plans and specifications. Since all items have been completed as outlined in the policy regarding final project acceptance, staff recommends the City Council approve a resolution accepting the public improvements.

**REQUESTED COUNCIL ACTION**

Approve a resolution accepting the public improvements constructed by Northwestern College.

Prepared by: Debra Bloom, City Engineer  
Attachments: A: Resolution

**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, May 17 at 6:00 o'clock p.m.

The following members were present:    and the following were absent:

Councilmember            introduced the following resolution and moved its adoption:

**RESOLUTION**

**FINAL ACCEPTANCE AND MAINTENANCE FOR  
PUBLIC IMPROVEMENTS CONSTRUCTED FOR NORTHWESTERN COLLEGE**

WHEREAS, pursuant to City Code, Northwestern College contracted to construct certain improvements including the construction of an exclusive northbound right turn lane at the College entrance; and

WHEREAS, Northwestern College is requesting the City of Roseville accept ownership and maintenance responsibility of these public improvements.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA, that the work completed is hereby accepted and approved;

BE IT FURTHER RESOLVED, that the City Engineer is hereby directed to issue a proper order for the final acceptance and accept a two-year warranty for any work covering the replacement or repair of defective items commencing on May 17, 2010, and expiring on May 17, 2012.

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

Whereupon said resolution was declared duly passed and adopted.

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 the  
7 City Council of said City held on the 17h day of May, 2010, with the original thereof on file in my office, and  
8 the same is a full, true and complete transcript.  
9

10 Adopted by the Council this 17th day of May, 2010.  
11  
12  
13  
14

15 (SEAL)

\_\_\_\_\_  
City Manager

  
**REQUEST FOR COUNCIL ACTION**

Date: 05/17/10  
Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Consider Acquisition of Temporary Construction Easements on property located at 2814 Cleveland Ave., City of Roseville for road and construction purposes

**BACKGROUND**

In 2009, the City commenced the construction of the Phase I infrastructure in the Twin Lakes Redevelopment Area. As part of that construction, the City needed to acquire 6,270 square feet in temporary construction easements from 2814 Cleveland Ave. owned by Dorso Building Company LLP for the construction of Mount Ridge Road.

As part of the process, the City initiated eminent domain to acquire the needed temporary construction easements and was granted the ability to use the property after the court decided that the taking was for a public purpose. In order for the City to use the Dorso property, a fence had to be removed, trailer had to be moved, a temporary fence installed outside of the construction easement, and after completion of the project a new fence reinstalled back at the property line for which the City is required to reimburse the property owner.

The City and property owner are now prepared to agree to a final settlement on the use of the temporary construction easements. The total cost is \$26,547 and is broken down as follows:

- Temporary Construction Easements \$ 7,392.00
- Fence Removal /Replacement \$17,895.00
- Trailer Relocation \$ 1,170.00
- \$ 26,547.00

**POLICY OBJECTIVE**

The acquisition of temporary construction easements has led to the construction of infrastructure in the Twin Lakes redevelopment area. Twin Lakes has long been indentified in the Roseville Comprehensive Plan as in important redevelopment area for the City.

**BUDGET IMPLICATIONS**

The costs for the acquisition of temporary construction easements at 2814 Cleveland will initially be funded from the existing balances of Twin Lakes TIF District #17. As the property within Twin Lakes redevelops, property owners will pay their prorated share of the infrastructure costs as outlined in the Twin Lakes Infrastructure Study.

27 **REQUESTED COUNCIL ACTION**

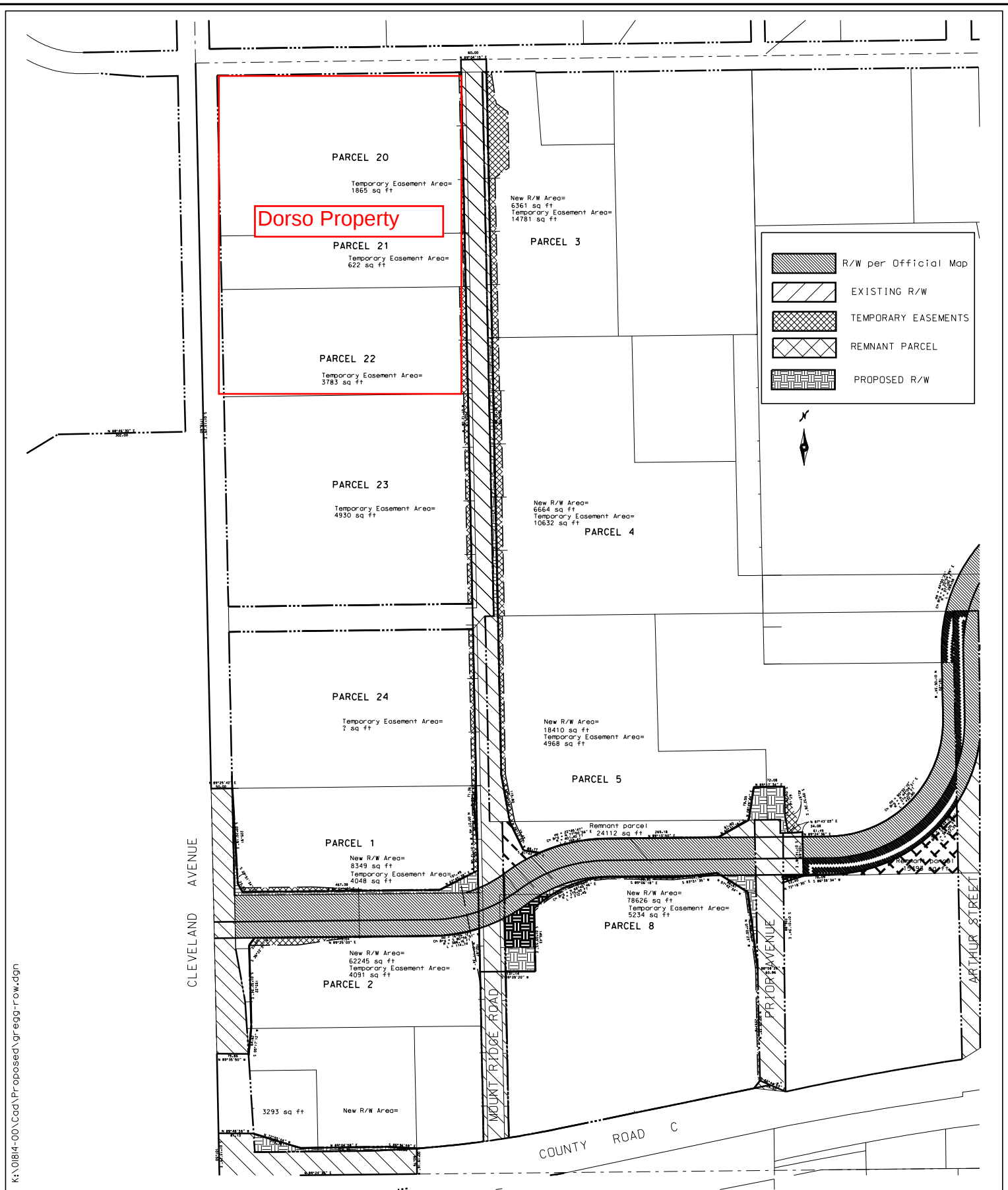
28 Motion to authorize the City Manager to enter into a settlement agreement and easement  
29 document with the property owner of 2814 Cleveland Ave. regarding the acquisition of  
30 temporary construction easements.

Prepared by: Patrick Trudgeon, Community Development Director (651) 792-7071

Attachment A: Site Location Map

Attachment B: Temporary Construction Easement

Attachment C: Settlement Agreement between City of Roseville and Dorso Building Company LLP



K:\0814-00\Cad\Proposed\gregg-row.dgn



701 Xenia Avenue South, Suite 300  
Minneapolis, MN 55416  
www.ws beng.com

763-541-4800 - Fax 763-541-1700  
INFRASTRUCTURE ENGINEERING PLANNING CONSTRUCTION

## Twin Lakes West

### Roadway Improvements

### Roseville, Minnesota

WSB Project No. 1814-00

Date: 2/26/09

## Phase I Overview

**TEMPORARY CONSTRUCTION EASEMENT**

THIS EASEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2010, by and between Dorso Building Company, LLP, (“Grantor”), and the City of Roseville, Minnesota, a Minnesota municipal corporation (“Grantee”).

Recitals

A. Grantor is the fee owner of the following described property in Ramsey County, Minnesota (“Property”):

Lots One (1), Two (2), Three (3), Four (4), Five (5), Six (6), Fifteen (15), Sixteen (16), Seventeen (17), Eighteen (18), Nineteen (19) and Twenty (20), Block A, Twin View, all according to the plat thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota. Except that part deeded to the City of Roseville per Document No. 1511814, dated June 7, 1960.

B. Grantor desires to grant to the Grantee a temporary construction easement, according to the terms and conditions contained herein.

Terms of Easement

1. Grant of Temporary Construction Easement. For good and valuable consideration, receipt of which is acknowledged by Grantor, Grantor hereby grants and conveys to Grantee a temporary construction easement for construction purposes over, under, across and through the following:

That part of the following described tract of land in the City of Roseville:

(Parcel 20)

Lots One (1), Two (2), Three (3) , Eighteen (18), Nineteen (19) and Twenty (20), Block A, Twin View, all according to the plat thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota. Except that part deeded to the City of Roseville per Document No. 1511814, dated June 7, 1960.

Which lies within the following temporary easement for construction purposes:

The west 5.00 feet of the east 15.00 feet of Lots 1, 2 and 3, Block A, Twin View, according to the recorded plat thereof, Ramsey County, Minnesota.

AND

That part of the following described tract of land in the City of Roseville:

(Parcel 21)

Lots Four (4) and Seventeen (17), Block "A", Twin View, all according to the plat thereof on file and of record in the office of the Register of Deeds in and for said Ramsey County, Minnesota. Except that part deeded to the City of Roseville per Document No. 1511814, dated June 7, 1960.

Which lies within the following temporary easement for construction purposes:

The west 5.00 feet of the east 15.00 feet of Lot 4, Block A, Twin View, according to the recorded plat thereof, Ramsey County, Minnesota.

AND

That part of the following described tract of land in the City of Roseville:

(Parcel 22)

Lots Five (5), Six (6), Fifteen (15) and Sixteen (16), Block A, Twin View, all according to the plat thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota. Except that part deeded to the City of Roseville per Document No. 1511814, dated June 7, 1960.

Which lies within the following temporary easement for construction purposes:

The west 15.00 feet of the east 25.00 feet of Lots 5 and 6, Block A, Twin View, according to the recorded plat thereof, Ramsey County, Minnesota.

2. Warranty of Title. Grantor covenants that it is the owner of the Property and has the authority to grant this temporary construction easement.

3. Duration. This temporary construction easement and the rights granted hereunder shall expire on June 15, 2010 with no further rights to either party. Upon expiration of the temporary construction easement, the Grantee shall remove any temporary structures which were constructed during the term of the temporary easement, and shall restore the property to the same condition as existed prior to the construction on the property.

4. Scope of Easement. The temporary construction easement granted herein includes the right of the Grantee, its contractors, agents, and employees to enter the premises at all reasonable times for the purposes of construction, grading, sloping, and restoration purposes, and all purposes ancillary thereto, together with the right to remove trees, shrubs, or other vegetation in the easement area, as well as the right to deposit earthen materials within the easement areas and to move, store, and remove equipment and supplies, and to perform any other work necessary and incident to the project.

Grantee shall have the right to keep the temporary construction easement areas clear of all buildings, structures, fences, trees, shrubbery, undergrowth and other obstructions that may interfere with or endanger the right of construction access.

5. Rights of Public. Grantor does not intend that the public should have any interest in the above described land by virtue of the temporary construction easement or otherwise, except as herein set forth. It is expressly agreed by and between the parties hereto that the Grantor retains ownership of the Property and all incidents of ownership not specifically herein granted to the Grantee. Grantor does not intend that the public should have any interest in the land or right to trespass thereon by virtue of this temporary construction easement or otherwise, except as herein set forth.

6. Binding Effect. All provisions herein shall run with the land and shall extend to and bind the heirs, successors, representatives, and assigns of Grantor. This temporary construction easement may not be assigned by Grantee without the prior written consent of Grantor. The parties agree that this temporary construction easement will not be recorded.

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

**GRANTOR: DORSO BUILDING  
COMPANY, LLP**

**GRANTEE: CITY OF ROSEVILLE**

By:\_\_\_\_\_

By:\_\_\_\_\_

Its:\_\_\_\_\_

Its:\_\_\_\_\_

ATTEST:

City Clerk/Treasurer

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_)

On this \_\_\_\_ day of \_\_\_\_\_, 2010, before me a Notary Public within and for said County, personally appeared \_\_\_\_\_, the \_\_\_\_\_ of Dorso Building Company, LLP, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed as authorized by said partnership.

Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF RAMSEY )

On this \_\_\_\_ day of \_\_\_\_\_, 2010, before me a Notary Public within and for said County, personally appeared \_\_\_\_\_, to me known, who being by me duly sworn, did say that he is the \_\_\_\_\_ of the City of Roseville, Minnesota, the entity named in the foregoing instrument, and that said instrument was signed on behalf of said entity by authority of its City Council as the free act and deed of said entity.

Notary Public

**THIS INSTRUMENT WAS DRAFTED BY:**

Ratwik, Roszak, & Maloney, P.A.  
300 U.S. Trust Building  
730 Second Avenue South  
Minneapolis, MN 55402  
(612) 339-0060

RRM: 129550

## SETTLEMENT AGREEMENT

The City of Roseville (“City”) and Dorso Building Company, LLP (“Dorso”) hereby enter into this Settlement Agreement on the latest date of the signatures set forth below.

WHEREAS, the City sought to obtain a temporary construction easement (“Easement”) for road construction purposes on property owned by Dorso; and

WHEREAS, the City and Dorso could not agree on compensation for the Easement; and

WHEREAS, the City commenced an eminent domain action against Dorso, as well as other Respondents, in order to obtain the Easement, and said action is Court File No. 62-CV-09-5151, which is captioned as City of Roseville v. XTRA Lease, Inc., et al.; and

WHEREAS, the City and Dorso wish to settle all claims between them in order to avoid further costly litigation.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the sufficiency of which is hereby acknowledged by all parties, the City and Dorso agree as follows:

1. The legal description of the land owned by Dorso and being appropriated for the Easement in favor of the City is:

That part of the following described tract of land in the City of Roseville:

(Parcel 20)

Lots One (1), Two (2), Three (3) , Eighteen (18), Nineteen (19) and Twenty (20), Block A, Twin View, all according to the plat thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota. Except that part deeded to the City of Roseville per Document No. 1511814, dated June 7, 1960.

Which lies within the following temporary easement for construction purposes:

The west 5.00 feet of the east 15.00 feet of Lots 1, 2 and 3, Block A, Twin View, according to the recorded plat thereof, Ramsey County, Minnesota.

AND

That part of the following described tract of land in the City of Roseville:

(Parcel 21)

Lots Four (4) and Seventeen (17), Block "A", Twin View, all according to the plat thereof on file and of record in the office of the Register of Deeds in and for said Ramsey County, Minnesota. Except that part deeded to the City of Roseville per Document No. 1511814, dated June 7, 1960.

Which lies within the following temporary easement for construction purposes:

The west 5.00 feet of the east 15.00 feet of Lot 4, Block A, Twin View, according to the recorded plat thereof, Ramsey County, Minnesota.

AND

That part of the following described tract of land in the City of Roseville:

(Parcel 22)

Lots Five (5), Six (6), Fifteen (15) and Sixteen (16), Block A, Twin View, all according to the plat thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota. Except that part deeded to the City of Roseville per Document No. 1511814, dated June 7, 1960.

Which lies within the following temporary easement for construction purposes:

The west 15.00 feet of the east 25.00 feet of Lots 5 and 6, Block A, Twin View, according to the recorded plat thereof, Ramsey County, Minnesota.

2. In consideration for the taking of the subject Easement and all related costs incurred by Dorso, the City shall pay Dorso an amount not to exceed \$26,547.00, which includes compensation for the Easement, the removal and installation of temporary and permanent fencing, and labor costs for moving trailers. Dorso acknowledges that the City already deposited \$14,000 with the Court, which has disbursed the \$14,000 plus interest to Dorso. The net amount due is to be paid to Dorso in the following manner: \$552.00 payable upon execution of this Agreement and the remaining amount not to exceed \$11,995.00 due upon Dorso's submission of an invoice to the City for the actual costs of furnishing and installing a permanent fence on Dorso's property. The City shall not be obligated to pay any costs in excess of \$11,995.00. If the actual costs incurred for the fencing are less than \$11,995.00, the City's payment to Dorso shall be adjusted to an amount equal to the actual costs.

3. Dorso acknowledges that the payment specified in Paragraph 2 above is the full and final payment for the Easement and all related costs incurred by Dorso. Dorso

hereby waives and releases the City from any and all claims for additional compensation for the taking of the Easement and for any costs and fees incurred in this eminent domain proceeding, including but not limited to legal fees, appraisal fees, expert witness fees, filing fees and costs.

4. Upon execution of this Agreement, Dorso shall convey the Easement, which is attached hereto as Exhibit A, to the City.

5. Dorso warrants that it is the fee owner of the property containing the subject Easement and has the right, title, and capacity to convey the Easement to the City. Dorso further warrants that no party, other than The Security State Bank and Ramsey County, hold any interest in the property containing the Easement.

6. The City and Dorso, and their respective officers, agents and assigns, hereby release each other from any and all claims arising out of or related to the condemnation of the Easement.

7. The City and Dorso agree to execute a Stipulation of Dismissal with Prejudice and without costs to either party, and to use their best efforts to obtain signatures from all other Respondents having an interest in Parcels 20, 21, and 22 who are not party to this Settlement Agreement. Said Stipulation shall be filed with the Court, and the City shall file any and all other documents necessary to dismiss the pending eminent domain action and to revoke any recorded Notice of Lis Pendens.

8. The City and Dorso acknowledge that there are no covenants, promises, representations or undertakings outside of this Settlement Agreement.

9. This Settlement Agreement constitutes the entire agreement reached between the parties. This Settlement Agreement shall be construed and interpreted pursuant to the laws of the State of Minnesota.

10. By signing this Settlement Agreement, each signatory warrants that he or she has authority to sign this agreement, and they acknowledge that they have read the agreement, that they understand and agree to the terms, and that each party has been represented by legal counsel and/or has had an opportunity to obtain such legal advice as necessary.

DORSO BUILDING COMPANY, LLC

Dated: \_\_\_\_\_

CITY OF ROSEVILLE

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

RRM: 141123

  
**REQUEST FOR COUNCIL ACTION**

DATE: 5/17/2010  
ITEM NO: 9.a

Department Approval



City Manager Approval



Item Description: Requirement of the Federal Emergency Management Agency (FEMA) to adopt a floodplain ordinance in order to continue eligibility in the National Flood Insurance Program (**PROJ00-22**).

**1.0 BACKGROUND**

FEMA has required all cities to adopt floodplain regulations. In the case of Roseville, this would require the creation of a floodplain ordinance consistent with the model ordinance provided by the Minnesota Department of Natural Resources (DNR), and customized to fit our needs.

In the past, the City could opt out of the federal flood program if it did not have any floodplain, which is what Roseville has been doing since 1981. However, FEMA (after the Katrina catastrophe) has spent considerable time creating new regulations and floodplain designation throughout the United States and now since there are flood designations in Roseville, we are required to approve an ordinance in order to be eligible for the National Flood Insurance Program.

**2.0 REVIEW OF PROPOSED ORDINANCE**

The proposed ordinance follows closely with the model ordinance created for Roseville by the DNR, but has been modified to remove unnecessary requirements and to include Roseville's specific processes for variances and conditional use. This proposed ordinance has eliminated/modified all area that can be changed and supported by the DNR.

**3.0 PROPOSED DRAFT ORDINANCE**

The Planning Division has been working with its representative at the DNR to create a floodplain ordinance that meets their approval. On May 5, 2010, we received a letter from the DRC indicating the ordinance had received its conditional approval.

**4.0 STAFF RECOMMENDATION**

4.1 The Planning Division recommends approving the proposed floodplain ordinance as submitted and forwarding the document to the City Council for approval.

4.2 The Planning Staff will continue to work with the DNR on a conditionally approved version and if slight modifications are necessary, they will be added prior to the City Council meeting.

28 **5.0 PLANNING COMMISSION ACTION**  
29 At their meeting on May 5, 2010, the Roseville Planning Commission held the duly  
30 noticed public hearing. No citizens addressed the Commission and Commissioners asked  
31 only one question; where were the floodplain areas in Roseville. The Planning  
32 Commission voted (6-0) to recommend approval of the proposed draft floodplain  
33 ordinance.

34 **6.0 SUGGESTED ACTION**  
35 **Adopt the Floodplain Ordinance for the City of Roseville** based on the information  
36 contained in Section 1, 2, and 3 of this report.

37 **Approve an Ordinance Summary** adopting a floodplain ordinance for Roseville.

**Prepared by:** City Planner Thomas Paschke

Attachments: A: Draft Ordinance

B: Summary Ordinance

C: Conditional DNR Approval Letter

**City of Roseville  
ORDINANCE NO.**

**AN ORDINANCE ADDING  
TITLE 10 SECTION, CHAPTER 1021**

**AN ORDINANCE ESTABLISHING  
FLOODPLAIN REGULATIONS  
IN ACCORDANCE WITH THE  
FEDERAL EMERGENCY MANAGEMENT AGENCY**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 10 Section 1021 is hereby added to the Roseville City  
Code:

SECTION:

- 1021.01: Statutory Authorization, Findings of Fact and Purpose
- 1021.02: General Provisions
- 1021.03: Establishment of Zoning Districts
- 1021.04: Floodway District (FW)
- 1021.05: Floodfringe District (FF)
- 1021.06: Procedures for Determining 1% Annual Chance Flood Elevations  
(100-YR flood elevations) in Zone A
- 1021.07: Subdivisions
- 1021.08: Public Utilities, Railroads, and Bridges
- 1021.09: Placement of Recreation Vehicles
- 1021.10: Administration
- 1021.11: Nonconformities
- 1021.12 : Penalties for Violation
- 1021.13: Amendments

**1021.01: STATUTORY AUTHORIZATION, FINDINGS OF FACT  
AND PURPOSE**

**A. Statutory Authorization:** The legislature of the State of Minnesota has, in Minnesota Statutes Chapter 103F and Chapter 462 delegated the responsibility to local government units to adopt regulations designed to minimize flood losses. Therefore, the City Council of the City of Roseville, Minnesota does ordain as follows:

40 **B. Findings of Fact:**

- 41 1. The flood hazard areas of the City of Roseville, Minnesota, are subject  
42 to periodic inundation which results in potential loss of life, loss of  
43 property, health and safety hazards, disruption of commerce and  
44 governmental services, extraordinary public expenditures or flood  
45 protection and relief, and impairment of the tax base, all of which  
46 adversely affect the public health, safety, and general welfare.
- 47 2. Methods Used to Analyze Flood Hazards. This Ordinance is based  
48 upon a reasonable method of analyzing flood hazards which is  
49 consistent with the standards established by the Minnesota Department  
50 of Natural Resources.
- 51 3. National Flood Insurance Program Compliance. This Ordinance is  
52 adopted to comply with the rules and regulations of the National Flood  
53 Insurance Program codified as 44 Code of Federal Regulations Parts 59  
54 -78, as amended, so as to maintain the community's eligibility in the  
55 National Flood Insurance Program.

56 **C. Statement of Purpose:** It is the purpose of this Ordinance to promote the  
57 public health, safety, and general welfare and to minimize those losses described  
58 in Section B-1 by provisions contained herein.

59 **1021.02: GENERAL PROVISIONS**

60 **A. Lands to Which Ordinance Applies:** This Ordinance shall apply to all lands  
61 within the jurisdiction of the City of Roseville shown on the Official Zoning Map  
62 and/or the attachments thereto as being located within the boundaries of the  
63 Floodway, Flood Fringe, or General Flood Plain Districts.

64 **B. Establishment of Official Zoning Map:** The Official Zoning Map together  
65 with all materials attached thereto is hereby adopted by reference and declared to  
66 be a part of this Ordinance. The attached material shall include the Flood  
67 Insurance Study for the Ramsey County, Minnesota (All Jurisdictions); Flood  
68 Insurance Rate Map panels therein numbered 27123C0012G, 27123C0015G,  
69 27123C0016G, 27123C0020G, 27123C0036G, 27123C0038G, 27123C0080G,  
70 27123C0085G and 27123C0101G; and the Flood Insurance Rate Map Index (Map  
71 Number 27123CIND0B), all dated June 4, 2010 and prepared by the Federal  
72 Emergency Management Agency. The Official Zoning Map shall be on file in the  
73 Office of Community Development

74 *(Note: For future annexation of floodplain lands, it is a requirement of the National*  
75 *Flood Insurance Program that a community legally apply the provisions of its floodplain*  
76 *ordinance to the annexed land on the date of annexation (see Section I that follows). The*  
77 *flood insurance rate map panels adopted into Section B above must be inclusive enough*  
78 *so that they encompass all of the unincorporated area of the county that may be annexed*  
79 *into the city into the foreseeable future. This may mean that a city will need to adopt*

80 *flood insurance rate map panels in addition to those flood map panels that contain the*  
81 *current corporate boundaries of the city.)*

82  
83 **C. Regulatory Flood Protection Elevation:** The regulatory flood protection  
84 elevation shall be an elevation no lower than one foot above the elevation of the  
85 regional flood plus any increases in flood elevation caused by encroachments on  
86 the flood plain that result from designation of a floodway.

87 **D. Interpretation:**

- 88 1. In their interpretation and application, the provisions of this Ordinance  
89 shall be held to be minimum requirements and shall be liberally  
90 construed in favor of the Governing Body and shall not be deemed a  
91 limitation or repeal of any other powers granted by state statutes.
- 92 2. The boundaries of the zoning districts shall be determined by scaling distances  
93 on the Official Zoning Map. Where interpretation is needed as to the exact  
94 location of the boundaries of the district as shown on the Official Zoning Map,  
95 as for example where there appears to be a conflict between a mapped  
96 boundary and actual field conditions and there is a formal appeal of the  
97 decision of the Zoning Administrator, the Board of Adjustment shall make the  
98 necessary interpretation. All decisions will be based on elevations on the  
99 regional (100-year) flood profile, the ground elevations that existed on the site  
100 at the time the Community adopted its initial floodplain ordinance or on the  
101 date of the first National Flood Insurance Program map showing the area  
102 within the 100-year floodplain if earlier, and other available technical data.  
103 Persons contesting the location of the district boundaries shall be given a  
104 reasonable opportunity to present their case to the Board of Adjustment and to  
105 submit technical evidence.

106 **E. Abrogation and Greater Restrictions:** It is not intended by this Ordinance to  
107 repeal, abrogate, or impair any existing easements, covenants, or deed restrictions.  
108 However, where this Ordinance imposes greater restrictions, the provisions of this  
109 Ordinance shall prevail. All other ordinances inconsistent with this Ordinance are hereby  
110 repealed to the extent of the inconsistency only.

111 **F. Warning and Disclaimer of Liability:** This Ordinance does not imply that  
112 areas outside the flood plain districts or land uses permitted within such districts  
113 will be free from flooding or flood damages. This Ordinance shall not create  
114 liability on the part of the City of Roseville or any officer or employee thereof for  
115 any flood damages that result from reliance on this Ordinance or any  
116 administrative decision lawfully made thereunder.

117 **G. Severability:** If any section, clause, provision, or portion of this Ordinance is  
118 adjudged unconstitutional or invalid by a court of competent jurisdiction, the  
119 remainder of this Ordinance shall not be affected thereby.

**H. Definitions:** Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted so as to give them the same meaning as they have in common usage and so as to give this Ordinance its most reasonable application.

1. Accessory Use or Structure - a use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure.
2. Basement - means any area of a structure, including crawl spaces, having its floor or base subgrade (below ground level) on all four sides, regardless of the depth of excavation below ground level.
3. Conditional Use - means a specific type of structure or land use listed in the official control that may be allowed but only after an in-depth review procedure and with appropriate conditions or restrictions as provided in the official zoning controls or building codes and upon a finding that:
  - a. Certain conditions as detailed in the zoning ordinance exist.
  - b. The structure and/or land use conform to the comprehensive land use plan if one exists and are compatible with the existing neighborhood.
4. Equal Degree of Encroachment - a method of determining the location of floodway boundaries so that flood plain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.
5. Flood - a temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.
6. Flood Frequency - the frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.
7. Flood Fringe - that portion of the flood plain outside of the floodway. Flood fringe is synonymous with the term "floodway fringe" used in the Flood Insurance Study for Ramsey County, Minnesota (All Jurisdictions).
8. Flood Plain - the beds proper and the areas adjoining a wetland, lake or watercourse which have been or hereafter may be covered by the regional flood.
9. Flood Proofing - a combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.
10. Floodway - the bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining flood plain which are reasonably required to carry or store the regional flood discharge.
11. Lowest Floor - the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for

157 parking of vehicles, building access, or storage in an area other than a  
158 basement area, is not considered a building's lowest floor.

- 159 12. Manufactured Home - a structure, transportable in one or more sections,  
160 which is built on a permanent chassis and is designed for use with or without  
161 a permanent foundation when attached to the required utilities. The term  
162 "manufactured home" does not include the term "recreational vehicle."

- 163 13. Obstruction - any dam, wall, wharf, embankment, levee, dike, pile,  
164 abutment, projection, excavation, channel modification, culvert, building,  
165 wire, fence, stockpile, refuse, fill, structure, or matter in, along, across, or  
166 projecting into any channel, watercourse, or regulatory flood plain which  
167 may impede, retard, or change the direction of the flow of water, either in  
168 itself or by catching or collecting debris carried by such water.

- 169 14. Principal Use or Structure - means all uses or structures that are not  
170 accessory uses or structures.

- 171 15. Reach - a hydraulic engineering term to describe a longitudinal segment of a  
172 stream or river influenced by a natural or man-made obstruction. In an  
173 urban area, the segment of a stream or river between two consecutive bridge  
174 crossings would most typically constitute a reach.

- 175 16. Recreational Vehicle - a vehicle that is built on a single chassis, is 400  
176 square feet or less when measured at the largest horizontal projection, is  
177 designed to be self-propelled or permanently towable by a light duty truck,  
178 and is designed primarily not for use as a permanent dwelling but as  
179 temporary living quarters for recreational, camping, travel, or seasonal use.  
180 For the purposes of this Ordinance, the term recreational vehicle shall be  
181 synonymous with the term travel trailer/travel vehicle.

- 182 17. Regional Flood - a flood which is representative of large floods known to  
183 have occurred generally in Minnesota and reasonably characteristic of what  
184 can be expected to occur on an average frequency in the magnitude of the  
185 100-year recurrence interval. Regional flood is synonymous with the term  
186 "base flood", 1-percent annual chance flood or 100-year flood elevation.

- 187 18. Regulatory Flood Protection Elevation - The regulatory flood protection  
188 elevation shall be an elevation no lower than one foot above the elevation of  
189 the regional flood plus any increases in flood elevation caused by  
190 encroachments on the flood plain that result from designation of a floodway.

- 191 19. Structure - anything constructed or erected on the ground or attached to the  
192 ground or on-site utilities, including, but not limited to, buildings, factories,  
193 sheds, detached garages, cabins, manufactured homes, recreational vehicles  
194 not meeting the exemption criteria specified in Section 1021.09A1 of this  
195 Ordinance and other similar items.

- 196 20. Substantial Damage - means damage of any origin sustained by a structure  
197 where the cost of restoring the structure to its before damaged condition  
198 would equal or exceed 50 percent of the market value of the structure before  
199 the damage occurred.
- 200 21. Substantial Improvement - within any consecutive 365-day period, any  
201 reconstruction, rehabilitation (including normal maintenance and repair),  
202 repair after damage, addition, or other improvement of a structure, the cost  
203 of which equals or exceeds 50 percent of the market value of the structure  
204 before the "start of construction" of the improvement. This term includes  
205 structures that have incurred "substantial damage," regardless of the actual  
206 repair work performed. The term does not, however, include either:
- 207 a. Any project for improvement of a structure to correct existing violations  
208 of state or local health, sanitary, or safety code specifications which have  
209 been identified by the local code enforcement official and which are the  
210 minimum necessary to assure safe living conditions.
- 211 b. Any alteration of an "historic structure," provided that the alteration will  
212 not preclude the structure's continued designation as an "historic  
213 structure." For the purpose of this Ordinance, "historic structure" shall  
214 be as defined in 44 Code of Federal Regulations, Part 59.1.
- 215 22. Variance - means a modification of a specific permitted development  
216 standard required in an official control including this Ordinance to allow  
217 an alternative development standard not stated as acceptable in the official  
218 control, but only as applied to a particular property for the purpose of  
219 alleviating a hardship, practical difficulty or unique circumstance as  
220 defined and elaborated upon in a community's respective planning and  
221 zoning enabling legislation.

222 **I. Annexations:** The Flood Insurance Rate Map panels adopted by reference into  
223 Section B above may include floodplain areas that lie outside of the corporate  
224 boundaries of the City of Roseville at the time of adoption of this ordinance. If  
225 any of these floodplain land areas are annexed into the City of Roseville after the  
226 date of adoption of this ordinance, the newly annexed floodplain lands shall be  
227 subject to the provisions of this ordinance immediately upon the date of  
228 annexation into the City of Roseville.

## 229 **1021.03: ESTABLISHMENT OF ZONING DISTRICTS**

### 230 **A. Districts:**

- 231 1. Floodway District: The Floodway District shall include those areas  
232 designated as Zone AE and Zone A on the Flood Insurance Rate Map  
233 panels adopted in Section B that are below the ordinary high water level as  
234 defined in Minnesota Statutes, Section 103G.005, subdivision 14.

- 235 2. Flood Fringe District: The Flood Fringe District shall include those areas  
236 designated as Zone AE and Zone A on the Flood Insurance Rate Map  
237 panels adopted in Section B that are below the 1% annual chance flood  
238 elevation (100-year flood elevation) but above the ordinary high water  
239 level as defined in Minnesota Statutes, Section 103G.005, subdivision 14.  
240 See Section 1021.06 for procedures to determine the 1% annual chance  
241 flood elevation (100-year flood elevation).

242 **B. Compliance:** No new structure or land shall hereafter be used and no structure shall  
243 be constructed, located, extended, converted, or structurally altered without full  
244 compliance with the terms of this Ordinance and other applicable regulations which apply  
245 to uses within the jurisdiction of this Ordinance. Within the Floodway, Flood Fringe and  
246 General Flood Plain Districts, all uses not listed as permitted uses or conditional uses in  
247 Sections 1021.04 and 1021.05 that follow, respectively, shall be prohibited. In addition,  
248 a caution is provided here that:

- 249 1. Modifications, additions, structural alterations, normal maintenance and  
250 repair, or repair after damage to existing nonconforming structures and  
251 nonconforming uses of structures or land are regulated by the general  
252 provisions of this Ordinance and specifically Section 1021.11.
- 253 2. As-built elevations for elevated or flood proofed structures must be  
254 certified by ground surveys and flood proofing techniques must be  
255 designed and certified by a registered professional engineer or architect as  
256 specified in the general provisions of this Ordinance and specifically as  
257 stated in Section 1021.10 of this Ordinance.

#### 258 **1021.04: FLOODWAY DISTRICT (FW)**

259 The permitted and conditional uses listed below are only allowable in the  
260 floodway if not prohibited by any other underlying zoning district classifications  
261 of the City of Roseville and if not prohibited by any applicable state or federal  
262 law.

##### 264 **A. Permitted Uses:**

- 266 1. General farming, pasture, grazing, outdoor plant nurseries, horticulture, and wild  
267 crop harvesting.
- 268 2. Boat launching ramps, swimming areas, parks, wildlife and nature  
269 preserves, and fishing areas.
- 270 3. Residential lawns, gardens and play areas.

##### 271 **B. Standards for Floodway Permitted Uses:**

- 272 1. The use shall have a low flood damage potential.
- 273 2. The use shall be permissible in the underlying zoning district if one exists.

- 274 3. The use shall not obstruct flood flows or increase flood elevations and shall not  
275 involve structures, fill, obstructions, excavations or storage of materials or  
276 equipment.

277 **C. Conditional Uses:**

- 278 1. Extraction and storage of sand, gravel, and other materials.  
279 2. Marinas, boat rentals, docks, piers, wharves, and water control structures.  
280 3. Railroads, streets, bridges, utility transmission lines, and pipelines.  
281 4. Placement of fill.

282 **D. Standards for Floodway Conditional Uses:**

- 283 1. All Uses. No fill (including fill for roads and levees), deposit, obstruction,  
284 or other use may be allowed as a conditional use that will cause any  
285 increase in the stage of the 100-year or regional flood or cause an increase  
286 in flood damages in the reach or reaches affected.
- 287 2. All floodway conditional uses shall be subject to the procedures and  
288 standards contained in Section 1021.10D of this Ordinance.
- 289 3. The conditional use shall be permissible in the underlying zoning district if  
290 one exists.
- 291 4. Fill:
- 292 a. Fill, dredge spoil, and all other similar materials deposited or stored in the  
293 flood plain shall be protected from erosion by vegetative cover, mulching,  
294 riprap or other acceptable method.
- 295 b. Dredge spoil sites and sand and gravel operations shall not be allowed in the  
296 floodway unless a long-term site development plan is submitted which  
297 includes an erosion/sedimentation prevention element to the plan.
- 298 c. As an alternative, and consistent with Subsection (b) immediately above,  
299 dredge spoil disposal and sand and gravel operations may allow temporary,  
300 on-site storage of fill or other materials which would have caused an  
301 increase to the stage of the 100-year or regional flood but only after the  
302 Governing Body has received an appropriate plan which assures the removal  
303 of the materials from the floodway based upon the flood warning time  
304 available. The conditional use permit must be title registered with the  
305 property in the Office of the County Recorder.
- 306 5. Storage of Materials and Equipment. Storage of other materials or  
307 equipment may be allowed if readily removable from the area within the  
308 time available after a flood warning and in accordance with a plan  
309 approved by the Governing Body. The storage or processing of materials  
310 that are, in time of flooding, flammable, explosive, or potentially injurious  
311 to human, animal, or plant life is prohibited.

6. Community-wide structural works for flood control intended to remove areas from the regulatory flood plain shall not be allowed in the floodway.

#### **1021.05: FLOOD FRINGE DISTRICT (FF)**

**A. Permitted Uses:** Permitted uses shall be those uses of land or structures listed as permitted uses in the underlying zoning use district(s). If no pre-existing, underlying zoning use districts exist, then any residential or non residential structure or use of a structure or land shall be a permitted use in the Flood Fringe District provided such use does not constitute a public nuisance. All permitted uses shall comply with the standards for Flood Fringe District "Permitted Uses" listed in Section 1021.05B.

#### **B. Standards for Flood Fringe Permitted Uses:**

1. All structures, including accessory structures, must be elevated on fill so that the lowest floor including basement floor is at or above the regulatory flood protection elevation. The finished fill elevation for structures shall be no lower than one (1) foot below the regulatory flood protection elevation and the fill shall extend at such elevation at least fifteen (15) feet beyond the outside limits of the structure erected thereon.
2. As an alternative to elevation on fill, accessory structures that constitute a minimal investment and that do not exceed 500 square feet at its largest projection may be flood proofed in accordance with the following standards:
  - a. Accessory structures shall not be designed for human habitation.
  - b. Accessory structures shall be elevated on fill or structurally dry flood proofed in accordance with the FP-1 or FP-2 flood proofing classifications in the State Building Code. As an alternative, an accessory structure may be flood proofed to the FP-3 or FP-4 flood proofing classification in the State Building Code and, for a detached garage, the detached garage must be used solely for parking of vehicles and limited storage. Flood proofed accessory structures must meet the following additional standards:
    - (1) The structure must be adequately anchored to prevent flotation, collapse or lateral movement of the structure and shall be designed to equalize hydrostatic flood forces on exterior walls;
    - (2) Any mechanical and utility equipment in a structure must be elevated to or above the regulatory flood protection elevation or properly flood proofed; and
    - (3) To allow for the equalization of hydrostatic pressure, there must be a minimum of two "automatic" openings in the outside walls of the structure having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding.

351 There must be openings on at least two sides of the structure and  
352 the bottom of all openings must be no higher than one foot above  
353 the lowest adjacent grade to the structure. Using human  
354 intervention to open a garage door prior to flooding will not  
355 satisfy this requirement for automatic openings.

- 356 3. The storage of any materials or equipment shall be elevated on fill to the  
357 regulatory flood protection elevation.

358 **C. Conditional Uses:** Any structure that is not elevated on fill or flood proofed  
359 in accordance with Section 1021.05B1-B2 and or any use of land that does not  
360 comply with the standards in Section 1021.05B3 shall only be allowable as a  
361 conditional use. An application for a conditional use shall be subject to the  
362 standards and criteria and evaluation procedures specified in Sections 1021.05D-E  
363 and 1021.10D of this Ordinance.

- 364 1. Standards for Flood Fringe Conditional Uses:

- 365 a. Alternative elevation methods other than the use of fill may be utilized  
366 to elevate a structure's lowest floor above the regulatory flood  
367 protection elevation. These alternative methods may include the use  
368 of stilts, pilings, parallel walls, etc., or above-grade, enclosed areas  
369 such as crawl spaces or tuck under garages. The base or floor of an  
370 enclosed area shall be considered above-grade and not a structure's  
371 basement or lowest floor if: 1) the enclosed area is above-grade on at  
372 least one side of the structure; 2) it is designed to internally flood and  
373 is constructed with flood resistant materials; and 3) it is used solely for  
374 parking of vehicles, building access or storage. The above-noted  
375 alternative elevation methods are subject to the following additional  
376 standards:

- 377 (1) Design and Certification - The structure's design and as-built condition  
378 must be certified by a registered professional engineer or architect as  
379 being in compliance with the general design standards of the State  
380 Building Code and, specifically, that all electrical, heating, ventilation,  
381 plumbing and air conditioning equipment and other service facilities  
382 must be at or above the regulatory flood protection elevation or be  
383 designed to prevent flood water from entering or accumulating within  
384 these components during times of flooding.

- 385 (2) Specific Standards for Above-grade, Enclosed Areas - Above-  
386 grade, fully enclosed areas such as crawl spaces or tuck under  
387 garages must be designed to internally flood and the design plans  
388 must stipulate:

- 389 (a). A minimum area of openings in the walls where internal  
390 flooding is to be used as a flood proofing technique. There  
391 shall be a minimum of two openings on at least two sides of

the structure and the bottom of all openings shall be no higher than one-foot above grade. The automatic openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding unless a registered professional engineer or architect certifies that a smaller net area would suffice. The automatic openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of flood waters without any form of human intervention; and

(b). That the enclosed area will be designed of flood resistant materials in accordance with the FP-3 or FP-4 classifications in the State Building Code and shall be used solely for building access, parking of vehicles or storage.

b. Basements, as defined by Section 1021.02H2 of this Ordinance, shall be subject to the following:

1. Residential basement construction shall not be allowed below the regulatory flood protection elevation.
2. Non-residential basements may be allowed below the regulatory flood protection elevation provided the basement is structurally dry flood proofed in accordance with Section 1021.05C1c of this Ordinance.

c. All areas of non residential structures including basements to be placed below the regulatory flood protection elevation shall be flood proofed in accordance with the structurally dry flood proofing classifications in the State Building Code. Structurally dry flood proofing must meet the FP-1 or FP-2 flood proofing classification in the State Building Code and this shall require making the structure watertight with the walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. Structures flood proofed to the FP-3 or FP-4 classification shall not be permitted.

d. Storage of Materials and Equipment:

1. The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.
2. Storage of other materials or equipment may be allowed if readily removable from the area within the time available after a flood warning and in accordance with a plan approved by the Governing Body.

e. The provisions of Section 1021.05C2 of this Ordinance shall also apply.

2. Standards for All Flood Fringe Uses:

- a. Commercial Uses - accessory land uses, such as yards, railroad tracks, and parking lots may be at elevations lower than the regulatory flood protection elevation. However, a permit for such facilities to be used by the employees or the general public shall not be granted in the absence of a flood warning system that provides adequate time for evacuation if the area would be inundated to a depth and velocity such that when multiplying the depth (in feet) times velocity (in feet per second) the product number exceeds four (4) upon occurrence of the regional flood.
- b. Manufacturing and Industrial Uses - measures shall be taken to minimize interference with normal plant operations especially along streams having protracted flood durations. Certain accessory land uses such as yards and parking lots may be at lower elevations subject to requirements set out in Section 1021.05C2a above. In considering permit applications, due consideration shall be given to needs of an industry whose business requires that it be located in flood plain areas.
- c. Fill shall be properly compacted and the slopes shall be properly protected by the use of riprap, vegetative cover or other acceptable method. The Federal Emergency Management Agency (FEMA) has established criteria for removing the special flood hazard area designation for certain structures properly elevated on fill above the 100-year flood elevation - FEMA's requirements incorporate specific fill compaction and side slope protection standards for multi-structure or multi-lot developments. These standards should be investigated prior to the initiation of site preparation if a change of special flood hazard area designation will be requested.
- d. Flood plain developments shall not adversely affect the hydraulic capacity of the channel and adjoining flood plain of any tributary watercourse or drainage system where a floodway or other encroachment limit has not been specified on the Official Zoning Map.
- e. Standards for recreational vehicles are contained in Section 1021.09A.
- f. All manufactured homes must be securely anchored to an adequately anchored foundation system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not to be limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.

