



City Council Agenda

Monday, March 28, 2011

6:00 p.m.

City Council Chambers

(Times are Approximate)

- | | |
|-----------|---|
| 6:00 p.m. | 1. Roll Call
Voting & Seating Order March: Pust, Willmus, Johnson, McGehee, Roe |
| 6:02 p.m. | 2. Approve Agenda |
| 6:05 p.m. | 3. Public Comment |
| 6:10 p.m. | 4. Council Communications, Reports and Announcements |
| | 5. Recognitions, Donations and Communications |
| 6:15 p.m. | 6. Approve Minutes
a. Approve Minutes of March 21, 2011 Meeting |
| 6:20 p.m. | 7. Approve Consent Agenda
a. Approve Payments
b. Approve Business Licenses
c. Approve General Purchases and Sale of Surplus items in excess of \$5000
d. Approve Budget Amendments from Audit
e. Accept Donations for K-9 Major's Care at the University of Minnesota
f. Approve Amendment to 2009 JAG Recovery Grant Agreement
g. Approve Request by James Carr for an Accessory Dwelling Unit as a Conditional Use at 2478 Hamline Avenue
h. Adopt Resolution Authorizing Agreement with Ramsey County for County Road C and Prior Avenue Traffic Signal |
| 6:30 p.m. | 8. Consider Items Removed from Consent |

9. General Ordinances for Adoption

10. Presentations

6:40 p.m. a. Quarterly HRA Report

6:50 p.m. b. Receive Citizen Survey

11. Public Hearings

12. Business Items (Action Items)

7:20 p.m. a. Consider City Abatement for Unresolved Violations of City Code at 1065 Ryan

7:25 p.m. b. Consider City Abatement for Unresolved Violations of City Code at 2030 Lexington

7:30 p.m. c. Appoint Advisory Commissioners

13. Business Items – Presentations/Discussions

7:40 p.m. a. Review City Council Work Plan

8:00 p.m. b. Discussion on the 2012-2013 Budget & Tax Levy

9:00 p.m. c. Consider Amending City Code Chapter 302 to allow for a Brewery and off-Sale Retailing Liquor License

9:15 p.m. d. Major Zoning Code Amendments Discussion

9:30 p.m. e. Long Range Development Planning

9:40 p.m. f. Review City Manager Goals

14. City Manager Future Agenda Review

15. Councilmember Initiated Items for Future Meetings

16. Adjourn

Some Upcoming Public Meetings.....

Tuesday	Apr 5	6:30 p.m.	Parks & Recreation Commission
Wednesday	Apr 6	6:30 p.m.	Planning Commission
Monday	Apr 11	6:00 p.m.	City Council Meeting
Tuesday	Apr 12	6:30 p.m.	Human Rights Commission
Thursday	Apr 14	6:00 p.m.	Annual Ethics Training
Monday	Apr 18	6:00 p.m.	City Council Meeting
Tuesday	Apr 19	6:00 p.m.	Housing & Redevelopment Authority
Monday	Apr 25	6:00 p.m.	City Council Meeting
Tuesday	Apr 26	6:30 p.m.	Public Works, Environment & Transportation Commission
Thursday	Apr 28	5:00 p.m.	Grass Lake Water Management Organization

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

Date: March 28, 2011
Item: 6.a

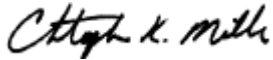
Approve Minutes of
March 21, 2011

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 3/28/2011
Item No.: 7 . a

Department Approval



City Manager Approval



Item Description: Approval of Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	\$21,889.43
61922-61989	\$70,615.14
Total	\$92,504.57