**1021.06: Procedures for determining 1% annual chance flood elevations (100-YR flood elevations) in Zone A**

**A. Reserved for Future Use**

**B. Procedures for determining 1% annual chance flood elevations (100-YR flood elevations) in Zone A:**

1. Upon receipt of an application for a permit or other approval within a Zone A, the Zoning Administrator will use the 1% annual chance flood elevation for that basin that has previously been determined in accordance with approved FEMA methods, if available. If the 1% annual chance flood elevation has not been previously determined, the applicant shall be required to furnish all necessary information as deemed necessary by the Zoning Administrator for the determination for the 1% annual chance flood elevation in accordance with approved FEMA methods.
2. The applicant shall be responsible to submit one copy of the above information to a designated engineer or other expert person or agency for technical assistance in determining whether the proposed use is in the Floodway or Flood Fringe District and to determine the 1% annual chance flood elevation (100-year flood elevation). Procedures consistent with Minnesota Regulations 1983, Parts 6120.5000 - 6120.6200 and 44 Code of Federal Regulations Part 65 shall be followed in this expert evaluation. The designated engineer or expert is strongly encouraged to discuss the proposed technical evaluation methodology with the respective Department of Natural Resources' Area Hydrologist prior to commencing the analysis.
3. Once the 1% annual chance flood elevation (100-year flood elevation) has been determined, the Zoning Administrator shall process the permit application consistent with the applicable provisions of Section 1021.04 and 1021.05 of this Ordinance.

**1021.07: SUBDIVISIONS**

**A. Review Criteria:** No land shall be subdivided which is unsuitable for the reason of flooding, inadequate drainage, water supply or sewage treatment facilities. All lots within the flood plain districts shall be able to contain a building site outside of the Floodway District at or above the regulatory flood protection elevation. All subdivisions shall have water and sewage treatment facilities that comply with the provisions of this Ordinance and have road access both to the subdivision and to the individual building sites no lower than two feet below the regulatory flood protection elevation. For all subdivisions in the flood plain, the Floodway and Flood Fringe District boundaries, the regulatory flood protection

elevation and the required elevation of all access roads shall be clearly labeled on all required subdivision drawings and platting documents.

**B. Procedures for determining 1% annual chance flood elevation (100-YR flood elevation) in Zone A:** In a designated Zone-A area, applicants shall provide the information required in Section 1021.06B of this Ordinance to determine the 1% annual chance flood elevation (100-year flood elevation) and the regulatory flood protection elevation for the subdivision site.

**C. Removal of Special Flood Hazard Area Designation:** The Federal Emergency Management Agency (FEMA) has established criteria for removing the special flood hazard area designation for certain structures properly elevated on fill above the 1% annual chance flood elevation (100-year flood elevation). FEMA's requirements incorporate specific fill compaction and side slope protection standards for multi-structure or multi-lot developments. These standards should be investigated prior to the initiation of site preparation if a change of special flood hazard area designation will be requested.

#### **1021.08: PUBLIC UTILITIES, RAILROADS, ROADS, AND BRIDGES**

**A. Public Utilities:** All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the flood plain shall be flood proofed in accordance with the State Building Code or elevated to above the regulatory flood protection elevation.

**B. Public Transportation Facilities:** Railroad tracks, roads, and bridges to be located within the flood plain shall comply with Sections 1021.04 and 1021.05 of this Ordinance. Elevation to the regulatory flood protection elevation shall be provided where failure or interruption of these transportation facilities would result in danger to the public health or safety or where such facilities are essential to the orderly functioning of the area. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety.

**C. On-Site Sewage Treatment and Water Supply Systems:** Where public utilities are not provided: 1) On-site water supply systems must be designed to minimize or eliminate infiltration of flood waters into the systems; and 2) New or replacement on-site sewage treatment systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters and they shall not be subject to impairment or contamination during times of flooding. Any sewage treatment system designed in accordance with the State's current statewide standards for on-site sewage treatment systems shall be determined to be in compliance with this Section.

**1021.09: PLACEMENT OF RECREATIONAL VEHICLES.**

**A. Recreational vehicles that do not meet the exemption criteria specified in Section 1021.09A1 below shall be subject to the provisions of this Ordinance and as specifically spelled out in Sections 1021.09A3 and A4 below.**

1. Exemption - Recreational vehicles are exempt from the provisions of this Ordinance if they are placed in any of the areas listed in Section 1021.09A2 below and further they meet the following criteria:
  - a. Have current licenses required for highway use.
  - b. Are highway ready meaning on wheels or the internal jacking system, are attached to the site only by quick disconnect type utilities commonly used in campgrounds and recreational vehicle parks and the recreational vehicle has no permanent structural type additions attached to it.
  - c. The recreational vehicle and associated use must be permissible in any pre-existing, underlying zoning use district.
2. Areas Exempted For Placement of Recreational Vehicles:
  - a. Individual lots or parcels of record.
  - b. Existing commercial recreational vehicle parks or campgrounds.
  - c. Existing condominium type associations.
3. Recreational vehicles exempted in Section 1021.09A1 lose this exemption when development occurs on the parcel exceeding \$500 for a structural addition to the recreational vehicle or exceeding \$500 for an accessory structure such as a garage or storage building. The recreational vehicle and all additions and accessory structures will then be treated as a new structure and shall be subject to the elevation/flood proofing requirements and the use of land restrictions specified in Sections 1021.04 and 1021.05 of this Ordinance. There shall be no development or improvement on the parcel or attachment to the recreational vehicle that hinders the removal of the recreational vehicle to a flood free location should flooding occur.
4. New commercial recreational vehicle parks or campgrounds and new residential type subdivisions and condominium associations and the expansion of any existing similar use exceeding five (5) units or dwelling sites shall be subject to the following:
  - a. All new or replacement vehicles and related contents that are not elevated above the regulatory flood protection elevation or are not placed over properly elevated road access in the Floodway or Flood Fringe District, as an alternative, be allowed as a conditional use if in accordance with the following provisions and the provisions of 1021.10D of the Ordinance. The applicant must submit an emergency plan for the

safe evacuation of all vehicles and people during the 100 year flood. Said plan shall be prepared by a registered engineer or other qualified individual, shall demonstrate that adequate time and personnel exist to carry out the evacuation, and shall demonstrate the provisions of Section 1021.09A1 (a) and (b) of this Ordinance will be met. All attendant sewage and water facilities for new or replacement recreational vehicles must be protected or constructed so as to not be impaired or contaminated during times of flooding in accordance with Section 1021.08C of this Ordinance.

## **1021.10: ADMINISTRATION**

**A. Community Development Department:** The Community Development Department shall administer and enforce this Ordinance. If the Community Development Department finds a violation of the provisions of this Ordinance the Community Development Department shall notify the person responsible for such violation in accordance with the procedures stated in Section 1021.12 of the Ordinance.

### **B. Permit Requirements:**

1. **Permit Required.** A Permit issued by the Community Development Department in conformity with the provisions of this Ordinance shall be secured prior to the erection, addition, modification, rehabilitation (including normal maintenance and repair), or alteration of any building, structure, or portion thereof; prior to the use or change of use of a building, structure, or land; prior to the construction of a dam, fence, or on-site septic system; prior to the change or extension of a nonconforming use; prior to the repair of a structure that has been damaged by flood, fire, tornado, or any other source; and prior to the placement of fill, excavation of materials, or the storage of materials or equipment within the flood plain.
2. **Application for Permit.** Application for a permit shall be made in duplicate to the Community Development Department and shall include the following where applicable: plans in duplicate drawn to scale, showing the nature, location, dimensions, and elevations of the lot; existing or proposed structures, fill, or storage of materials; and the location of the foregoing in relation to the stream channel.
3. **State and Federal Permits.** Prior to granting a permit or processing an application for a conditional use permit or variance, the Community Development Department shall determine that the applicant has obtained all necessary state and federal permits.
4. **Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use.** It shall be unlawful to use, occupy, or permit the use or occupancy of any building or premises or part thereof hereafter created, erected, changed, converted, altered, or enlarged in its use or structure until a

certificate of zoning compliance shall have been issued by the Community Development Department stating that the use of the building or land conforms to the requirements of this Ordinance.

5. Construction and Use to be as Provided on Applications, Plans, Permits, Variances and Certificates of Zoning Compliance. Permits, conditional use permits, or certificates of zoning compliance issued on the basis of approved plans and applications authorize only the use, arrangement, and construction set forth in such approved plans and applications, and no other use, arrangement, or construction. Any use, arrangement, or construction at variance with that authorized shall be deemed a violation of this Ordinance, and punishable as provided by Section 1021.12 of this Ordinance.
6. Certification. The applicant shall be required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this Ordinance. Flood proofing measures shall be certified by a registered professional engineer or registered architect.
7. Record of First Floor Elevation. The Community Development Department shall maintain a record of the elevation of the lowest floor (including basement) of all new structures and alterations or additions to existing structures in the flood plain. The Community Development Department shall also maintain a record of the elevation to which structures or alterations and additions to structures are flood proofed.
8. Notifications for Watercourse Alterations. The Community Development Department shall notify, in riverine situations, adjacent communities and the Commissioner of the Department of Natural Resources prior to the community authorizing any alteration or relocation of a watercourse. If the applicant has applied for a permit to work in the beds of public waters pursuant to Minnesota Statute, Chapter 103G, this shall suffice as adequate notice to the Commissioner of Natural Resources. A copy of said notification shall also be submitted to the Chicago Regional Office of the Federal Emergency Management Agency (FEMA).
9. Notification to FEMA When Physical Changes Increase or Decrease the 100-year Flood Elevation. As soon as is practicable, but not later than six (6) months after the date such supporting information becomes available, the Community Development Department shall notify the Chicago Regional Office of FEMA of the changes by submitting a copy of said technical or scientific data.

#### **C. Variance Board:**

1. Overview: Variance applications will be reviewed by City staff and discussed in a public hearing by the Variance Board, which meets on the first Wednesday of each month, as necessary. Minnesota State Law requires that a decision be issued for each application within 60 days of the application submission date. Sixty-day extensions may be obtained if more time is needed to resolve outstanding issues.
2. Application Deadline: Applications must be received by the close-of-business on *the first Friday of each month*; applications received after this date cannot be heard at the Variance Board meeting of the following month. The Variance process takes about 6 weeks from the application deadline.
3. Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.
4. Initial Review: Applications will be reviewed for completeness by Community Development Department staff, and a determination of completeness will be provided to the applicant in the form of a letter within about 10 days of the application submittal date. A letter in response to an *incomplete* application will identify the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will restart. A letter in response to a complete application will outline the schedule for the formal review and approval process described below.
5. Formal Review: Variance applications may be discussed by a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience; a summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Variance Board.
6. Staff Report: Community Development staff will prepare a report summarizing the application, reviewing it against the City's Codes, Ordinances, and policies, and providing a recommendation for the Variance Board. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Variance Board meeting.
7. Notice of Public Hearing:
  - a. Published and Mailed Notices: Minnesota State Law requires published notice in a City's legal newspaper a minimum of ten (10) days prior to a public hearing. City policy further requires that notices be mailed to property owners within 500 feet of the affected property. Both of these notices are prepared and sent by the City of Roseville.

A copy of the proposed variance application shall be mailed sufficiently in advance so that the Commissioner of Natural Resources will receive at least 10-days notice of the public hearing.

- b. Posted Signs: Variance applications also require a “Notice of Land Use Application” sign to be posted on the subject property by the applicant/property owner at least ten (10) days prior to the date of the public hearing; larger sites may require additional signs. These signs may be obtained at the Community Development counter in City Hall; to ensure that it is ready, please call 651-792-7005 to arrange a time to pick up the sign.

8. Variance Board Meeting: Applicants are encouraged to attend and participate in the public hearing in order to respond to questions from the Variance Board and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, video, or other proposed variance application. Because the hearing will be televised and recorded, applicants should be prepared to speak into the microphone at the presentation table.
9. At the Public Hearing: The Variance Board Chairperson will call the meeting to order at the appointed time, Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce the application and City staff will review the issues and recommendations detailed in the staff report. Members of the Variance Board may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Board Members will discuss the application and take action.
10. Variance Board Action: The Variance Board has the authority to approve or deny an application and its decision is final. The Variance Board will provide the rationale for its decision and adopt a motion approving or denying the variance request. If the decision is not appealed within the time allowed, the variance becomes effective, and any necessary building permits may be issued; at this time the Variance Board resolution will be sent to Ramsey County to be recorded against the property. The Variance Board decision shall not be contrary to the public interest and only for those circumstances such as hardship, practical difficulties or circumstances unique to the property under consideration, as provided for in the respective enabling legislation for planning and zoning for cities or counties as appropriate. A copy of all decisions granting variances shall be forwarded to the Commissioner of Natural Resources, within 10-days of such action. No variance shall have the effect of allowing in any district uses prohibited in that district, permit a lower degree of flood protection

than the regulatory flood protection elevation for the particular area, or permit standards lower than those required by state law. The following additional variance criteria of the Federal Emergency Management Agency must be satisfied:

- a. Variances shall not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
- b. Variances shall only be issued by a community upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- c. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

11. Appeals: The decision of the Variance Board may be appealed by the applicant or by any other Roseville property owner *within 10 days of the decision*. Appeals are heard by the City Council which acts as the Board of Zoning Adjustments and Appeals. An appeal is a matter of public record, but it does not require a public hearing and no new information will be reviewed as part of the appeal; the Board of Zoning Adjustments and Appeals will simply review the Variance Board's decision-making process to determine whether it complied with City Ordinances and State Statutes.

12. Flood Insurance Notice and Record Keeping. The Community Development Department shall notify the applicant for a variance that: 1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and 2) Such construction below the 100-year or regional flood level increases risks to life and property. Such notification shall be maintained with a record of all variance actions. A community shall maintain a record of all variance actions, including justification for their issuance, and report such variances issued in its annual or biennial report submitted to the Administrator of the National Flood Insurance Program.

#### **D. Conditional Use:**

1. Overview: Conditional Use applications will be reviewed by City staff and discussed in a public hearing by the Planning Commission, which meets on the first Wednesday of each month, before a decision to approve or

792 deny the application is made by the City Council at its regular meeting on  
793 the fourth Monday later that month.

- 794 2. Application Deadline: Applications must be received by the close-of-  
795 business on the *first Friday of each month*; applications received after this  
796 date cannot be heard at the Planning Commission meeting of the following  
797 month. Minnesota State Law requires that a decision be issued for each  
798 application within 60 days of the submission of a complete application
- 799 3. Submission Requirements: The attached application form must be  
800 completed and submitted with all requested materials. Failure to submit all  
801 application materials may delay the review process described below.
- 802 4. Escrow Deposit: Because commercial uses can involve a significant  
803 amount of research and analysis by staff and/or outside consultants, the  
804 applicant must deposit \$1,000 in escrow in addition to the commercial  
805 application fee for a Conditional Use. If the escrow is drawn down to  
806 \$500, the applicant will be required to replenish the account; unused  
807 escrow funds will be returned to the applicant at the conclusion of the  
808 Conditional Use process.
- 809 5. Formal Review: Conditional Use applications may be discussed by a panel  
810 of City staff representing various departments. The members of this panel  
811 will address points of concern based on their respective professional  
812 experience; a summary of these comments will be provided to the  
813 applicant and will be reflected in the staff report presented to the Planning  
814 Commission.
- 815 6. Staff Report: Community Development staff will prepare a report  
816 summarizing the application, reviewing it against the City's Codes,  
817 Ordinances, and policies, and providing a recommendation for the  
818 Planning Commission. A copy of this report, along with the relevant  
819 meeting agenda, will be provided to the applicant prior to the public  
820 hearing at the Planning Commission meeting.
- 821 7. Notice of Public Hearing:
  - 822 a. Published and Mailed Notices: Minnesota State Law requires  
823 published notice in a City's legal newspaper a minimum of ten (10)  
824 days prior to a public hearing. City policy further requires that notices  
825 be mailed to property owners within 500 feet of the affected property.  
826 Both of these notices are prepared and sent by the City of Roseville.  
827 A copy of the proposed conditional use application shall be mailed  
828 sufficiently in advance so that the Commissioner of Natural Resources  
829 will receive at least 10-days notice of the public hearing.
  - 830 b. Posted Signs: Conditional Use applications also require a "Notice of  
831 Land Use Application" sign to be posted on the subject property by  
832 the applicant/property owner at least ten (10) days prior to the date of

the public hearing; larger sites may require additional signs. These signs may be obtained at the Community Development counter in City Hall; to ensure that it is ready, please call 651-792-7005 to arrange a time to pick up the sign.

8. Planning Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to respond to questions from the Planning Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, video, or other materials. Because the hearing will be televised and recorded, applicants should be prepared to speak into the microphone at the presentation table.
9. At the Public Hearing: The Planning Commission Chairperson will call the meeting to order at the appointed time, Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce the application and City staff will review the issues and recommendations detailed in the staff report. Members of the Planning Commission may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and take action.
10. Planning Commission Action: The Planning Commission does not approve or deny an application; instead, it makes a recommendation of approval or denial to the City Council and provides the rationale for its recommendation. The application, along with the recommendation of the Planning Commission, is then brought to the City Council which has authority to approve or deny the application.
11. City Council: At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Planning Commission meeting. Based on the recommendation from the Planning Commission in addition to its own review, the City Council will approve or deny the proposed Conditional Use as an item on the "Consent Agenda". At their discretion, however, the City Council may choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request. A copy of all decisions granting conditional use permits shall be forwarded by mail to the Commissioner of Natural Resources within ten (10) days of such action.
12. Procedures for Approving a Conditional Use: The following procedures shall be followed when considering/approving a Conditional Use within all Flood Plain Districts.

- 875 a. Require the applicant to furnish such of the following information and  
876 additional information as deemed necessary by the Roseville Community  
877 Development Department for determining the suitability of the particular  
878 site for the proposed use:
- 879 (1). Plans in triplicate drawn to scale showing the nature, location,  
880 dimensions, and elevation of the lot, existing or proposed structures,  
881 fill, storage of materials, flood proofing measures, and the relationship  
882 of the above to the location of the stream channel; and
- 883 (2). Specifications for building construction and materials, flood proofing,  
884 filling, dredging, grading, channel improvement, storage of materials,  
885 water supply and sanitary facilities.
- 886 b. Transmit one copy of the information described in subsection “a” to a  
887 designated engineer or other expert person or agency for technical  
888 assistance, where necessary, in evaluating the proposed project in relation to  
889 flood heights and velocities, the seriousness of flood damage to the use, the  
890 adequacy of the plans for protection, and other technical matters.
- 891 c. Based upon the technical evaluation of the designated engineer or expert,  
892 the Community Development Department shall determine the specific flood  
893 hazard at the site and evaluate the suitability of the proposed use in relation  
894 to the flood hazard.

895 13. Factors upon which the Conditional Use shall be based: In approving a  
896 Conditional Use the City shall consider all relevant factors specified in  
897 other sections of this Ordinance, and:

- 898 a The danger to life and property due to increased flood heights or velocities  
899 caused by encroachments.
- 900 b The danger that materials may be swept onto other lands or downstream to  
901 the injury of others or they may block bridges, culverts or other hydraulic  
902 structures.
- 903 c The proposed water supply and sanitation systems and the ability of these  
904 systems to prevent disease, contamination, and unsanitary conditions.
- 905 d The susceptibility of the proposed facility and its contents to flood damage  
906 and the effect of such damage on the individual owner.
- 907 e The importance of the services provided by the proposed facility to the  
908 community.
- 909 f The requirements of the facility for a waterfront location.
- 910 g The availability of alternative locations not subject to flooding for the  
911 proposed use.
- 912 h The compatibility of the proposed use with existing development and  
913 development anticipated in the foreseeable future.

- 914 i The relationship of the proposed use to the comprehensive plan and  
915 flood plain management program for the area.
- 916 j The safety of access to the property in times of flood for ordinary and  
917 emergency vehicles.
- 918 k The expected heights, velocity, duration, rate of rise, and sediment transport  
919 of the flood waters expected at the site.
- 920 l Such other factors which are relevant to the purposes of this Ordinance.
- 921 14. Conditions Attached to Conditional Use Permits. Upon consideration of  
922 the factors listed above and the purpose of this Ordinance, the City shall  
923 attach such conditions to the granting of conditional use permits as it  
924 deems necessary to fulfill the purposes of this Ordinance. Such conditions  
925 may include, but are not limited to, the following:
- 926 a Modification of waste treatment and water supply facilities.
- 927 b Limitations on period of use, occupancy, and operation.
- 928 c Imposition of operational controls, sureties, and deed restrictions.
- 929 d Requirements for construction of channel modifications, compensatory  
930 storage, dikes, levees, and other protective measures.
- 931 e Flood proofing measures, in accordance with the State Building Code and  
932 this Ordinance. The applicant shall submit a plan or document certified by a  
933 registered professional engineer or architect that the flood proofing  
934 measures are consistent with the regulatory flood protection elevation and  
935 associated flood factors for the particular area.

936 **1021.11: NONCONFORMITIES**

- 937 **A.** A structure or the use of a structure or premises which was lawful before the  
938 passage or amendment of this Ordinance but which is not in conformity with the  
939 provisions of this Ordinance may be continued subject to the following conditions.  
940 Historic structures, as defined in Section 1021.02H21 of this Ordinance, shall be  
941 subject to the provisions of Sections 1021.11A1 – A5 of this Ordinance.
- 942 1. No such use shall be expanded, changed, enlarged, or altered in a way that  
943 increases its nonconformity.
- 944 2. Any structural alteration or addition to a nonconforming structure or  
945 nonconforming use which would result in increasing the flood damage  
946 potential of that structure or use shall be protected to the Regulatory Flood  
947 Protection Elevation in accordance with any of the elevation on fill or  
948 flood proofing techniques (i.e., FP-1 thru FP-4 floodproofing  
949 classifications) allowable in the State Building Code, except as further  
950 restricted in 1021.11A3-A6 below.

3. The cost of all structural alterations or additions to any nonconforming structure over the life of the structure shall not exceed 50 percent of the market value of the structure unless the conditions of this Section are satisfied. The cost of all structural alterations and additions must include all costs such as construction materials and a reasonable cost placed on all manpower or labor. If the cost of all previous and proposed alterations and additions exceeds 50 percent of the market value of the structure, then the structure must meet the standards of Section 1021.04 or 1021.05 of this Ordinance for new structures depending upon whether the structure is in the Floodway or Flood Fringe District, respectively.
4. If any nonconforming use is discontinued for 12 consecutive months, any future use of the building premises shall conform to this Ordinance. The Assessor shall notify the Zoning Administrator in writing of instances of nonconforming uses that have been discontinued for a period of 12 months.
5. If any nonconforming use or structure is substantially damaged, as defined in Section 1021.02H20 of this Ordinance, it shall not be reconstructed except in conformity with the provisions of this Ordinance. The applicable provisions for establishing new uses or new structures in Sections 1021.04 and 1021.05 will apply depending upon whether the use or structure is in the Floodway, Flood Fringe or General Flood Plain District, respectively.
6. If a substantial improvement occurs, as defined in Section 1021.02H21 of this Ordinance, from any combination of a building addition to the outside dimensions of the existing building or a rehabilitation, reconstruction, alteration, or other improvement to the inside dimensions of an existing nonconforming building, then the building addition and the existing nonconforming building must meet the requirements of Section 1021.04 or 1021.05 of this Ordinance for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District, respectively.

## **1021.12: PENALTIES FOR VIOLATION**

**A.** Violation of the provisions of this Ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) shall constitute a misdemeanor and shall be punishable as defined by law.

**B.** Nothing herein contained shall prevent the City of Roseville from taking such other lawful action as is necessary to prevent or remedy any violation. Such actions may include but are not limited to:

1. In responding to a suspected Ordinance violation, the Zoning Administrator and Local Government may utilize the full array of enforcement actions available to it including but not limited to prosecution

and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance availability to the guilty party. The Community must act in good faith to enforce these official controls and to correct Ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

2. When an Ordinance violation is either discovered by or brought to the attention of the Zoning Administrator, the Zoning Administrator shall immediately investigate the situation and document the nature and extent of the violation of the official control. As soon as is reasonably possible, this information will be submitted to the appropriate Department of Natural Resources' and Federal Emergency Management Agency Regional Office along with the Community's plan of action to correct the violation to the degree possible.

3. The Zoning Administrator shall notify the suspected party of the requirements of this Ordinance and all other official controls and the nature and extent of the suspected violation of these controls. If the structure and/or use is under construction or development, the Zoning Administrator may order the construction or development immediately halted until a proper permit or approval is granted by the Community. If the construction or development is already completed, then the Zoning Administrator may either: (1) issue an order identifying the corrective actions that must be made within a specified time period to bring the use or structure into compliance with the official controls; or (2) notify the responsible party to apply for an after-the-fact permit/development approval within a specified period of time not to exceed 30-days.

4. If the responsible party does not appropriately respond to the Zoning Administrator within the specified period of time, each additional day that lapses shall constitute an additional violation of this Ordinance and shall be prosecuted accordingly. The Zoning Administrator shall also upon the lapse of the specified response period notify the landowner to restore the land to the condition which existed prior to the violation of this Ordinance.

### **1012.13: AMENDMENTS**

**A.** The flood plain designation on the Official Zoning Map shall not be removed from flood plain areas unless it can be shown that the designation is in error or that the area has been filled to or above the elevation of the regulatory flood protection elevation and is contiguous to lands outside the flood plain. Special exceptions to this rule may be permitted by the Commissioner of Natural Resources if he determines that, through other measures, lands are adequately protected for the intended use.

**B.** All amendments to this Ordinance, including amendments to the Official Zoning Map, must be submitted to and approved by the Commissioner of Natural Resources prior to adoption. Changes in the Official Zoning Map must meet the Federal Emergency Management Agency's (FEMA) Technical Conditions and Criteria and must receive prior FEMA approval before adoption. The Commissioner of Natural Resources must be given 10-days written notice of all hearings to consider an amendment to this Ordinance and said notice shall include a draft of the Ordinance amendment or technical study under consideration.

**SECTION 2: EFFECTIVE DATE:** This Ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law and/or charter.

Adopted by the City Council of the City of Roseville this 17th day of May, 2010.

Attest: \_\_\_\_\_  
Craig D. Klausing, Mayor

Attest: \_\_\_\_\_  
William J. Malinen, City Manager/City Clerk

City Seal

**City of Roseville**

**ORDINANCE SUMMARY NO. \_\_\_\_\_**

**An Ordinance Summary for Amendments  
to Title 10 (Zoning Regulations) of the Roseville City Code**

The following is the official summary of Ordinance No. \_\_\_\_\_ approved by the City Council of Roseville on May 17, 2010:

The Roseville City Code has been amended to create a floodplain ordinance with specific requirements for all floodplain areas within the city limits.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2180 Hamline Avenue North, and on the Internet web page of the City of Roseville ([www.ci.roseville.mn.us](http://www.ci.roseville.mn.us)).

Attest: \_\_\_\_\_  
William J. Malinen, City Manager

# Minnesota Department of Natural Resources

DNR Waters - 1200 Warner Road, St. Paul, MN 55106-6793

Telephone: (651) 259-5845 Fax: (651) 772-7977



May 4, 2010

The Honorable Craig Klausing, Mayor  
City of Roseville, City Hall  
2660 Civic Center Drive  
Roseville, MN 55113

Dear Mayor Klausing:

## CONDITIONAL STATE APPROVAL OF DRAFT FLOODPLAIN ORDINANCE AND REQUIRED NEXT STEPS

The Department of Natural Resources (DNR) received a proposed floodplain management ordinance for the City of Roseville from Thomas Paschke, City Planner, on May 3, 2010. This proposed floodplain ordinance is being adopted to incorporate the *Flood Insurance Study, Ramsey County, Minnesota And Incorporated Areas* and the accompanying Flood Insurance Rate Map panels with an effective date of June 4, 2010. This ordinance is also being adopted to incorporate floodplain ordinance text revisions mandated by the Federal Emergency Management Agency (FEMA) for communities participating in the National Flood Insurance Program (NFIP).

I am pleased to inform you that the above-cited draft floodplain management ordinance is in compliance with *Statewide Standards and Criteria for Management of Floodplain Areas of Minnesota*, Minnesota Rules, parts 6120.5000 to 6120.6200. Therefore, in accordance with Minnesota Statutes, Chapter 103F, I hereby give conditional state approval of the above-cited draft floodplain management ordinance. To the best of my knowledge, this draft ordinance would also be in compliance with the floodplain management standards of the Federal Emergency Management Agency.

This approval is valid upon adoption of the draft ordinance by the county and receipt by this office of **three (3) certified copies of the adopted ordinance amendments along with the signed and completed "Ordinance Certification Checklist"** that I have included. We will review the ordinance to make sure it meets the conditions in this letter and forward the documents to Ceil Strauss, the DNR's State NFIP Coordinator in St. Paul. Upon receipt and verification, Ms. Strauss will transmit the adopted ordinance to Mr. John Devine at FEMA's Chicago Regional Office.

Please remember, FEMA must receive a signed, certified ordinance, and in-effect ordinance no later than June 4, 2010. To allow sufficient time for processing and transmittal, we request that you submit the ordinance to the DNR at least one week prior to the June 4, 2010 effective date. ***If FEMA has not received the documentation by the effective date, FEMA will suspend the City of Roseville from the National Flood Insurance Program.***

Please be advised that any future amendment of this draft ordinance or change in the designation of flood prone areas requires prior approval of the Commissioner. In addition, you are required to send copies of hearing notices and final decisions pertaining to variances, conditional uses, and ordinance amendments to this agency. Please send these notices directly to DNR Waters' Area Hydrologist



Page 2  
May 4, 2010  
The Honorable Klausing

Craig Wills at 1200 Warner Road, St. Paul, MN 55106. Please rely on Mr. Wills for day-to-day assistance in enforcing this ordinance.

The DNR greatly appreciates your community's cooperation and initiative in providing for the reduction of flood damages through the adoption and administration of this ordinance.

Sincerely,

A handwritten signature in black ink, appearing to read "Dale E. Homuth". The signature is fluid and cursive, with the first name "Dale" and last name "Homuth" clearly distinguishable.

Dale E. Homuth  
Regional Hydrologist

Enclosure (Ordinance Certification Checklist)

cc: City of Roseville, Thomas Paschke  
MN DNR Floodplain Program, Ceil Strauss, Tom Lutgen, Salam Murtada  
DNR Area Hydrologist, Craig Wills  
City of Roseville File

## ORDINANCE CERTIFICATION CHECKLIST

Please sign and return the checklist and all required documents to the DNR Waters Area Hydrologist's office when completed.

1. \_\_\_\_\_ Date(s) of published hearing notice.  
\_\_\_\_\_
2. \_\_\_\_\_ Date(s) of public hearing.  
\_\_\_\_\_
3. \_\_\_\_\_ Date of ordinance adoption. Include 3 certified copies of the adopted ordinance text in its entirety including the signature of the chief elected official and the stamped seal of the community.
4. \_\_\_\_\_ Date of newspaper publication of adopted ordinance. Include 3 copies of affidavit of publication of the adopted ordinance. Publication of an ordinance summary is acceptable by statute.
5. \_\_\_\_\_ Date of official filing of adopted ordinance with County Recorder (\_\_\_\_\_ record book number and \_\_\_\_\_ page number). If filing of an adopted ordinance with the county auditor is not a standard practice, please indicate "N/A."
6. \_\_\_\_\_ Board of Adjustment/Appeals has been established (yes or no).

**Note:** Cities under charter must also submit a list of any additional requirements for hearings, notices, etc. stated in their charter and not required by statute. Please specify:

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\_\_\_\_\_  
Signature of Clerk/Auditor

Date: 5/17/10

Item: 10.a

Joint Meeting with  
Ethics Commission

No Attachment

INDEPENDENT AUDITOR'S REPORT

To the City Council and Residents  
City of Roseville, Minnesota

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Roseville (the City) as of and for the year ended December 31, 2009, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City's management. Our responsibility is to express opinions on these financial statements based on our audit. The prior year partial comparative information presented has been derived from the City's financial statements for the year ended December 31, 2008, and in our report dated May 12, 2009, we expressed unqualified opinions on the respective financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City as of December 31, 2009, and the respective changes in financial position and cash flows, where applicable thereof, and the respective budgetary comparison for the General Fund and the major special revenue funds for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The financial statements include partial prior year comparative information. Such information does not include all of the information required in a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the City's financial statements for the year ended December 31, 2008, from which such partial information was derived.

(continued)

In accordance with *Government Auditing Standards*, we have also issued a report dated May 12, 2010, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis, which follows this report letter, and the Schedule of Funding Progress, which follows the notes to the basic financial statements, are not required parts of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual fund statements and schedules, and statistical section, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual fund statements and schedules have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated, in all material respects, in relation to the basic financial statements taken as a whole. The introductory section and statistical section have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

*Malloy, Montague, Karnowski, Radosovich, & Co., P.A.*

May 12, 2010

Management Report  
for  
City of Roseville, Minnesota  
December 31, 2009

To the City Council  
City of Roseville, Minnesota

We have prepared this management report in conjunction with our audit of the City of Roseville's (the City) financial statements for the year ended December 31, 2009. The purpose of this report is to communicate information relevant to city finances in Minnesota and to provide comments resulting from our audit process. We have organized this report into the following sections:

- Audit Summary
- Funding Cities in Minnesota
- Governmental Funds Overview
- Financial Trends and Analysis
- Accounting and Auditing Updates

We would be pleased to further discuss any of the information contained in this report or any other concerns that you would like us to address. We would also like to express our thanks for the courtesy and assistance extended to us during the course of our audit.

This report is intended solely for the information and use of management, those charged with governance of the City, and those who have responsibility for oversight of the financial reporting process and is not intended to be, and should not be, used by anyone other than these specified parties.

*Malloy, Montague, Karnowski, Radosevich, & Co., P.A.*

May 12, 2010

## AUDIT SUMMARY

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the City Council, administration, or those charges with governance of the City.

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2009. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

### AUDIT OPINION AND FINDINGS

Based on our audit of the City's financial statements for the year ended December 31, 2009:

- We have issued an unqualified opinion on the City's annual financial statements.
- We reported one finding related to the City's internal control over financial reporting. The finding is due to the City not having adequate segregation of duties within the purchasing internal controls specifically the approval of purchasing card (P-Card) transactions.
- The results of our testing disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.
- We have reported three findings based on our testing of the City's compliance with Minnesota laws and regulations. These findings include:
  - The City did not pay each vendor obligation according to the terms of each contract within 35 days after the receipt of the goods or services.
  - The City is not receiving the appropriate signed declarations for payroll transactions.
  - The City is not obtaining the payment declaration on electronic fund transfer payments.

### FOLLOW-UP ON PRIOR YEAR FINDINGS

- As part of our calendar 2008 audit, we noted the City did not have proper segregation of duties over the processing of the Skating Center's (the Center) transactions. There was a lack of segregation of duties between custody of the Center's cash receipts and recordkeeping. The City was encouraged to not have the superintendent of the Center count all cash drawers, prepare the deposits, and manually record all receipts in the system. As part of our audit of the year ended December 31, 2009, we did not report a finding in this area.
- As part of our calendar 2008 audit, we noted the City did not have procedures established to ensure that all reimbursable grant costs and contract costs were properly monitored. The City was encouraged to have a centralized accounts receivable system or establish procedures to ensure all grants and contract costs are properly accounted for and reimbursable items are billed appropriately. As part of our audit of the year ended December 31, 2009, we did not report a finding in this area.
- As part of our calendar 2008 audit, we noted the City recorded a prior period adjustment to more accurately reflect the investment earnings and outstanding loan programs administered by the Greater Metropolitan Housing Council for the Housing and Redevelopment Authority (HRA). As part of our audit of the year ended December 31, 2009, the City did not report any prior period adjustments.

- As part of our calendar 2008 audit, we noted as part of our audit procedures one material adjusting journal entry which was recorded to make the financial statements fairly stated. Auditing standards recently issued consider the identification by the auditor of a material misstatement that was not initially identified by the audit entity to be a material weakness in the related internal controls. As part of our audit of the year ended December 31, 2009, we did not report any audit adjustments.
- As part of our calendar 2008 audit, we noted one contract awarded that the City did not receive performance or payment bonds from the contractor. As part of our audit of the year ended December 31, 2009, we did not report a finding in this area.

## **SIGNIFICANT ACCOUNTING POLICIES**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 of the notes to basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

## **ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the financial statements of the City include the following:

- Useful lives for the depreciation of capital assets.
- Actuarial determined calculation of fire relief net pension obligation.
- Actuarial determined calculation of the City's net OPEB obligation.
- Estimate for compensated absences payable based on current sick leave balances.
- Estimate for claims liability for claims that have been incurred but not reported.

Management expects any differences between estimates and actual amounts of these estimates to be insignificant. We evaluated the key factors and assumptions used by management in the areas discussed above in determining that they are reasonable in relation to the financial statements taken as a whole.

## **DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

## **CORRECTED AND UNCORRECTED MISSTATEMENTS**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

During our audit we noted one misstatement that was detected as a result of audit procedures and was corrected by management in the accounting for contracts payable which increased expense in the governmental funds by \$44,718. This misstatement detected as a result of our audit was not considered material, both individually and in the aggregate, to each opinion unit's financial statements taken as a whole.

We also noted one misstatement that was detected as a result of audit procedures over capital assets and contracts payable totaling \$13,146. Management has determined that the effects of this adjustment are immaterial, both individually and in the aggregate, to each opinion unit's financial statements taken as a whole.

## **DISAGREEMENTS WITH MANAGEMENT**

For purposes of this report, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

## **MANAGEMENT REPRESENTATIONS**

We have requested certain representations from management that are included in the management representation letter dated May 12, 2010.

## **MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## **OTHER AUDIT FINDINGS OR ISSUES**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

## **OTHER COMMENTS AND RECOMMENDATIONS**

Based on our audit, we offer the following additional comments for the improvement of the City's financial and accounting controls and procedures:

### **Information Technology Contingency Planning**

Management is responsible for establishing and maintaining effective internal controls, including entity-level controls (control environment, risk assessment, information and communication, and monitoring) and for the fair presentation in the financial statements in accordance with accounting principles generally accepted in the United States of America.

New auditing and reporting standards specify that we report deficiencies in the design of the entity-level controls of the City's internal controls. As part of our audit, we noted the City has designed the general controls over the information technology (IT) system in the City, including having a contingency plan developed for alternative processing in the event of loss or interruption of IT function.

These controls are intended to prevent the possibility of the IT system of the City from not being able to provide complete and accurate information consistent with the financial reporting objectives and current needs of the City.

We recommend, however, the City improve these internal controls over the IT functions of the City by having these contingency plans formally documented and written to include in the design of the general controls over the IT system in the City. This formal documentation would include distribution of the contingency plan developed for alternative processing in the event of loss or interruption of IT function to all city employees.

## FUNDING CITIES IN MINNESOTA

### LEGISLATION

The following is a summary of significant legislative activity passed in calendar 2009 affecting the finances of Minnesota cities:

**Unallotment** – The 2009 legislative session ended without an agreement on how to erase the state budget deficit. The Legislature approved and sent a final package of budget-balancing tax items to the governor, but the governor vetoed the bill.

Rather than call a special session, the Governor decided to balance the budget on his own using his power of unallotment. Under unallotment, the governor can reduce, defer, or suspend appropriations to address a state revenue shortfall. The unallotment plan of the Governor included delays in the payment of state revenues to school districts, and a reduction in appropriations to other state programs, including local government aid (LGA) and market value homestead credit (MVHC).

The unallotments included \$193 million in reductions in calendar 2009 and 2010 to LGA and MVHC. Roughly two-thirds of the total cut will occur in calendar 2010. Cities with populations below 1,000 and below the state-wide average tax base per capita were exempted from these cuts.

The calendar 2009 and 2010 cuts to LGA and MVHC are calculated at 3.31 percent and 7.64 percent, respectively, of the total calendar 2009 aggregated levy and LGA of the city. Cuts are first taken from LGA and then from MVHC, as necessary. A city's total reduction could not exceed \$22 and \$55 per capita, respectively.

**Levy Limitations** – The 2008 Legislature passed a law that limits general operating property tax levy increases for cities with populations over 2,500 to 3.9 percent annually for the next three calendar years. The 2009 legislative session ended with levy limits intact. Levy limits will remain in place for at least the 2010 budget year, with a couple of minor modifications that were contained in laws passed in 2009. For the calendar 2010 tax year, cities will be able to declare "special levies" for the calendar 2008 and 2009 unallotment losses described earlier. The calendar 2010 unallotment losses can be declared for the 2011 tax year.

**Emergency Certificates of Indebtedness** – The law authorizes a city to issue emergency debt certificates if the city's current year revenues are reasonably expected to be reduced below the amount provided in the city's budget approved when the property tax levy of the city was certified. This law only allows for the issuance of this debt if the revenues of the city will be insufficient to meet the expenses incurred or to be incurred during the current fiscal year. For example, emergency debt certificates could be issued as a result of mid-year reductions in state aid payments for LGA or MVHC, or when a city is experiencing a high level of property tax delinquencies. This law also requires the city to levy property taxes for the payment of principal and interest on the certificates issued.

### FEDERAL RECOVERY ACT

The American Recovery and Reinvestment Act of 2009 is expected to provide approximately \$300 billion in federal funds to state and local governments, and to institutions of higher education. These funds are intended to supplement existing federal programs, create new programs, or provide more broad fiscal relief. Many cities are hoping to receive some of these temporary funds for programs and projects. The American Recovery and Reinvestment Act of 2009 mandates that there be an unprecedented amount of oversight and transparency around the spending of these funds, including specific audit requirements.

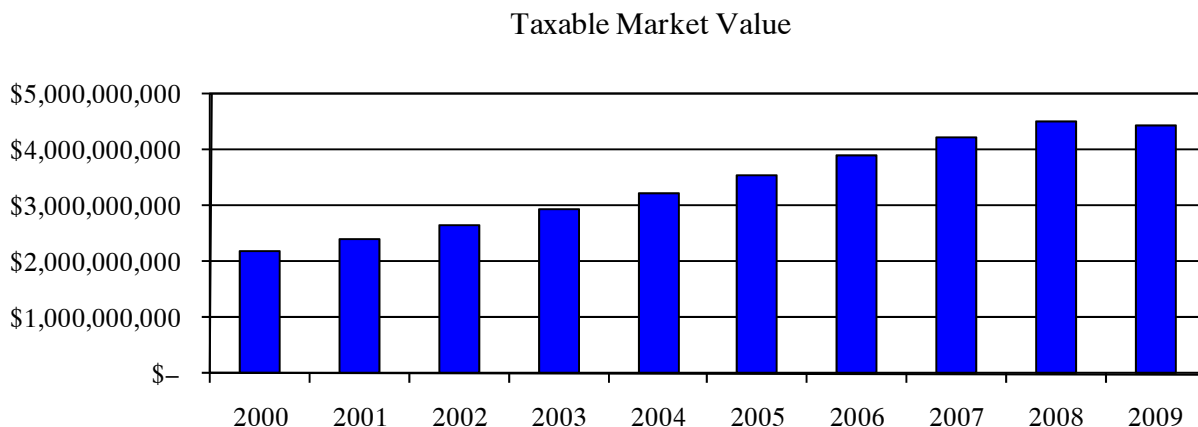
The additional internal control requirements include the need for controls over the acceptance of recovery funds, appropriate controls over the segregation of these funds from other sources of revenue, compliance with the additional laws and regulations specific to each grant award, and additional financial reporting requirements back to the appropriate federal agency.

These additional controls also include considerations into whether control procedures are in place over the federal grant expenditures to prevent unallowable expenditures, consideration into whether additional controls and systems will be needed to ensure funds are able to be separately tracked and identified, and consideration into if controls are sufficient for any funds that are passed along to subrecipients.

## PROPERTY TAXES

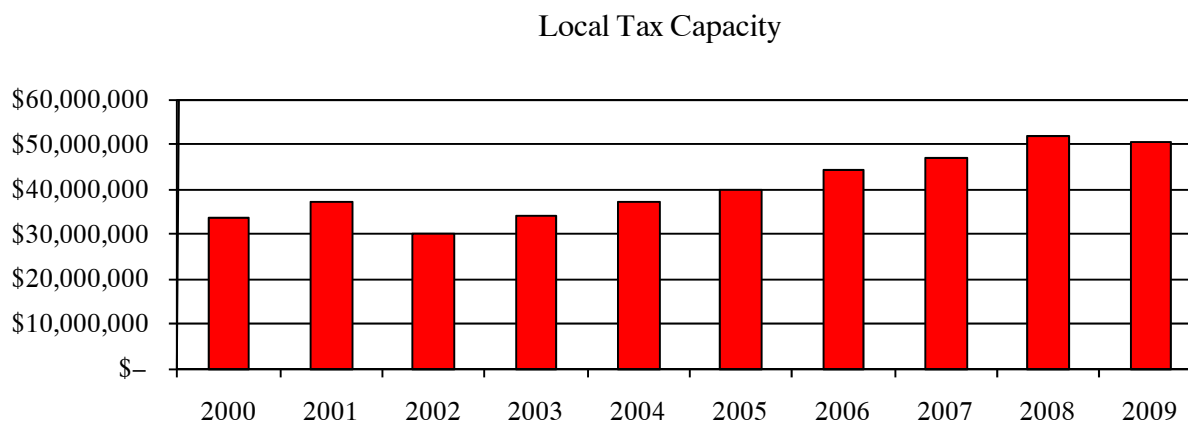
Minnesota cities rely heavily on local property tax levies to support their governmental fund activities. In recent years this dependence has been heightened, as revenue from state aids and fees related to new development have dwindled due to the struggling economy. This has placed added pressure on local taxpayers already beset by higher unemployment, lower property values, and tighter credit markets. As a result, municipalities in general are experiencing increases in tax delinquencies, abatements, and foreclosures. This instability has led to significant fiscal challenges for many local governments, and increased the investing public's concerns about the security of the municipal debt market.

Property values within Minnesota cities experienced average increases of 7.0 percent for taxes payable in 2008 and 1.5 percent for those payable in 2009, reflecting the slowdown in growth in market values. It is important to remember that the 2009 market value is based on estimated values as of January 1, 2008, and the housing market is still experiencing difficult times. In comparison, the City's market value increased by 7.0 percent in 2008 and decreased 1.5 percent in 2009. The following graph shows the City's changes in taxable market value over the past 10 years:



Tax capacity is considered the actual base available for taxation. It is calculated by applying the state's property classification system to each property's market value. Each property classification, such as commercial or residential, has a different calculation and uses different rates. Consequently, a city's total tax capacity will change at a different rate than its total market value, as tax capacity is affected by the proportion of the city's tax base that is in each property classification from year-to-year, as well as legislative changes to tax rates. Your city's tax capacity increased 10.0 percent for 2008 and decreased 2.6 percent for 2009.

The following graph shows the City's change in tax capacities over the past 10 years:



Although it is impossible to consider every aspect and variable of local government spending, average tax rates are often used as a benchmark.

|                                                     |                          |       |                            |      |                      |      |
|-----------------------------------------------------|--------------------------|-------|----------------------------|------|----------------------|------|
| Rates expressed as a percentage of net tax capacity |                          |       |                            |      |                      |      |
|                                                     | All Cities<br>State-Wide |       | Seven-County<br>Metro Area |      | City of<br>Roseville |      |
|                                                     | 2008                     | 2009  | 2008                       | 2009 | 2008                 | 2009 |
| <b>Average tax rate</b>                             |                          |       |                            |      |                      |      |
| City                                                | 36.3                     | 36.9  | 33.6                       | 33.7 | 23.4                 | 24.5 |
| County                                              | 38.0                     | 39.3  | 34.9                       | 34.7 | 44.0                 | 46.6 |
| School                                              | 21.1                     | 22.0  | 21.3                       | 22.1 | 11.8                 | 12.6 |
| Special taxing                                      | 5.6                      | 5.5   | 7.0                        | 5.9  | 7.7                  | 7.6  |
| Total                                               | 101.0                    | 103.7 | 96.8                       | 96.4 | 86.9                 | 91.3 |

Both the City's portion and the total property tax capacity rates for city residents have historically been below the state-wide and metro area averages. This is due in part to the City's strong commercial and industrial tax base.

## GOVERNMENTAL FUNDS OVERVIEW

This section of the report provides you with an overview of the financial trends and activities of the City's governmental funds. Governmental funds include the General Fund, special revenue funds, debt service funds, and capital project funds. We have also included the most recent comparative state-wide averages available from the Office of the State Auditor. The reader needs to consider the effect of inflation and other known changes or differences when comparing this data. Also, certain data on these tables may be classified differently than how they appear on the City's financial statements in order to be more comparable to the state-wide information, particularly in separating capital expenditures from current expenditures.

We have designed this section of our management report using per capita data in order to better identify unique or unusual trends and activities of your city. We intend for this type of comparative and trend information to complement, rather than duplicate, information in the Management's Discussion and Analysis. An inherent difficulty in presenting per capita information is the accuracy of the population count, which for most years is based on estimates. Keep in mind that your city's per capita revenue and expenditures maybe higher or lower than average due to your city's level of commercial development and activity for a city in your population class.

### GOVERNMENTAL FUNDS REVENUE

The amounts received from the typical major sources of revenue will naturally vary between cities based on their particular situation. This would include the City's stage of development; location, size, and density of its population, property values, services it provides, and other attributes. The following table presents the City's revenue per capita of its governmental funds for the past three years, together with state-wide averages:

| <b>Governmental Funds Revenue per Capita</b><br>With State-Wide Averages by Population Class |                   |               |                |                   |               |               |
|----------------------------------------------------------------------------------------------|-------------------|---------------|----------------|-------------------|---------------|---------------|
| Year                                                                                         | State-Wide        |               |                | City of Roseville |               |               |
|                                                                                              | December 31, 2008 |               |                | 2007              | 2008          | 2009          |
| Population                                                                                   | 2,500–10,000      | 10,000–20,000 | 20,000–100,000 | 33,969            | 34,099        | 34,099        |
| Property taxes                                                                               | \$ 355            | \$ 351        | \$ 376         | \$ 331            | \$ 364        | \$ 368        |
| Tax increments                                                                               | 47                | 56            | 61             | 81                | 87            | 96            |
| Franchise fees and other taxes                                                               | 22                | 34            | 37             | 3                 | 2             | 2             |
| Special assessments                                                                          | 81                | 53            | 61             | 17                | 12            | 45            |
| Licenses and permits                                                                         | 27                | 25            | 33             | 74                | 40            | 39            |
| Intergovernmental revenues                                                                   | 247               | 242           | 147            | 56                | 43            | 83            |
| Charges for services                                                                         | 82                | 78            | 79             | 100               | 130           | 170           |
| Other                                                                                        | 97                | 95            | 89             | 100               | 79            | 50            |
| Total revenue                                                                                | <u>\$ 958</u>     | <u>\$ 934</u> | <u>\$ 883</u>  | <u>\$ 762</u>     | <u>\$ 757</u> | <u>\$ 853</u> |

The City's governmental funds have typically generated less revenue per capita in total than other Minnesota cities in its population class. The City receives considerably less intergovernmental revenue than average, as it no longer receives any LGA.

The City's per capita governmental funds revenue for 2009 increased by \$96. Special assessments increased by \$33 per capita as the City received significant prepaid assessments on assessed projects in calendar 2009. Intergovernmental revenue increased \$40 per capita in 2009 as the City received more state aid on street construction projects in calendar 2009 as compared to past years. Charges for services increased \$40 per capita as a result of a significant reimbursement received for the Metro Transit infrastructure improvements from the Metropolitan Council.

## GOVERNMENTAL FUNDS EXPENDITURES

Similar to our discussion of revenues, the expenditures of governmental funds will vary from state-wide averages and from year-to-year, based on the City's circumstances. Expenditures are classified into three types as follows:

- **Current** – These are typically the general operating-type expenditures occurring on an annual basis, and are primarily funded by general sources such as taxes and intergovernmental revenues.
- **Capital Outlay and Construction** – These expenditures do not occur on a consistent basis, more typically fluctuating significantly from year-to-year. Many of these expenditures are project-oriented, which are often funded by specific sources that have benefited from the expenditure, such as special assessment improvement projects.
- **Debt Service** – Although the expenditures for the debt service may be relatively consistent over the term of the respective debt, the funding source is the important factor. Some debt may be repaid through specific sources such as special assessments or redevelopment funding, while other debt may be repaid with general property taxes.

The City's expenditures per capita of its governmental funds for the past three years, together with state-wide averages, are presented in the following table:

| <b>Governmental Funds Expenditures per Capita</b><br>With State-Wide Averages by Population Class |                   |               |                |                   |               |               |  |
|---------------------------------------------------------------------------------------------------|-------------------|---------------|----------------|-------------------|---------------|---------------|--|
| Year<br>Population                                                                                | State-Wide        |               |                | City of Roseville |               |               |  |
|                                                                                                   | December 31, 2008 |               |                | 2007              | 2008          | 2009          |  |
|                                                                                                   | 2,500–10,000      | 10,000–20,000 | 20,000–100,000 | 33,969            | 34,099        | 34,099        |  |
| Current                                                                                           |                   |               |                |                   |               |               |  |
| General government                                                                                | \$ 130            | \$ 115        | \$ 86          | \$ 118            | \$ 124        | \$ 123        |  |
| Public safety                                                                                     | 217               | 234           | 237            | 214               | 223           | 217           |  |
| Street maintenance<br>and lighting                                                                | 114               | 113           | 88             | 61                | 66            | 61            |  |
| Recreation                                                                                        | 65                | 86            | 86             | 103               | 106           | 103           |  |
| All other                                                                                         | 81                | 94            | 100            | 74                | 68            | 51            |  |
|                                                                                                   | <u>\$ 607</u>     | <u>\$ 642</u> | <u>\$ 597</u>  | <u>\$ 570</u>     | <u>\$ 587</u> | <u>\$ 555</u> |  |
| Capital outlay<br>and construction                                                                | <u>\$ 379</u>     | <u>\$ 338</u> | <u>\$ 327</u>  | <u>\$ 59</u>      | <u>\$ 146</u> | <u>\$ 349</u> |  |
| Debt service                                                                                      |                   |               |                |                   |               |               |  |
| Principal                                                                                         | \$ 171            | \$ 135        | \$ 112         | \$ 27             | \$ 27         | \$ 29         |  |
| Interest and fiscal                                                                               | 71                | 48            | 41             | 12                | 12            | 14            |  |
|                                                                                                   | <u>\$ 242</u>     | <u>\$ 183</u> | <u>\$ 153</u>  | <u>\$ 39</u>      | <u>\$ 39</u>  | <u>\$ 43</u>  |  |

The City's per capita governmental fund current expenditures for 2009 decreased \$32 per capita. All categories within current expenditures declined, with the largest decline being in all other totaling \$17. Most of this decrease relates to decreased spending within the tax increment funds of the City.

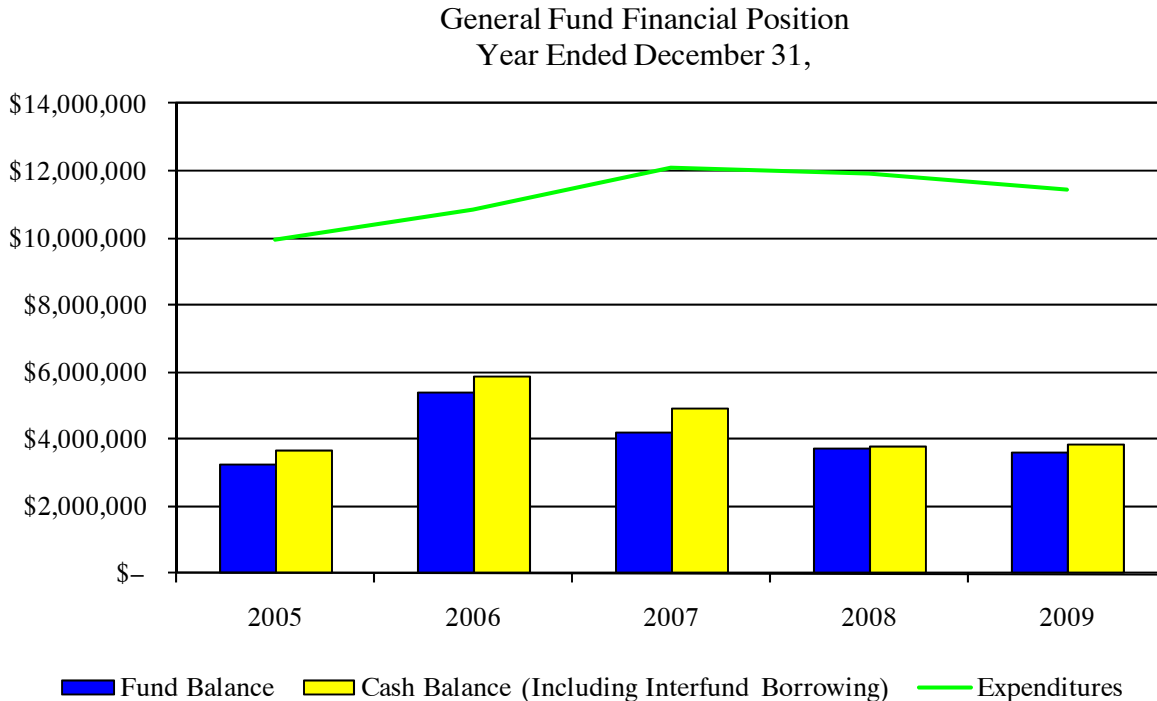
The City's debt service costs have been below average in recent years as the City's infrastructure is almost fully developed and the need for additional debt service for new development is limited.

## FINANCIAL TRENDS AND ANALYSIS

### GENERAL FUND

The City's General Fund accounts for the financial activity of the basic services provided to the community. The primary services included within this fund are the administration of the municipal operation, police and fire protection, and street and highway maintenance.

The following graph displays the City's General Fund trends of financial position and changes in the volume of financial activity. Fund balance and cash balance are typically used as indicators of financial health or equity, while annual expenditures are often used to measure the size of the operation.

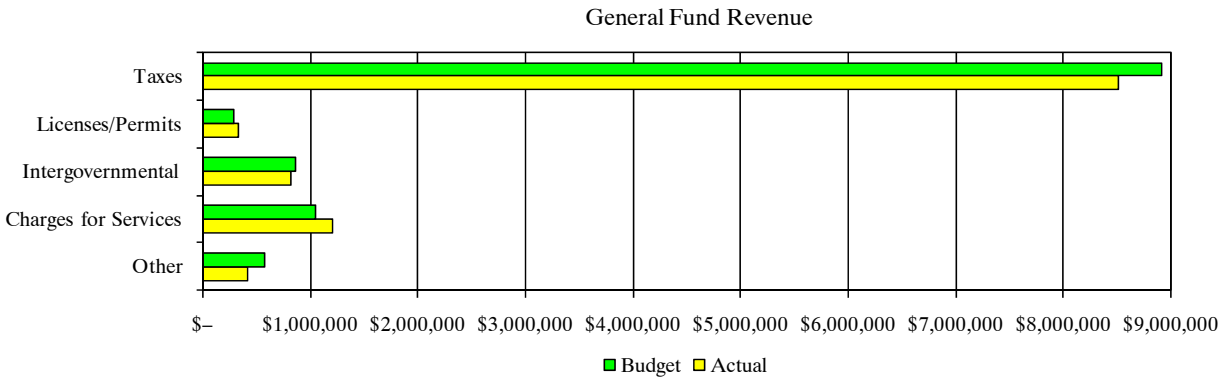


The City's General Fund cash and investments balance (including interfund borrowing) at December 31, 2009 was \$3,868,466, an increase of \$109,921 from the previous year. Total fund balance in the General Fund at December 31, 2009 was \$3,574,513, a decrease of \$135,583 from the prior year.

Having an appropriate fund balance is an important factor because a government, like any organization, requires a certain amount of equity to operate. Generally, the amount of equity required typically increases as the size of the operation increases. A healthy financial position also allows the City to avoid volatility in tax rates; helps minimize the impact of state funding changes; allows for the adequate and consistent funding of services, repairs, and unexpected costs; and can be a factor in determining the City's bond rating and resulting interest costs.

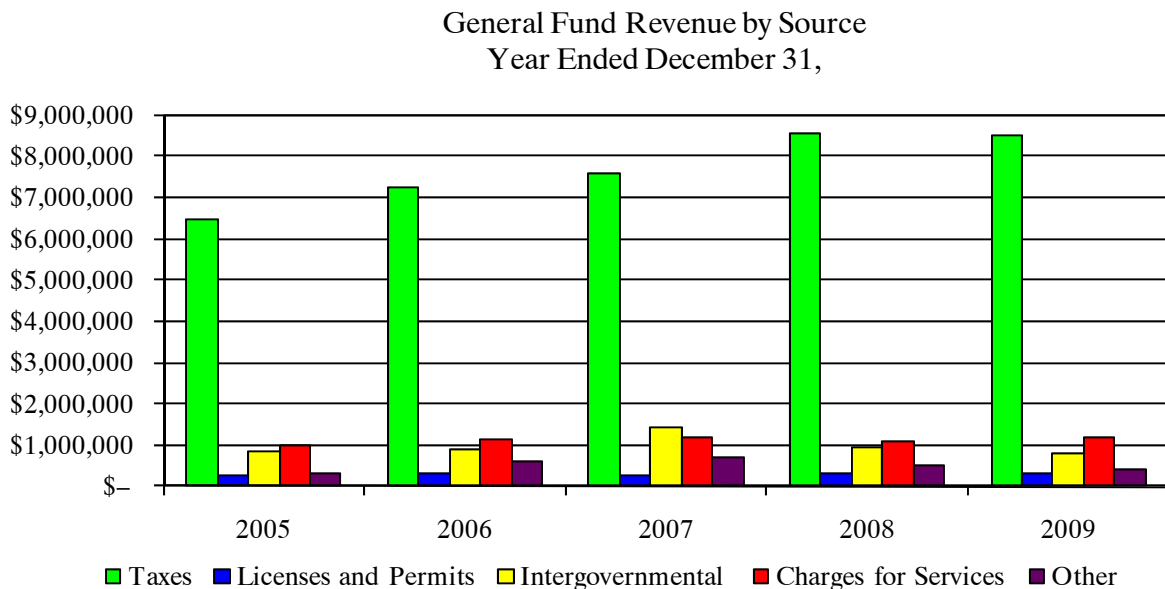
The City currently has an operating fund reserve policy that states that the General Fund will maintain a reserve of 50 percent of budgeted expenditures. At December 31, 2009, the City's General Fund had a fund balance of 31.1 percent of 2009 budgeted expenditures.

The following graph reflects the City's General Fund reliance on its revenue sources for 2009:



Total General Fund revenues for 2009 were \$11,275,462, which was \$399,658 (3.4 percent) less than the final budget. This was mainly caused by state-wide cuts in tax credits to local governments which caused the General Fund of the City to have about \$285,000 less revenue than was originally anticipated in the budget. Investment income was also less than budgeted levels by around \$186,000 due to the decline in the overall cash balance in the General Fund and a decline in interest rates. These two areas that are under budgeted levels are offset by charges for services and miscellaneous revenue being over budgeted amounts. Charges for services are higher than budget by about \$150,000 due to engineering services to other cities being higher than anticipated. Miscellaneous revenue is higher than budget by about \$103,000 mainly due to forfeiture money and right-of-way permits being higher than budgeted.

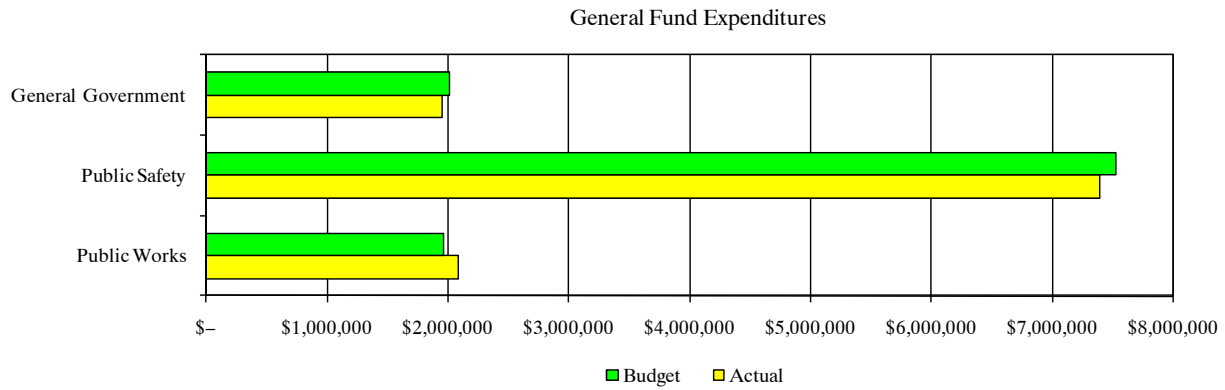
The following graph presents the City's General Fund revenue sources for the last five years:



Overall, General Fund revenues decreased \$139,982 (1.2 percent) from the previous year. Most of this change was in intergovernmental revenues which decreased about \$145,000, mostly due to the cuts in state aid described earlier.

The above graph shows the trend common to most cities with the increased reliance on property taxes to finance the operations of local governments.

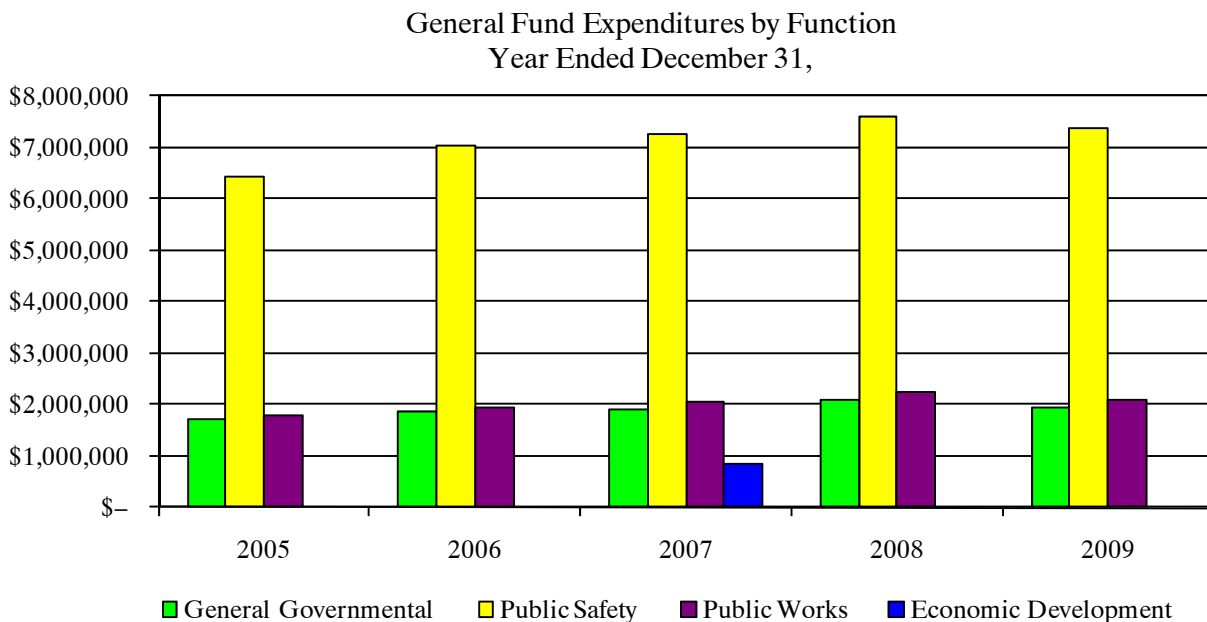
The following illustration provides the components of the City's General Fund spending for 2009:



Total General Fund expenditures for 2009 were \$11,429,326, which was \$502,128 (4.2 percent) less than the prior year and \$72,695 under the final budget. The decrease in General Fund expenditures was mainly due to the cuts made by the City in all departments due to the loss of state aid from the unallotment process described earlier in this report.

The actual expenditures were under budgeted amounts mainly in the public safety area as the fire department was significantly under budgeted amounts due to changes in scheduling and the overtime policy within the department.

The following graph illustrates trends in the General Fund's major expenditures by function over the past five years:



The following tables summarize the operating results for the City's Recreation Fund, Community Development Fund, and other operational funds:

#### RECREATION FUND

|                             | Year Ended December 31, |                  |                   |                     |                   |
|-----------------------------|-------------------------|------------------|-------------------|---------------------|-------------------|
|                             | 2005                    | 2006             | 2007              | 2008                | 2009              |
| Revenues                    | \$ 3,018,245            | \$ 3,325,525     | \$ 3,528,583      | \$ 3,506,474        | \$ 3,627,898      |
| Expenditures                | (3,015,485)             | (3,358,817)      | (3,510,091)       | (3,610,862)         | (3,505,680)       |
| Net transfers in (out)      | —                       | 96,100           | 428,729           | —                   | —                 |
| Net change in fund balances | <u>\$ 2,760</u>         | <u>\$ 62,808</u> | <u>\$ 447,221</u> | <u>\$ (104,388)</u> | <u>\$ 122,218</u> |

The City's Recreation Fund recognized an increase in ending fund balance in 2009 of \$122,218. The increase in fund balance noted in the table above was slightly more than the budgeted increase of \$111,000.

The City currently has an operating fund reserve policy that states that the Recreation Fund will maintain a reserve equal to 25 percent of budgeted expenditures. At December 31, 2009, the City's Recreation Fund had a fund balance of \$520,765, which represents 14.3 percent of 2009 budgeted expenditures. We recommend the City address this fund balance policy requirement by approving a financial plan for meeting this policy in the future.

#### COMMUNITY DEVELOPMENT FUND

|                             | Year Ended December 31, |                   |                    |                    |                    |
|-----------------------------|-------------------------|-------------------|--------------------|--------------------|--------------------|
|                             | 2005                    | 2006              | 2007               | 2008               | 2009               |
| Revenues                    | \$ 1,086,642            | \$ 1,201,372      | \$ 1,021,367       | \$ 1,169,335       | \$ 1,164,110       |
| Expenditures                | (982,960)               | (994,850)         | (1,103,384)        | (1,230,407)        | (1,225,516)        |
| Net transfers in (out)      | —                       | (600)             | —                  | —                  | —                  |
| Sale of assets              | —                       | —                 | —                  | —                  | 2,440              |
| Net change in fund balances | <u>\$ 103,682</u>       | <u>\$ 205,922</u> | <u>\$ (82,017)</u> | <u>\$ (61,072)</u> | <u>\$ (58,966)</u> |

The City's Community Development Fund recognized a decrease in ending fund balance in 2009 of \$58,966. The decrease in fund balance noted in the table above was less than the budgeted decrease of \$127,055. Much of this resulted from lower than budgeted expenditures mostly related to budgeted projects and studies that were budgeted for but did not occur.

The City currently has an operating fund reserve policy that states the Community Development Fund should maintain a fund balance reserve equal to 25 percent of budgeted expenditures. At December 31, 2009, the City's Community Development Fund had a fund balance of \$140,974, which represents 10.7 percent of 2009 budgeted expenditures.

#### OTHER OPERATIONAL FUNDS

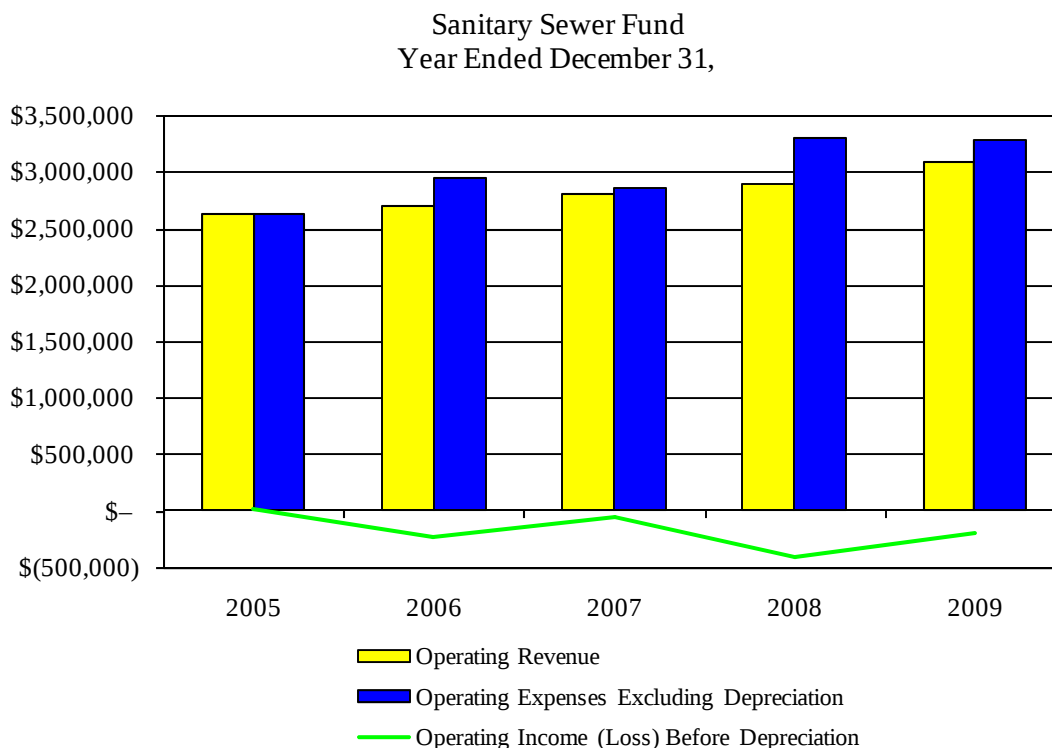
The City currently has an operating fund reserve policy that states that other operating funds, including the Telecommunication Fund, License Center Fund, Charitable Gambling Fund, and Information Technology Fund, should maintain a fund balance reserve equal to 25 percent of budgeted expenditures. At December 31, 2009, the Telecommunication Fund and the License Center Fund met this requirement. The other two funds have a deficit fund balance at December 31, 2009 which total \$247,299. We recommend that the City address this fund balance requirement by approving a financial plan for meeting this policy in the future and, more importantly, determine a funding plan for the elimination of the fund balance deficits in these funds.

## BUSINESS-TYPE ACTIVITIES AND ENTERPRISE FUNDS

The enterprise funds comprise a considerable portion of the City's activities. These funds help to defray overhead and administrative costs and provide additional support to general government operations by way of annual transfers. We understand the City is proactive in reviewing these activities on an ongoing basis and we want to reiterate the importance of continually monitoring these operations. Over the years we have emphasized to our city clients the importance of these utility operations being self-sustaining, preventing additional burdens on general governmental funds. This would include the accumulation of net assets for future capital improvements and to provide a cushion in the event of a negative trend in operations.

### Sanitary Sewer Fund

The following graph presents five years of operating results for the Sanitary Sewer Fund:



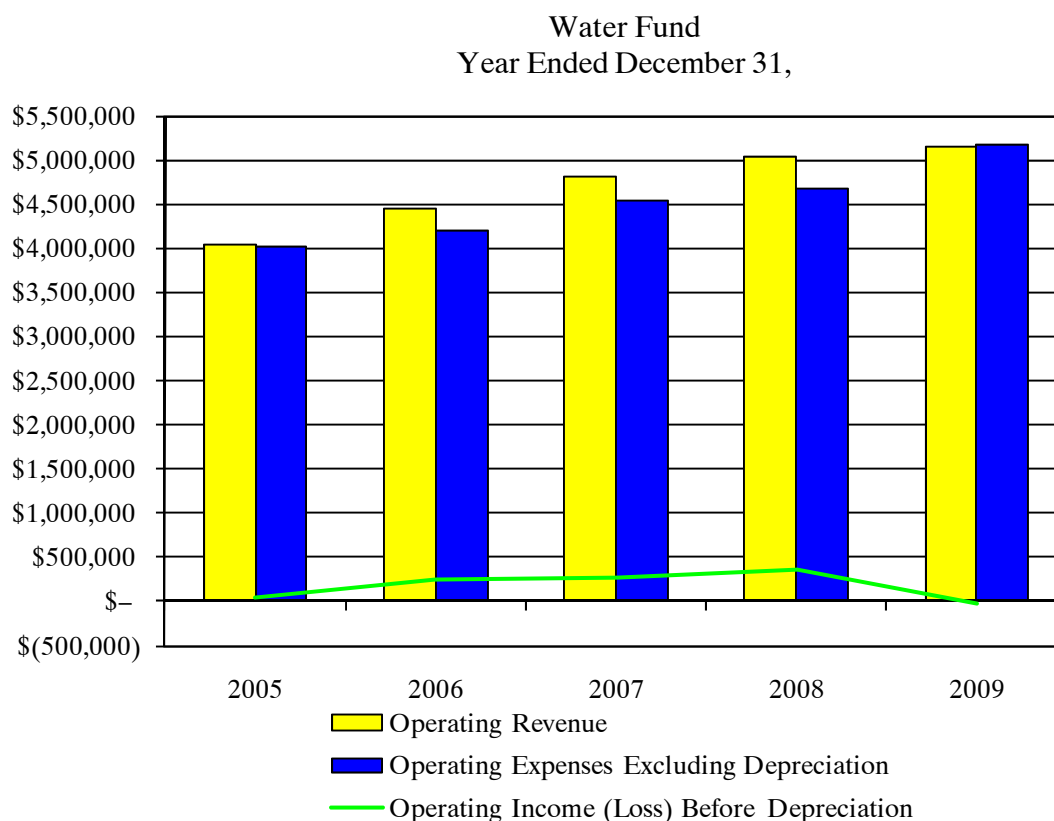
The Sanitary Sewer Fund ended 2009 with net assets of \$8,500,619, a decrease of \$374,243 from the prior year. Of this, \$5,525,988 represents the investment in sanitary sewer capital assets, leaving \$2,774,631 of unrestricted net assets.

Sanitary Sewer Fund operating revenues for 2009 were \$3,090,778, an increase of about \$197,000 over 2008. Part of this increase is the result of the change in rate structure in 2009 increased rates. Operating expenses for 2009 (including depreciation of \$237,944) were \$3,520,566, an increase of \$15,989 from the prior year.

The operating fund reserve policy of the City requires the enterprise funds of the City to have operating cash reserves to provide for monthly cash flow. In general, this can be achieved by keeping the operating income (loss) before depreciation at positive levels in these funds. The Sanitary Sewer Fund has shown operating losses in four of the last five years. Although this fund has adequate cash reserve, the City should continue to closely monitor the financial results of this fund.

## Water Fund

The following graph presents five years of operating results for the Water Fund:



The Water Fund ended 2009 with net assets of \$5,585,516, a decrease \$267,635 from the prior year. Of this, \$6,067,971 represents the investment in Water Fund capital assets, leaving a deficit of (\$482,455) of unrestricted net assets.

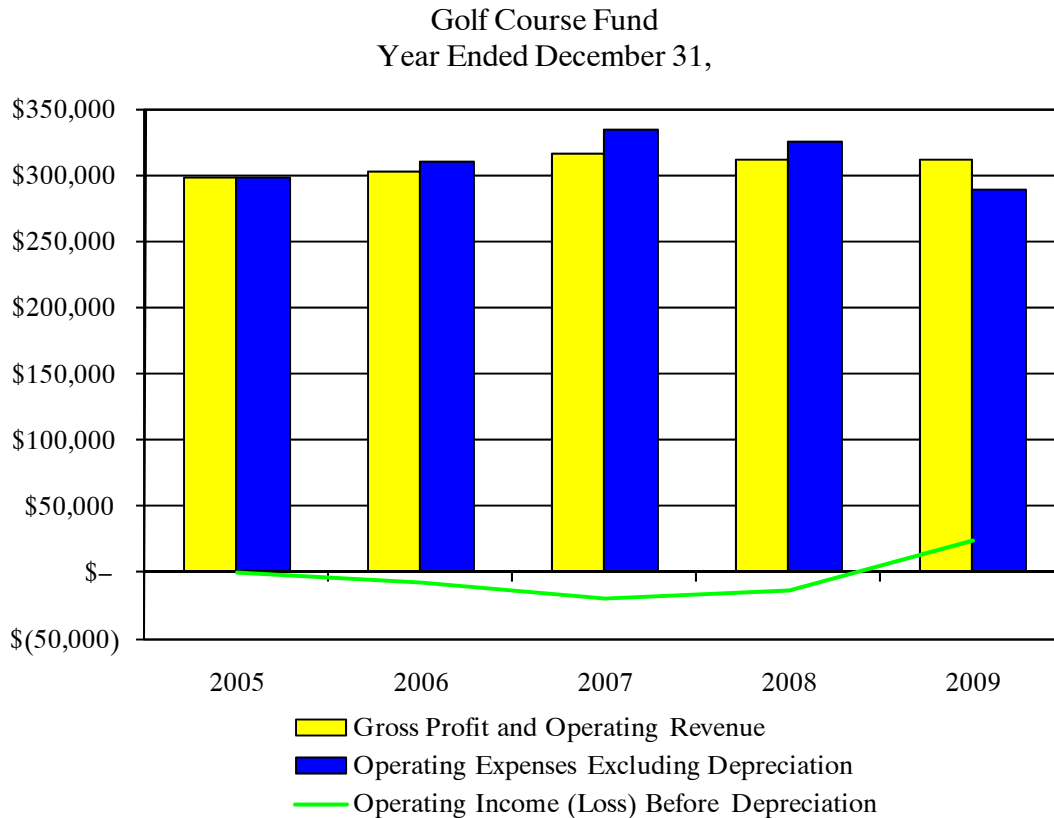
Water Fund operating revenues for 2009 were \$5,144,355, an increase of about \$119,000 from the prior year. Most of this increase is the result of the change in the rate structure in 2009. Operating expenses for 2009 (including depreciation of \$228,985) were \$5,399,949, up about \$518,000 from the prior year. Most of this increase relates to an increase in the cost of water purchased from the City of St. Paul. This expense increased \$425,854 or 11.4 percent.

The operating fund reserve policy of the City requires the enterprise funds of the City to have operating cash reserves to provide for monthly cash flow. In general, this can be achieved by keeping the operating income (loss) before depreciation at positive levels in this fund which the City had been achieved from fiscal 2005 to fiscal 2008.

As a result of the increased expenses in fiscal 2009, the operating income (loss) before depreciation was not at a positive levels in this fund for the first time in many years. In fact, this fund reflected a significant negative cash balance at the end of fiscal 2009 totaling (\$764,774). We highly recommend that the City closely review the financial results of this fund to determine future funding plans as well as plans to eliminate this negative cash balance.

## Golf Course Fund

The following graph presents five years of operating results for the Golf Course Fund:



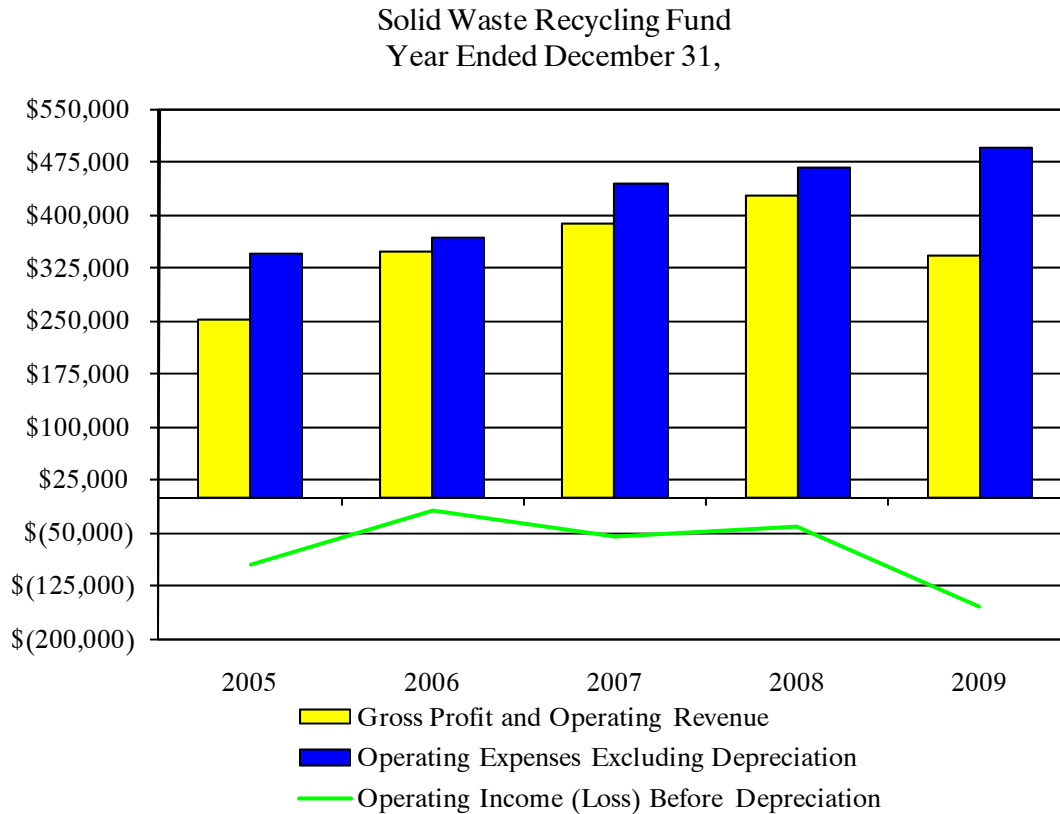
The Golf Course Fund ended 2009 with net assets of \$896,551, an increase of \$2,333 from the prior year. Of this, \$528,600 represents the investment in golf course capital assets, leaving \$369,951 of unrestricted net assets.

Golf Course Fund gross profit and operating revenues for 2009 were \$312,200, an increase of \$1,279 from last year. Operating expenses for 2009 (including depreciation of \$30,325) were \$318,890, down about \$26,000 from the prior year.

The operating fund reserve policy of the City requires the enterprise funds of the City to have operating cash reserves to provide for monthly cash flow. In general, this can be achieved by keeping the operating income (loss) before depreciation at positive levels in these funds. The Golf Course Fund had shown operating losses in each of the last four years but did improve its operating results due to cutbacks in operating expenses.

## Solid Waste Recycling Fund

The following graph presents five years of operating results for the Solid Waste Recycling Fund:



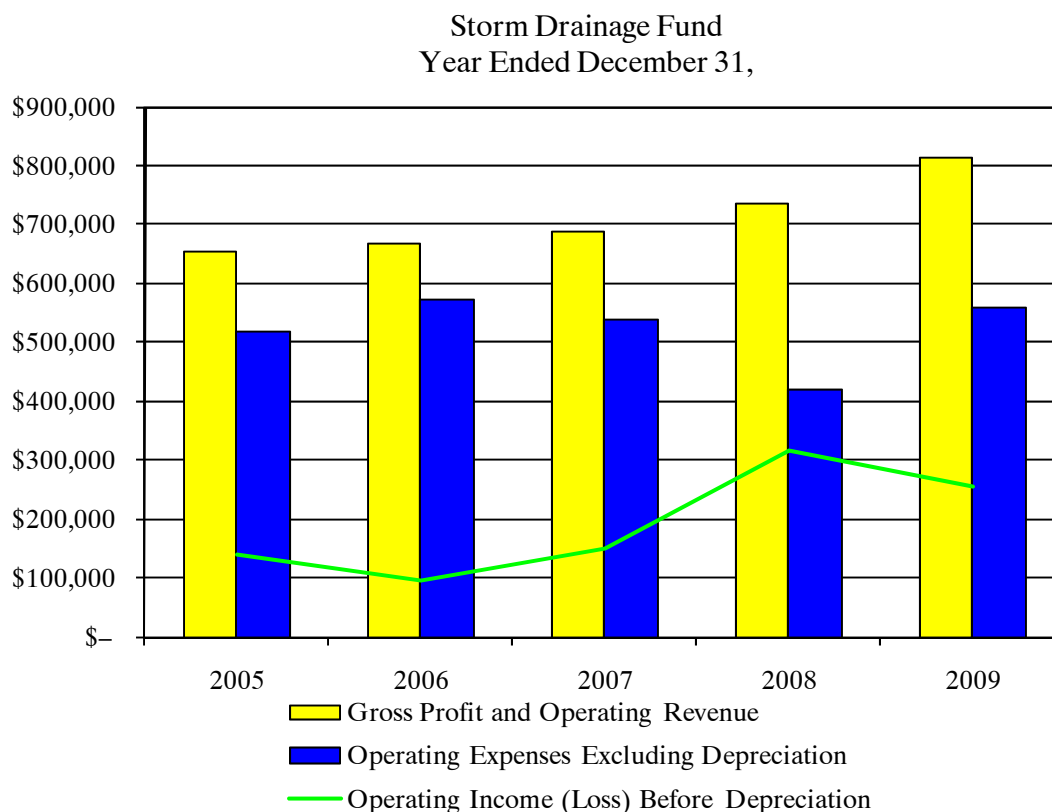
The Solid Waste Recycling Fund ended 2009 with unrestricted net assets of \$67,381, a decrease of \$83,819 from the prior year. The decrease is due to a decrease in the overall revenue described in the next paragraph.

Solid Waste Recycling Fund operating revenues for 2009 were \$345,218, a decrease of about \$84,000 from last year. The decrease in the amount received is from a decrease in the amount received from the recycling contract in which the City receives a quarterly revenue sharing amount. Operating expenses for 2009 were \$495,717, up about \$28,000 from the prior year.

The operating fund reserve policy of the City requires the enterprise funds of the City to have operating cash reserves to provide for monthly cash flow. This fund has shown significant operating losses before depreciation in each of last five years, which are partially offset by significant nonoperating grants received. We recommend that the City closely review the financial results of this fund in an effort to eliminate the significant operating losses that are occurring.