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: mary.jenson
 Printed: 3/23/2011 - 8:52 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/17/2011	General Fund	Vehicle Supplies	Force America, Inc.	Auger Feedback Cable	65.55
0	03/17/2011	General Fund	Contract Maintenance Vehicles	Force America, Inc.	Pressure Switch	202.58
0	03/17/2011	Municipal Jazz Band	Operating Supplies	Glen Newton	Big Band Web Site Hosting	118.53
0	03/17/2011	Recreation Fund	Professional Services	Mari Marks	Assistant Dance Instructor	35.00
0	03/17/2011	License Center	Rental	Gaughan Properties	Motor Vehicle Rent	4,452.00
0	03/17/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	223.86
0	03/17/2011	General Fund	Vehicle Supplies	Midway Ford Co	Key	12.48
0	03/17/2011	General Fund	Vehicle Supplies	Midway Ford Co	Switch	46.01
0	03/17/2011	Recreation Fund	Operating Supplies	Voss Lighting	Alto HPS	27.34
0	03/17/2011	Recreation Fund	Operating Supplies	Voss Lighting	BT 56	115.71
0	03/17/2011	P & R Contract Maintenance	Vehicle Supplies	Cushman Motor Co Inc	Axel Housing, Seal Kit	3,852.56
0	03/17/2011	P & R Contract Maintenance	Vehicle Supplies	Cushman Motor Co Inc	Connecting Link	21.89
0	03/17/2011	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Vehicle Parts	18.47
0	03/17/2011	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Linch Pin	5.56
0	03/17/2011	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,072.50
0	03/17/2011	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	852.50
0	03/17/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Bulbs	34.29
0	03/17/2011	License Center	Professional Services	Quicksilver Express Courier	Courier Service	151.62
0	03/17/2011	Recreation Fund	Contract Maintenance	Northern Air Corp	Boiler Reprogramming	160.50
0	03/17/2011	P & R Contract Maintenance	Vehicle Supplies	MTI Distributing, Inc.	V Belts	96.44
0	03/17/2011	Recreation Fund	Contract Maintenance	Northland Fire & Security Inc	Fire Suppression System Re-Certifica	129.46
0	03/17/2011	Recreation Fund	Contract Maintenance	Green View Inc.	Ice Arena Cleaning	2,443.00
0	03/17/2011	General Fund	Vehicle Supplies	Fastenal Company Inc.	2011 Blanket PO for Vehicle Repairs	179.90
0	03/17/2011	General Fund	Contract Maintenance Vehicles	MacQueen Equipment	Street Sweeper Repair	7,571.68
Check Total:						21,889.43
61922	03/17/2011	Recreation Fund	Professional Services	Nicole Allard	Novice Speedskating Coach	50.00
Check Total:						50.00
61923	03/17/2011	Storm Drainage	Clothing	Tony Angell	Reimbursement for Boots	200.69
Check Total:						200.69
61924	03/17/2011	Recreation Fund	Professional Services	Madeline Bean	Assistant Dance Instructor	39.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						39.00
61925	03/17/2011	Recreation Fund	Professional Services	Angela Benes	Tap Instructor	300.00
Check Total:						300.00
61926	03/17/2011	Recreation Fund	Professional Services	Evan Beyer	Novice Speedskating Coach	80.00
Check Total:						80.00
61927	03/17/2011	Recreation Fund	Professional Services	Joseph Blumel	Novice Speedskating Coach	70.00
Check Total:						70.00
61928	03/17/2011	Golf Course	Merchandise For Sale	Callaway Golf Company	Golf Course Supplies	500.40
61928	03/17/2011	Golf Course	Merchandise For Sale	Callaway Golf Company	Golf Course Supplies	130.00
61928	03/17/2011	Golf Course	Merchandise For Sale	Callaway Golf Company	Golf Course Supplies	128.22
Check Total:						758.62
61929	03/17/2011	Recreation Fund	Temporary Employees	Karen Carrier	Tai Chi Instructor	100.00
Check Total:						100.00
61930	03/17/2011	Information Technology	Computer Equipment	CDW Government, Inc.	Phones	7,313.03
61930	03/17/2011	Information Technology	Operating Supplies	CDW Government, Inc.	Canon Scanner	828.99
Check Total:						8,142.02
61931	03/17/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.75