## Storm Drainage Fund

The following graph presents five years of operating results for the Storm Drainage Fund:



The Storm Drainage Fund ended 2009 with net assets of \$9,147,888, an increase of \$25,278 from the prior year. Of this, \$6,697,040 represents the investment in storm drainage capital assets, leaving \$2,450,848 of unrestricted net assets.

Storm Drainage Fund operating revenues for 2009 were \$811,749, an increase of \$75,061 from the prior year. Operating expenses for 2009 (including depreciation of \$291,597) were \$849,493, up about \$141,000 from the prior year. As displayed in the graph above, the 2009 results of operations declined slightly as compared to prior years.

## GOVERNMENT-WIDE FINANCIAL STATEMENTS

The City's financial statements include fund-based information that focuses on budgetary compliance, and the sufficiency of the City's current assets to finance its current liabilities. The Governmental Accounting Standards Board (GASB) Statement No. 34 reporting model also requires the inclusion of two government-wide financial statements designed to present a clear picture of the City as a single, unified entity. These government-wide statements provide information on the total cost of delivering services, including capital assets and long-term liabilities.

### Statement of Net Assets

The Statement of Net Assets essentially tells you what your city owns and owes at a given point in time, the last day of the fiscal year. Theoretically, net assets represent the resources the City has leftover to use for providing services after its debts are settled. However, those resources are not always in spendable form, or there may be restrictions on how some of those resources can be used. Therefore, the Statement of Net Assets divides the net assets into three components:

- **Invested in Capital Assets, Net of Related Debt** – The portion of net assets reflecting equity in capital assets (i.e. capital assets minus related debt).
- **Restricted Net Assets** – The portion of net assets equal to resources whose use is legally restricted minus any non-capital-related liabilities payable from those same resources.
- **Unrestricted Net Assets** – The residual balance of net assets after the elimination of *invested in capital assets, net of related debt* and *restricted net assets*.

The following table presents the City's net assets as of December 31, 2009 for governmental activities and business-type activities:

|                                                    | Governmental<br>Activities | Business-Type<br>Activities | Total                 |
|----------------------------------------------------|----------------------------|-----------------------------|-----------------------|
| Calculation of net assets                          |                            |                             |                       |
| Current and other assets                           | \$ 39,466,138              | \$ 8,210,670                | \$ 47,676,808         |
| Capital assets, less depreciation                  | 115,597,033                | 19,019,599                  | 134,616,632           |
| Current liabilities                                | (2,178,766)                | (3,030,314)                 | (5,209,080)           |
| Long-term liabilities                              | (14,265,616)               | –                           | (14,265,616)          |
| Total net assets                                   | <u>\$ 138,618,789</u>      | <u>\$ 24,199,955</u>        | <u>\$ 162,818,744</u> |
| Categories of net assets                           |                            |                             |                       |
| Invested in capital assets,<br>net of related debt | \$ 102,832,033             | \$ 19,019,599               | \$ 121,851,632        |
| Restricted                                         | 10,789,610                 | –                           | 10,789,610            |
| Unrestricted                                       | <u>24,997,146</u>          | <u>5,180,356</u>            | <u>30,177,502</u>     |
| Total net assets                                   | <u>\$ 138,618,789</u>      | <u>\$ 24,199,955</u>        | <u>\$ 162,818,744</u> |

The City's total net assets at December 31, 2009 were \$3,582,117 higher than at the beginning of the year.

The restricted net asset balance decreased about \$2.9 million. Most of this decrease occurred in the Economic Increments Construction Fund, which is restricted for use in the tax increment district. The City experienced a \$7.1 million increase in net assets invested in capital assets of the City, net of related debt. This increase is mostly related to capital projects in the City occurring in calendar 2009.

The City's total unrestricted net assets, which are available to finance the day-to-day operations of the City, decreased by about \$675,000 in 2009, which is mainly the result of the decline in the enterprise fund balances.

## Statement of Activities

The Statement of Activities tracks the City's yearly revenues and expenses, as well as any other transactions that increase or reduce total net assets. These amounts represent the full cost of providing services. The Statement of Activities provides a more comprehensive measure than just the amount of cash that changed hands, as reflected in the fund-based financial statements. This statement includes the cost of supplies used, depreciation of long-lived capital assets, and other accrual-based expenses.

The following table presents the change in net assets of the City for the year ended December 31, 2009:

|                                       | <u>Expenses</u>      | <u>Program Revenues</u> | <u>Net Difference</u> |
|---------------------------------------|----------------------|-------------------------|-----------------------|
| Net (expense) revenue                 |                      |                         |                       |
| Governmental activities               |                      |                         |                       |
| General government                    | \$ 5,150,773         | \$ 2,869,646            | \$ (2,281,127)        |
| Public safety                         | 8,161,100            | 2,068,343               | (6,092,757)           |
| Public works                          | 4,470,830            | 3,486,263               | (984,567)             |
| Parks and recreation                  | 4,770,793            | 1,917,605               | (2,853,188)           |
| Economic development                  | 1,742,174            | 1,675,850               | (66,324)              |
| Interest on long-term debt            | 508,970              | 21,613                  | (487,357)             |
| Business-type activities              |                      |                         |                       |
| Sewer                                 | 3,520,566            | 3,092,731               | (427,835)             |
| Water                                 | 5,399,949            | 5,146,308               | (253,641)             |
| Golf                                  | 318,890              | 312,200                 | (6,690)               |
| Recycling                             | 499,501              | 414,708                 | (84,793)              |
| Storm drainage                        | 850,575              | 814,784                 | (35,791)              |
| Total                                 | <u>\$ 35,394,121</u> | <u>\$ 21,820,051</u>    | (13,574,070)          |
| General revenues                      |                      |                         |                       |
| Property and tax increments           |                      |                         | 15,841,749            |
| Other taxes                           |                      |                         | 456,825               |
| Unrestricted grants and contributions |                      |                         | 26,477                |
| Investment earnings                   |                      |                         | 831,136               |
| Total general revenues                |                      |                         | <u>17,156,187</u>     |
| Change in net assets                  |                      |                         | <u>\$ 3,582,117</u>   |

One of the goals of this statement is to provide a side-by-side comparison to illustrate the difference in the way the City's governmental and business-type operations are financed. The City's governmental operations tend to rely more heavily on general revenues, such as property taxes and unrestricted grants. In contrast, the City's business-type activities tend to rely more heavily on program revenues like charges for services (sales) and program specific grants to cover expenses. This is critical given the current external downward pressures on general revenue sources such as taxes and state aids.

## **ACCOUNTING AND AUDITING UPDATES**

### **GASB STATEMENT NO. 51 – ACCOUNTING AND FINANCIAL REPORTING FOR INTANGIBLE ASSETS**

Governments possess many different types of assets that may be considered intangible assets, including easements, water rights, timber rights, patents, trademarks, and computer software. This statement requires that all intangible assets not specifically excluded by its scope provisions be classified as capital assets. The requirements in this statement improve financial reporting by reducing inconsistencies that have developed in accounting and financial reporting for intangible assets. These inconsistencies will be reduced through the clarification that intangible assets subject to the provisions of this statement should be classified as capital assets, and through the establishment of new authoritative guidance that addresses issues specific to these intangible assets given their nature. The requirements of this statement are effective for financial statements for periods beginning after June 15, 2009.

### **GASB STATEMENT NO. 53 – ACCOUNTING AND FINANCIAL REPORTING FOR DERIVATIVE INSTRUMENTS**

The guidance in this statement improves financial reporting by requiring governments to measure derivative instruments at fair value in their economic resources measurement focus financial statements. These improvements should allow users of those financial statements to more fully understand a government's resources available to provide services. The disclosures provide a summary of the government's derivative instrument activity and the information necessary to assess the government's objectives for derivative instruments, their significant terms, and the risks associated with the derivative instruments. The requirements of this statement are effective for financial statements for periods beginning after June 15, 2009.

### **GASB STATEMENT NO. 54 – FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS**

The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This statement establishes fund balance classifications (nonspendable, restricted, committed, assigned, and unassigned) that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The definitions of the General Fund, special revenue, capital projects, debt service, and permanent fund types are clarified by the provisions in this statement. Elimination of the reserved component of fund balance in favor of a restricted classification will enhance the consistency between information reported in the government-wide statements and information in the governmental fund financial statements and avoid confusion about the relationship between reserved fund balance and restricted net assets. The requirements of this statement are effective for financial statements for periods beginning after June 15, 2010.

CITY OF ROSEVILLE  
RAMSEY COUNTY, MINNESOTA

Special Purpose Audit Reports on  
Internal Controls and  
Compliance With Laws and Regulations

Year Ended  
December 31, 2009

CITY OF ROSEVILLE  
RAMSEY COUNTY, MINNESOTA

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

City Council and Residents  
City of Roseville, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Roseville (the City) as of and for the year ended December 31, 2009, which collectively comprise the City's basic financial statements, and have issued our report thereon dated May 12, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified a certain deficiency in internal control over financial reporting, described in the accompany Schedule of Findings and Responses as item 2009-1, that we consider to be a significant deficiency of internal control over financial reporting. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

(continued)

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material affect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the City in our management report dated May 12, 2010.

The City's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. We did not audit the City's responses and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

*Malloy, Montague, Karnowski, Radosevich, & Co., P.A.*

May 12, 2010

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
WITH MINNESOTA STATE LAWS AND REGULATIONS

City Council and Residents  
City of Roseville, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Roseville (the City) as of and for the year ended December 31, 2009, which collectively comprise the City's basic financial statements, and have issued our report thereon dated May 12, 2010.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of the *Minnesota Legal Compliance Audit Guide for Local Governments*, promulgated by the Office of the State Auditor pursuant to Minnesota Statute § 6.65. Accordingly, the audit included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The *Minnesota Legal Compliance Audit Guide for Local Governments* covers seven main categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our study included all of the listed categories.

The results of our tests indicate that, for the items tested, the City complied with the material terms and conditions of applicable legal provisions, except as noted in the Schedule of Findings and Responses.

This report is intended solely for the information and use of the City Council, management of the City, and the state of Minnesota and is not intended to be, and should not be, used by anyone other than these specified parties.

*Malloy, Montague, Karnowski, Radosevich, & Co., P.A.*

May 12, 2010

## CITY OF ROSEVILLE

### Schedule of Findings and Responses Year Ended December 31, 2009

This schedule summarizes findings and responses relating to compliance with Minnesota Statutes, internal controls, and compliance findings. The auditor, Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR), is responsible for providing the information under the headings "Criteria," "Condition," "Cause," "Effect," and "Recommendation." The City of Roseville (the City) is responsible for providing the information under the heading "Management's Response."

#### A. FINDINGS – INTERNAL CONTROL OVER FINANCIAL REPORTING

##### 2009-1 SEGREGATION OF DUTIES

**Criteria** – Generally, a system of internal control contemplates a segregation of duties such that no individual has responsibility to execute a transaction, have physical access to the related assets, and have responsibility or authority to record the transaction.

**Condition** – The City does not have proper segregation of duties within purchasing internal controls, specifically the approval of purchasing card transactions.

**Cause** – Management has the ability to both make an electronic purchase and approve the claim for payment for the same purchase.

**Effect** – This lack of ideal segregation of duties subjects the City to a higher risk that fraudulent purchases could take place and would not be detected in a timely manner.

**Recommendation** – We recommend that the City segregate duties over the processing of purchasing card transactions. The City should consider having another employee review and approve the claims for payment for purchasing card transactions to verify that the purchases are for appropriate city uses and are following the purchasing card policies and procedures.

**Management's Response** – There is no disagreement with the audit finding. The City will further segregate the purchasing card transaction process to satisfy all internal control recommendations.

#### B. FINDINGS – MINNESOTA LEGAL COMPLIANCE AUDIT

##### 2009-2 PAYMENT OF INVOICES

**Criteria** – Minnesota Statute § 471.425 requires cities to pay each vendor obligation according to the terms of each contract within 35 days after the receipt of the goods or services or the invoice for the goods or services.

**Condition** – During the audit procedures for the year ended December 31, 2009, we noted two items the City did not pay within the 35-day time period.

**Recommendation** – We recommend that the City pay each vendor obligation according to the terms of each contract within 35 days after the receipt of the goods or services or the invoice for the goods or services.

CITY OF ROSEVILLE

Schedule of Findings and Responses (continued)  
Year Ended December 31, 2009

**B. FINDINGS – MINNESOTA LEGAL COMPLIANCE AUDIT (CONTINUED)**

**2009-2 PAYMENT OF INVOICES (CONTINUED)**

**Management's Response** – There is no disagreement with the audit finding. The City will review its internal payment authorization process and make any necessary changes to prevent future occurrences.

**2009-3 CLAIMS DECLARATION - PAYROLL**

**Criteria** – Minnesota Statute § 412.271, subdivision 2 paragraph (b) requires supervisors, or other officers or employees having knowledge of the facts, sign a declaration indicating the facts recited on the payroll are correct to the best of the declarant's information and belief. The statute also requires that claims for payroll be signed in proper forms or with a declaration to the effect that the employee has received the wages and done the work for which wages have been paid.

**Condition** – During the audit procedures for the year ended December 31, 2009, we noted that the claims for payroll did not have the required declarations.

**Recommendation** – We recommend that the City obtain a signed declaration to the effect that the facts recited on the payroll are correct to the best of the declarant's information and belief and that the employee has received the wages and done the work for which wages have been paid.

**Management's Response** – There is no disagreement with the audit finding. The City will review its internal payroll authorization process and make any necessary changes to prevent future occurrences.

**2009-4 CLAIMS DECLARATION**

**Criteria** – Minnesota Statutes § 471.38 and § 471.391 state that no claims shall be paid until the claimant presents an itemized statement in writing or electronic transaction record. The statutes also state that the claimant must sign a declaration to the effect that such account, claim, or demand is just and correct and that no part of it has been paid. The claim may be paid without this declaration as long as the check order has placed above the endorsement area a statement to the same effect.

Since vendors paid through electronic fund transfers do not endorse a city check, the City must obtain this declaration through other means; preferably through a one-time declaration on a city-prepared form.

**Condition** – We noted that during the current audit year, the City did not obtain this claims declaration for vendors paid through electronic fund transfers.

**Recommendation** – We recommend that the City obtain a signed declaration to the effect that such account, claim, or demand is just and correct and that no part of it has been paid on all payments of the City, including electronic fund transfers.

**Management's Response** – There is no disagreement with the audit finding. The City will obtain a form from all vendors who are paid by electronic means that includes this declaration.

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/17/10  
Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Hold Public Hearing and adopt resolution approving the construction for the Fairview Pathway Project (aka Northeast Suburban Campus Connector Bike/ Pedestrian Project)

**BACKGROUND:**

Since the mid- 1980s, the City of Roseville has considered pathways to be a significant part of its transportation plan. During the Imagine Roseville 2025 strategic planning process, Roseville residents called on the City to continue to develop additional multi-modal systems of transportation with emphasis on the non-motorized pathway system.

The most recent Roseville Pathway Master Plan was adopted in 2008, and is adopted by reference in the city's Comprehensive Plan. The Pathway Master Plan identifies the Fairview Bike/ Pedestrian Pathway facilities as an important connection for the area pathway network. In the interest of providing a regional connection, the City of Roseville is working with the City of Falcon Heights and the University of Minnesota to construct this pathway segment as a part of the Northeast Suburban Campus Connector (NESCC) Bike/ Pedestrian Project. This project connects regional shopping centers, commercial businesses and neighborhoods in Roseville to neighborhoods, businesses, and institutions in Falcon Heights, St. Paul, and Minneapolis. The project begins at County Road B-2 in the heart of Roseville's regional shopping area extending to the intercampus transitway connecting the two University of Minnesota campuses. Attached is a map showing the location of the pathway improvements in relation to the existing. Below is a description of the proposed improvements:

- ◆ Continuous pathways on both sides of Fairview Ave (between Co Rd B-2 and Co Rd B).
- ◆ A new off- street bituminous pathway (8 feet wide) on the east side of Fairview between Co Rd B and Larpenteur.
- ◆ Converting the existing shoulders on Fairview (between Co Rd B and Larpenteur) and Larpenteur (between Fairview and Coffman) into on-street bike lanes.
- ◆ A new sidewalk along the north side of Larpenteur (between Cleveland and Coffman.
- ◆ On Gortner (between Larpenteur and Folwell) an 8 ft wide pathway will be constructed on the east side.
- ◆ Signal systems within the corridor will be retrofitted with pedestrian countdown timers.
- ◆ Street trees and benches will be installed throughout the corridor to create a more pleasant atmosphere by providing shade and appeal to the non-motorized user.

We have had three public information meetings for this project, presented the project to the Public Works Environment and Transportation Commission, and had meetings with individual property owners. We have invited the same group of Roseville Residents to attend the Public Hearing for this project.

Falcon Heights will be having their Public Hearing for this project on Wednesday, May 12.

34 **POLICY OBJECTIVE**

35 In the interest of achieving the prioritized goals set out by the Pathway Advisory Committee,  
36 City Staff pursues alternative funding mechanisms to construct the recommended pathway  
37 segments. In 2008, the City was awarded Transit for Livable Communities, Non-Motorized  
38 Transportation Pilot Program Grant Funds Federal Surface Transportation Program (STP)  
39 funding to construct a the Northeast Suburban Campus Connector.

40 **FINANCIAL IMPACTS**

41 The estimated cost for this project is; \$1,078,000. It is proposed to be funded using Non-  
42 Motorized Transportation Pilot (NTP) Funds. The six-year federal transportation bill  
43 (SAFETEA-LU) enacted in the summer of 2005 authorized NTP Programs in four communities  
44 – one of which is in Minneapolis, Minnesota. Transit for Livable Communities (TLC) was  
45 selected by Congress to administer the NTP program in Minneapolis and its adjoining  
46 communities. Approximately \$21.5 million has been authorized for the period of 2006 through  
47 2010 to increase the number of people walking and bicycling while reducing driving. In addition  
48 to improvements in the bicycle and pedestrian environment funded through this solicitation, the  
49 project encompasses education and promotion; the pilot project also includes measurement,  
50 evaluation and documentation of results.

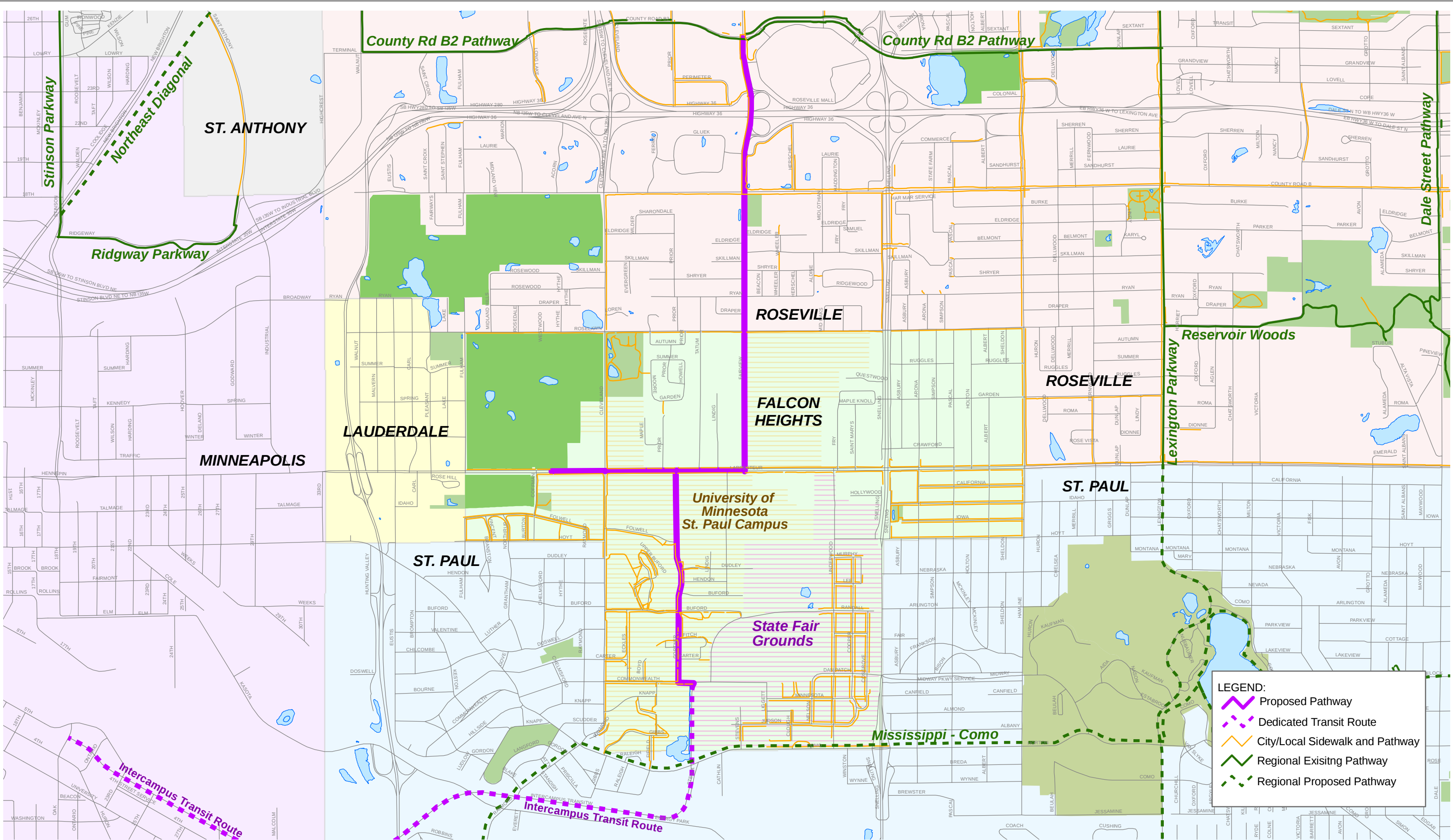
51 **STAFF RECOMMENDATION**

52 Adopt Resolution ordering the construction of the Fairview Pathway Project (aka Northeast  
53 Suburban Campus Connector Bike/ Pedestrian Project)

54 **REQUESTED COUNCIL ACTION**

55 Adopt Resolution ordering the construction of the Fairview Pathway Project (aka Northeast  
56 Suburban Campus Connector Bike/ Pedestrian Project)

**Prepared by:** Debra Bloom, City Engineer  
**Attachments:** A: Location Map



# NTP Northeast Suburban Campus Connector Bike/Pedestrian Project

Data Sources and Contacts:  
\* Ramsey County GIS Base Map (3/5/2007)  
\* City of Roseville Engineering Department  
For further information regarding the contents of this map contact:  
City of Roseville, Engineering Department,  
2650 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 accuracy, measurement or distance or precision or in the absence of specific business. If errors or omissions are discovered, 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 third parties in connection with the use of the user's access or use of data provided.

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held in the City Hall at 2660 Civic Center Drive, Roseville, Minnesota, on Monday, 17th day of May, 2010 at 6:00 p.m.

The following members were present:                      and the following members were absent:

Councilmember                      introduced the following resolution and moved its adoption:

**RESOLUTION NO.**

**ORDERING THE IMPROVEMENT FOR  
THE NORTHEAST SUBURBAN CAMPUS CONNECTOR BIKE/ PEDESTRIAN  
PROJECT**

WHEREAS, the Roseville Pathway Master Plan is adopted by reference in the city's Comprehensive Plan.

WHEREAS, the Pathway Master Plan identifies the Fairview Bike/ Pedestrian Pathway facilities as an important connection for the area pathway network;

WHEREAS, in the interest of providing a regional connection, the City of Roseville is working with the City of Falcon Heights and the University of Minnesota to construct this pathway segment as a part of the Northeast Suburban Campus Connector (NESCC) Bike/ Pedestrian Project.

NOW THEREFORE BE IT RESOLVED by the Council of the City of Roseville Minnesota, that the Council held a public hearing on May 17, 2010, to consider the proposed construction of the Northeast Suburban Campus Connector Bike/ Pedestrian Project at a cost presently estimated at \$1,078,000; at which all persons desiring to be heard were given an opportunity to be heard thereon, and having considered the views of all interested persons, the Council does hereby determine and order that said improvement shall be constructed and financed and that all improvements be constructed substantially as recommended. The City Engineer is designated as the Engineer for the project and is directed to prepare the final plans and specifications for the improvement.

The motion was duly seconded by Councilmember                      and upon vote being taken thereon, the following voted in favor thereof:                      the following voted against:                      ; and the following abstained:

WHEREUPON said resolution was declared duly passed and adopted.

1 STATE OF MINNESOTA )  
2 ) ss  
3 COUNTY OF RAMSEY )  
4  
5  
6

7 I, the undersigned, being the duly qualified City Manager of the City of Roseville,  
8 County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the  
9 attached and foregoing extract of minutes of a regular meeting of said City Council held on  
10 the 17th day of May, 2010, with the original thereof on file in my office.

11  
12 WITNESS MY HAND officially as such Manager this 17th day of May, 2010.  
13  
14  
15

16  
17 \_\_\_\_\_  
18 William J. Malinen, City Manager  
19

20 (SEAL)  
21  
22

Date: 5/17/10  
Item: 12.a  
Fairview Pathway

No Attachments

See 11.A

Date: 5/17/10

Item: 12.b

City Manager Evaluation

No Attachment

  
**REQUEST FOR COUNCIL ACTION**

Date: 05/17/2010  
Item No.: 13.a

Department Approval



City Manager Approval



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Item Description: 2030 Comprehensive Plan Implementation—Review of Master Plans

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**BACKGROUND**

The 2030 Comprehensive Plan identifies strategies to implement its goals and policies and one of these strategies is to “establish a plan to identify pre-2009 master plans” (Chapter 11, page 11-4). In the previous Comprehensive Plan, which had been most recently adopted on January 26, 2004, the City adopted many plans, studies, and supplemental information into the Comprehensive Plan as part of a volume of appendices. During the 2008 updating process, the Comprehensive Plan Update Steering Committee decided to eliminate all of the appended documents, including master plans. Of all of these documents, master plans were the only category of document that the committee had difficulty in reaching consensus.

The Comprehensive Plan established a policy that defined a master plan, identified how future (post-2009) master plans would be addressed in the Comprehensive Plan, determined that the City Council would review pre-2009 plans and determine if and how these plans would be addressed in the Comprehensive Plan, and confirmed that pre-2009 master plans are not addressed in the Comprehensive Plan without further City Council action. See Attachment A to review the policy.

Staff has identified seven pre-2009 plans that have been considered master plans in the past to determine, if under the Master Plan Policy, they meet the standards of a master plan and, if so, determine if they have been adequately addressed in the Comprehensive Plan. The master plans reviewed include:

- Tower Place Area Business Park Plan
- James Addition Neighborhood Master Plan
- Roseville City Center Master Plan and Development Strategy
- Twin Lakes Business Park Master Plan
- Cornerstone Neighborhood Mixed Use Project Report
- Arona-Hamline Neighborhood Master Plan
- McCarron’s Neighborhood Master Plan

In its review of these plans, staff examined whether each of the plans meet the definition of a master plan provided in the Comprehensive Plan. In order to be considered a master plan, a

document must contain a general land-use plan for the study area, the study needed to identify a specific geographic area, and finally, the study could not be project specific. Based on these criteria, only three of the seven identified plans could be considered master plans, including Tower Place Area Business Park Plan, Twin Lakes Business Park Master Plan, and Arona-Hamline Neighborhood Master Plan. The James Addition Neighborhood Master Plan, the Cornerstone Neighborhood Mixed Use Project, and McCarron's Neighborhood Master Plan did not contain a general land-use plan for the area studied and the Roseville City Center Master Plan and Development Strategy was a project-specific plan.

Next, staff identified if there had been any changes in land use in the areas guided by the plans. For those plans meeting the definition of a master plan, staff reviewed the plan against the 2030 Comprehensive Plan to determine if the plan had been addressed in either or both the Future Land Use Map or within the appropriate Planning District. Finally staff made a recommendation if the master plan was adequately addressed in the Comprehensive Plan and any additional relevant comments. Attachment B is a summary of staff's analysis.

#### **POLICY OBJECTIVE**

By determining if the pre-2009 master plans are adequately addressed in the 2030 Comprehensive Plan, the City is undertaking one of the implementation strategies identified in the plan.

#### **BUDGET IMPLICATIONS**

There are no budget implications to this request.

#### **STAFF RECOMMENDATION**

Staff recommends that the City Council determine that the 2030 Comprehensive Plan adequately addresses the pre-2009 master plans and that no further action needs to take place in relationship to these plans and the Comprehensive Plan. It should be noted that non-incorporation of the pre-2009 master plans into the Comprehensive Plan is not equivalent to the elimination of these plans—they are documents that were adopted or approved by the City Council and staff will continue to utilize them and guiding documents.

In the future it may be appropriate to update both the Tower Place Area Business Park Plan and the Twin Lakes Business Park Master Plan. If the Council directs staff to complete these updates, the Comprehensive Plan would need to be updated as guided by Master Plan Policy.

#### **REQUESTED COUNCIL ACTION**

By resolution, determine that the 2030 Comprehensive Plan adequately addresses those plan adopted prior to 2009 that meet the definition of a master plan set forward in the Comprehensive Plan.

Prepared by: Jamie Radel, Economic Development Associate

Attachments: A: Master Plan Policy from the 2030 Comprehensive Plan  
B: Master Plan Review, Recommendations, and Comments  
C: Draft resolution

## Master Plans

For the purpose of the policies described here, the term “master plan” refers to general land-use plans prepared and adopted by the City for specific geographic areas as the result of City-initiated study or analysis, and does not include project-specific redevelopment detail plans.

It is the policy of the City that all master plans, once adopted, shall also be addressed in the Comprehensive Plan. The master plans shall be addressed by one or more of the following means, as appropriate:

1. Including references to the master plan as a tool for use in implementing various aspects of the Comprehensive Plan;
2. Updating the content of the land-use plan and other elements of the Comprehensive Plan to correspond to the master plan; and/or
3. Adopting into the Comprehensive Plan as a specific element of the Land Use Chapter, and separate and distinct from the master plan document itself, those policies, design guidelines, and other elements of the master plan that are identified in the master plan for such inclusion to promote its implementation.

For master plans adopted before 2009, the City Council shall review each plan and determine whether each one should be addressed in the Comprehensive Plan, and if so, how it will be addressed in the Comprehensive Plan pursuant to this policy.

This policy does not limit the City Council’s ability to amend the Comprehensive Plan to address and/or incorporate other plans, policies or guidelines.

The City will require that the all future master plans include a description of how they will be addressed in the Comprehensive Plan.

Master plans adopted prior to 2009 are not addressed in the Comprehensive Plan without further action of the City Council.

## Capital Improvements Plan

State Law requires that the implementation program for the Comprehensive Plan contain a capital improvement program for transportation, sewers, parks, water supply, and open space facilities. Each relevant chapter of the Comprehensive Plan contains a section on future capital improvements. The Comprehensive Plan serves as the foundation for ongoing capital-improvements planning by the City.

The City has created a capital-improvements plan (CIP) that matches the estimated project costs over a ten-year period with funding sources. The CIP allows the City to prioritize projects and to make best use of available revenues. By looking at future needs, the City is better able to find funding sources to fill gaps and to coordinate projects with other jurisdictions. The CIP is updated and approved annually. See Appendix A for Roseville’s 2009-2018 CIP.

The Comprehensive Plan guides capital improvements by all political subdivisions. According to State Law (M.S. Section 462.356, Subd. 2), no capital improvements shall be authorized by the City (and its subordinate units) or any other political subdivision having jurisdiction within Roseville until the Planning Commission has reviewed the CIP and reported in writing to the City Council as to its compliance of

with the Comprehensive Plan. The City Council may, by resolution adopted by two-thirds vote, dispense with this requirement when it finds that the proposed capital improvement has no relationship to the Comprehensive Plan.

## Housing

The Comprehensive Plan must include a housing implementation program, including official controls which will provide sufficient existing and new housing to meet the local unit’s share of the metropolitan area need for low- and moderate-income housing. The City will continue to work with the Metropolitan Council to determine Roseville’s fair share of the region’s new affordable housing for the years 2011-2020. The City and its Housing and Redevelopment Authority (HRA) will continue to monitor Roseville’s housing supply, identify needs for public action, and design programs to meet these needs.

## Other Implementation Tools

### Other Policy Plans

The Comprehensive Plan refers to other policy plans that Roseville uses to guide municipal systems, actions and investments. These plans cover municipal systems for transportation, sanitary sewer, water supply, surface-water management, and parks. These plans serve as ongoing tools for implementing the plans, goals, and policies in the Comprehensive Plan. These plans may be updated and modified without updating the Comprehensive Plan.

| Plan                                                       | Year Produced | Is it a Master Plan by Comp Plan Definition? |                             |                      | Redeveloped?                                                                                                                                                    | Does the Comprehensive Plan Address Areas not Redeveloped? |                   | Recommendations                                                                                                                                                                                                                                                                                                                                                  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------|---------------|----------------------------------------------|-----------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                            |               | General Land-Use Plan                        | Specific Geographic Area(s) | Not Project Specific |                                                                                                                                                                 | Future Land Use Map                                        | Planning District |                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Tower Place Area Business Park Plan                        | 1996          | Yes                                          | Yes                         | Yes                  | Parcels along the County Roads have begun to redevelop on a parcel-by-parcel basis, including the HOM Store, LA Fitness, Stone & Tile, and Renewal by Anderson. | Yes                                                        | No                | Future land use designation of Business Park adequately addresses this master plan. Due to the age of the plan, not recommended to add additional references in the Planning District 9.                                                                                                                                                                         | The Tower Place Plan has some useful recommendations and should be updated to reflect current conditions. If updated, should consider integrating basic themes into the Planning District section of the Comprehensive Plan.                                                                                                                                                                                               |
| James Addition Neighborhood Master Plan                    | 1997          | No                                           | Yes                         | Yes                  | N/A                                                                                                                                                             | N/A                                                        | N/A               | N/A                                                                                                                                                                                                                                                                                                                                                              | This is not a master plan as defined by the Comprehensive Plan, but a series of recommendations made by the James Addition Neighborhood Task Force.                                                                                                                                                                                                                                                                        |
| Roseville City Center Master Plan and Development Strategy | 2000?         | No                                           | Yes                         | No                   | The City selected a different development strategy for the City campus.                                                                                         | N/A                                                        | N/A               | N/A                                                                                                                                                                                                                                                                                                                                                              | This is not a master plan as defined by the Comprehensive Plan. This was a very specific development plan for the City Hall Campus.                                                                                                                                                                                                                                                                                        |
| Twin Lakes Business Park Master Plan                       | 2001          | Yes                                          | Yes                         | Yes                  | Redevelopment of the area has begun with the construction of the public infrastructure and the Metro Transit Park and Ride.                                     | Yes                                                        | Yes               | The Twin Lakes Business Park Master Plan has been adequately addressed into the Comprehensive Plan through the future land use designation of Community Mixed Use for the majority of the area and High-Density Residential in those areas adjacent to existing residential areas. In addition, this Master Plan has been referenced in the Planning District 10 | The City last updated this master plan in 2001 in conjunction with a proposal for a large-scale medical facility. The new proposed zoning code calls for the Twin Lakes area to have a regulating map, which will give the City the ability to relook at the redevelopment of Twin Lakes. If this is undertaken, upon its completion, the City should review the Comprehensive Plan to ensure that they remain consistent. |
| Cornerstone Neighborhood Mixed Use Project                 | 2001          | No                                           | Yes                         | Yes                  | N/A                                                                                                                                                             | N/A                                                        | N/A               | N/A                                                                                                                                                                                                                                                                                                                                                              | The Cornerstone Neighborhood Mixed Use Project report is a general set of design guidelines for small-scale commercial nodes at the intersection of county roads. These nodes have been preserved with the future land-use designation of Neighborhood Business. Further design-oriented requirements will be addressed in the Zoning Code update.                                                                         |
| Arona-Hamline Neighborhood Master Plan                     | 2004          | Yes                                          | Yes                         | Yes                  | Former City-owned Reider School site has been redeveloped. Improvements have been made to Centennial Gardens.                                                   | Yes                                                        | No                | The Arona-Hamline Neighborhood Master Plan was adequately addressed through the future land use designations of High-Density Residential and Neighborhood Business. With recent development in the area, do not need to include in the Planning District 3.                                                                                                      | With the redevelopment of the former school site and the reinvestment in the apartment complexes as well as the Presbyterian office building, this Master Plan only pertains to redevelopment at the Hamline Shopping Center site, which at one time had an approved plan for a senior-housing project.                                                                                                                    |
| McCarron’s Neighborhood Master Plan                        | 2005          | No                                           | Yes                         | Yes/No               | Construction was begun on the Guptil property, which was the primary focus of this plan.                                                                        | N/A                                                        | N/A               | N/A                                                                                                                                                                                                                                                                                                                                                              | This is not a master plan as defined by the Comprehensive Plan. Its primary focus was site specific—the Guptil property—that development has since begun. There are recommendations for the area near this site, but there is no general land-use plan to illustrate the recommendations.                                                                                                                                  |

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

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 17<sup>th</sup> day of May, 2010, at 6:00 p.m.

The following members were present:

and the following were absent: .

Member introduced the following resolution and moved its adoption:

**RESOLUTION No. XXXXX**

**Addressing Pre-2009 Master Plans in the 2030 Comprehensive Plan**

WHEREAS, the City of Roseville 2030 Comprehensive Plan, which was adopted by the City Council on October 26, 2009, defines a master plans as “general land-use plans prepared and adopted by the City for specific geographic areas as the result of City-initiated study or analysis, and does not include project-specific redevelopment detail plans.”

WHEREAS, the Comprehensive Plan sets forward a process for the City Council to review and determine whether each one of the master plans should be addressed in the Comprehensive Plan.

WHEREAS, the City Council has identified three plans adopted prior to 2009 that meet the Comprehensive Plan definition of a master plan;

WHEREAS, the City Council has analyzed each of these plans in relationship to the 2030 Comprehensive Plan and determined that the Comprehensive Plan adequately addresses each of these plans.

NOW, THEREFORE, BE IT RESOLVED, that the 2030 Comprehensive Plan adequately addresses the master plans adopted prior to 2009 and no further actions to incorporate these plans into the Comprehensive Plan are needed.

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

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

46

47 and the following voted against the same: none.

48

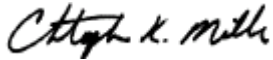
49 WHEREUPON said resolution was declared duly passed and adopted.

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/17/2010

Item No.: 13 . b

Department Approval



City Manager Approval



Item Description: Receive Revised Departmental Strategic Plans

**BACKGROUND**

During the 2009 Budget Process, City Staff submitted strategic plans that outlined each department's mission statement, core values, goals & priorities, and measurable performance outcomes. City Staff recently updated their strategic plans and they are submitted herein.

It should be noted that each Department has prepared their Strategic Plans in accordance with the goals and strategies outlined in the IR2025 process among other processes. However, these Strategic Plans do not necessarily reflect a *citywide* Strategic Plan with *citywide*-prioritized goals.

The Strategic Plans are presented for information purposes only. Staff will be available to respond to any Council inquiries.

**POLICY OBJECTIVE**

The development of strategic plans is consistent with governmental best practices, and allow for continued emphasis on the goals and strategies contained in the IR2025 document.

**FINANCIAL IMPACTS**

Not applicable.

**STAFF RECOMMENDATION**

Not applicable.

**REQUESTED COUNCIL ACTION**

For information purposes only. No formal Council action is required.

Prepared by: Chris Miller, Finance Director

Attachments: A: Revised Departmental Strategic Plans



# 2010–2014 Strategic Plan

Submitted May 17, 2010

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# Administration Department

## Executive Summary

The 2010-2014 Strategic Plan for the Administration Department is hereby submitted. The Strategic Plan has been developed in accordance with the Department's overall mission and long-term vision. Within this framework, the Department has established goals and priorities that guide the allocation of resources and operational decisions towards the desired outcomes.

The Administration Department carries out the City Council's policies and administers City business. Administration staff makes personnel policy decisions and ensures that all laws and ordinances are enforced. The Administration staff conducts studies and makes recommendations for Council consideration, provides information to residents, oversees elections and directs the City's solid waste and recycling programs. The department has 5.75 FTE and three part-time employees who assist with taping Council and Commission meetings.

The Administration Department maintains accurate records of all City Council meetings. The Department archives documents and manages the City's record retention efforts. Administration staff is responsible to train all employees on record retention schedules. The Department responds to public data practices requests.

The City of Roseville's Mission statement is:

To provide the Citizens of Roseville with an ethical local government structure which ensures the Community's public safety, health, quality of life, and general welfare in a manner that is accountable to both current and future generations.

## 2009-2013 Goals and Priorities

During the next five years, the Administration Department will focus on and implement the following goals:

1. **Provide excellent, effective and efficient City services** to ensure that all citizens, businesses and visitors have their needs met in a customer driven, cost effective manner.
2. **Improve management and provide leadership to employees, commissions, task forces and others, as needed** to ensure that all employees and volunteers have the tools and training to efficiently and effectively achieve their responsibilities.
3. **Establish performance measures** to ensure that City staff are meeting community needs.
4. **Implement Imagine Roseville 2025 Goals and Strategies** which were identified by hundreds of members of the community who donated thousands of hours to help set the course for Roseville's future.

5. **Improve outreach to all communities within the City of Roseville** to ensure that all residents, businesses and visitors feel safe, welcome, respected and heard.
6. **Provide environmental leadership within the City and to the community** to ensure a healthy environment for today and tomorrow.

### **Action Steps to Implement Department Goals**

#### **Goal #1      Provide excellent, effective and efficient City services**

- ✓ Invest in staff training and retraining and development to improve quality and responsiveness of city services
- ✓ Implement an integrated performance management program which lets the City do a better job in strategic and capital planning, setting budget priorities, performance assessment and community feedback
- ✓ Routinely seek community input to evaluate and continuously improve city services
- ✓ Invest in the infrastructure, equipment and tools needed to meet the needs of the community
- ✓ Participate in regional and intergovernmental collaborations
- ✓ Coordinate with regional partners to provide higher service levels
- ✓ Enhance internship opportunities citywide
- ✓ Use the latest technological advances – communication devices, computer programming, hand-held readers - to provide efficient services
- ✓ Explore flexible schedules

#### **Goal # 2      Improve management and provide leadership to employees, commissions, task forces and others, as needed**

- ✓ Create a succession, recruitment and retention management plans to ensure quality service
- ✓ Create a city-wide record management system to accurately and electronically create, store and retrieve documents
- ✓ Provide project leadership for new initiatives and ongoing projects
- ✓ Establish a Human Resources Information system that includes online application, benefit enrollment and payroll
- ✓ Provide citywide training and organizational development
- ✓ Keep pace with changes to the health care system and expand employee education, analysis and communications surrounding benefits and wellness
- ✓ Update and/or establish policies and procedures manuals
- ✓ Ensure that the City of Roseville is a desirable place to work to assist with attracting and retaining quality employees
- ✓ Promote safety from top down to reduce injury and ensure regulatory compliance

**Goal #3      Establish performance measures to ensure that City staff is meeting community needs**

- ✓ Establish a performance management system to be more performance and analysis driven
- ✓ Conduct a cost benefit analysis for major programs and services
- ✓ Routinely seek community input to evaluate and continuously improve city services
- ✓ Identify performance measurements that reflect the needs and wants of the community

**Goal #4      Implement Imagine Roseville 2025 Goals and Strategies**

- ✓ Assist Council to identify ways to implement short, medium and long-term goals and high, medium and low priorities
- ✓ Promote Imagine Roseville process and action plans
- ✓ Engage citizens to participate in achieving goals
- ✓ Establish realistic budget expectations to achieve goals

**Goal #5      Improve outreach to the all communities within the City of Roseville**

- ✓ Monitor demographic changes and adjust communication efforts to meet demographics, including increasing and improving communications efforts to a diverse community – giving consideration to all types of diversity – age, gender, race, religious affiliation, economic status, etc.
- ✓ Transition Human Rights Commission into an expanded Neighborhood and Diversity Commission
- ✓ Foster collaboration between the city and community based organizations, groups and individuals
- ✓ Provide meaningful opportunities for community engagement
  - Roseville University
  - Community Pride Day
  - Community Day to Volunteer
- ✓ Increase use of website and internet technologies (podcast, cable tv show)

**Goal #6      Provide environmental leadership within the City and to the community**

- ✓ Provide programs and information to help take steps to reduce environmental impact.
  - Provide for sales of compost bins and rain barrels
  - Expand recycling opportunities in parks
  - Expand recycling program to all new multifamily buildings
  - Explore opportunities to add new items to recycle to the recycling services
  - Conduct zero-waste events
  - Complete RFP process in 2010 for next recycling contract
  - Greater commitment to paperless office.
- ✓ Make a commitment to reduce city's impact on the environment
  - Use best environmental practices on all city purchase – from recycled paper to alternative fuel vehicles
  - Distribute information through electronic technologies

- o Expand geothermal technologies
- o Develop code changes that promote “green” development

### **Measured Outcomes and Results**

The Administration Department has established the following benchmarks and measurement outcomes to gauge whether the long-term strategic plan has been achieved:

- Council and staff are better able to proactively approach projects rather than having to react to crises.
- Add new staff added to help City improve existing services and undertake new initiatives.
- Conduct a biannual community survey to gauge City’s successes and areas of improvement. Use the initial survey as a benchmark and evaluate outcomes.
- Establish a solid plan to implement Imagine Roseville goals – including support from the Council and financial/tax support from residents.
- Provide greater outreach into neighborhoods. Full attendance at Roseville University. Greater community participation at other City sponsored events.
- Council packets delivered on time in complete and accurate form. This includes the consideration of electronic transfer (Agenda Manager) to reduce paper.
- More projects completed, better implementation, improved work product from staff.
- Interns working across City departments in a cost effective way enhance community services.
- City makes appropriate training opportunities available to staff.
- Improved level of employee production and satisfaction.
- Increased percent of recyclables being recycled.
- Successful elections redistricting and evaluation of whether to add a new precinct.
- Joint Powers Agreement for purchase of elections equipment.
- Expand the newsletter and other outreach efforts to the community, resulting in greater compliance and better understanding of City Codes, safety tips, park event participation and other information.

At this time, the Department has not measured the outcomes and results of the established action plans. A comprehensive analysis is expected to be completed by the end of 2009.

# Community Development Department

## Executive Summary

The Roseville Community Development Department 2009-2013 Strategic Plan is hereby submitted. This strategic plan has been developed in accordance with the Community Development Department's overall mission and values. Within this framework, the Community Development Department has established goals and priorities that will assist the Department and policy makers allocate the resources and guide operational decisions to meet the needs of the Department and the community.

## Vision Statement

*The Roseville Community Development Department is dedicated to maintaining and enriching our community's vitality through long-range planning, equitable administration of building and zoning codes and facilitation of sustainable redevelopment.*

## Community Development Department Values

The Community Development Department staff is dedicated to these core values

**Respect** – provide courteous and helpful service to everyone

**Fairness** – provide service to all customers that is equitable and unbiased

**Innovation** – seek solutions that are creative and efficient as well as cost-effective

**Collaboration** – seek out internal and external partnerships to lead to better service and outcomes

**Quality**- daily task and work products are done with attention to detail and clarity

**Efficiency**- methods are employed to take the least amount of time at the least cost

**Stewardship** – dedication towards applying our work toward thinking to future generations

**Dependable** – reliable and consistent service and work products

**Professional** – all interactions are conducted with the highest degree of professionalism

**Excellence** – create work product and services better than what is expected

## 2009-2013 Goals and Priorities

During the next five years, the Community Development Department will focus on and implement the following goals

- 1) Review and update **Department Policies and Procedures** to ensure that they are meeting the needs of the departments, the City as an organization, and the citizens of Roseville.
- 2) Improve **Records Management and Information Tracking** of all files and correspondence to ensure easy and efficient access to information.
- 3) Improve and increase **Public and Community Outreach** to allow for a better understanding of the City's processes and decisions.
- 4) Implement **Department Modernization** after a thorough review of department procedures and equipment.

- 5) Undertake a review of the department's **Organizational Structure** and implement to ensure that the department's services are delivered effectively and efficiently.
- 6) Create opportunities and provide resources for department personnel's **Professional Development**.
- 7) Create methods and adopt policies to ensure consistent **Department Funding**.
- 8) Promote innovative and sustainable **Land Use Practices and Regulations** to ensure that the community needs are being met.
- 9) Partner with Roseville business community to promote a **Diverse Local Economy**.

### **Action Steps to Implement Department Goals**

#### **Goal #1 Updated Department Policies and Procedures**

- Improve internal budgeting process
- Update current procedure manuals
- Create written policy manual
- Review and improve development review process
- Create consistent nomenclature regarding the Department's activities.
- Revise new construction plan review process

#### **Goal #2 Records Management and Information Tracking**

- Create electronic scanning and document management program and schedule.
- Create improved program for maintaining internal files and retention of such files.
- Eliminate paper storage of documents and files per record retention schedule.
- Create master electronic property file database using Laserfiche.
- Better correspondence with applicants (i.e., follow-up and approval letters)
- Tracking of construction deposit refunds
- Track/license home occupations
- Create SAC credit data base
- Create Expired permit policy and procedure

#### **Goal #3 Public and Community Outreach**

- Make department documents available to general public via Laserfiche
- Translate forms into another language (Spanish and Hmong).
- Use tools to better inform public regarding City development activities
  - o Community Meetings
  - o Web Site
  - o Cable TV
  - o Newsletter
- Educate public about code violations
  - o Targeted Neighborhood Enhancement program

- o Communication through City media (website, newsletter)
- o Presence at Home and Garden Fair and similar events

**Goal #4 Modernization**

- Eliminate paper inspection slips
- Purchase of new software to track code enforcement efforts.
- Offer online application for building & land use permits.
- Offer online payment for permit applications .
- Allow for field data entry & external access to network by inspection staff.
- Provide permit pricing online
- Update online mapping application
- Streamline code enforcement nuisance abatement
- Create expired permit policy and procedure
- Maximize opportunities for electronic communications (writeable pdf forms that can be emailed back to city).

**Goal #5 Organizational Structure**

- Review and implement changes in departmental organization to ensure the needs of the City and the community are being met.

**Goal #6 Professional Development**

- Create opportunities for staff retreats to focus on department priorities and goals.
- Provide resources for staff training and professional development

**Goal #7 Department Funding**

- Escrow accounting for land use applications
- Fund code enforcement from general fund
- Charge code violators for services provided

**Goal #8 Regulations**

- Rental licensing vs. registration
- Update of Zoning and subdivision code after completion of Comprehensive Plan
- RV/trailer storage
- Implementing stronger design standards
- Landscape/tree preservation ordinance

**Goal # 9 Diverse Local Economy**

- Outreach to existing business community
- Creation of loan assistance program to attract new businesses

## **Measured Outcomes and Results**

The Community Development Department will utilize the following benchmarks to gauge the success in achieving the Department's long term goals as outlined in the strategic plan. Success will be measured by the implementation of specific actions step as well as monitoring of trends and data. Listed below are the Department's goals and the specific performance measures that will inform the Department of the success of implementing the Department's strategic plan.

### ***Updated Department Policies and Procedures***

- ✓ Meet all City Manager and City Council budget deadlines (Ongoing)
- ✓ Annually review Department Policy and Procedures Manual to ensure compliance with strategic plan and overall City goals. (Ongoing)
- ✓ Measurement of average turn-around time per building permit and plan review. (Ongoing)
- ✓ Measurement of average length of time for consideration of land use cases (Ongoing)
- ✓ Implement changes to financial reporting to better understand Department's revenue and expenses (2008)
- ✓ Finish Department Policy Manual (2009)
- ✓ Finish Updating Department Procedure Manual (2009)
- ✓ Streamline Development Review Process (2009)
- ✓ Implement departmental budgeting process based on organizational structure and needs (2010 Budget)

### ***Records Management and Information Tracking***

- ✓ Secure resources to complete electronic scanning of department files and records (2009)
- ✓ Complete scanning of department records and files (2010)
- ✓ Create user interface (i.e. Laserfiche) for access of files and records by City staff and public. (2010)

### ***Public and Community Outreach***

- ✓ Review of feedback from citizens, developers, and policymakers regarding information being shared. (Ongoing)
- ✓ Measurement of phone calls/email inquiries received per project [i.e. 2008 =7.2 contacts per case vs. 2009 3.4 contacts per case)] (Ongoing)
- ✓ Measurement of hits for department web pages. (Ongoing)
- ✓ Measurement of subscriptions to Community Development email list. (Ongoing)
- ✓ Measurement of average length of time for consideration of land use cases (Ongoing)
- ✓ Measurement of code enforcement cases closed after 1<sup>st</sup> contact and after 2<sup>nd</sup> contact. (Ongoing)

### ***Modernization***

- ✓ Annually evaluate Department's technology needs (Ongoing)
- ✓ Measurement of average turn-around time per permit and plan review. (Ongoing)
- ✓ Measurement of average length of time for consideration of land use cases (Ongoing)
- ✓ Implement field data entry by inspectors (2009)
- ✓ Implement online application and payment for building permits. (2010)
- ✓ Elimination of paper agendas with totally electronic agenda for Department Commissions (2013)

### ***Organizational Structure***

- ✓ Measurement of annual budget vs. number of staff. (Ongoing)
- ✓ Measurement of number of permits per inspector (Ongoing)
- ✓ Measurement of number of inspections per inspector (Ongoing)
- ✓ Measurement of number of planning cases per planning staff member (Ongoing)
- ✓ Measurement of average length of time for consideration of land use cases (Ongoing)
- ✓ Complete review of Department organizational structure (2008)
- ✓ Implement changes (if any) to Department's organizational structure. (2009)

### ***Professional Development***

- ✓ Measurement of budget dollars allocated for training/professional development per employee (Ongoing)

### ***Department Funding***

- ✓ Measurement of annual budget vs. number of staff (Ongoing)
- ✓ Measurement of building permits per year [total and by type] (Ongoing)
- ✓ Measurement of average permit value per month and per year (Ongoing)
- ✓ Measurement of annual new valuation per inspector (Ongoing)
- ✓ Measurement of share of building division expenses covered by permit revenue. (Ongoing)
- ✓ Measurement of share of other Department expenses covered by building permit revenue. (Ongoing)
- ✓ Measurement of customer cost per building permit. (Ongoing)
- ✓ Implementation of escrow accounting for land use cases (2008)
- ✓ Implementation of revised fine structure for code enforcement violators (2008)
- ✓ Secure consistent additional funding for Department's operations (2009)

### ***Regulations***

- ✓ Annually review regulations and ordinances to ensure community needs are being met (Ongoing)
- ✓ Adopt new zoning ordinance based on new comprehensive plan (2010)
- ✓ Review need of rental licensing (2010)

### ***Diverse Local Economy***

- ✓ Track number of businesses contacted (2011)
- ✓ Jobs created per public \$ invested (2011)

# Finance Department

## Executive Summary

The 2011-2015 Strategic Plan for the Finance Department is hereby submitted. The Strategic Plan has been developed in accordance with the Department's overall mission and long-term vision as well as the Imagine Roseville 2025 process. Within this framework, the Department has established goals and priorities that will guide the allocation of resources and operational decisions.

The Finance Department's mission is:

*To provide support systems that maximizes taxpayer value  
and ensures public confidence*

This mission reflects the Department's general internal support responsibilities including the finance and accounting function and the information technology function. It also reflects the Department's advocacy for external services that create greater economies of scale such as our IT partnerships with other cities; or services that provide surplus monies such as the License Center, that can offset city costs in other programs.

In support of this mission, the Department has established the following vision statements:

- ☐ To maintain a **professional** work environment at all times
- ☐ To promote **integrity** in all actions and decisions by upholding industry best practices
- ☐ To encourage **accountability** and responsibility among all employees by rewarding honesty and acknowledging personal improvement
- ☐ To instill a culture based on **ethics**-based decisions and actions
- ☐ To advance the expectation that new **efficiencies** are incumbent to our success
- ☐ To support **entrepreneurial** ideas and initiatives that create new support systems and enhance taxpayer value

In conjunction with the Department's mission and vision, the Finance Department has developed the following long-term goals and priorities:

- 1) Maintain a bond rating that places the City in the top 10% of all municipalities nationwide
- 2) Design and maintain a network of information systems that fosters an efficient and effective service delivery process
- 3) Establish and maintain a regulatory function that ensures the health, safety, and welfare of citizens that is balanced with the interests of businesses
- 4) Pursue partnership opportunities with other governmental agencies and explore public/private initiatives

These goals and priorities will provide a guide in making resource allocation decisions for the future budgets, and in balancing departmental employee duties and responsibilities.

### Overview of the City's Finance Department

The Finance Department is comprised of three divisions that include; Finance & Accounting, Information Technology, and the License Center. The Department is led by the Director of Finance, who oversees departmental strategic planning and is responsible for all departmental activities.

Divisional managers oversee day-to-day operations and report directly to the Director. The Department includes 26 full-time and 7 part-time employees.

The *Finance & Accounting* Division includes 6 full-time and 2 part-time employees who are responsible for: accounting and financial reporting, budgeting and capital planning, treasury and investment portfolio management, debt management, risk management, utility billing, and business licensing

The *Information Technology (IT)* Division includes 8 full-time and 1 part-time employee who are responsible for the planning, implementation, and support of citywide information systems. Through business partnerships with other governmental jurisdictions, the IT Division also provides services to the regional area which allows the City to realize a greater return on IT investments.

The City's *License Center* includes 12 full-time and 4 part-time employees that serve the general public as a MN Department of Public Safety Deputy offering State auto, drivers, and DNR licenses. The License Center also issues passports as governed by the US Department of State.

Greater detail on the Finance Department's Strategic Plan is presented in separate sections below. They include expanded information on:

- ☐ Mission Statement
- ☐ Vision Statement
- ☐ Goals & Priorities
- ☐ Action Steps
- ☐ Measured Outcomes

### **Mission Statement**

The Finance Department's mission is:

*To provide support systems that maximizes taxpayer value  
and ensures public confidence*

This mission reflects the Department's general internal support responsibilities including the finance and accounting function and the information technology function. It also reflects the Department's advocacy for external services that create greater economies of scale or provide surplus monies to offset city costs.

## Vision Statements

In support of the Department's mission, the Finance Department has developed vision statements to guide long term planning efforts for all departmental functions and to identify new areas of opportunity. The vision is complemented by departmental values that are incorporated into the day-to-day activities of the Department and in employee expectations. These values (shown below in boldface) are designed to foster a work environment and culture that is committed to excellence.

The Department's vision statements are:

- ☐ To maintain a **professional** work environment at all times
- ☐ To promote **integrity** in all actions and decisions by upholding industry best practices
- ☐ To encourage **accountability** and responsibility among all employees by rewarding honesty and acknowledging personal improvement
- ☐ To instill a culture based on **ethics**-based decisions and actions
- ☐ To advance the expectation that new **efficiencies** are incumbent to our success
- ☐ To support **entrepreneurial** ideas and initiatives that create new support systems and enhance taxpayer value

## Goals & Priorities

The Finance Department's long-term goals and priorities have been established in conjunction with the Department's mission and vision statements. They include:

- 1) Maintain a bond rating that places the City in the top 10% of all municipalities nationwide
- 2) Design and maintain a network of information systems that fosters an efficient and effective service delivery process
- 3) Establish and maintain a regulatory function that ensures the health, safety, and welfare of citizens that is balanced with the interests of businesses
- 4) Pursue partnership opportunities with other governmental agencies and explore public/private initiatives

These goals and priorities require consistent high-performance by all departmental employees. Achieving these goals also requires substantial participation from all other departments. As a result, a strong cooperative work style is paramount to the Department's success.

### **Action Plans**

In an effort to achieve established goals and objectives, the Finance Department has identified the following action plans:

- ☐ Revise the City's 10-year Capital Investment Program
- ☐ Revise the City's 10-year Financial Plan
- ☐ Refine the Budgeting-for-Outcomes Process
- ☐ Develop a Information Technology Division Business Plan
- ☐ Update the Finance Division Business Plan
- ☐ Update the License Center Division Business Plan
- ☐ Revisit all business license regulations to ensure the protection of citizens are balanced with the business community's interests
- ☐ Initiate discussions with other governmental jurisdictions to consider possible partnerships with our information technology, finance, or accounting-related functions
- ☐ Assess long-term facility options for a new License Center

It is expected that these action plans will take place over several years. However, given their interdependency it will be necessary to maintain steady progress throughout.

### **Measured Outcomes and Results**

The Finance Department has realized the following benchmarks and measurement outcomes towards assessing whether the long-term strategic plan has been achieved:

- ☐ The City currently maintains a bond rating AA1 from Moody's, and AA from Standard & Poor's. This places the City in the top 6% of all municipalities nationwide.
- ☐ The City has received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the past 30 years.
- ☐ The City has received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the past 11years.
- ☐ Implemented Internet Protocol (IP) Telephony phone system; producing operational savings of over \$50,000 annually
- ☐ Established 23 IT-based joint powers agreements with area governmental jurisdictions creating greater economies of scale and generating \$650,000 annually in revenues
- ☐ The License Center continues to generate surplus monies to support other City programs and services. Since 2002, the License Center has generated over \$1.1 million in surplus monies

# **Fire Department**

## **Discussion**

The ability of the fire department to respond timely and effectively to emergency incidents is driven by equipment, vehicles, personnel, communications, fire stations, and . Over the past two decades the fire department has taken several different approaches to providing service to the community. The approaches used were based on several different factors including demographic challenges within the community, economic challenges for funding, increase in service levels and community expectations, an overwhelming increase in training and knowledge requirements, and a reduction in firefighters overall available time to commit to serving the community.

## **Personnel**

The current makeup of the fire department consists of seven full-time staff (Acting Fire Chief, Shift Commander, Fire Marshal, Fire Inspector, two full-time firefighters, and a Firefighter/Administrative Assistant) and 59 part-time firefighters. Our current staffing model allows for a crew of five, with one Shift Supervisor, one Shift Lieutenant, and three firefighters per shift. We operate two 12-hour shifts per day covering 24/7 fire and EMS response. We utilize call-back personnel via a pager system for large scale incidents. There are many factors which affect the fire department's ability to provide a consistent level of service. There is an influx in daytime population within the city resulting in a disproportionate number of daytime incidents and the availability of call-back firefighters varies depending on the day and time.

Future staffing is one of the most important areas in need of a full analysis which will help guide the hiring and staffing model used by the fire department. The current make up of the department will see the potential of 13 senior firefighters and officers retire within the next five years. The impact of the potential retirements will not only see an effect on the overall experience level of the fire department but a significant impact on our call-back abilities as all 13 are Roseville residents.

## **Training**

Fire training is the most evolved area of the fire service over the past several years. Significant changes have been made to the required areas of training such as Hazardous Materials, new building construction, Weapons of Mass Destruction, OSHA, and Emergency Medical training to name just a few. This training is mandated at the State and Federal level.

Supervisor training is a priority for the fire department. We believe it is vital to continue to train and evaluate our next generation of leaders.

## **Prevention**

Our Fire Prevention division is made up of our Fire Marshal and Fire Inspector. The prevention division is tasked to review building construction plans, inspect on-going building projects, inspect commercial, retail, and multi-family housing, investigate all fires, and provide fire safety education to the community. Most of these areas have seen some consistency to level of workload over the past few years.

## **Emergency Medical Services (EMS)**

More than 70% of the emergency work performed by the fire department involves emergency medical care. Roseville is a unique community with a higher than average percent of residents over 50 years of age. And in general the population is expected to see a continued increase in people over age 50 as the baby-boomers continue to grow older.

The impact of this increase is yet uncertain but we highly anticipate that the need for emergency medical care will continue to increase.

## **Operations**

The Operations division is the largest division within the fire department. The main mission within the Operations division is to respond to all calls for help. Although emergency response is the main mission, firefighters are tasked with many other duties such as fire prevention, equipment and building maintenance.

### **Mission Statement**

To preserve life and property

### **Vision Statement**

We envision our organization as a model provider of emergency services.

### **Value Statements**

- 1) We believe our commitment is to our families, members, and community.
- 2) We believe in building on our foundation of trust, respect, and dedication.
- 3) We believe in providing the highest quality of service in a professional and ethical manner.
- 4) We value honest, tactful, and informative communication.
- 5) We believe in striving for excellence through innovation and training.

## ***Executive Summary***

### **Goal #1**

**Fire Station building facility needs:** Review current and future Fire Department operations and station location(s). From this, determine a plan for consolidation of fire stations, and operations through building a new fire station to serve the community into the future.

## **Goal #2**

**Review current hiring, staffing, and training programs:** Complete an analysis of the new employee hiring process, staffing operations, call-back program, and training programs.

## **Goal #3**

**Establish a leadership program:** Continue to improve and evaluate a program that assures we are doing everything possible to provide learning opportunities and development for current and future fire officers.

## **Goal #4**

**Measure the effectiveness of service:** Develop performance measurements for fire operations and services, including an ISO evaluation.

## **Goal #5**

**Shared services:** Continue to explore partnerships for shared service with other surrounding communities.

## **Goal #6**

**Emergency Medical Services opportunities:** Evaluate current and future opportunities for service improvements and cost recovery.

## **Goal #7**

**Part-time firefighter pay & benefits:** Continue to transition part-time staff into the city's pay & benefits structure, including a comprehensive review of the current retirement program.

## **Goal #8**

**Firefighter health and wellness program:** Evaluate current health and wellness programs and implement new or expand current plans to better meet the needs of all firefighters.

## **Goal #9**

**Community outreach programs:** Develop a method and strategy for community outreach programs.

## **Goal #10**

**Capital improvement & vehicle replacement plan:** Develop an updated plan for capital equipment purchases and vehicle replacement.

## **Action Steps to Implement Department Goals**

### **Goal #1**

Fire Station building facility needs

**Objective #1-** Create a committee representing the stake holders to study facility needs and opportunities. Then report all committee results and findings back to City Council.

**Objective #2-** Create a timeline for the possibility of building a new fire station.

**Objective #3-** Identify funding for preliminary building plans.

**Objective #4-** Coordinate the process for capital building referendum.

**Objective #5-** Coordinate the building process.

**Outcome:** Decide the required number and location of fire station(s). Eliminate older and out of position fire stations. Build a new fire station with up to date amenities for male and female firefighters, including all OSHA, NFPA, NIOSH, and ADA requirements.

## ***Goal #2***

Review current hiring, staffing, and training programs

**Objective #1-** Create a committee to review our current staffing model and make recommendations to assure all aspects of the programs are maintained.

**Objective #2-** Develop an action plan for future hiring of both full and part-time firefighters to assure both station staffing and call-back programs are meeting established service levels for response and firefighter safety.

**Objective #3-** Develop an action plan to assure we are meeting all established levels of training for both fire and EMS.

**Outcome:** Provide a through guided plan for future hiring and emergency response which should include sufficient and predictable levels of funding. Will assure firefighter training is professional, flexible, and maintains the highest of training standards.

## ***Goal #3***

Establish a leadership program

**Objective #1-** Develop an on-going officers training program which meets or exceeds standardized officer training requirements by the NFPA.

**Objective #2-** Implement a new officer's promotion program.

**Objective #3-** Continue on-going delegation of appropriate duties and responsibilities to fire officers.

**Outcome:** Assure we are continually training fire officers and developing the next generation of fire department leadership through on-going education, training, and skill development.

## ***Goal #4***

Measure the effectiveness of provided services

**Objective #1-** Establish performance benchmarks for all areas of fire and EMS.

**Objective #2-** Assure proper data is captured to track and measure established benchmarks.

**Outcome:** Through accurate data collection the fire department can measure our performance, maximize our resources and make appropriate evidence-based changes.

## ***Goal #5***

Shared services

**Objective #1-** Continue to support and encourage new opportunities to partner with neighboring fire departments.

**Objective #2-** Explore possible merging of services or fire departments creating a regional service area.

**Objective #3-** Continue to work with other city departments to evaluate and eliminate redundant services; working to provide low internal cost exchange of services.

**Outcome:** The concept of shared services within the fire service is gaining strength and will be a more accepted practice in coming years. The idea of erasing boundaries and combining services will certainly reduce costs due to economy of scale. Creating these partnerships will take concentrated unselfish commitment by communities, firefighters, Fire Chiefs, City Managers, and Elected Officials. The end result has the potential for improved services, and lower fire and EMS costs to the region served.

### **Goal #6**

Emergency Medical Services opportunities

**Objective #1-** Evaluate current method, procedure, and quality of EMS training.

**Objective #2-** Make any needed changes to the EMS training program to assure quality of training.

**Objective #3-** Support for the expansion of first responder billing options.

**Objective #4-** Establish a multi-City/Fire Department coalition to begin the process of making legislative changes to allow cities the right to provide medical services including transport to their community and residents.

**Outcome:** Through continued advancement in medical training and skill development assure we are able to provide the best EMS services to the community. Through continued support of avenues for revenue collection we can off-set operational costs of providing first response services. Working with regional partners and local lawmakers provide access to EMS transport opportunities resulting in additional local revenue and improvement in services provided.

### **Goal #7**

Part-time firefighter pay & benefits

**Objective #1-** Complete a conversion of fire department personnel policies to the City of Roseville Employee Handbook.

**Objective #2-** Implement fire department part-time staff into the cities pay structure.

**Objective #3-** Develop a program and budget to implement part-time staff into the city's Paid Time Off (PTO) program.

**Objective #4-** Develop a program and budget to allow part-time staff into the Health Insurance program.

**Outcome:** Recognition of part-time firefighters as part of the city's employee structure, with the same opportunities and expectations.

### **Goal #8**

Firefighter health and wellness program

**Objective #1-** Evaluate the fire departments current medical exam and immunization program and make recommendations for improvements.

**Objective #2-** Develop an on-going health, wellness, and fitness program.

**Objective #3-** Budget for and purchase new workout equipment for fire station #3.

**Outcome:** A focus on a health and fitness program should continue to realize significant cost savings by reducing lost work time, workers compensation, and disability. Such a program would encompass physical fitness, medical physicals, immunizations, and vaccinations.

### **Goal #9**

Community outreach programs

**Objective #1-** Develop a Roseville Fire Corps program which will provide volunteer opportunities for community involvement into the Fire Department.

**Objective #2-** Create and maintain a welfare check program for seniors who live independently.

**Objective #3-** Create and maintain a program for residents with disabilities who need additional assistance.

**Objective #4-** Continue existing community outreach programs such as blood pressure checks, smoke detector installation, community first aid & CPR training, and attending community events.

**Outcome:** Improved coordination, responsiveness, and interaction with all levels of the community with extra focus on our most vulnerable residents.

### **Goal #10-**

Capital improvement & vehicle replacement plan

**Objective #1-** Develop a plan and identify possible funding sources for capital equipment replacement.

**Objective #2-** Develop a plan and identify possible funding sources including community partnerships for replacement of vehicles.

**Objective #3-** Review current and future fire operations and identify areas for vehicle fleet reduction.

**Objective #4-** Develop a revised plan for fire station maintenance and repair.

**Outcome:** Through adoption of a longer range vehicle and CIP replacement program we will avoid budget spikes, while assuring all equipment and vehicle needs are appropriately recognized and budgeted for.

# Parks & Recreation Department

## **Executive Summary**

The 2010 – 2014 Strategic Plan for the Parks and Recreation Department is hereby submitted. The Strategic Plan has been developed in accordance with the Department's overall mission and long-term vision. Within this framework, Roseville Parks and Recreation has established goals and priorities that will guide the allocation of resources and operational decisions toward the desired outcomes.

There has been a Parks and Recreation Department within the City of Roseville since 1948. While there have been significant changes since its inception, the core purpose of Roseville Parks and Recreation remains as simple as our beginnings: We exist **to build community through people, parks, and programs** as we respond to community needs.

## **Mission Statement**

The Roseville Parks and Recreation Department's mission is:

*Roseville Parks and Recreation is a function of the City of Roseville organized for the benefit of all citizens of Roseville to plan, develop, promote and supervise a variety of recreational activities and facilities of sufficient quantity and quality to meet community preference and needs and to preserve and enhance the natural resources of the community.*

## **Vision Statements**

The Parks and Recreation Department's guiding vision statements are:

- To partner with the community to provide innovative and highly valued parks, facilities, programs and services.
- To engage the community in healthy living initiatives and opportunities.
- To promote environmental stewardship through recognized best practices that reflect current green initiatives.
- To strive to maintain Roseville's special and unique local, regional and national position as an outstanding community to live, work, and play.
- To facilitate an active, vibrant and aesthetically pleasing community that is essential to: improve quality of health and life, life-long learning, civic responsibility, maintain and improve property values, contribute to improved public safety, promote community engagement and attract/retain residents.

## **Goals, Priorities and Outcomes**

The Parks and Recreation Department is committed to working cooperatively with all City Departments to meet overall City goals. Goals, priorities and outcomes per division are as follows:

## **A. Goals**

### **1) Administrative Operations**

- Provide appropriate department staffing levels to ensure the safety of volunteers, participants and the well-being of employees - make adjustments for recent reductions
- Establish budgeting method consistent with “budgeting for outcomes” approach
- Implement official performance measurement system- pursuing tracking software
- Updated employee handbook review with all staff
- Maintain annual accreditation status and be prepared for full audit in 2014
- Coordinate system-wide Parks, Facilities and Programs Master Planning process and implementation stages.
- Explore collaborations with others for the provision of services and facilities
- Develop plan to enlist volunteers in all areas with general supervision and oversight allowing for safe operations and acceptable to City policy.
- Research and keep abreast of all funding opportunities –i.e. grants, contributions, sponsorships ...
- Acquire property as outlined in system plan
- Develop and implement a plan for records retention
- Align with Imagine Roseville 2025 as resources allow

### **2) Parks and Open Spaces**

- Establish staffing levels that are capable of maintaining the parks and recreation system to the status of “world renowned” as identified in Imagine Roseville 2025.
- Develop 10-year Capital Improvement Plan for equipment and facilities
- Update tree inventory and ordinance including Emerald Ash Borer
- Administer MDA Emerald Ash Borer grant by 5/11

### **3) Recreation Programs and Services**

- Analyze and align Recreation Division staffing and volunteers to best serve community that is consistent with available resources
- Facilitate community groups by providing resources, facilities and services like: fields, gyms, technical support, equipment storage, promotional assistance, capital improvement collaboration, mailboxes and meeting space.
- Analyze, develop, and maintain fee strategies that assess direct costs to the participants and are affordable to the community.

### **4) Specialized Facilities**

- Maximize use of existing parks and recreation facilities.
- Track progress on citizen HANC and Skating Center advisory group reports
- Analyze and develop staffing to efficiently meet the needs of users and effectively support facility operations
- Complete 2008 funded bonding projects
- Maintain safe and enjoyable environments to work, play, and visit. .

## **B. Action Plans**

The Parks and Recreation Department's action plans are:

### **1) Administrative Operations**

- Evaluate personnel levels, connect staff, volunteers and services to available resources
- Redo job descriptions as a result of the significant 2009 reorganization
- Use system-wide evaluation program to accurately assess community recreation needs, measure quality of programs and services, appraise cost effectiveness.
- Outline three-year training plan and project training costs.
- Complete and implement updated Parks, Facilities Master Plan with all divisions
- Approve and implement Master Plan
- Prepare NRPA Accreditation annual reports
- Identify and sort records to store
- Acquire forfeited property on west side of Langton Lake Park

### **2) Parks and Open Spaces**

- Request funding for 2.0 Maintenance FTE positions and regain 1 FT Supervisor
- Reorganize Park Improvement Program (PIP) to better reflect resources
- Implement MDA Emerald Ash Borer Grant, i.e. reporting, tree inventory, ordinance update
- Pursue maintenance software system to help implement performance measures and outcomes

### **3) Recreation Programs and Services**

- Regularly evaluate offerings to align community needs, demands, expectations, and interests with available existing resources.
- Solicit community partners to participate in collaborative opportunities
- Align volunteer program with existing resources
- Monitor trends for innovative opportunities

### **4) Specialized Facilities**

*Actions common to all facilities*

- Increase access to facilities with creative scheduling and expanded space allocation.
- Improve, enhance, and develop Nature Center facilities and operations for awareness, use and cost effectiveness.
- Replace equipment in a timely manner to ensure safety.
- Review facility maintenance needs and align resources annually.
- Improve physical visibility of HANC
- Remove dilapidated sections of HANC boardwalk
- Review maintenance, needs and facility operations for shared facilities at Brimhall and Central Park School and the Gymnastic Center school district and affiliated groups annually.
- Complete defined Skating Center bonding bill funded projects

## **C. Measured Outcomes and Results**

### **1) Administrative Operations**

- Develop department-wide staffing metrics in relation to investment and service levels
- Re-hire Park Supervisor position in 2011 that was unfunded in 2009/10
- Re hire two (2) FTE maintenance positions (one in 2010 with horticulture emphasis, and one in 2011 with general maintenance emphasis)
- Re-hire one FTE department-wide custodian position in 2009
- Hire one FTE recreation programming position in 2012
- Update job descriptions
- Review all records and identify what needs to be stored- electronically store 10% of all records
- Invite all citizens to participate in the master plan update process through listening sessions, community workshops, presentations, meeting in a box, etc.

### **2) Parks and Open Spaces**

- Additional maintenance staffing will result in improved preventative maintenance, efficient seasonal changeovers, increased support for recreation programs and special events, volunteer projects and added attention to park aesthetics
- Phase in implementation of zone management strategies
- Measureable outcomes realized through the completion of Master Planning effort

### **3) Recreation Programs and Services**

- Better informed and prepared staff resulting in increased customer satisfaction.
- Evaluate capabilities and develop baseline for offering community events, i.e. quality, quantity, types, timing, etc.
- Efficient service delivery through shared resources
- Cohesive and motivated team of community organizations
- Realize improved health conditions for city employees

### **4) Specialized Facilities**

#### *Outcomes and results common to all facilities*

- Increased foot traffic, expanded opportunities for community members to access facilities, improved revenue streams from increased facility rentals.
- Adjust and/or act according to financial trends, and equipment, amenity and facility condition.
- Maintain staffing levels while increasing productivity through use of new technology.
- Reduce/minimize facility utility costs, use KW hours to evaluate annual reductions.
- Increased number of rounds played at Cedarholm Golf Course
- Complete updates to CIP annually
- Increased usage in fee producing programs and by fee paying rentals will support operational expenses and work to reduce level of tax support
- Create realistic volunteer base consistent with resources to share in the responsibilities of program delivery, facility supervision, project management, and promotional strategies.
- Improved awareness of facility use opportunities

- Decreased potential for injury.

Quality parks and recreation programs, events and facilities, as well as community parks and trails are the result of a systematic approach to daily operations and maintenance, on-going improvements to facilities and equipment, attention to planning, programming, and strong partnerships and involvement with the community.

# Police Department

## Executive Summary

The 2010 – 2014 Strategic Plan for the Police Department is hereby submitted. The Strategic Plan has been developed in accordance with the Department's overall mission and long-term vision as well as the recently completed Imagine Roseville 2025 process. Within this framework, the Department has established goals and priorities that will guide the allocation of resources and operational decisions.

The Police Department's Mission Statement is:

*We are committed to work as a team with other city departments and our community to provide innovative, effective and efficient service which will improve the quality of life in the City of Roseville.*

The Police Department's Vision Statement is:

We are committed to:

- |                   |                                                                                                                                                                                             |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Service.</i>   | <i>We will provide quality service and protection to all people in an efficient, effective and innovative manner.</i>                                                                       |
| <i>Integrity.</i> | <i>We will uphold the public trust through honest, consistent and forthright interaction with all people, fostering and maintaining the highest ethical standards.</i>                      |
| <i>Respect.</i>   | <i>We will treat all persons with courtesy, dignity, and respect while upholding the constitutional rights of all people; we will temper all actions with compassion and understanding.</i> |

Law Enforcement's Oath of Honor:

*On my honor, I will never betray my badge, my integrity, my character, or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the constitution and the community I serve.*

Law Enforcement Code of Ethics:

*"As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality, and justice..."*

The philosophy of the Roseville Police Department is contained in the Mission and Value Statements, which were developed by the Department, with input from the community. It is understood employees of this Department will act in good faith, always do their best and use high level professional judgment.

These statements, coupled with the Law Enforcement Oath of Honor and Law Enforcement Code of Ethics, are the foundation of the Department. The Department and community are best served when every employee of the Department follows the letter and spirit of the mission statement, the value statement, the oath of honor, and the code of ethics.

The Department has established the following vision statements:

- Serve the community by preventing crime, solving problems, enforcing laws and protecting constitutional guarantees
- Treat all members of the public courteously, fairly, and respectfully
- Perform duties and apply the law impartially and without prejudice or discrimination
- Uphold a culture built on ethics-based decisions and actions
- Refrain from any conduct that detracts from the public's faith in the integrity of the criminal justice system

### **Goals & Priorities**

In conjunction with the Department's mission and vision, the Police Department has developed the following long-term goals and priorities:

- Continue to develop and promote police and community interaction
- Continue to develop community-based informational programs and tools
- Continue to provide department employees the resources necessary to best serve the community and the public
- Continue to provide all required and pertinent training to peace officers
- Continue to develop methodologies/agreements that promote data sharing with other law enforcement agencies

These goals and priorities will provide a guide in making resource allocation decisions for future budget requirements and employee deployment.

### **Overview of the City's Police Department**

Officially formed in the early 1950's, with the assigned mission to protect life and property, the Roseville Police Department has expanded not only personnel but the services it offers to the community. Today the department has a staff of 49 sworn officers, seven civilians, four community service officers, and hosts a myriad of volunteer opportunities including reserve officers, citizen's park patrol, Explorer's and the Citizens Emergency Response Team (CERT). Because of its proximity to both Minneapolis and St. Paul, the police department sees a variety of criminal activity.

The police department consists of four major divisions: Administration, Patrol, Investigations, and Community Service. All employees of the department report to Chief of Police, currently Acting Chief Rick Mathwig.

The Chief, with the assistance of the Administration Division, is responsible for the overall management of the Department, by providing officers and staff the resources necessary to provide a secure

environment for the Roseville community by preventing crime, solving problems, enforcing laws, and protecting every citizen's constitutional guarantees. The Administration Division consists of the Chief of Police, the Police Captain, the Administrative Sergeant, the Police Services Manager, and the Department Assistant.

Often referred to as the backbone of the police department, the Patrol Division is on duty 365 days a year, 24 hours a day. Patrol officers are the department's most visible element, and are the first to respond to all calls for service in Roseville. In 2009, the patrol unit responded to 34,816 calls for service or about 96 per 24 hour period. Many patrol officers have special training and expertise in areas such as barricaded suspects, hostage negotiations and crowd control. Officers are required by Minnesota law to receive annual training in use of force, traffic and criminal updates, bi-annual training in first responder techniques, and tri-annual training in pursuit driving.

Probably the most popular unit of the Patrol Division is the K9 Unit. The mission of the K9 Unit is to provide highly trained K9/officer teams who serve both the officers and the citizens of Roseville. Roseville Police K9's are trained for suspect searches of buildings, open areas, and criminal apprehension. They are also trained in the detection of many different types of narcotics.

The Tactical Response Unit was formed in 1999 to supplement the needs of the Roseville Police Department. All members of the unit complete monthly training above and beyond their normal work duties. In 2007, the East Metro Swat Team was formed to supplement the needs of the communities of Falcon Heights, Lauderdale, New Brighton, North St. Paul, Roseville, St. Anthony and the University of Minnesota.

The Patrol Division forms numerous crime impact teams during the course of any given year. The crime impact teams or CIT's focus on auto theft, theft from auto, prostitution, and traffic enforcement details.

The Patrol Division prides itself on its commitment to community by participating in many events during the course of the year and being available to advise and educate citizens on issues such as traffic regulations, identity theft, home security, and auto theft/theft from auto prevention. This division also accepts responsibility for the volunteer Police Reserve Unit and the Police Explorer program.

The Investigations Division handles in-depth investigations of serious crimes by analyzing crime scenes, collecting evidence, drawing up search warrants, interviewing victims/witnesses, interrogating suspects and conducting follow-up investigations. Hours of thorough report writing and inclusive preparation are essential for the judicious resolution of a case, and it is the investigator who starts at the crime scene and follows the case through until its court disposition

The Department has a full-time civilian assigned to the position of Community Relations Coordinator. The person assigned to this position facilitates various opportunities for the public to interact with the police department. The CRC is responsible for the extremely successful annual Citizen's Academy, Shop With A Cop program, bike rodeo, the 911 cell phone program, home/business security checks, the citizens park patrol program, generates and distributes crime stats both internally and externally, is an active member of the crime-free multi-housing coalition, and coordinates the department's nationally recognized Family and National Out program and volunteers.

The Records Unit is responsible for the maintenance and accessibility of all law enforcement data and records. The Roseville Police Department employs two full-time records technicians and one full-time front office assistant.

The Roseville Police Department is also responsible for the City's animal control. Most times, this function is handled by the Community Service Officers (CSO's). CSO's are part-time civilian employees who are currently enrolled in a law enforcement program.

Emergency Management is the process of preparing for, mitigating, responding to, and recovering from an emergency. Adm. Sgt. Arneson is the Department's designated Emergency Manager. Through this position, Adm. Sgt. Arneson, the Department in conjunction with the Roseville Fire Department are charged with coordinating the emergency preparedness and homeland security efforts of the City.

In addition to planning, training, and educating, we are prepared to provide assistance to citizens before, during, and after disaster strikes. The City of Roseville works closely with neighboring jurisdictions, Ramsey County Emergency Management, and the Dept. of Homeland Security to enhance homeland security and better prepare for and respond to all hazards, from severe storms to terrorism. Adm. Sgt. Marshall, in this role, is responsible for the Citizen's Emergency Response Team (CERT).

### **Action Plans**

In an effort to achieve established goals and objectives, the Police Department has developed the following action plans, proposing implementation in the years 2010-2014.

- Reclassify the Case Coordinator sergeant's position as a second lieutenant's position to improve service to the community and allow for additional promotional opportunities within the Department
- Restructure Department, move Administrative Sergeant to Patrol Division and add a full-time Lead CSO (new position request)
- Add a commercial patrol officer to proactively police major mall areas and return authorized strength to 50 as in 2009 (new position request)
- Continue IMPACT (one supervisor and four officers) for surveillance, reaction to crimes, DWI enforcement, sexual predator tracking, and other duties as assigned
- Encourage the City move the Emergency Management Director position to Roseville Fire and the Police Department will serve in a backup role
- Add two part time CSO staff--return to previous staffing levels (new position request)
- Implement a crime mapping program for both internal and external distribution—for community to access through city's website
- Add a second officer dedicated to traffic enforcement to enhance public safety and educational efforts (new position request)
- Add a part-time records technician (a 2007 study of law enforcement agencies of similar size showed the Roseville Police Department is critically understaffed in the records area)
- Add an additional investigator to work in the area of pawn transactions (new position request)
- Continuous--expand proactive posture in our policing and community
- Continue to develop multi-lingual informational media to increase awareness and communication with the non-English speaking community
- Increase electronic communication with the community to improve efficiency in dissemination of pertinent information
- Code Enforcement Liaison Officers—two officers from day crew would assist city code enforcement officers with problem dwellings
- Send one officer each year to Spanish speaking immersion training
- Add a second commercial patrol officer to proactively police major mall areas (new position request)

- With the implementation of the new records management system/field reporting package, strive to go paperless in 2011; all police reports digital
- Change the title of the position of Records Technician to Reviewing Officer to more accurately reflect job function
- Cross train front office staff to enable full coverage during employee absences

### **Measured Outcomes and Results**

The police department has been effectual in the following areas and will utilize same in measuring the success of its strategic plan.

- The City's Part I and Part II crime rate will be monitored on a continual basis
- The number of traffic contacts each year
- The number of arrests each year
- The number of narcotics arrests each year
- The percentage of criminal cases cleared each year as compared to other agencies in MN
- The number of investigations conducted per detective
- The police department continues to increase DWI arrests
- Monitor DWI and Narcotics Forfeiture programs' success and growth; monies received are utilized to purchase necessary equipment and programs for the department
- Maintain consistent 97%+ accuracy rate in department criminal statistics forwarded to BCA
- Seek consistent growth of the Department's annual Shop With A Cop program
- Seek consistent growth of Community Emergency Response Team (CERT) members
- Seek consistent growth of the Department's Citizen's Park Patrol program
- Investigate areas where agreements can be established with other suburban law enforcement agencies to strengthen SWAT participation, traffic enforcement, and mutual aid
- The number of animal complaints and animals impounded each year
- Percentage of city covered by emergency sirens

# Public Works Department

## Executive Summary

The 2010-2014 Strategic Plan for the Public Works Department is hereby submitted. The Strategic Plan has been developed in accordance with the Department's overall mission and long-term vision. Within this framework, the Department has established goals and priorities that will guide the allocation of resources and operational decisions towards the desired outcomes. We have aligned our strategic plan with the communities Imagine Roseville 2025 visioning document.

## Mission Statement

*To enhance our community by effectively and efficiently developing, rehabilitating, managing, and operating physical infrastructure and services that provide the foundation for a strong and safe community.*

## Vision Statements

**Safety** – protecting the health and well being of the public and our employees is our #1 priority.

**Responsiveness** – serve the public, the Mayor, the Council, the Manager and other departments, and internal and external partners in an accurate, informative, and timely manner.

**Accountability** – assume responsibility for our actions, decisions, and outcomes in a cost-conscious manner

**Respect and Sensitivity** – respect our customers' needs by providing quality public service; convey to each employee, through words and actions, their value and the value of the work they perform.

**Integrity** – consistently meet the highest levels of ethics, professionalism, and legal compliance in serving our customers and working with each other.

**Commitment** – be dedicated to providing high quality, needed, and timely responses for all services.

**A "Can-Do" Attitude** – approach each challenge or opportunity with optimism and determination.

***Respect for Diversity*** – recognize and value the opportunities provided by the differences and similarities of individuals in our workforce and customer base.

***Innovation*** – look for new ways to carry out the department’s mission that will increase quality and effectiveness or reduce costs.

***The Environment*** – Enriching the quality of life through the protection and enhancement of our natural resources

## **Strategic Priority Areas**

### **Support high levels of customer service**

- We are committed to providing efficient, effective, responsive, quality services to a diverse customer base, internal and external. We understand the unique needs of the customer. Demand on staff has been increasing steadily through customer expectation and regulatory requirements from other agencies.

### **Invest in People to Promote Employee Excellence**

- Recruit, develop and retain the best possible team members for the Public Works Department. We are dedicated to training and retaining a superior workforce motivated by challenging assignments, responsibility, accountability and advancement opportunities in a work atmosphere of reasonable expectation, support and appreciation. Currently we are stretched beyond reasonable expectations in some areas and have a need to add staff as a corrective measure to prevent employee burnout and possible exodus.

### **Increase Effectiveness and Efficiency**

- The Public Works Department is committed to establishing performance measures that demonstrate our efficiency and effectiveness. We will utilize the latest technology and quality equipment, and strive to be innovative and provide leadership in the field of public works.

### **Enhance Partnerships**

- Foster and strengthen current and future partnerships to reduce cost burden on tax and rate payers as supported in Imagine Roseville 2025
- Our Public Works Department has taken a leadership role in partnering with other communities and jurisdictions. Many opportunities still exist in operations areas and equipment sharing.

### **Maintain and Rehabilitate Infrastructure and Capital Investments**

- We understand long-term infrastructure needs to ensure the safety of the public and uninterrupted services due to failure. Much of the City's utility infrastructure was installed 40 to 50 years ago and will need full replacement or rehabilitation in the next two to three decades.
- Roseville has achieved a high pavement rating on our roads, trails and parking lots through a well-managed and effective pavement management program. Our goal is to sustain these ratings by continuing to manage maintenance and rehabilitation programs by identifying appropriate maintenance strategies and requesting adequate resources to be secured and in place.

### **Respect our Environment**

- The community places high value on our natural resources, as stated in Imagine Roseville 2025. Public Works staff recognizes this commitment and has identified resources needed to meet community goals and regulation placed upon us by other agencies. Public Works is committed to sustainable practices in project delivery and design to reduce the city's environmental impact.

## **Action Plan**

### **Strategic Priorities**

#### **Support high levels of customer service**

- Restructure the department management team to include a superintendent in the operations area. This can be achieved by elevating one of the supervisor positions to superintendent level and promoting a maintenance position to working foreman in the affected division. This will allow additional focus on external customers.
- Use latest technological tools to provide information to the public.
- Utilize technology to support service delivery
- Add one position to the Street/Storm utility division to meet the increasing demands of streetscapes, storm sewer regulatory requirements, and other service expectations.
- Work with Metropolitan Council to develop transit expansion in the Roseville area consistent with Council goals.
- Addition of a building and grounds technician to meet maintenance and aesthetic expectations of an increasing utilization of city facilities

#### **Invest in People to Promote Employee Excellence**

- Invest in training to ensure staff has the tools necessary to be effective and efficient.
- Adequate staffing levels to meet expectation of the community and service levels desired.
- Develop reasonable performance expectations that support job satisfaction and healthy lifestyles away from work.

- Promote safety from top down to reduce injury and ensure regulatory compliance.
- Implement flexible schedules to expand service hours for added benefit to the customer and to meet staff needs for family and personal commitments.
- Develop succession, recruitment, and retention plans to ensure quality continuity.

### **Increase Effectiveness and Efficiency**

- Utilize the Maintenance Support Specialist position to provide support to the operations area in analysis, performance measures, service delivery, and communications.
- Leverage technology to add to efficiency and effectiveness
- Evaluate programs for opportunities to improve service delivery by contracting or privatization
- Continue to advance connecting data to Geographic Information systems for managing infrastructure and services and for providing information to the public.

### **Enhance Partnerships**

- Seek additional ways to partner with other jurisdictions in providing public works services and projects. Our joint partnerships in providing engineering services has been effective in reducing our partners engineering costs and enhancing this area of service in their communities. It has also added revenue to lower the overhead cost burden to Roseville residents.
- Restructure of our right-of-way management under a single position. This would consolidate utility locating, erosion control and right-of-way permitting and inspection improving efficiency and effectiveness.
- Enhance partnerships with neighboring communities to identify areas of cooperation in maintenance operations and equipment sharing.

### **Maintain and Rehabilitate Infrastructure and Capital Investments**

- Increase budgeted amounts for replacement/rehabilitation of utility infrastructure to \$1,000,000 annually in each of the three utility areas. Technological advances have made rehabilitation of utility infrastructure more feasible and less intrusive and disruptive to customers and rights-of-way.
- Add one civil engineer to the engineering division to assist the delivery of increased replacement and rehabilitation projects with in-house staff at below market engineering costs.
- Add an additional mechanic to the Central Garage area to ensure minimal downtime for other city operations

## **Respect our Environment**

- Add an environmental/water resource engineer to provide additional effort in the areas of storm water management, environmental protection, and reducing our carbon footprint. This position will also enhance our ability to strengthen our partnerships in the area of environmental sciences and water resources. This position will also strengthen our ability to provide in-house engineering of the replacement and rehabilitation of utility infrastructure anticipated for the next three decades.
- Meet watershed district rules and goals in the areas of infiltration, total maximum daily loading and wetland restoration.
- Reduce the City's carbon footprint by understanding that impact and creating achievable and reasonable goals and implementing an action plan.

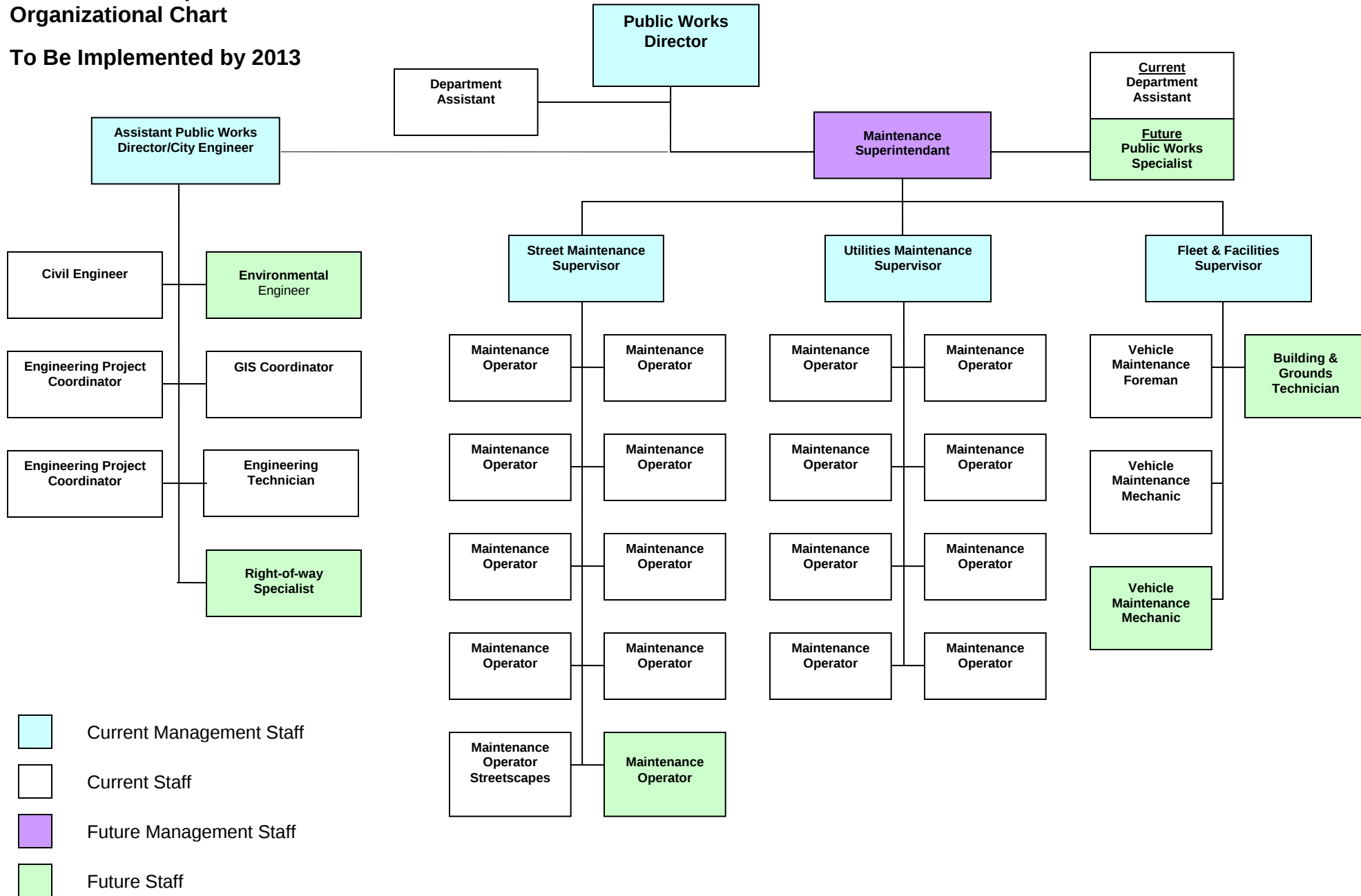
## **Measuring Results**

Establish performance measures in all areas of Public Works through:

- Surveys of satisfaction levels of various services
- Cost of service analysis for major programs and services
- Market comparisons for engineering services for project delivery
- Tracking of infrastructure failures and blockages to ensure positive trends
- Tracking of infrastructure replacement and rehabilitation for compliance with capital improvement goals
- Continuous measurement of pavement conditions and ratings to maintain current overall condition index and customer satisfaction
- Continuous improvement in records accuracy and availability for management of infrastructure and services
- Establishment and implementation of action plan for reduction of carbon footprint and sustainability of our environment
- Measure employee satisfaction regarding career development, advancement opportunities, workplace environment, and expectations
- Assessment of partnerships to ensure positive financial return and achievement of goals and objectives

# Public Works Department Organizational Chart

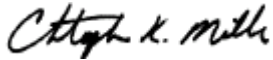
To Be Implemented by 2013



  
**REQUEST FOR COUNCIL ACTION**

Date: 5/17/10  
Item No.: 13.c

Department Approval



City Manager Approval



Item Description: Receive the 2011-2020 Capital Investment Plan

**BACKGROUND**

Enclosed is the 2011-2020 Capital Investment Plan (CIP) as prepared in accordance with the goals and strategies identified in the Imagine Roseville 2025 initiative and in consideration of the goals and objectives identified by the City Council earlier this year. The CIP also incorporates the valued contributions made by the City's advisory commissions, and other citizen groups. Finally, the CIP also addresses a number of federal and state mandates that require capital outlays.

The CIP should not be construed as a request for funding; rather it is designed to serve as a planning tool that can be used to make informed budgeting decisions. Only after further discussion and Council approval will these items be considered funded. However, the inclusion of these items into the CIP signals general support for a particular service level standard(s).

Over the next 10 years, the City expects to expend approximately \$103 million to replace existing vehicles, equipment, and infrastructure that will allow the City to maintain or enhance its programs and services. This assumes that the City will have available funding and that all existing assets will be replaced at the end of their useful lives. It is conceivable that some of these items will not be replaced. By contrast, over the 10 previous years, the City expended only \$30 million to replace its capital assets; a reflection of both the general need and available funding during this time

Subject to availability funding, the City expects to expend, on average, approximately \$10.3 million per year on capital assets over the next 10 years. The largest asset category is system improvements, which represents 66% of the total amount. The largest asset by City function is parks and recreation, which represents 27% of the total amount, followed closely by streets and pathways.

**POLICY OBJECTIVE**

The preparation of the CIP is consistent with the goals and strategies identified in the Imagine Roseville 2025 initiative, and with industry-recommended governmental practices. The CIP is intended to serve as a planning tool rather than a specific funding request.

**FINANCIAL IMPACTS**

Current funding sources will allow the City to address approximately 40% of the needs identified in the CIP, which leaves a sizeable funding gap. However, it is recommended that unfunded items remain in the CIP to ensure future consideration.

32 **STAFF RECOMMENDATION**

33 Staff recommends the Council receive and eventually formally adopt the 2011-2020 CIP.

34 **REQUESTED COUNCIL ACTION**

35 Motion to receive the 2011-2020 Capital Investment Plan.

36

Prepared by: Chris Miller, Finance Director

Attachments: A: 2011-2020 Capital Investment Plan

37



## 2011 - 2020 Capital Investment Plan

**Submitted May 17, 2010**

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### Executive Summary

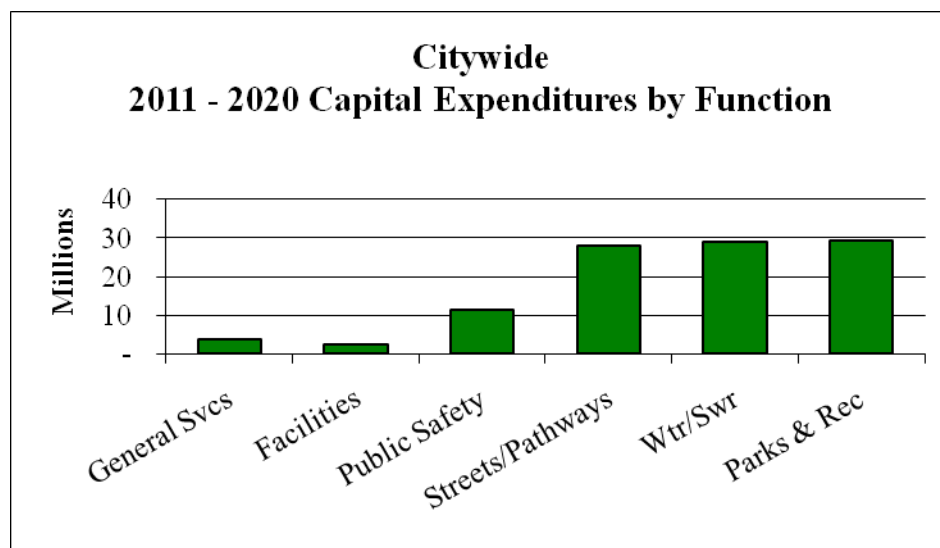
Enclosed is the 2011-2020 Capital Investment Plan (CIP) as prepared in accordance with the goals and strategies identified in the Imagine Roseville 2025 initiative and in consideration of the goals and objectives identified by the City Council earlier this year. The CIP also incorporates the valued contributions made by the City's advisory commissions, and other citizen groups. Finally, the CIP also addresses a number of federal and state mandates that require capital outlays.

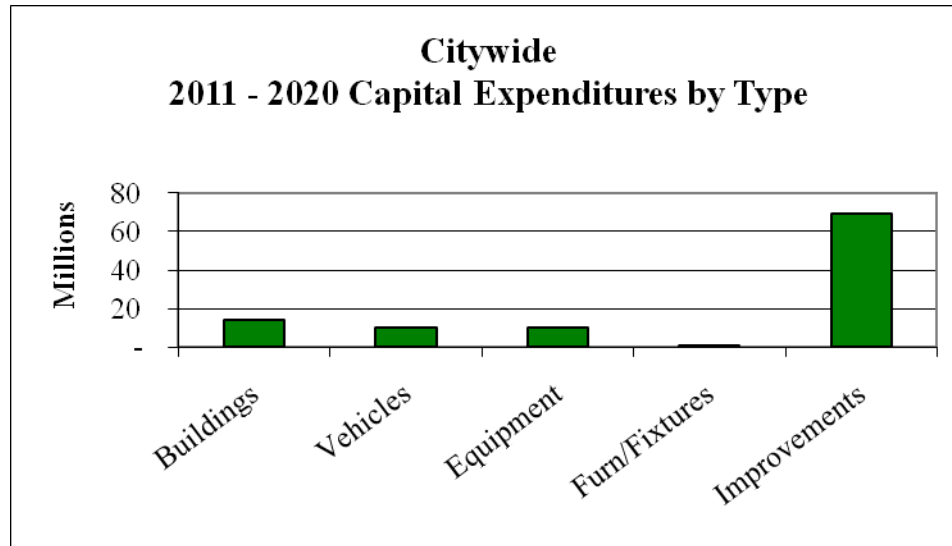
The CIP should not be construed as a request for funding; rather it is designed to serve as a planning tool that can be used to make informed budgeting decisions. Only after further discussion and Council approval will these items be considered funded. However, the inclusion of these items into the CIP signals general support for a particular service level standard(s).

Over the next 10 years, the City expects to expend approximately \$103 million to replace existing vehicles, equipment, and infrastructure that will allow the City to maintain or enhance its programs and services. This assumes that the City will have available funding and that all existing assets will be replaced at the end of their useful lives. It is conceivable that some of these items will not be replaced. By contrast, over the 10 previous years, the City expended only \$30 million to replace its capital assets; a reflection of both the general need and available funding during this time.

On average, the City expects to expend approximately \$10.3 million per year on capital assets over the next 10 years. The largest asset category is system improvements, which represents 66% of the total amount. The largest asset by City function is parks and recreation, which represents 27% of the total amount, followed closely by streets and pathways.

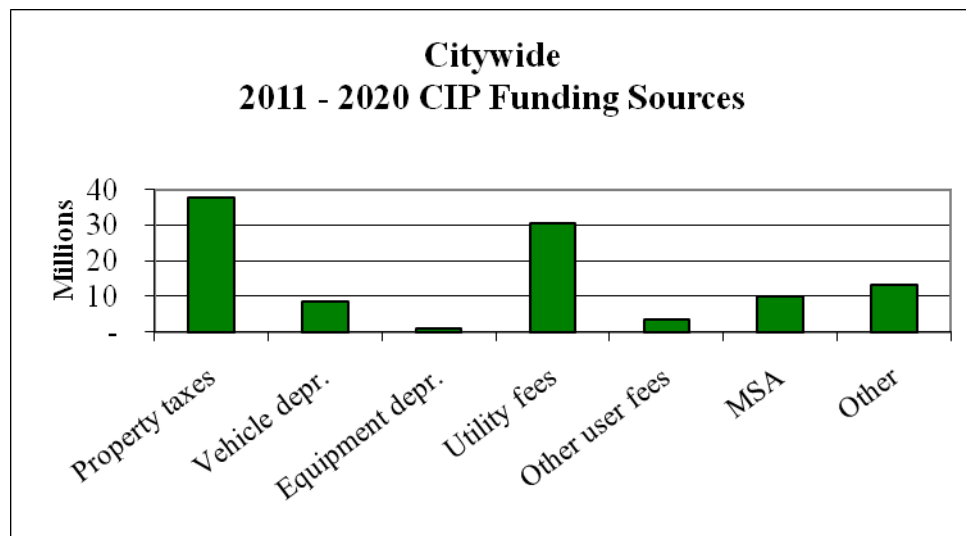
The following charts depict the City's 10-year capital needs.





Funding for the CIP is expected to come from numerous sources depending on the asset type. The largest expected funding source for the CIP is property taxes, which represents 36% of the total amount needed. The property tax burden can be lessened if alternative funding sources are secured.

The following chart depicts the funding sources for the City's 10-year CIP.



The CIP identifies a number of major capital items that are expected to be needed over the next 10 years to sustain current service levels. They include:

- ❖ \$29.2 million in park system improvements.
- ❖ \$27.9 million in streets and pathways.
- ❖ 21.1 million in water and sewer infrastructure.

- ❖ \$11.2 million in public safety vehicles, equipment, and fire stations.
- ❖ \$7.9 million in stormwater infrastructure
- ❖ \$5.7 million in general facilities improvements and other equipment.

### Financial Impact

The CIP will have a substantial impact on utility customers and taxpayers. Assuming all of the utility systems items contained in the CIP are funded, the City's water, sanitary sewer, and storm sewer rates will increase approximately 2-3% each year for the next 10 years. This is in addition to any inflationary-type increases that will be needed to sustain day-to-day operations.

The impact on property taxpayers is even greater. If all of the property tax-supported items contained in the CIP are funded including; vehicles, equipment, building improvements, and park improvements, taxpayers can expect to pay 4-5% more each year for the next 10 years. Again, this is in addition to any inflationary-type increases that will be needed for day-to-day operations.

This assumes that all property tax-supported capital items will be funded through systematic increases in the annual property tax levy, and that no other alternative funding sources are captured. The City may choose instead to issue long-term bonds to finance some items such as a new fire station or park improvements. In addition, it also assumes that all existing assets will be replaced with something similar at the end of their useful lives. It is likely that some assets will be retired with no intent of replacing it.

The combined financial impact to Roseville homeowners if all items contained in the CIP are funded would result in an increase of approximately 5% per year above and beyond what they're currently paying in property taxes and utility charges. Again, these same homeowners will also face inflationary-type increases for general operations as well.

For a single-family home with a property value of \$235,000 and average water consumption, the approximate impact is as follows:

| <b>Current</b> | <b>2011</b> | <b>2012</b> | <b>2013</b> | <b>2014</b> | <b>2015</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> |
|----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| \$1,134        | 1,181       | 1,230       | 1,282       | 1,335       | 1,391       | 1,449       | 1,510       | 1,573       | 1,639       | 1,709       |

As the table indicates, a typical household would pay an additional \$574 or 50% more in 2020 than it does today if all items in the CIP are funded.

More detailed information can be found in the sections that follow this executive summary including impacts on future operating costs.

### **Administration and Finance**

The 2011-2020 Administration and Finance Capital Investment Plan (CIP) has been developed in an effort to identify and address the capital purchases necessary to support the City's Administrative and Finance functions. The CIP was developed with consideration to the Imagine Roseville 2025 process, as well as required practices prescribed by the State of Minnesota and Ramsey County, and general governmental best practices.

The Administration Department carries out the City Council's policies and administers City business. Administration staff makes personnel policy decisions and ensures that all laws and ordinances are enforced. The Administration staff conducts studies and makes recommendations for Council consideration, provides information to residents, oversees elections and directs the City's solid waste and recycling programs. The department has 5.75 FTE and two part-time employees who assist with taping Council and Commission meetings.

The Finance Department is comprised of three divisions that include; Finance & Accounting, Information Technology, and the License Center. The Department is led by the Director of Finance, who oversees departmental strategic planning and is responsible for all departmental activities. Divisional managers oversee day-to-day operations and report directly to the Director. The Department includes 26 full-time and 7 part-time employees.

The *Finance & Accounting* Division includes 6 full-time and 2 part-time employees, who perform the following functions:

- ❖ Accounting, auditing, and financial reporting
- ❖ Budgeting and capital planning
- ❖ Treasury and investment portfolio management
- ❖ Debt management
- ❖ Risk management
- ❖ Utility billing
- ❖ Business licensing

The *Information Technology (IT)* Division includes 8 full-time and 1 part-time employee who are responsible for the planning, implementation, and support of citywide information systems. Through business partnerships with other governmental jurisdictions, the IT Division also provides services to the regional area which allows the City to realize a greater return on IT investments.

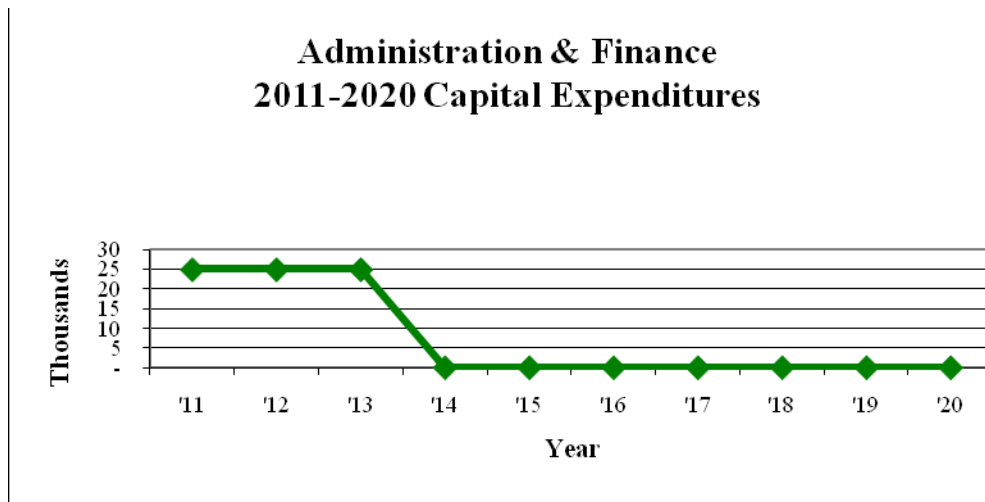
The City's *License Center* includes 12 full-time and 4 part-time employees that serve the general public as a MN Department of Public Safety Deputy offering State auto, drivers, and DNR licenses. The License Center also issues passports as governed by the US Department of State.

### Operational Impacts

At this time, there does not appear to be any onerous external mandates or requirements within the administrative and finance functions that would significantly impact the CIP. The exception is the need for the City to purchase new voting equipment to remain compliant with applicable voting laws. The new voting equipment has an estimated cost of \$75,000 and is expected to be purchased in 2013. The City expects to set aside \$25,000 per year over the next 3 years to pay for the equipment.

### Financial Impacts

The 2011-2020 Administration and Finance Department's CIP totals \$75,000. A year-by-year summary is depicted below.



The planned capital purchases will not have a significant impact on future operating costs. Funding will be provided by property taxes and other General Fund revenues.

### **Communications**

The 2011-2020 Communications Capital Investment Plan (CIP) has been developed in an effort to identify and address the capital purchases necessary to support the City's Communications function. The CIP was developed with consideration to the Imagine Roseville 2025 process, as well as required practices prescribed by the State of Minnesota and Ramsey County, and general governmental best practices.

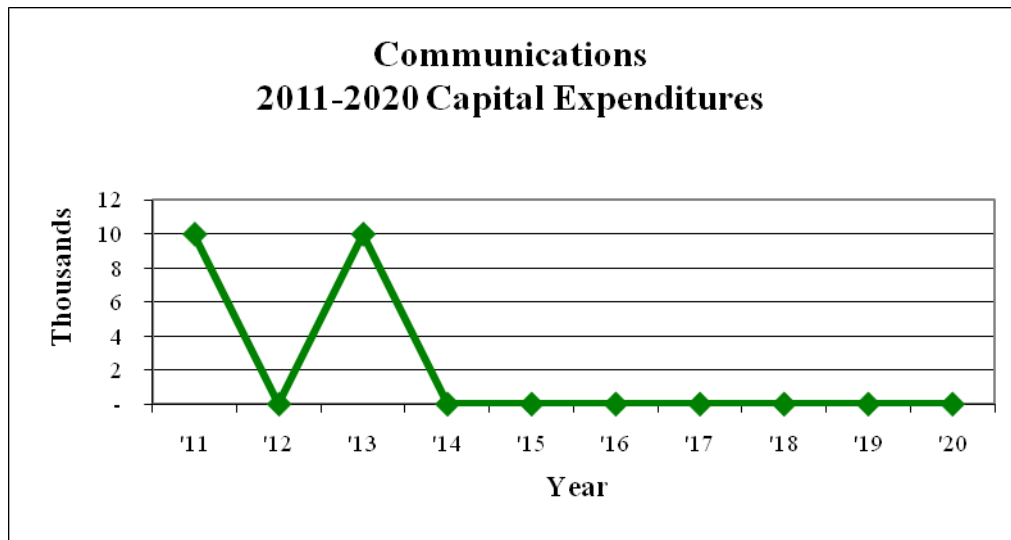
The Communications Program provides timely information to residents regarding city issues, activities, and services through the use of various media resources.

### **Operational Impacts**

The City has made a significant investment in its broadcasting and recording capability for City Council and Advisory Commission meetings. To continue this service, new equipment will be needed for the City Council chambers. The City expects to expend \$10,000 in 2011 and \$10,000 in 2013 for this purpose.

### **Financial Impacts**

The 2011-2020 Communications Division CIP totals \$20,000. A year-by-year summary is depicted below.



The planned capital purchases will not have a significant impact on future operating costs. Funding will be provided by local cable franchise fees.

### **License Center**

The 2011-2020 License Center Capital Investment Plan (CIP) has been developed in an effort to identify and address the capital purchases necessary to support the City's License Center function. The CIP was developed with consideration to the Imagine Roseville 2025 process, as well as the required practices prescribed by the Minnesota Department of Public Safety and the United States Department of State.

The License Center serves as a Deputy Registrar for the State of Minnesota for the issuance of state-regulated licenses including; vehicle and drivers' licenses and DNR-issued licenses. In addition, the License Center also issues passports as governed by the US Department of State.

The License Center's long-term goals and priorities include:

- ❖ Continue to expand the City's presence with metro-area auto dealers
- ❖ Re-allocate resources to address volume changes in the passport and tab renewal functions
- ❖ Assess long-term facility options for a new License Center

In support of these goals, the License Center will need to continue to maintain the current complement of computers, printers, passport cameras, and internet bandwidth. In addition, the License Center will need to designate existing and future cash reserves for the eventual construction of a new License Center facility.

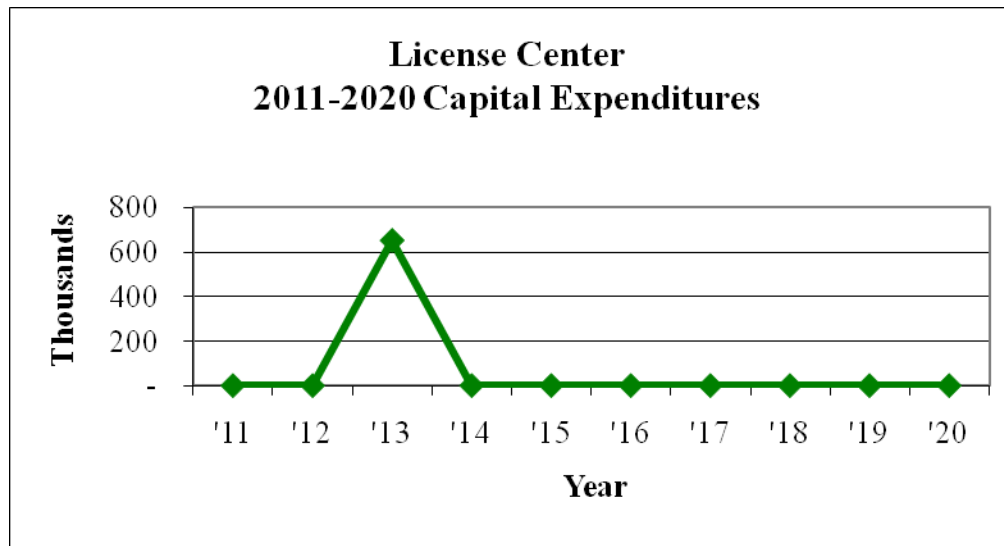
### **Operational Impacts**

At this time, there does not appear to be any external mandates or requirements that would significantly impact the CIP. However, the emphasis on improved customer service and the steady growth in internet-based activities will require continued capital investment. The larger capital-related challenge will be the need to secure a long-term solution to the License Center facility. This is addressed in the section above.

Currently the City leases 3,330 square feet of store space in the Lexington Shopping Center, immediately North of Fire Station #1. While the City is enjoying below-market lease terms, the City expects to pay \$57,000 annually, with \$3,000 annual increases thereafter. Given these amounts, it is arguably in the City's best interest to either acquire or construct a city-owned facility (perhaps a multi-purpose facility) to house the License Center.

Financial Impacts

The 2011-2020 License Center's CIP totals \$650,000. A year-by-year summary is depicted below.



The construction of a new facility is estimated to be \$650,000, and is tentatively scheduled for 2013.

The planned replacements of existing capital will not have a significant impact on future operating costs. Financing for the new facility (less existing cash reserves) is expected to require an annual debt service payment of \$45,000 over a 10-year period beginning in 2014. However, current lease payments are expected to be \$63,000 during that same year. With a new facility, the City would forgo these payments and realize an annual savings of approximately \$18,000.

Funding for the License Center CIP will come from agent fees derived from the issuance of State licenses and passports.

### General Facilities

The 2011-2020 Building Maintenance and Central Garage Capital Investment Plan (CIP) has been developed to identify Building Maintenance and capital purchases necessary to support efficient and safe use of City buildings for Employee's and other user groups. Proper maintenance and timely replacement of building components helps to prolong the useful life of these facilities. The CIP was developed with the Imagine Roseville 2025 goals in mind which gave considerable support for protection and replacement of community assets.

The City buildings are used daily by many different groups. With this extended use of the meeting and conference rooms we have to ensure that all areas are clean, in good working order and condition.

The Building Maintenance areas long range goals include:

- ❖ Continue to meet the needs of city staff and outside groups using facilities
- ❖ Preserve the communities investment in building assets

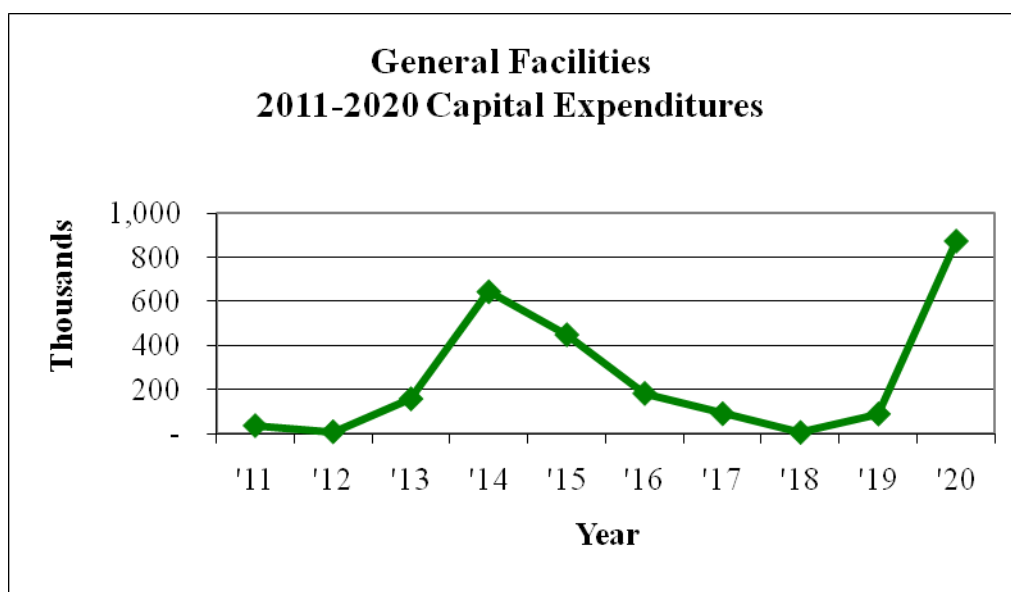
To support these goals building maintenance will need to continue to invest in city building assets. The City's general facilities include; City Hall, Public Works Building, Fire Stations, Central Park and Brimhall gymnasiums, and the Gymnastics facility.

### Operational Impacts

Required building maintenance operations will increase due to the increased usage by the community and outside groups. This added usage increase wear and tear of the facilities and equipment and increase utility costs.

### Financial Impacts

The 2011-2020 General Facilities Division CIP totals \$2,545,100. A year-by-year summary is depicted below.



The planned replacements of existing capital items will have significant impacts on funding. Additional depreciation should be set aside to anticipate these replacement needs. The larger cost impacts for replacement items starting in 2013 through 2015 are:

- ❖ Roofs for the older sections of City Hall, Public Works, and Fire Station #1 \$ 840,000

Funding will be provided by property taxes.

## **Police**

Officially formed in the early 1950's, with the assigned mission to protect life and property, the Roseville Police Department has expanded not only personnel but the services it offers to the community. Today the department has a staff of 50 sworn officers, seven civilians, four community service officers, and hosts a myriad of volunteer opportunities including reserve officers, citizen's park patrol, Explorers and the Citizens Emergency Response Team (CERT). Because of its proximity to both Minneapolis and St. Paul, the police department sees a variety of criminal activity.

The police department consists of four major divisions: Administration, Patrol, Investigations, and Community Service. All employees of the department report to Chief of Police Carol M. Sletner.

The Police Department's Mission Statement is:

*We are committed to work as a team with other city departments and our community to provide innovative, effective and efficient service which will improve the quality of life in the City of Roseville.*

The Police Department's Vision Statement is:

We are committed to:

*Service; We will provide quality service and protection to all people in an efficient, effective and innovative manner.*

*Integrity; We will uphold the public trust through honest, consistent and forthright interaction with all people, fostering and maintaining the highest ethical standards.*

*Respect; We will treat all persons with courtesy, dignity, and respect while upholding the constitutional rights of all people; we will temper all actions with compassion and understanding.*

The philosophy of the Roseville Police Department is contained in the Mission and Value Statements, which were developed by the department. It is understood employees of this department will act in good faith, always do their best and use high level professional judgment.

In an effort to achieve established goals and objectives, the Police Department has developed the following tentative action plans, proposing implementation in the years 2010-2011 (not in order of priority).

- ❖ 2010 -- Code Enforcement Liaison Officers—two officers from the day crew would assist city code enforcement officers with problem dwellings
- ❖ 2010 -- Add a commercial patrol officer to proactively police major mall areas (new position request)

- ❖ 2010 -- Create a second lieutenant's position to improve service to the community and allow for additional promotional opportunities within the department (new position request)
- ❖ 2011 -- Add a fifth, permanent, part-time "Administrative CSO" or Police Cadet

The Police Department has further developed the following long-term goals and priorities:

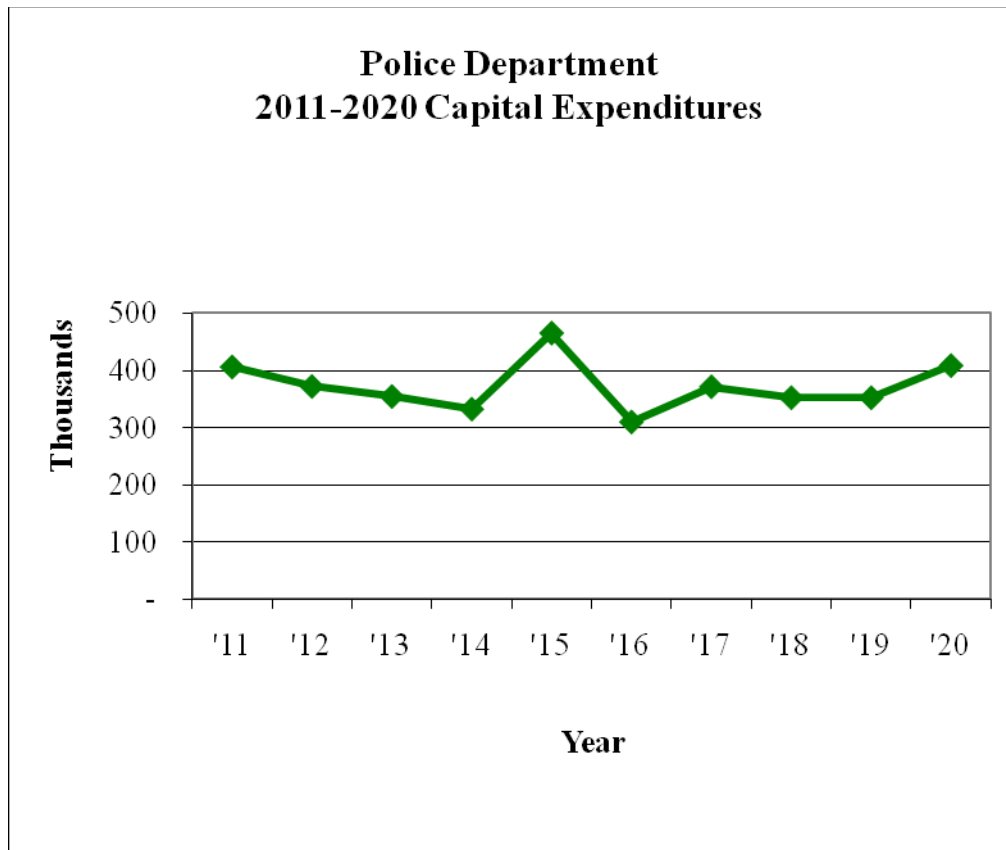
- ❖ Continue to develop and promote police and community interaction
- ❖ Continue to develop community-based informational programs and tools
- ❖ Continue to provide department employees the resources necessary to best serve the community and the public
- ❖ Continue to provide all required and pertinent training to peace officers
- ❖ Continue to develop methodologies/agreements that promote data sharing with other law enforcement agencies

These goals and priorities will provide a guide in making resource allocation decisions for future budget requirements and employee deployment.

The Department is requesting six additional sworn staff over the next ten year period: four sworn personnel to form a Problem Oriented Policing Unit (POP) to develop relationships and partnerships in the community; a second lieutenant's position to improve service to the community and allow for additional promotional opportunities within the department; a commercial patrol officer to proactively police major mall areas; a part-time records technician to ensure police reports and stats are expeditiously reviewed and available; a fifth, permanent, part-time "Administrative CSO" or Police Cadet; two additional fully-equipped marked squads to support the POP Unit; five speed notification units as requested by City Council to make the public aware of speed; a digital interview room (to be in compliance with court requirements); and surveillance cameras in the department's marked fleet.

#### Financial Impacts

The 2011-2020 Police Department Division CIP totals \$3,729,120. A year-by-year summary is depicted below.



The planned capital purchases will require approximately \$20,000 in additional on-going operating costs for motor fuel, vehicle and equipment depreciation, and software replacement. Funding will be provided by property taxes and other General Fund revenues.

**Fire**

The mission of the Roseville Fire Department is to remain dedicated, compassionate and caring professionals, providing services that improve the quality of life for our community. The Fire Department Capital Improvement Plan (CIP) was developed to identify capital purchases to support fire department operations.

This CIP was developed with consideration to the changes that have taken place within the fire department both internally and services provided. The plan also takes into consideration standard practices and performance benchmarks of the International City/County Manager's Association (ICMA), the Center for Public Safety Excellence (CPSE), the National Fire Protection Association (NFPA), and the Occupational Safety & Health Administration (OSHA).

The Fire Department's top strategic goals and priorities include:

- ❖ Firefighter Safety: Ensuring firefighters operate with the highest consideration to their safety by making it the department's highest priority to provide:
  - Well-trained, consistent, predictable, and appropriate levels of on-duty staffing.
  - Well-trained, consistent, predictable, and professional supervision.
  - High quality and well-maintained equipment and apparatus.
  - Appropriate levels of staffing to allow the department to meet national staffing and response time standards.
  - Appropriate training programs to ensure firefighters are well-prepared and practiced to safely provide services.
- ❖ Emergency Response: Ensuring the fire department has the proper capital assets to serve the community now, and into the future to provide an efficient and effective response. This includes:
  - Evaluation of the current three station model, by taking steps to reduce the number of stations and make strides towards replacing the older out dated buildings.
  - The proper number of vehicles, which allow the department to meet response time and performance standards.
- ❖ Customer Satisfaction: Ensure the fire department is able to provide all services (i.e., emergency services, prevention programs, inspections, investigations, plan review, including services and training for other departments of the city).

**Operational Impacts**

The fire department's three fire stations are among the city's oldest buildings. Very limited investments in repairs and upkeep to the stations over the years have left the buildings needing significant capital investment. Station 1 was built in the 1930's. Station 2 was built in the 1960's. Station 3 was constructed in the early 1970's. Two of the stations have had mold remediation and one fire station has a current mold issue. A fire station location, equipment and staffing study was completed in the spring of 2008. Given the economic challenges faced over the past year and the gloomy outlook for 2010 the fire department has temporarily tabled discussions related to a possible new fire station, but believe this discussion needs to be part of the 2011 budget and city goal setting discussions.

Thus, the fire department's capital improvement plan is a two-part document, detailing the capital needs if the department continues to operate three fire stations under the current configuration and a second plan that depicts the capital needs if the department transitions to a one or two-station configuration.

While this document addresses the fire department's capital needs, consideration should also be given to the significant operational savings (e.g., energy costs, fuel, repairs and maintenance) that can be achieved under a two-station configuration. This will be especially prevalent if the capital plans include new building(s).

#### 2009 Capital Reductions

The fire department placed fire station #2 in a reserve status as of January 2009, and has sold Ladder 28 resulting in a future reduction in capital vehicle replacement of more than a million dollars.

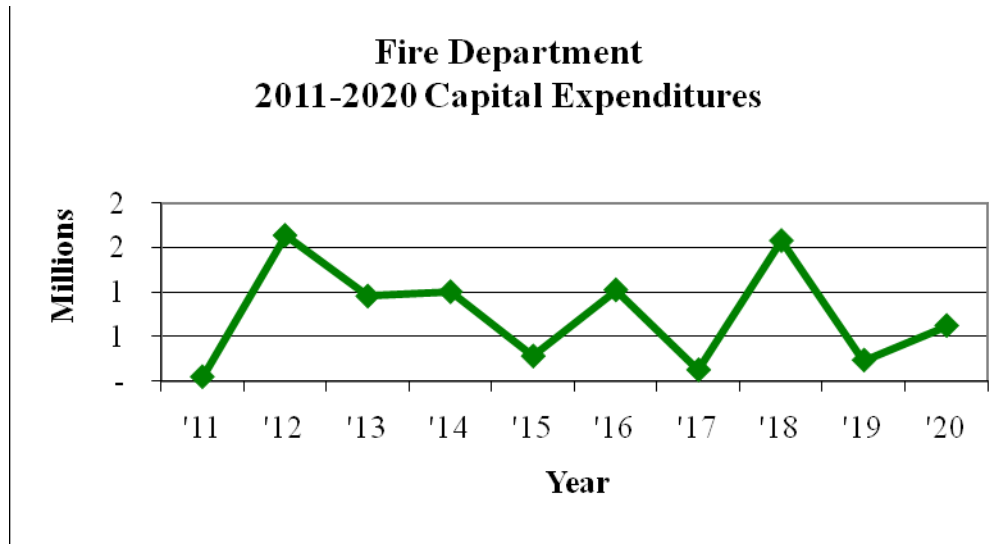
#### Performance Benchmarks

The performance benchmarks that are impacted by the fire department's capital assets include:

1. Response Times:
  - a. Call processing time under 60 seconds.
  - b. Staff turnout time under 60 seconds.
  - c. Staffed engine arrival under 5 minutes.
  - d. Staffed medical unit arrival under 5 minutes.
  - e. Full first alarm assignment arrival (2 engines, 1 ladder, and 1 chief under 8 minutes.
2. Staffing
  - a. 24-hour coverage of 1 fully-trained advanced-EMT shift supervisor.
  - b. 24 hour coverage of 4 fully-trained firefighters, with 2 being trained as advanced EMTs.
  - c. FTE per 1,000 population served of 1.67.
3. Training
  - a. Maintain and exceed training requirements and expectations from the MN EMSRB.
  - b. Maintain and exceed training requirements and expectations from the MNFSCB/NFPA.
  - c. Perform multiple live fire training opportunities annually to maintain firefighter skills.
  - d. Continuously refresh hazardous materials, WMD, and OSHA-mandated training.

Financial Impacts

The 2011-2020 Fire Department CIP totals \$7,493,400. A year-by-year summary is depicted below.



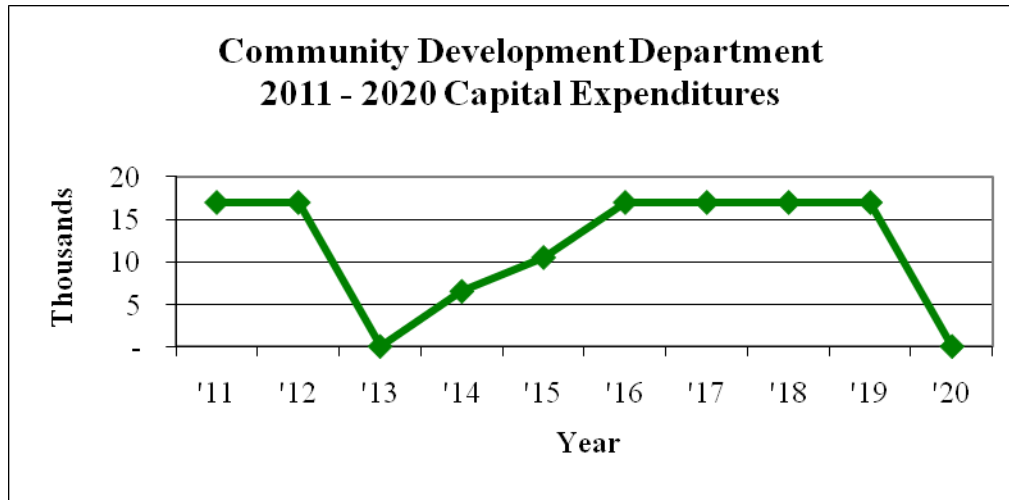
Funding will be provided by property taxes and other General Fund revenues.

**Community Development**

The Community Development Department is requesting a total of \$17,000 in 2011 and 2012 to replace an inspector's vehicle. Replacement of the vehicle is based on a 4-year replacement schedule. The new vehicle purchases will be for the most fuel efficient vehicle that the City budgets can accommodate.

**Financial Impacts**

The 2011-2020 Community Development Department CIP totals \$119,000. A year-by-year summary is depicted below.



Funding will be provided by building permits and plan review fees.

### Public Works Administration

The 2011-2020 Public Works Administration/Engineering division Capital Investment Plan (CIP) has been developed to identify needs to support the engineering function. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to meet staff and Community needs.

The Public Works Administration and Engineering division provides for planning, design, construction, and maintenance of infrastructure. As built records are maintained for city infrastructure and the division also provides for city GIS mapping services. The division also ensures compliance with a host of regulatory requirements including storm water and environmental areas.

The Public Works Administration and Engineering divisions long range goals include:

- ❖ Manage the replacement and rehabilitation of city infrastructure
- ❖ Meet the regulatory goals of watershed districts and others for infiltration and control of storm water.
- ❖ Provide excellent customer service in providing engineering services to the community

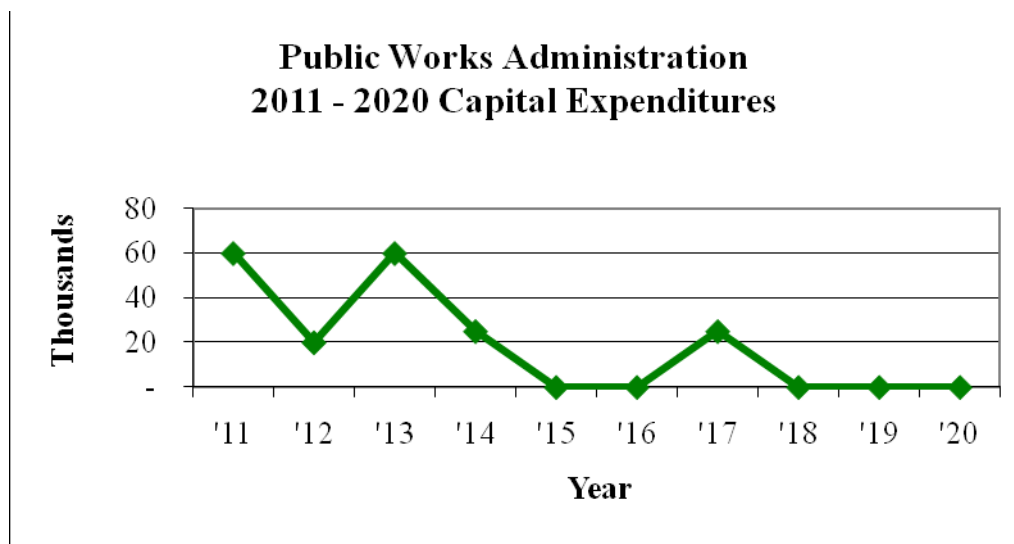
To support these goals we will need to replace the existing complement of vehicles, survey equipment, computers, and printers used in the provision of these services.

### Operational Impacts

Other regulatory agencies have an impact on operational needs due to regulation enforcement at the local level. An additional vehicle may be needed if additional staff is employed to meet these needs. The city also has aging utility infrastructure in need of rehabilitation or replacement requiring additional engineering services.

### Financial Impacts

The 2011-2020 Public Works Administration Division CIP totals \$190,000. A year-by-year summary is depicted below.



The planned replacements of existing capital items will not have significant impacts on future operating costs. The larger cost impacts for replacement items are; vehicles at \$110,000, and survey and office equipment at \$80,000. Funding will be provided by property taxes and other General Fund revenues.

## **Streets**

The 2011-2020 Streets Division Capital Investment Plan (CIP) has been developed to identify needs to maintain the street system to a level that is safe and meets expectations of the motoring public. The CIP was developed to support the intent of the Imagine Roseville 2025 goals and strategies that indicated support for maintaining infrastructure to reasonable standards.

The Streets Division provides for the maintenance of streets and right of ways. This includes pavement maintenance, snow and ice control, traffic and informational signage and messages, and boulevard trees and streetscapes. Street Division long range goals include:

- ❖ Provide for the preventative pavement maintenance, snow and ice control, and boulevard tree maintenance on all city streets to provide safe travel and to maximize the public investment in street infrastructure.
- ❖ Maintain traffic control signs and messages for the efficient and safe flow of vehicles.
- ❖ Support livable communities' principles through well maintained streetscapes.

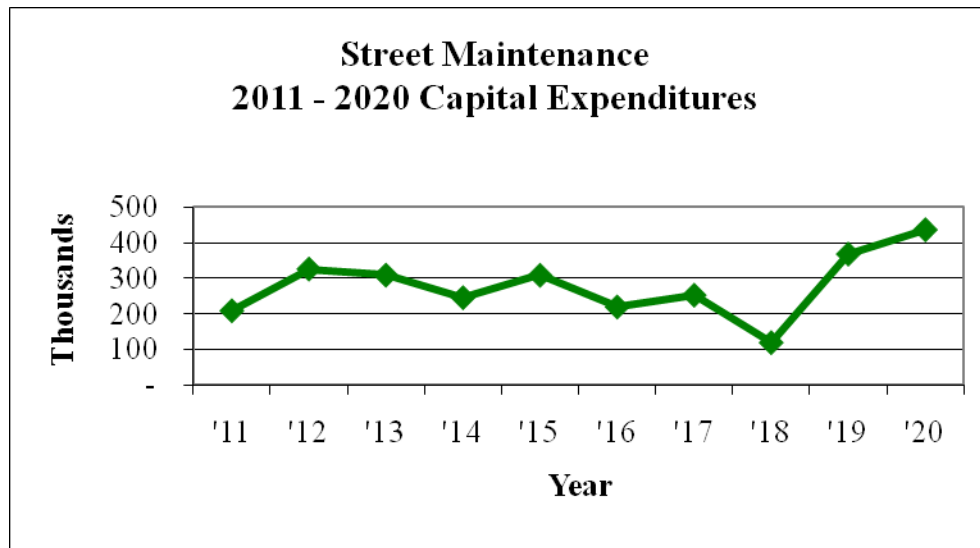
To support these goals we will need to replace existing equipment and traffic control signage at the end of its useful life. The majority of the CIP items related to this division are for replacement purposes.

### Operational Impacts

The majority of the costs indicated in the Capital Improvement Plan for this area is for replacement of existing equipment and should not have significant operational impacts if reasonable replacement schedules are continued. Planned replacement reduces down time due to equipment failures and prevents gaps in service. Recent excessive increases in energy costs are having significant inflationary impacts on replacement costs. Street sign retro reflectivity standards requirements are increasing initial replacement costs but have little effect from a life cycle cost perspective.

### Financial Impacts

The 2011-2020 Streets Division CIP totals \$2,796,500. A year-by-year summary is depicted below.



The replacement costs for Street Division equipment and street signs will need to be updated annually to ensure adequate funding is in place due to energy cost related manufacturing inflation. The major cost impacts for this area are; street signage at \$160,000, and vehicle and equipment replacement at \$2,492,000.

Funding will be provided by property taxes and MSA monies.

### **Pavement Management System Division**

The 2011-2020 Pavement Management Capital Investment Plan (CIP) has been developed to identify needs to maintain the city's 123 mile street system to a pavement condition that is safe and meets expectations of the users. The CIP was developed to support the intent of the Imagine Roseville 2025 goals and strategies that indicated support for maintaining infrastructure to reasonable standards.

The Engineering Division manages the planned rehabilitation and replacement of street pavement infrastructure. The Pavement Management long range goals include:

- ❖ Provide for the rehabilitation and or replacement of city street infrastructure in accordance with the city's pavement management program goals and policies.

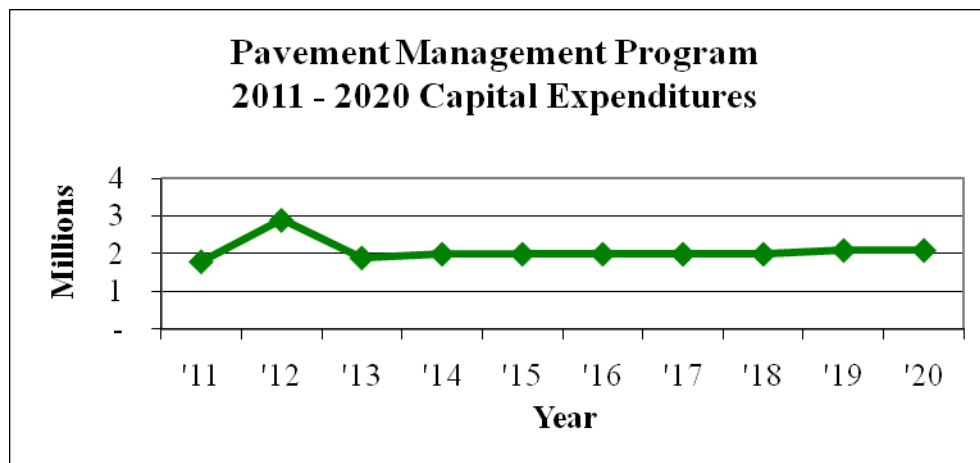
To support these goals we will need to replace existing pavements once condition ratings indicate it is no longer cost effective to continue to maintain the original pavement surface.

#### Operational Impacts

All of the costs indicated in the Capital Improvement Plan for this area are for replacement and or major maintenance of the city's street system. Recent excessive increases in energy costs are having significant inflationary impacts on pavement replacement and rehabilitation construction costs.

#### Financial Impacts

The 2011-2020 Pavement Management Division CIP totals \$20,800,000. A year-by-year summary is depicted below.



Pavement replacement costs should be re evaluated frequently as costs change to ensure adequate funding is in place to meet community expectations for this area. The entire capital request for this area is for infrastructure rehabilitation and or replacement. Major cost breakdown for this area is; reconstruct or mill and overlay local streets at \$9,800,000, and reconstruct or mill and overlay MSA streets at \$10,000,000.

Funding will be provided by MSA monies and interest earnings from the City's Infrastructure Replacement Fund. Additional detail on major pavement management capital items is found below.

### Pathways and Parking Lots

The 2011-2020 Pathways and Parking Lot Capital Investment Plan (CIP) has been developed to identify needs to maintain the pathway system and city parking lot infrastructure to a level that is safe and meets expectations of the users. The CIP was developed to support the intent of the Imagine Roseville 2025 goals and strategies that indicated support for maintaining infrastructure to reasonable standards.

The Streets Division provides for the maintenance of pathways and parking lot infrastructure. The Pathway and Parking Lot Maintenance long range goals include:

- ❖ Provide for the preventative maintenance and replacement of all pathway and parking lot infrastructure in accordance with the city's pavement management program goals and policies.

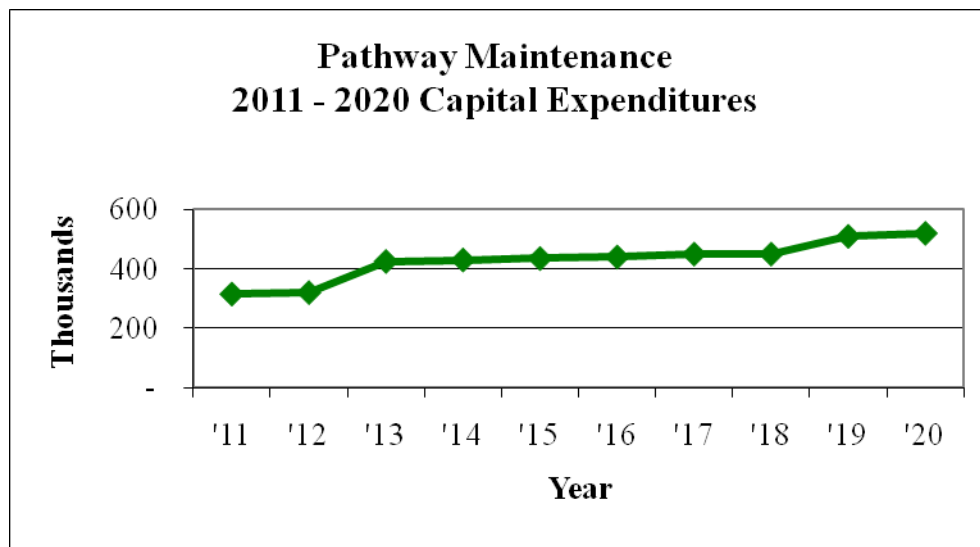
To support these goals we will need to replace existing pavements once condition ratings indicate it is no longer cost effective to continue to maintain the original pavement.

### Operational Impacts

All of the costs indicated in the Capital Improvement Plan for this area are for replacement and major maintenance of the city's pathway and parking lots. Recent excessive increases in energy costs are having significant inflationary impacts on replacement and maintenance costs.

### Financial Impacts

The 2011-2020 Pathways and Trails Division CIP totals \$4,295,000. A year-by-year summary is depicted below.



The planned replacement of pathway and parking lot infrastructure will need to be re evaluated frequently as costs change to ensure adequate funding is requested to meet community expectations for this area. The entire capital request for this area is for infrastructure replacement. Funding will be provided by property taxes and federal or state grant monies. Additional detail on major pavement management capital items is found below.

## **Water**

The 2011-2020 Water Utility Division Capital Investment Plan (CIP) has been developed to identify needs to ensure proper continuous operation of the water system. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to replace infrastructure when appropriate to minimize potential for failure of these systems.

The Water Utility provides for the operation, maintenance, and replacement of water utility infrastructure. The division also ensures compliance with a host of regulatory requirements in the operation and maintenance of this system.

The Water Utility Division long range goals include:

- ❖ Provide for uninterrupted operation of the water system to ensure the health and welfare of Roseville residents and businesses
- ❖ Meet the regulatory goals of Minnesota Department of Health and other regulatory agencies related to the provision of safe drinking water
- ❖ Provide excellent customer service in the utility area
- ❖ Plan and implement a long term infrastructure replacement plan.

To support these goals we will need to replace the existing complement of vehicles and equipment when they reach the end of their useful life. Infrastructure will be evaluated for appropriate rehabilitation or replacement schedules.

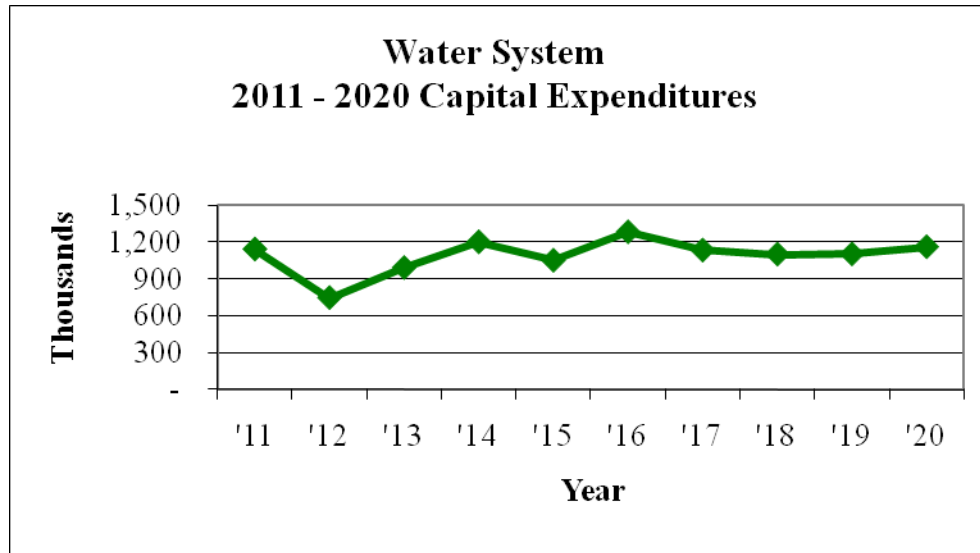
### Operational Impacts

The city has over 100 miles of cast iron water mains installed in the 60's and early 70's. Cast iron is prone to breakage due to minor shifts in the ground. It is recommended the city plan for the replacement or rehabilitation of all cast iron main over the next 20 to 30 years. Total cost in today's dollars could exceed 30 million dollars for these mains to be replaced or lined. Technological improvements in pipe lining will help to minimize disruption to street infrastructure and keep restoration costs reasonable on these projects.

Other regulatory agencies have an impact on operational needs due to required compliance at the local level. A long term funding plan is necessary to meet the infrastructure replacement needs. The city will see minimal growth that would affect this system. Capital needs are to support replacement of existing infrastructure and support existing operational equipment.

### Financial Impacts

The 2011-2020 Water Division CIP totals \$10,902,600. A year-by-year summary is depicted below.



The planned replacements of existing capital items will have significant impacts on future operating costs and utility rates if they remain the main funding source for the capital improvements. These costs include ramping up replacement of cast iron water main. The larger cost impacts for replacement items are; vehicles at \$253,000, structures and equipment at \$2,219,000, and water main replacements at \$7,500,000.

Funding will be provided by water utility fees. Additional detail on major water capital items is found below.

### **Sanitary Sewer**

The 2011-2020 Sanitary Sewer Division Capital Investment Plan (CIP) has been developed to identify needs to ensure proper continuous operation of the sanitary sewer function. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to replace infrastructure when appropriate to minimize potential for failure of these systems.

The Sanitary Sewer Utility provides for the operation, maintenance, and replacement of sanitary sewer infrastructure. The division also ensures compliance with a host of regulatory requirements in the operation and maintenance of this system.

The Sanitary Sewer Division long range goals include:

- ❖ Provide for uninterrupted operation of the sanitary sewer system to ensure the health and welfare of Roseville residents and businesses.
- ❖ Meet the regulatory goals of Metropolitan Council Environmental Services and other regulatory agencies related to inflow/infiltration reduction and other regulation.
- ❖ Provide excellent customer service in the utility area.
- ❖ Plan and implement a long term infrastructure replacement plan.

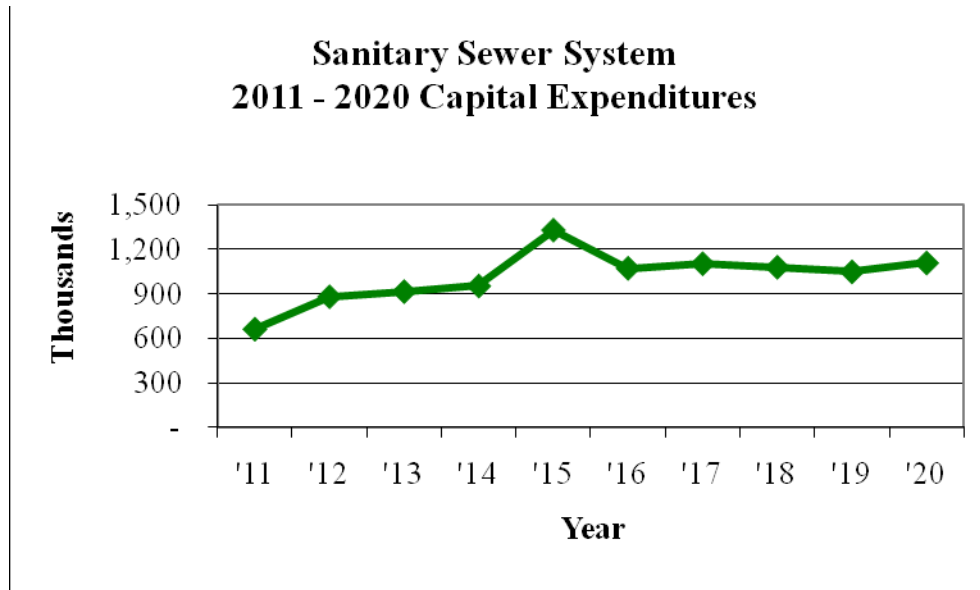
To support these goals we will need to replace the existing complement of vehicles and equipment when they reach the end of their useful life. Infrastructure will be evaluated for appropriate rehabilitation or replacement schedules.

### **Operational Impacts**

Other regulatory agencies have an impact on operational needs due to their required compliance at the local level. A long term funding plan is necessary to meet the infrastructure replacement needs. The city will see minimal growth that would affect this system. Capital needs are to support replacement of existing infrastructure and support existing operational equipment.

### **Financial Impacts**

The 2011-2020 Sanitary Sewer Division CIP totals \$10,154,800. A year-by-year summary is depicted below.



The planned replacements of existing capital items will have significant impacts on future operating costs. These items are historically funded by utility user fees. The larger cost impacts for replacement items are; vehicles at \$506,000, structures and equipment at \$113,000, and sewer main replacements and lift stations repairs at \$9,050,000.

Funding will be provided by sanitary sewer utility fees. Additional detail on major sanitary sewer capital items is found below.

### **Storm Sewer**

The 2011-2020 Storm Water Division Capital Investment Plan (CIP) has been developed to identify needs to ensure proper storm water drainage and treatment and to protect property from flooding. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to replace infrastructure when appropriate to minimize potential for failure of these systems as well as a high priority on protecting the city's environmental resources.

The Storm Water Utility area provides for the operation, maintenance, and replacement of storm sewer infrastructure. The division also ensures compliance with a host of regulatory requirements in the operation and maintenance of this system.

The Storm Water Utility Division long range goals include:

- ❖ Provide for storm sewer infrastructure to meet the drainage and water quality needs of the city and to protect property from flooding.
- ❖ Meet the regulatory goals of regulatory agencies in the area of storm water management.
- ❖ Provide excellent customer service addressing storm water concerns.
- ❖ Plan and implement a long term infrastructure maintenance and replacement plan.

To support these goals we will need to replace the existing complement of vehicles and equipment when they reach the end of their useful life. Infrastructure will be evaluated for appropriate rehabilitation or replacement schedules.

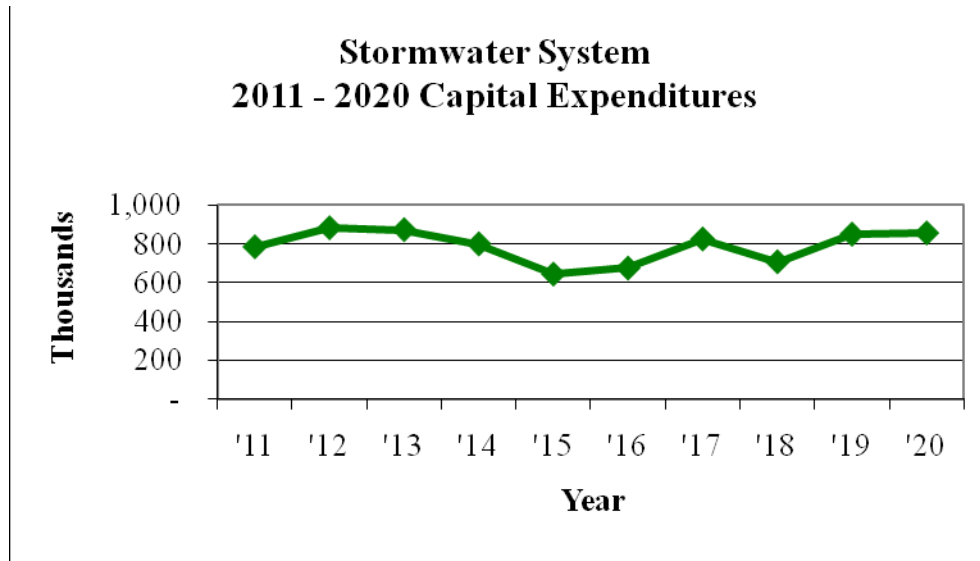
### Operational Impacts

The city has over 100 miles of storm sewers and over 5,000 drainage structures. In addition this area is responsible for over 100 ponds, ditches, and wetlands. It is recommended the city plan for the replacement or rehabilitation of storm water infrastructure.

Other regulatory agencies have an impact on operational needs due to required compliance at the local level. Storm water is highly regulated and compliance will have significant capital needs implications. A long term funding plan is necessary to meet the infrastructure replacement needs. The city will see additional increases in impervious areas due to higher planned densities in the future. Capital needs are to support replacement of existing infrastructure and support existing operational equipment as well as meeting additional regulation.

### Financial Impacts

The 2011-2020 Storm Sewer Division CIP totals \$7,899,860. A year-by-year summary is depicted below.



The planned replacements of capital items will have impacts on future operating costs and storm water utility rates as they are the main funding source for the capital improvements. These costs include vehicle and equipment replacement, Structures and mains repair and replacement, and storm water ponding and wetland improvements and maintenance. The larger cost impacts for the Capital Improvement Plan are; vehicles and equipment at \$1,300,000, and pond and system improvements and replacement at \$6,600,000.

Funding will be provided by storm sewer utility fees.

## **Park Maintenance**

A brief summary of various park maintenance areas are detailed below.

### Playground areas

Parks and Recreation maintains 26 playground areas. The expected useful life of play apparatus is estimated at 13 years. If we were to replace equipment in a timely manner, with a high standard, the city would replace approximately; two per year at an estimated cost of \$75,000 each.

### Tennis Courts

Parks and Recreation maintains 17 lighted tennis courts, most in batteries of two. Depending on usage and location, the standard for maintaining tennis courts is that they should be recolor coated every two to five years at a cost of \$5,000 per court, with a complete reconstruct every 10 years at a cost of \$40,000 per court. To maintain our courts to a high standard we should be color coating two per year and reconstruct one annually. Lighting improvements are necessary periodically.

### Basketball Courts

Parks and Recreation maintains 8 outdoor courts. Depending on usage and location, the standard for maintaining basketball courts is similar to tennis courts, that they should be recolor coated every two to five years with a complete reconstruct every 10 years. Where applicable, lighting improvements are necessary.

### Outdoor Skating/Hockey Rinks

Parks and Recreation maintains hockey rinks in 6 parks. Boards should be replaced every 10 years at a cost of \$5,000 each. Lighting improvements are necessary periodically.

### Park Buildings

Parks and Recreation maintains 9 park buildings. 6 of the 9 buildings are from the 60's vintage, and are in significant disrepair. 1 of the 6 has been taken completely out of service and the others are being contemplated. The cost to build a new fully functional Park Building to current Roseville standards is approximately \$400,000. Life span of the new buildings that are primarily concrete, would be indefinite; however, there are still significant maintenance costs including roofing, kitchen equipment and other items that would need to be addressed.

### Park Shelters

Parks and Recreation maintains 6 very heavily used park shelters. 3 of the 6 are outdated and should be considered for future replacement. These shelters range from a simple shade structure to full rental facilities with commercial kitchen equipment and restroom facilities. Replacement cost of these shelters would range between \$100,000-\$400,000. Life span of these shelters would be 30 years or more with similar maintenance needs as the Park Buildings.

### Fields

Parks and Recreation maintains more than 36 baseball/softball/soccer fields, many that are multi-use and with irrigation systems. These fields have an indefinite lifespan. There is significant maintenance costs associated with keeping these fields maintained to a high standard. Turf costs are continually rising and a full field can cost as much as \$30,000 to replace sod. Irrigation systems also have an indefinite life span but can also have significant maintenance costs.

### Lighting in Park Areas and Athletic Fields

Parks and Recreation maintains lighting at 4 softball fields and 2 soccer fields, 7 skating areas, 9 tennis court areas, and pathways around Lake Bennett, in addition to 3 parking lots. Lighting improvements and replacements are required periodically.

### Fencing

Parks and Recreation maintains more than 36 baseball/softball/soccer field fencing and backstops in addition to the tennis, and basketball court fencing that needs to be maintained. Fencing life spans vary depending on use; a new fencing system for an average ball field is approximately \$60,000.

### Park Signs

Parks and Recreation maintains park signs throughout the city. There are 55 park signs that require replacement and maintenance. Replacement cost is approximately \$2,500.

### Pathways and Park Trails

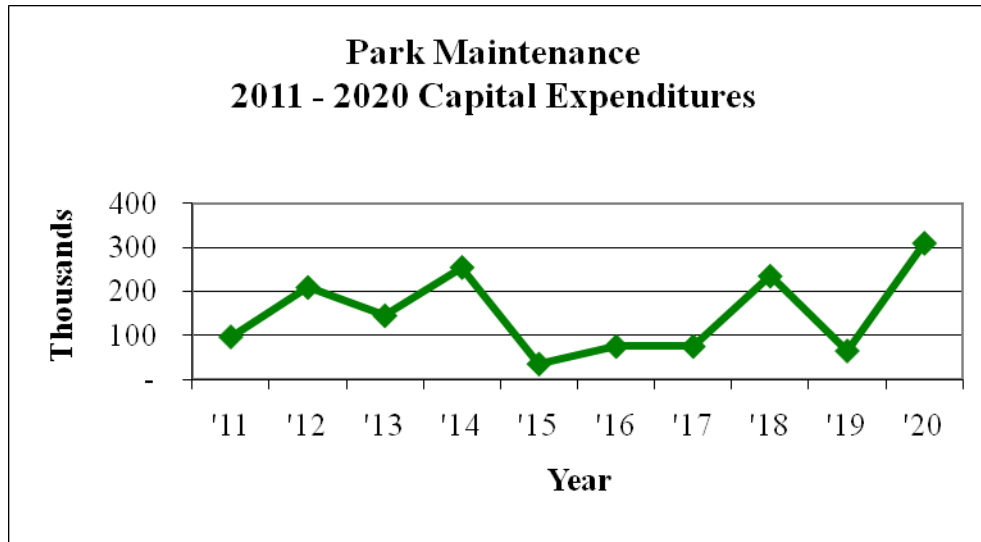
Parks and Recreation maintains and cleans 72 + miles of side walks and park trails, all of which, at times require coordination with the public works dept. for repair.

### Natural Areas

Parks and Recreation has numerous natural areas that require maintenance and removal of buckthorn and other invasive species.

Financial Impacts

The 2011-2020 Park Maintenance Division CIP totals \$1,511,400. A year-by-year summary is depicted below.



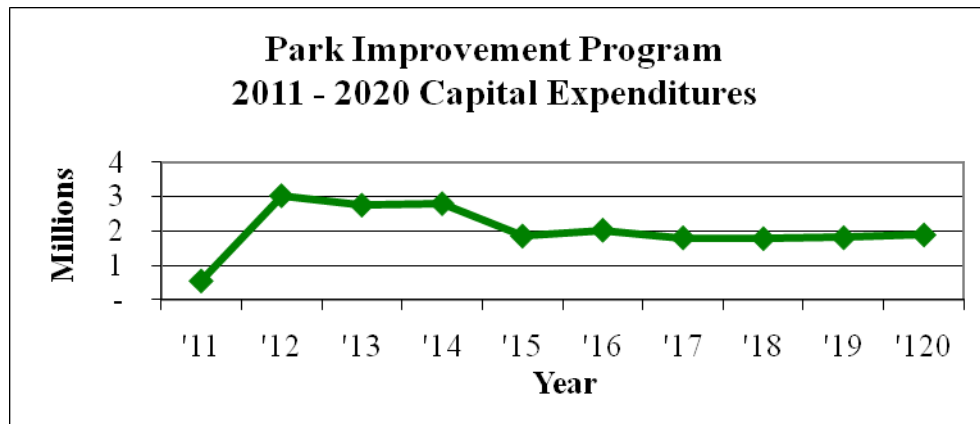
Funding will be provided by property taxes.

### Park Improvement Program

The Park Improvement Program identifies major park system improvements involving the replacement of existing assets.

#### Financial Impacts

The 2011-2020 Park Improvement Division CIP totals \$20,287,000. A year-by-year summary is depicted below.



Funding will be provided by property taxes.

**Skating Center**

The Roseville Skating Center is a facility made up of many unique components. The facility also has a large number of items that by themselves are not very expensive, but in large quantities are significant expenditures. The following are items that are currently and integral part of the skating center operation:

Rental Ice Skates: We currently have about 300 pairs of K2 Ice Ascent rental ice skates in use at the Skating Center between the OVAL and the Arena rental areas. The current cost to replace one pair is \$75. We need to begin replacing these skates in groups of 50 or 100 in the very near future. To replace all skates in the current inventory will cost \$22,500.

Rental Inline Skates: We currently have approximately 125 pairs of inline rental skates in the OVAL. The replacement cost of each pair of inline skates is currently \$60. The inline skate inventory is currently in good condition and we will continue to maintain them as long as parts remain available. To replace all skates in the current inline inventory will cost \$ 7,500.00.

Skate Park: The Skate Park that operates during the summer on the OVAL is approximately 15 years old. Each year individual pieces are repaired as needed. In the near future several pieces will need to be replaced. There are currently 17 pieces of equipment that vary in cost from approximately \$4,000 to \$8,000 each. Total replacement cost of the Skate Park is estimated at \$102,000 based on the average cost of \$6,000 per piece.

OVAL Perimeter Pads: These pads are attached to the fencing surrounding the OVAL ice surface. They cushion skaters who may fall while skating competitively on the OVAL track. There are 290 pads of a variety of sizes that provide this safety protection around the track. The pads have been maintained and repaired individually and are in fair condition. Replacement should be considered in the next few years. A full replacement would be approximately \$40,600.

OVAL Black Divider Pads: These pads are used to divide the hockey rinks on the interior of the OVAL. There are currently 40 black pads in use. These pads are in good condition at this time and have a number of years of useful life remaining. A replacement of all black divider pads would be approximately \$7,500.

OVAL Red Divider Pads: These pads are used to separate the infield and track of the OVAL when programming is different for each portion. The pads are going to be re-built in 2008. By repairing them before they are unusable, we have saved more than half of the cost of a full replacement by being able to re-use the foam inside the pads. We currently have 85 pads in service. The cost to fully replace the pads would be \$ 16,150, or \$190 each.

Bandy Boards: These unique boards serve as the perimeter barrier of the bandy rink. We have 48 boards. They are currently in good condition. These boards must be purchased from a Swedish manufacturer or custom made in the United States. The estimated cost is \$200 per board. The cost to replace all boards is \$9,600.

Banquet Tables: The Skating Center has three different sizes of tables in use in the Skating Center Banquet Facility. They are:

*8 Foot Banquet Tables* – 20 tables in our current inventory. The replacement cost of each 8 foot table is \$105. We need to begin replacing a few of these tables in the near future. A replacement of all 8 foot tables would cost \$2,100

*6 Foot Banquet Tables* – 12 tables in our current inventory. The replacement cost of each 6 foot table is \$75. We need to begin replacing a few of these tables in the near future. A replacement of all 6 foot tables would cost \$900

*5 Foot Round Banquet Tables* – 38 tables in our current inventory. The replacement cost of each 5 foot round table is \$105. We need to begin replacing a few of these tables in the near future. A replacement of all 5 foot round tables would cost \$3,990.00

Banquet Chairs: The Skating Center Banquet Facility has a chair inventory of 325 chairs with fabric seats. We have been replacing worn seat backs and cushions as they become damaged. The availability of matching fabric may be questionable in the future. The replacement cost of one chair is \$68. The replacement of all chairs would cost \$22,100.

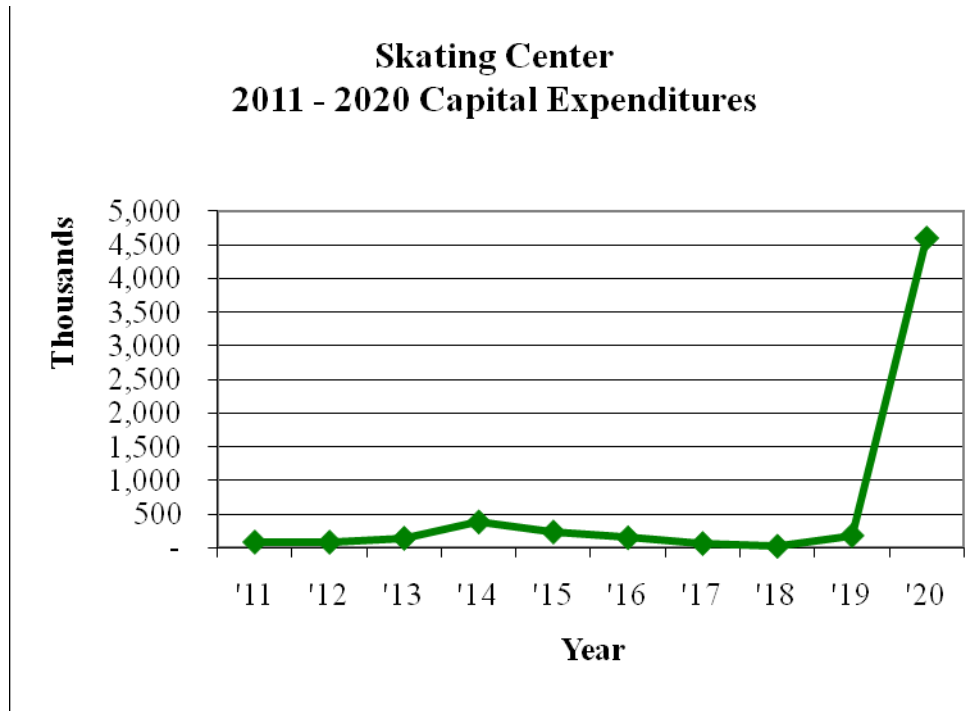
Banquet Facility Blinds: The banquet facility has blinds on 26 windows. The blinds were most recently replaced in December of 2006 for \$8,200.

Banquet Facility Carpet: The Banquet Facility has approximately 5600 square feet, or 625 square yards, of carpeting in the rooms and hallway. At an estimated cost of \$45 per square yard for installed carpeting, full replacement of the banquet room carpeting will cost approximately \$28,125. The existing banquet carpeting was installed in 1999.

Banquet Facility Wallpaper: The banquet facility has a large amount of wallpaper on the walls of the rooms. The exact square footage of wall space is unknown because of windows, doors, etc. It is estimated at 1500 square feet. Pricing is difficult to obtain without getting a formal quote due to all of the objects to work around. The existing banquet wallpaper was installed in 1999.

Financial Impacts

The 2011-2020 Skating Center Division CIP totals \$6,019,000. A year-by-year summary is depicted below.



Funding will be provided by property taxes and other Skating Center revenues.

**Golf Course**

Roseville Cedarholm Golf Course has been a part of the City's Recreation Department since 1968. The club house is used for many functions year round including parties, company meetings, weddings and various classes. The course is used primarily for two functions including golf in the summer and cross country skiing during the winter months.

Club House: the building was used as a model home prior to being moved to the current site. There were several structure improvements added in late 80's and remodel again in the early 90's. The rest rooms currently do not meet ADA requirements and kitchen operation is under review. A remodel of the club house is anticipated to be coming soon to include carpet, tile and relocation of the counter operations, venting systems, etc. The estimated cost of the clubhouse replacement is \$700,000 – \$1,000,000.

Irrigation System / Pump House: The current irrigation system is a combination of three systems: one installed in the 1960's, a second was an update from manual to an automatic system in 1988 and 3<sup>rd</sup> was in 1995 with newly installed pipe and heads on seven greens. Many of the heads and controls are in need of replacement. Cost estimate depends on the extent of work and is anticipated to be \$30,000.

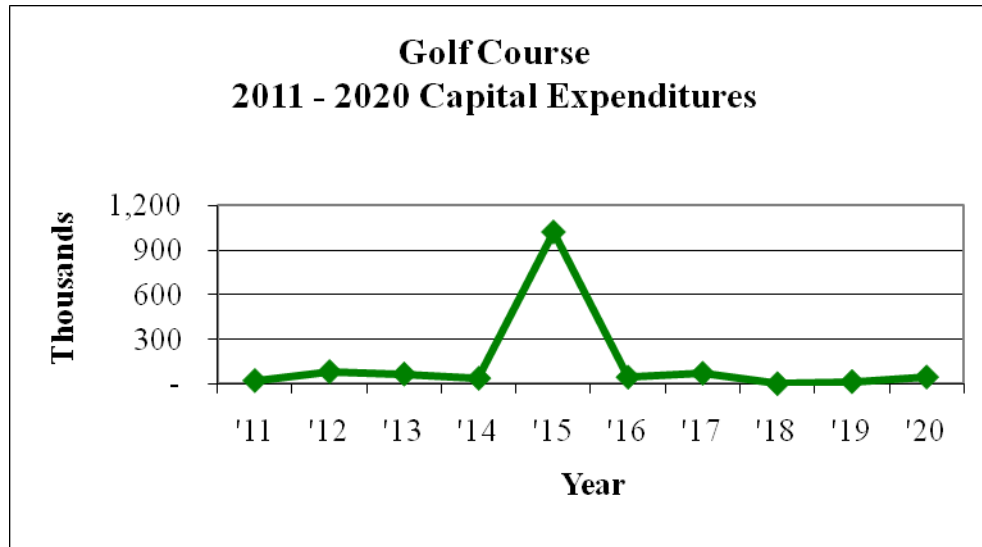
Turf Equipment: Several of the pieces of the turf equipment are due for replacement but not necessarily because they are not useful but rather that parts are becoming increasingly difficult to locate. Because of the limited use of many pieces of equipment at a golf course, it has been the practice to retain equipment longer than a normal scheduled life if it is still safe, functional and is not costing an exorbitant amount to maintain.

Golf Course Amenities: There are several golf course amenities that are in the need of replacement or updating due to their age and code updates, including: the gas pump and tank, pump that was installed in 1960's, shelters located on the course. The anticipated cost is \$30,000.

Maintenance Shop: The turf maintenance shop is a double wide four car garage with a small heated office/shop located on one end. The facility has no restroom or water and was structurally damaged in 1981 by a tornado. The shop is limited on storage and equipment space. Estimated replacement cost \$250,000-\$450,000

Financial Impacts

The 2011-2020 Golf Course Division CIP totals \$1,401,300. A year-by-year summary is depicted below.



Funding will be provided by Golf Course revenues.

Item: **Fiber Master Plan**  
 Year: 2011-2020  
 Status: Unfunded

Division: Finance  
 Cost: \$100,000 annually

Description:

The Fiber Master Plan calls for the installation of a municipal-owned fiber optic network to connect all city-owned and other governmental facilities within Roseville. It is proposed that the City construct a half-mile segment of fiber per year at a cost of approximately \$100,000.

Justification:

A municipal-owned fiber network will ensure data and voice connectivity amongst governmental facilities that are currently relying on Comcast-provided fiber and will allow the City to extend services to facilities that have no fiber connectivity. The future uncertainty of having access to Comcast-provided fiber has prompted the need for an alternative solution.

In addition, a municipal-owned fiber network provides an opportunity to pursue public/private partnerships; something this is not available with Comcast-owned fiber.

**Capital Costs**

|                        | 2011       | 2012       | 2013       | 2014       | 2015       | 2016-2020  |
|------------------------|------------|------------|------------|------------|------------|------------|
| <b>Funding Sources</b> |            |            |            |            |            |            |
| Property taxes         | \$ 85,000  | \$ 85,000  | \$ 85,000  | \$ 85,000  | \$ 85,000  | \$ 425,000 |
| School District        | 15,000     | 15,000     | 15,000     | 15,000     | 15,000     | 75,000     |
| Other                  | -          | -          | -          | -          | -          | -          |
| Total Sources          | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000 |
| <b>Expenditures</b>    |            |            |            |            |            |            |
| Capital installation   | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000 |
| Other                  | -          | -          | -          | -          | -          | -          |
| Total Expenditures     | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000 |

**Operations and Maintenance Costs**

|                        | 2011     | 2012     | 2013     | 2014     | 2015     | 2016-2020 |
|------------------------|----------|----------|----------|----------|----------|-----------|
| <b>Funding Sources</b> |          |          |          |          |          |           |
| City tax levy          | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 5,000  |
| School District        | 500      | 500      | 500      | 500      | 500      | 2,500     |
| Other                  | -        | -        | -        | -        | -        | -         |
| Total Sources          | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 7,500  |
| <b>Expenditures</b>    |          |          |          |          |          |           |
| Locates & repairs      | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 7,500  |
| Other                  | -        | -        | -        | -        | -        | -         |
| Total Expenditures     | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 7,500  |

Item: **License Center Facility**  
 Year: 2013  
 Status: \$650,000 available (projected)

Division: Finance  
 Cost: \$650,000

Description:

The City currently leases 3,330 square feet of store space in the Lexington Shopping Center, immediately North of Fire Station #1. While the City is enjoying below-market lease terms for 2008, beginning in 2009 the lease agreement will require a significant increase in rent. Beginning in 2010, the City expects to pay \$59,000 annually, with \$3,000 annual increases thereafter. Given these amounts, it is arguably in the City's best interest to either acquire or construct a city-owned facility (perhaps a multi-purpose facility) to house the License Center.

Justification:

Financing for the new facility (less existing cash reserves) is expected to require an annual debt service payment of \$45,000 over a 10-year period beginning in 2014. However, current lease payments are expected to be \$63,000 during that same year. With a new facility, the City would forgo these payments and realize an annual savings of approximately \$18,000.

Funding for a new License Center facility will come from agent fees derived from the issuance of State licenses and passports.

**Capital Costs**

|                        | 2011 | 2012 | 2013       | 2014 | 2015 | 2016-2020 |
|------------------------|------|------|------------|------|------|-----------|
| <b>Funding Sources</b> |      |      |            |      |      |           |
| Deputy Registrar Fees  | \$ - | \$ - | \$ 450,000 | \$ - | \$ - | \$ -      |
| Cash reserves          | -    | -    | 200,000    | -    | -    | -         |
| Other                  | -    | -    | -          | -    | -    | -         |
| Total Sources          | \$ - | \$ - | \$ 650,000 | \$ - | \$ - | \$ -      |
| <b>Expenditures</b>    |      |      |            |      |      |           |
| Capital construction   | \$ - | \$ - | \$ 650,000 | \$ - | \$ - | \$ -      |
| Other                  | -    | -    | -          | -    | -    | -         |
| Total Expenditures     | \$ - | \$ - | \$ 650,000 | \$ - | \$ - | \$ -      |

**Operations and Maintenance Costs**

|                        | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|------------------------|------|------|------|------|------|-----------|
| <b>Funding Sources</b> |      |      |      |      |      |           |
| Deputy Registrar Fees  | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other                  | -    | -    | -    | -    | -    | -         |
| Total Sources          | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| <b>Expenditures</b>    |      |      |      |      |      |           |
| Other                  | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. With a new facility, the City expects to realize operational savings and those savings are noted above.

Item: **Roof Replacements**  
 Year: 2013 - 2015  
 Status: Unfunded

Division: General Facilities  
 Cost: \$840,000

Description:

Based on estimated useful lives, roof replacements will be needed for the City Hall, Public Works Garage, and Fire Station #1.

Justification:

To preserve the value of City facilities, regular investment in major components such as the roof will be needed.

**Capital Costs**

|                    | 2011 | 2012 | 2013       | 2014       | 2015       | 2016-2020 |
|--------------------|------|------|------------|------------|------------|-----------|
| Funding Sources    |      |      |            |            |            |           |
| Property taxes     | \$ - | \$ - | \$ 140,000 | \$ 450,000 | \$ 250,000 | \$ -      |
| Other              | -    | -    | -          | -          | -          | -         |
| Total Sources      | \$ - | \$ - | \$ 140,000 | \$ 450,000 | \$ 250,000 | \$ -      |
| Expenditures       |      |      |            |            |            |           |
| Capital renovation | \$ - | \$ - | \$ 140,000 | \$ 450,000 | \$ 250,000 | \$ -      |
| Other              | -    | -    | -          | -          | -          | -         |
| Total Expenditures | \$ - | \$ - | \$ 140,000 | \$ 450,000 | \$ 250,000 | \$ -      |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Community Gymnasiums**  
 Year: 2012 - 2020  
 Status: Unfunded

Division: General Facilities  
 Cost: \$220,300

Description:

Based on estimated useful lives, renovations will be needed for the Brimhall and Central Park Elementary gymnasiums as well as the Gymnastics Center. The City shares renovation costs with the Roseville School District. The amounts shown below depict the City's proportionate share.

Justification:

To preserve the value of City facilities, regular investment in major components will be needed. These facilities are currently used for Parks & Recreation programming.

**Capital Costs**

|                    | 2011 | 2012     | 2013      | 2014     | 2015      | 2016-2020  |
|--------------------|------|----------|-----------|----------|-----------|------------|
| Funding Sources    |      |          |           |          |           |            |
| Property taxes     | \$ - | \$ 5,000 | \$ 14,500 | \$ 5,000 | \$ 95,800 | \$ 100,000 |
| Other              | -    | -        | -         | -        | -         | -          |
| Total Sources      | \$ - | \$ 5,000 | \$ 14,500 | \$ 5,000 | \$ 95,800 | \$ 100,000 |
| Expenditures       |      |          |           |          |           |            |
| Capital renovation | \$ - | \$ 5,000 | \$ 14,500 | \$ 5,000 | \$ 95,800 | \$ 100,000 |
| Other              | -    | -        | -         | -        | -         | -          |
| Total Expenditures | \$ - | \$ 5,000 | \$ 14,500 | \$ 5,000 | \$ 95,800 | \$ 100,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Police Vehicle Replacements**  
 Year: 2011 - 2020  
 Status: \$1,700,000 available (projected)

Division: Police  
 Cost: \$2,236,870

Description:

The Police Department has 27 vehicles in its fleet. The Department typically replaces six marked squad cars and two unmarked vehicles each year. In addition, the Department also plans to replace a CSO vehicle every four years. Two new car additions are also planned over the next 10 years.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

**Capital Costs**

|                     | 2011       | 2012       | 2013       | 2014       | 2015       | 2016-2020    |
|---------------------|------------|------------|------------|------------|------------|--------------|
| Funding Sources     |            |            |            |            |            |              |
| Property taxes      | \$ 217,095 | \$ 217,095 | \$ 239,095 | \$ 250,055 | \$ 217,095 | \$ 1,140,435 |
| Other               | -          | -          | -          | -          | -          | -            |
| Total Sources       | \$ 217,095 | \$ 217,095 | \$ 239,095 | \$ 250,055 | \$ 217,095 | \$ 1,140,435 |
| Expenditures        |            |            |            |            |            |              |
| Capital replacement | \$ 217,095 | \$ 217,095 | \$ 239,095 | \$ 250,055 | \$ 217,095 | \$ 1,140,435 |
| Other               | -          | -          | -          | -          | -          | -            |
| Total Expenditures  | \$ 217,095 | \$ 217,095 | \$ 239,095 | \$ 250,055 | \$ 217,095 | \$ 1,140,435 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Fire Vehicle Replacements**  
Year: 2011 - 2020  
Status: \$1,200,000 available (projected)

Division: Fire  
Cost: \$2,748,000

**Description:**

The Fire Department has 11 vehicles in its fleet. The Department typically replaces administrative vehicles every 10 years, whereas other service vehicles can last in excess of 20.

**Justification:**

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

**Capital Costs**

|                     | 2011 | 2012       | 2013      | 2014      | 2015      | 2016-2020    |
|---------------------|------|------------|-----------|-----------|-----------|--------------|
| Funding Sources     |      |            |           |           |           |              |
| Property taxes      | \$ - | \$ 624,000 | \$ 50,000 | \$ 55,000 | \$ 15,000 | \$ 2,004,000 |
| Other               | -    | -          | -         | -         | -         | -            |
| Total Sources       | \$ - | \$ 624,000 | \$ 50,000 | \$ 55,000 | \$ 15,000 | \$ 2,004,000 |
| Expenditures        |      |            |           |           |           |              |
| Capital replacement | \$ - | \$ 624,000 | \$ 50,000 | \$ 55,000 | \$ 15,000 | \$ 2,004,000 |
| Other               | -    | -          | -         | -         | -         | -            |
| Total Expenditures  | \$ - | \$ 624,000 | \$ 50,000 | \$ 55,000 | \$ 15,000 | \$ 2,004,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Inspections Vehicle Replacements**

Division: Community Development

Year: 2011 - 2020

Cost: \$102,000

Status: \$102,000 available (projected)

Description:

The Community Development Department has 4 vehicles in its fleet and typically replaces them every four years.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

**Capital Costs**

|                        | 2011      | 2012      | 2013 | 2014 | 2015 | 2016-2020 |
|------------------------|-----------|-----------|------|------|------|-----------|
| <b>Funding Sources</b> |           |           |      |      |      |           |
| Property taxes         | \$ 17,000 | \$ 17,000 | \$ - | \$ - | \$ - | \$ 68,000 |
| Other                  | -         | -         | -    | -    | -    | -         |
| Total Sources          | \$ 17,000 | \$ 17,000 | \$ - | \$ - | \$ - | \$ 68,000 |
| <b>Expenditures</b>    |           |           |      |      |      |           |
| Capital replacement    | \$ 17,000 | \$ 17,000 | \$ - | \$ - | \$ - | \$ 68,000 |
| Other                  | -         | -         | -    | -    | -    | -         |
| Total Expenditures     | \$ 17,000 | \$ 17,000 | \$ - | \$ - | \$ - | \$ 68,000 |

**Operations and Maintenance Costs**

|                        | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|------------------------|------|------|------|------|------|-----------|
| <b>Funding Sources</b> |      |      |      |      |      |           |
| Property taxes         | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other                  | -    | -    | -    | -    | -    | -         |
| Total Sources          | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| <b>Expenditures</b>    |      |      |      |      |      |           |
| Other                  | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Engineering Vehicle Replacements**

Division: Public Works

Year: 2011 - 2020

Cost: \$110,000

Status: \$100,000 available (projected)

Description:

The Engineering Department has 2 vehicles in its fleet and typically replaces them every ten years. The Department is requesting to add a vehicle to the fleet in 2010.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

**Capital Costs**

|                     | 2011      | 2012 | 2013      | 2014      | 2015 | 2016-2020 |
|---------------------|-----------|------|-----------|-----------|------|-----------|
| Funding Sources     |           |      |           |           |      |           |
| Property taxes      | \$ 25,000 | \$ - | \$ 35,000 | \$ 25,000 | \$ - | \$ 25,000 |
| Other               | -         | -    | -         | -         | -    | -         |
| Total Sources       | \$ 25,000 | \$ - | \$ 35,000 | \$ 25,000 | \$ - | \$ 25,000 |
| Expenditures        |           |      |           |           |      |           |
| Capital replacement | \$ 25,000 | \$ - | \$ 35,000 | \$ 25,000 | \$ - | \$ 25,000 |
| Other               | -         | -    | -         | -         | -    | -         |
| Total Expenditures  | \$ 25,000 | \$ - | \$ 35,000 | \$ 25,000 | \$ - | \$ 25,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant in operational costs.

Item: **Street Lighting**  
 Year: 2011 - 2020  
 Status: Unfunded

Division: Public Works  
 Cost: \$245,000

Description:

City-owned street light poles will require replacement at the end of their useful lives. Poles along the Prior/Perimeter Drive and Co Road B2 Bridge segments have been identified as being in need of replacement.

Justification:

See above description.

**Capital Costs**

|                     | 2011      | 2012      | 2013      | 2014      | 2015 | 2016-2020  |
|---------------------|-----------|-----------|-----------|-----------|------|------------|
| Funding Sources     |           |           |           |           |      |            |
| Property taxes      | \$ 50,000 | \$ 20,000 | \$ 25,000 | \$ 50,000 | \$ - | \$ 100,000 |
| Other               | -         | -         | -         | -         | -    | -          |
| Total Sources       | \$ 50,000 | \$ 20,000 | \$ 25,000 | \$ 50,000 | \$ - | \$ 100,000 |
| Expenditures        |           |           |           |           |      |            |
| Capital replacement | \$ 50,000 | \$ 20,000 | \$ 25,000 | \$ 50,000 | \$ - | \$ 100,000 |
| Other               | -         | -         | -         | -         | -    | -          |
| Total Expenditures  | \$ 50,000 | \$ 20,000 | \$ 25,000 | \$ 50,000 | \$ - | \$ 100,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Street Vehicle Replacement**  
 Year: 2011 - 2020  
 Status: \$1,500,000 available (projected)

Division: Public Works  
 Cost: \$2,492,500

Description:

The Street Department has 35 vehicles and rolling stock in its fleet. It typically replaces these capital items every ten years.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

**Capital Costs**

|                        | 2011       | 2012       | 2013       | 2014       | 2015       | 2016-2020    |
|------------------------|------------|------------|------------|------------|------------|--------------|
| <b>Funding Sources</b> |            |            |            |            |            |              |
| Property taxes         | \$ 150,000 | \$ 326,000 | \$ 284,000 | \$ 155,000 | \$ 248,700 | \$ 1,328,800 |
| Other                  | -          | -          | -          | -          | -          | -            |
| Total Sources          | \$ 150,000 | \$ 326,000 | \$ 284,000 | \$ 155,000 | \$ 248,700 | \$ 1,328,800 |
| <b>Expenditures</b>    |            |            |            |            |            |              |
| Capital replacement    | \$ 150,000 | \$ 326,000 | \$ 284,000 | \$ 155,000 | \$ 248,700 | \$ 1,328,800 |
| Other                  | -          | -          | -          | -          | -          | -            |
| Total Expenditures     | \$ 150,000 | \$ 326,000 | \$ 284,000 | \$ 155,000 | \$ 248,700 | \$ 1,328,800 |

**Operations and Maintenance Costs**

|                        | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|------------------------|------|------|------|------|------|-----------|
| <b>Funding Sources</b> |      |      |      |      |      |           |
| Property taxes         | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other                  | -    | -    | -    | -    | -    | -         |
| Total Sources          | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| <b>Expenditures</b>    |      |      |      |      |      |           |
| Other                  | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Fuel System and Pumps**  
 Year: 2011 - 2020  
 Status: Unfunded

Division: Public Works  
 Cost: \$90,000

Description:

The City's fuel pumps are expected to require capital maintenance over the next four years.

Justification:

Properly working fuel pumps are necessary to keep the City's fleet operational.

**Capital Costs**

|                     | 2011 | 2012 | 2013      | 2014 | 2015 | 2016-2020 |
|---------------------|------|------|-----------|------|------|-----------|
| Funding Sources     |      |      |           |      |      |           |
| Property taxes      | \$ - | \$ - | \$ 40,000 | \$ - | \$ - | \$ 50,000 |
| Other               | -    | -    | -         | -    | -    | -         |
| Total Sources       | \$ - | \$ - | \$ 40,000 | \$ - | \$ - | \$ 50,000 |
| Expenditures        |      |      |           |      |      |           |
| Capital replacement | \$ - | \$ - | \$ 40,000 | \$ - | \$ - | \$ 50,000 |
| Other               | -    | -    | -         | -    | -    | -         |
| Total Expenditures  | \$ - | \$ - | \$ 40,000 | \$ - | \$ - | \$ 50,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant in operational costs.

Item: **Pavement Management**  
Year: 2011 - 2020  
Status: \$20,800,000 available (projected)

Division: Public Works  
Cost: \$20,800,000

#### Description:

The Pavement Management long range goal is to; provide for the rehabilitation and or replacement of city street infrastructure in accordance with the city's pavement management program goals and policies.

To support these goals we will need to replace existing pavements once condition ratings indicate it is no longer cost effective to continue to maintain the original pavement surface.

Pavement replacement costs should be re evaluated frequently as costs change to ensure adequate funding is in place to meet community expectations for this area. The entire capital request for this area is for infrastructure rehabilitation and or replacement. Major cost breakdown for this area is; reconstruct or mill and overlay local streets at \$9,800,000, and reconstruct or mill and overlay MSA streets at \$10,000,000.

#### Justification:

The City street network currently is comprised of 123 miles of paved streets, of which 28 miles are MSA supported. The City employs software to help track maintenance and assign a pavement condition index rating to help guide the City's maintenance and replacement program.

#### **Capital Costs**

|                           | 2011         | 2012         | 2013         | 2014         | 2015         | 2016-2020     |
|---------------------------|--------------|--------------|--------------|--------------|--------------|---------------|
| <b>Funding Sources</b>    |              |              |              |              |              |               |
| Property taxes            | \$ 1,800,000 | \$ 2,900,000 | \$ 1,900,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 10,200,000 |
| Other                     | -            | -            | -            | -            | -            | -             |
| <b>Total Sources</b>      | \$ 1,800,000 | \$ 2,900,000 | \$ 1,900,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 10,200,000 |
| <b>Expenditures</b>       |              |              |              |              |              |               |
| Capital replacement       | \$ 1,800,000 | \$ 2,900,000 | \$ 1,900,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 10,200,000 |
| Other                     | -            | -            | -            | -            | -            | -             |
| <b>Total Expenditures</b> | \$ 1,800,000 | \$ 2,900,000 | \$ 1,900,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 10,200,000 |

#### **Operations and Maintenance Costs**

|                           | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|---------------------------|------|------|------|------|------|-----------|
| <b>Funding Sources</b>    |      |      |      |      |      |           |
| Property taxes            | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other                     | -    | -    | -    | -    | -    | -         |
| <b>Total Sources</b>      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| <b>Expenditures</b>       |      |      |      |      |      |           |
| Other                     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| <b>Total Expenditures</b> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Pathway Maintenance**  
 Year: 2011 - 2020  
 Status: \$1,350,000 available (projected)

Division: Public Works  
 Cost: \$1,870,000

Description:

The City pathway network is comprised of 72 miles of paved trails and sidewalks. The City also has 41 paved parking lots at various facilities and parks. The City employs a Pavement Management System to track maintenance and assign a pavement condition index rating which is used to determine which segments need maintenance and/or replacement.

Justification:

To maintain the City's pathways and parking lots at current service levels will require sustained reinvestment.

**Capital Costs**

|                     | 2011       | 2012       | 2013       | 2014       | 2015       | 2016-2020   |
|---------------------|------------|------------|------------|------------|------------|-------------|
| Funding Sources     |            |            |            |            |            |             |
| Property taxes      | \$ 165,000 | \$ 170,000 | \$ 175,000 | \$ 180,000 | \$ 185,000 | \$1,020,000 |
| Other               | -          | -          | -          | -          | -          | -           |
| Total Sources       | \$ 165,000 | \$ 170,000 | \$ 175,000 | \$ 180,000 | \$ 185,000 | \$1,020,000 |
| Expenditures        |            |            |            |            |            |             |
| Capital replacement | \$ 165,000 | \$ 170,000 | \$ 175,000 | \$ 180,000 | \$ 185,000 | \$1,020,000 |
| Other               | -          | -          | -          | -          | -          | -           |
| Total Expenditures  | \$ 165,000 | \$ 170,000 | \$ 175,000 | \$ 180,000 | \$ 185,000 | \$1,020,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* Not applicable. Operational costs are shown above as capital costs.

Item: **Pathway Construction**  
 Year: 2011- 2020  
 Status: Unfunded

Division: Public Works  
 Cost: \$2,400,000

Description:

The City pathway network is comprised of 72 miles of paved trails and sidewalks, however several new sections have been identified to complete interconnects.

Justification:

To improve the City's pathways and parking lots, new investments will be needed.

**Capital Costs**

|                     | 2011       | 2012       | 2013       | 2014       | 2015       | 2016-2020    |
|---------------------|------------|------------|------------|------------|------------|--------------|
| Funding Sources     |            |            |            |            |            |              |
| Property taxes      | \$150,000  | \$ 150,000 | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 1,350,000 |
| Other               | -          | -          | -          | -          | -          | -            |
| Total Sources       | \$ 150,000 | \$ 150,000 | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 1,350,000 |
| Expenditures        |            |            |            |            |            |              |
| Capital replacement | \$ 150,000 | \$ 150,000 | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 1,350,000 |
| Other               | -          | -          | -          | -          | -          | -            |
| Total Expenditures  | \$ 150,000 | \$ 150,000 | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 1,350,000 |

**Operations and Maintenance Costs**

|                    | 2011     | 2012     | 2013     | 2014     | 2015     | 2016-2020 |
|--------------------|----------|----------|----------|----------|----------|-----------|
| Funding Sources    |          |          |          |          |          |           |
| Property taxes     | \$ 1,500 | \$1,500  | \$1,500  | \$1,500  | \$1,500  | \$7,500   |
| Other              | -        | -        | -        | -        | -        | -         |
| Total Sources      | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 7,500  |
| Expenditures       |          |          |          |          |          |           |
| Other              | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 7,500  |
| Total Expenditures | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 7,500  |

Item: **Water Vehicle Replacements**  
 Year: 2011 - 2020  
 Status: \$253,300 available (projected)

Division: Water  
 Cost: \$253,300

Description:

The Water Department has 12 vehicles and rolling stock in its fleet. All of which are generally replaced on a 10-year replacement schedule.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

**Capital Costs**

|                        | 2011     | 2012      | 2013      | 2014 | 2015 | 2016-2020  |
|------------------------|----------|-----------|-----------|------|------|------------|
| <b>Funding Sources</b> |          |           |           |      |      |            |
| Utility Fees           | \$ 2,000 | \$ 50,000 | \$ 40,000 | \$ - | \$ - | \$ 161,300 |
| Other                  | -        | -         | -         | -    | -    | -          |
| Total Sources          | \$ 2,000 | \$ 50,000 | \$ 40,000 | \$ - | \$ - | \$ 161,300 |
| <b>Expenditures</b>    |          |           |           |      |      |            |
| Capital replacement    | \$ 2,000 | \$ 50,000 | \$ 40,000 | \$ - | \$ - | \$ 161,300 |
| Other                  | -        | -         | -         | -    | -    | -          |
| Total Expenditures     | \$ 2,000 | \$ 50,000 | \$ 40,000 | \$ - | \$ - | \$ 161,300 |

**Operations and Maintenance Costs**

|                        | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|------------------------|------|------|------|------|------|-----------|
| <b>Funding Sources</b> |      |      |      |      |      |           |
| Utility Fees           | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other                  | -    | -    | -    | -    | -    | -         |
| Total Sources          | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| <b>Expenditures</b>    |      |      |      |      |      |           |
| Other                  | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Water Main Replacement**  
Year: 2011 - 2020  
Status: \$7,500,000 available (projected)

Division: Water  
Cost: \$7,500,000

Description:

The City water system has over 100 miles of cast iron watermain that is nearing an age of 50 years old. A systematic replacement of lining over the next 30 years is needed to maintain this infrastructure.

Justification:

See above

**Capital Costs**

|                     | 2011       | 2012       | 2013       | 2014       | 2015       | 2016-2020    |
|---------------------|------------|------------|------------|------------|------------|--------------|
| Funding Sources     |            |            |            |            |            |              |
| Utility Fees        | \$ 400,000 | \$ 500,000 | \$ 500,000 | \$ 600,000 | \$ 700,000 | \$ 4,800,000 |
| Other               | -          | -          | -          | -          | -          | -            |
| Total Sources       | \$ 400,000 | \$ 500,000 | \$ 500,000 | \$ 600,000 | \$ 700,000 | \$ 4,800,000 |
| Expenditures        |            |            |            |            |            |              |
| Capital replacement | \$ 400,000 | \$ 500,000 | \$ 500,000 | \$ 600,000 | \$ 700,000 | \$ 4,800,000 |
| Other               | -          | -          | -          | -          | -          | -            |
| Total Expenditures  | \$ 400,000 | \$ 500,000 | \$ 500,000 | \$ 600,000 | \$ 700,000 | \$ 4,800,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Utility Fees       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Water Storage Tank**  
 Year: 2011  
 Status: \$500,000 available (projected)

Division: Water  
 Cost: \$500,000

Description:

The City's water storage tank was rehabilitated in 1995. Recent inspections indicate a need to repaint the structure to preserve the underlying metal and increase longevity. Repainting will also improve the tower's aesthetics.

Justification:

See above

**Capital Costs**

|                     | 2011       | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|---------------------|------------|------|------|------|------|-----------|
| Funding Sources     |            |      |      |      |      |           |
| Utility Fees        | \$ 500,000 | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other               | -          | -    | -    | -    | -    | -         |
| Total Sources       | \$ 500,000 | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures        |            |      |      |      |      |           |
| Capital replacement | \$ 500,000 | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other               | -          | -    | -    | -    | -    | -         |
| Total Expenditures  | \$ 500,000 | \$ - | \$ - | \$ - | \$ - | \$ -      |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Utility Fees       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant in operational costs.

Item: **Water Meter Replacement**  
 Year: 2011 - 2020  
 Status: \$1,100,000 available (projected)

Division: Water  
 Cost: \$1,100,000

Description:

The American Water Works Association standards suggest that water meters have a useful life of 20 years. The City's Water Meter Replacement Program follows this schedule.

Justification:

See above

**Capital Costs**

|                     | 2011      | 2012      | 2013       | 2014       | 2015       | 2016-2020  |
|---------------------|-----------|-----------|------------|------------|------------|------------|
| Funding Sources     |           |           |            |            |            |            |
| Utility Fees        | \$ 75,000 | \$ 95,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 480,000 |
| Other               | -         | -         | -          | -          | -          | -          |
| Total Sources       | \$ 75,000 | \$ 95,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 480,000 |
| Expenditures        |           |           |            |            |            |            |
| Capital replacement | \$ 75,000 | \$ 95,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 480,000 |
| Other               | -         | -         | -          | -          | -          | -          |
| Total Expenditures  | \$ 75,000 | \$ 95,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 480,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Utility Fees       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Sewer Vehicle Replacements**  
 Year: 2011 - 2020  
 Status: \$506,000 available (projected)

Division: Sewer  
 Cost: \$506,000

**Description:**

The Sewer Department has 11 vehicles and rolling stock in its fleet. All of which are generally replaced on a 10-year replacement schedule.

**Justification:**

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

**Capital Costs**

|                        | 2011     | 2012      | 2013      | 2014      | 2015       | 2016-2020  |
|------------------------|----------|-----------|-----------|-----------|------------|------------|
| <b>Funding Sources</b> |          |           |           |           |            |            |
| Utility Fees           | \$ 2,000 | \$ 30,000 | \$ 40,000 | \$ 28,000 | \$ 300,000 | \$ 106,000 |
| Other                  | -        | -         | -         | -         | -          | -          |
| Total Sources          | \$ 2,000 | \$ 30,000 | \$ 40,000 | \$ 28,000 | \$ 300,000 | \$ 106,000 |
| <b>Expenditures</b>    |          |           |           |           |            |            |
| Capital replacement    | \$ 2,000 | \$ 30,000 | \$ 40,000 | \$ 28,000 | \$ 300,000 | \$ 106,000 |
| Other                  | -        | -         | -         | -         | -          | -          |
| Total Expenditures     | \$ 2,000 | \$ 30,000 | \$ 40,000 | \$ 28,000 | \$ 300,000 | \$ 106,000 |

**Operations and Maintenance Costs**

|                        | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|------------------------|------|------|------|------|------|-----------|
| <b>Funding Sources</b> |      |      |      |      |      |           |
| Utility Fees           | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other                  | -    | -    | -    | -    | -    | -         |
| Total Sources          | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| <b>Expenditures</b>    |      |      |      |      |      |           |
| Other                  | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Sanitary Sewer Main Replacement**

Division: Sewer

Year: 2011 – 2020

Cost: \$8,600,000

Status: \$8,600,000 available (projected)

Description:

The City's sanitary sewer system has over 100 miles of clay tile sewer main that is nearing the age of 50 years. To maintain current service levels, the City will need to systematically replace or line these mains over the next 30 years. Service and maintenance records are used to assist in determining which segments to replace first.

Justification:

See above

**Capital Costs**

|                        | 2011       | 2012       | 2013       | 2014       | 2015         | 2016-2020    |
|------------------------|------------|------------|------------|------------|--------------|--------------|
| <b>Funding Sources</b> |            |            |            |            |              |              |
| Utility Fees           | \$ 400,000 | \$ 600,000 | \$ 700,000 | \$ 900,000 | \$ 1,000,000 | \$ 5,000,000 |
| Other                  | -          | -          | -          | -          | -            | -            |
| Total Sources          | \$ 400,000 | \$ 600,000 | \$ 700,000 | \$ 900,000 | \$ 1,000,000 | \$ 5,000,000 |
| <b>Expenditures</b>    |            |            |            |            |              |              |
| Capital replacement    | \$ 400,000 | \$ 600,000 | \$ 700,000 | \$ 900,000 | \$ 1,000,000 | \$ 5,000,000 |
| Other                  | -          | -          | -          | -          | -            | -            |
| Total Expenditures     | \$ 400,000 | \$ 600,000 | \$ 700,000 | \$ 900,000 | \$ 1,000,000 | \$ 5,000,000 |

**Operations and Maintenance Costs**

|                        | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|------------------------|------|------|------|------|------|-----------|
| <b>Funding Sources</b> |      |      |      |      |      |           |
| Utility Fees           | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other                  | -    | -    | -    | -    | -    | -         |
| Total Sources          | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| <b>Expenditures</b>    |      |      |      |      |      |           |
| Other                  | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Lift Station Repairs & Replacement**

Division: Sewer

Year: 2011 – 2020

Cost: \$485,000

Status: \$485,000 available (projected)

Description:

The City's sanitary sewer operation requires dependable lift station pumps, control systems, and monitoring equipment for emergency response for citizen health and safety; and the prevention of property damage due to sewer backups. Replacement of operational equipment at the end of its useful life is critical to providing uninterrupted flow of wastewater from homes and businesses to regional wastewater treatment facilities.

Justification:

See above

**Capital Costs**

|                     | 2011       | 2012       | 2013      | 2014      | 2015      | 2016-2020  |
|---------------------|------------|------------|-----------|-----------|-----------|------------|
| Funding Sources     |            |            |           |           |           |            |
| Utility Fees        | \$ 100,000 | \$ 100,000 | \$ 25,000 | \$ 25,000 | \$ 32,000 | \$ 203,000 |
| Other               | -          | -          | -         | -         | -         | -          |
| Total Sources       | \$ 100,000 | \$ 100,000 | \$ 25,000 | \$ 25,000 | \$ 32,000 | \$ 203,000 |
| Expenditures        |            |            |           |           |           |            |
| Capital replacement | \$ 100,000 | \$ 100,000 | \$ 25,000 | \$ 25,000 | \$ 32,000 | \$ 203,000 |
| Other               | -          | -          | -         | -         | -         | -          |
| Total Expenditures  | \$ 100,000 | \$ 100,000 | \$ 25,000 | \$ 25,000 | \$ 32,000 | \$ 203,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Utility Fees       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Inflow & Infiltration**  
 Year: 2011 - 2013  
 Status: \$450,000 available (projected)

Division: Sewer  
 Cost: \$450,000

Description:

Due to the age and design of the City's sanitary sewer system, infiltration of some of the City's stormwater runoff drains into the sanitary sewer system which subsequently receives unnecessary wastewater treatment at a cost to the City. Taking measures to reduce this unnecessary cost is not only required by the Metropolitan Council, but will save the City future related costs.

Justification:

See above

**Capital Costs**

|                     | 2011       | 2012       | 2013       | 2014 | 2015 | 2016-2020 |
|---------------------|------------|------------|------------|------|------|-----------|
| Funding Sources     |            |            |            |      |      |           |
| Utility Fees        | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ - | \$ - | \$ -      |
| Other               | -          | -          | -          | -    | -    | -         |
| Total Sources       | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ - | \$ - | \$ -      |
| Expenditures        |            |            |            |      |      |           |
| Capital replacement | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ - | \$ - | \$ -      |
| Other               | -          | -          | -          | -    | -    | -         |
| Total Expenditures  | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ - | \$ - | \$ -      |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Utility Fees       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Stormwater Vehicle Replacements**

Division: Storm

Year: 2011 - 2020

Cost: \$907,100

Status: \$907,100 available (projected)

Description:

The Stormwater Department has 5 vehicles and rolling stock in its fleet. All of which are generally replaced on a 10-year replacement schedule.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

**Capital Costs**

|                     | 2011 | 2012       | 2013       | 2014       | 2015 | 2016-2020  |
|---------------------|------|------------|------------|------------|------|------------|
| Funding Sources     |      |            |            |            |      |            |
| Utility Fees        | \$ - | \$ 154,000 | \$ 199,000 | \$ 200,000 | \$ - | \$ 353,600 |
| Other               | -    | -          | -          | -          | -    | -          |
| Total Sources       | \$ - | \$ 154,000 | \$ 199,000 | \$ 200,000 | \$ - | \$ 353,600 |
| Expenditures        |      |            |            |            |      |            |
| Capital replacement | \$ - | \$ 154,000 | \$ 199,000 | \$ 200,000 | \$ - | \$ 353,600 |
| Other               | -    | -          | -          | -          | -    | -          |
| Total Expenditures  | \$ - | \$ 154,000 | \$ 199,000 | \$ 200,000 | \$ - | \$ 353,600 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Utility Fees       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Stormwater Pond Improvements**

Division: Storm

Year: 2011 - 2020

Cost: \$3,050,000

Status: \$3,050,000 available (projected)

**Description:**

The City's Stormwater system requires regular maintenance of stormwater ponds that are used to capture and filter runoff.

**Justification:**

See above.

**Capital Costs**

|                           | 2011       | 2012       | 2013       | 2014       | 2015       | 2016-2020    |
|---------------------------|------------|------------|------------|------------|------------|--------------|
| <b>Funding Sources</b>    |            |            |            |            |            |              |
| Utility Fees              | \$ 250,000 | \$ 250,000 | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 1,650,000 |
| Other                     | -          | -          | -          | -          | -          | -            |
| <b>Total Sources</b>      | \$ 250,000 | \$ 250,000 | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 1,650,000 |
|                           |            |            |            |            |            |              |
| <b>Expenditures</b>       |            |            |            |            |            |              |
| Capital replacement       | \$ 250,000 | \$ 250,000 | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 1,650,000 |
| Other                     | -          | -          | -          | -          | -          | -            |
| <b>Total Expenditures</b> | \$ 250,000 | \$ 250,000 | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 1,650,000 |

**Operations and Maintenance Costs**

|                           | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|---------------------------|------|------|------|------|------|-----------|
| <b>Funding Sources</b>    |      |      |      |      |      |           |
| Utility Fees              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other                     | -    | -    | -    | -    | -    | -         |
| <b>Total Sources</b>      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
|                           |      |      |      |      |      |           |
| <b>Expenditures</b>       |      |      |      |      |      |           |
| Other                     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| <b>Total Expenditures</b> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Stormwater Sewer Mains**  
 Year: 2011 - 2020  
 Status: \$3,150,000 available (projected)

Division: Storm  
 Cost: \$3,150,000

Description:

The City's Stormwater system requires regular maintenance and replacement of stormwater mains that are used to capture and divert runoff.

Justification:

See above.

**Capital Costs**

|                     | 2011       | 2012       | 2013       | 2014       | 2015       | 2016-2020    |
|---------------------|------------|------------|------------|------------|------------|--------------|
| Funding Sources     |            |            |            |            |            |              |
| Utility Fees        | \$ 200,000 | \$ 250,000 | \$ 250,000 | \$ 300,000 | \$ 300,000 | \$ 1,850,000 |
| Other               | -          | -          | -          | -          | -          | -            |
| Total Sources       | \$ 200,000 | \$ 250,000 | \$ 250,000 | \$ 300,000 | \$ 300,000 | \$ 1,850,000 |
| Expenditures        |            |            |            |            |            |              |
| Capital replacement | \$ 200,000 | \$ 250,000 | \$ 250,000 | \$ 300,000 | \$ 300,000 | \$ 1,850,000 |
| Other               | -          | -          | -          | -          | -          | -            |
| Total Expenditures  | \$ 200,000 | \$ 250,000 | \$ 250,000 | \$ 300,000 | \$ 300,000 | \$ 1,850,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Utility Fees       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Leaf Site Improvements**  
Year: 2011  
Status: \$100,000 available (projected)

Division: Storm  
Cost: \$100,000

Description:

The City's Leaf Site is in need of improvements to improve service levels to residents and to prevent runoff into adjacent areas.

Justification:

See above.

**Capital Costs**

|                     | 2011       | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|---------------------|------------|------|------|------|------|-----------|
| Funding Sources     |            |      |      |      |      |           |
| Utility Fees        | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other               | -          | -    | -    | -    | -    | -         |
| Total Sources       | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures        |            |      |      |      |      |           |
| Capital replacement | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other               | -          | -    | -    | -    | -    | -         |
| Total Expenditures  | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ -      |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Utility Fees       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Park Maintenance Vehicles**

Division: Park Maintenance

Year: 2011 – 2020

Cost: \$735,000

Status: \$400,000 available (projected)

Description:

The Park Maintenance Division has 17 vehicles and rolling stock in its fleet. All of which are generally replaced on a 10-year replacement schedule.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

**Capital Costs**

|                     | 2011      | 2012       | 2013      | 2014       | 2015      | 2016-2020  |
|---------------------|-----------|------------|-----------|------------|-----------|------------|
| Funding Sources     |           |            |           |            |           |            |
| Property taxes      | \$ 35,000 | \$ 140,000 | \$ 35,000 | \$ 105,000 | \$ 35,000 | \$ 385,000 |
| Other               | -         | -          | -         | -          | -         | -          |
| Total Sources       | \$ 35,000 | \$ 140,000 | \$ 35,000 | \$ 105,000 | \$ 35,000 | \$ 385,000 |
| Expenditures        |           |            |           |            |           |            |
| Capital replacement | \$ 35,000 | \$ 140,000 | \$ 35,000 | \$ 105,000 | \$ 35,000 | \$ 385,000 |
| Other               | -         | -          | -         | -          | -         | -          |
| Total Expenditures  | \$ 35,000 | \$ 140,000 | \$ 35,000 | \$ 105,000 | \$ 35,000 | \$ 385,000 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Skating Center**  
 Year: 2011 - 2020  
 Status: Unfunded

Division: Skating Center  
 Cost: \$6,019,000

Description:

The Skating Center will require on-going investment in equipment and facilities to maintain its usefulness and value. Major scheduled improvements include; parking lots, outdoor lighting, mechanical systems, roofs, and OVAL concrete flooring and refrigeration system components.

Justification:

These facilities are currently used for Parks & Recreation programming. It is also used by the Roseville School District and other athletic associations.

**Capital Costs**

|                     | 2011      | 2012      | 2013       | 2014       | 2015       | 2016-2020    |
|---------------------|-----------|-----------|------------|------------|------------|--------------|
| Funding Sources     |           |           |            |            |            |              |
| Property taxes      | \$93,000  | \$ 91,000 | \$ 149,000 | \$ 391,000 | \$242,500  | \$ 5,052,500 |
| Other               | -         | -         | -          | -          | -          | -            |
| Total Sources       | \$ 93,000 | \$ 91,000 | \$ 149,000 | \$ 391,000 | \$ 242,500 | \$ 5,052,500 |
| Expenditures        |           |           |            |            |            |              |
| Capital replacement | \$ 93,000 | \$ 91,000 | \$ 149,000 | \$ 391,000 | \$ 242,500 | \$ 5,052,500 |
| Other               | -         | -         | -          | -          | -          | -            |
| Total Expenditures  | \$ 93,000 | \$ 91,000 | \$ 149,000 | \$ 391,000 | \$ 242,500 | \$ 5,052,500 |

**Operations and Maintenance Costs**

|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

Item: **Golf Course Facilities**  
 Year: 2015  
 Status: \$1,000,000 available (projected)

Division: Golf Course  
 Cost: \$1,000,000

Description:

The Golf Course clubhouse and maintenance facility are scheduled to be renovated or replaced in 2015.

Justification:

A functioning clubhouse and maintenance facility is necessary to maintain a golf course operation.

**Capital Costs**

|                     | 2011 | 2012 | 2013 | 2014 | 2015         | 2016-2020 |
|---------------------|------|------|------|------|--------------|-----------|
| Funding Sources     |      |      |      |      |              |           |
| Property taxes      | \$ - | \$ - | \$ - | \$ - | \$ 1,000,000 | \$ -      |
| Other               | -    | -    | -    | -    | -            | -         |
| Total Sources       | \$ - | \$ - | \$ - | \$ - | \$ 1,000,000 | \$ -      |
| Expenditures        |      |      |      |      |              |           |
| Capital replacement | \$ - | \$ - | \$ - | \$ - | \$ 1,000,000 | \$ -      |
| Other               | -    | -    | -    | -    | -            | -         |
| Total Expenditures  | \$ - | \$ - | \$ - | \$ - | \$ 1,000,000 | \$ -      |

**Operations and Maintenance Costs**

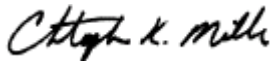
|                    | 2011 | 2012 | 2013 | 2014 | 2015 | 2016-2020 |
|--------------------|------|------|------|------|------|-----------|
| Funding Sources    |      |      |      |      |      |           |
| Property taxes     | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Other              | -    | -    | -    | -    | -    | -         |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Expenditures       |      |      |      |      |      |           |
| Other              | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -      |

\*\* No operational costs are shown. There is no significant change in operational costs.

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/17/2010  
Item No.: 13.d

Department Approval



City Manager Approval



Item Description: Discussion on the 2011 Priority-Based Budgeting Program Ranking Methodology

**BACKGROUND**

During last year's budget process, individual Councilmembers were asked to rank city programs based on a prioritization scale of 1-5, with 5 being the highest priority. During this process, Councilmembers expressed concern over the lack of a consistent methodology for determining what each ranking category meant.

For example, one councilmember chose to assign rankings based on what they wanted the City to excel at. Another chose to rank it based on the mandatory nature of each program along with other criteria. Because of these varying methodologies, it is recommended that the Council reach a consensus on what each category depicts *prior* to conducting the upcoming prioritization process.

For discussion purposes, it is suggested that the Council retain the ranking scale of 1-5. With this scale, a program that is assigned #5 would be a high priority, #3 would represent a medium priority, and #1 would be a low priority. A priority of #2 or #4 would depict something in-between these primary categories. These categories could be clarified further as shown below:

**1) High priority (Priority #1)**

- ❖ High priority items include any federal or state mandates, legal or contractual obligations, or functions that are essential to preserving the health, safety, and welfare of the community.

**2) Medium priority (Priority #2)**

- ❖ Medium priority items include functions not included in category #1, yet create the greatest value and/or benefit the largest number of residents. It also includes those functions that help the City distinguish itself from other communities.

**3) Low priority (Priority #3)**

- ❖ Low priority items include functions not included in category #1 or #2, yet create added or complimentary value to high or medium priorities. These priorities are funded only after it has been determined that high and medium priorities have been funded at a sufficient level.

The scale and categories noted above are not meant to represent the sole methodology that could be used. Staff recommends that the Council discuss and modify the scale in such a way that creates a consensus

33 amongst the Council on how the upcoming prioritization process should be conducted.

34 **POLICY OBJECTIVE**

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

38 **FINANCIAL IMPACTS**

39 Not applicable.

40 **STAFF RECOMMENDATION**

41 Staff recommends that the Council discuss and modify the above scale in such a way that creates a  
42 consensus amongst the Council on how the upcoming prioritization process should be conducted.

43 **REQUESTED COUNCIL ACTION**

44 Review and modify the prioritization methodology as presented above.

45

Prepared by: Chris Miller, Finance Director

Attachments: A: None