61931	03/17/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.14
61931	03/17/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.75
61931	03/17/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.14
61931	03/17/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.75
61931	03/17/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.14
61931	03/17/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.26
61931	03/17/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.39
61931	03/17/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.26
61931	03/17/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.39
61931	03/17/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.26
61931	03/17/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.39
61931	03/17/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.26
61931	03/17/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.39
Check Total:						234.27
61932	03/17/2011	Recreation Fund	Professional Services	Michelle Colbert	Novice Speedskating Coach	50.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						50.00
61933	03/17/2011	Recreation Fund	Advertising	Dex Media East LLC	Yellow Pages Advertising	41.32
61933	03/17/2011	Golf Course	Advertising	Dex Media East LLC	Yellow Pages Advertising	41.32
Check Total:						82.64
61934	03/17/2011	Recreation Fund	Professional Services	Rebekah Dyrud	Novice Speedskating Coach	80.00
Check Total:						80.00
61935	03/17/2011	Grass Lake Water Mgmt. Org.	Professional Services	Emmons & Olivier Resources, Inc.	Grass Lake WMO Watershed Mgmt F	17,790.60
Check Total:						17,790.60
61936	03/17/2011	Golf Course	Day League Registration	Myrna Erickson	Golf League Refund	16.00
61936	03/17/2011	Golf Course	Fee Program Revenue	Myrna Erickson	Golf League Refund	60.00
Check Total:						76.00
61937	03/17/2011	Information Technology	Contract Maintenance	FWR Communication Networks	Optical Cross Connect	200.00
Check Total:						200.00
61938	03/17/2011	P & R Contract Maintenance	Professional Services	G & L Construction, LLC	Nature Center Roof Snow Removal	1,100.00
Check Total:						1,100.00
61939	03/17/2011	Recreation Fund	Professional Services	Brooke Gall	Novice Speedskating Coach	160.00
Check Total:						160.00
61940	03/17/2011	Recreation Fund	Professional Services	Paul Gangl	Novice Speedskating Coach	140.00
Check Total:						140.00
61941	03/17/2011	General Fund	Vehicle Supplies	General Industrial Supply Co.	Paint Supplies	48.09
61941	03/17/2011	General Fund	Vehicle Supplies	General Industrial Supply Co.	Primer	17.63
Check Total:						65.72
61942	03/17/2011	Recreation Fund	Professional Services	Amanda Guyette	Novice Speedskating Coach	60.00
Check Total:						60.00
61943	03/17/2011	Recreation Fund	Professional Services	Steve Hartman	Novice Speedskating Coach	120.00
Check Total:						120.00
61944	03/17/2011	General Fund	Contract Maint. - City Garage	ISS Facility Services-Minneapolis, Inc.	Janitorial Service-Public Works Bldg	1,098.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61945	03/17/2011	Recreation Fund	Operating Supplies	J & J Sport Sales, Inc	Check Total:	1,098.03
					Jerseys	1,680.00
61946	03/17/2011	Recreation Fund	Professional Services	B. Patricia Jemie	Check Total:	1,680.00
					Stretch & Strength Instructor	144.00
61947	03/17/2011	Recreation Fund	Professional Services	Conor Kennedy	Check Total:	144.00
					Novice Speedskating Coach	120.00
61948	03/17/2011	Recreation Fund	Professional Services	Casey Kohs	Check Total:	120.00
					Assistant Dance Instructor	21.00
61949	03/17/2011	Golf Course	Day League Registration	Wanda Krause	Check Total:	21.00
					Golf League Refund	16.00
61950	03/17/2011	Recreation Fund	Advertising	Lets Play Hockey, Inc.	Check Total:	16.00
					Advertising-Feb Issue	236.32
61951	03/17/2011	General Fund	Vehicle Supplies	M & M HYDRAULIC	Check Total:	236.32
					2011 Blanket PO for Vehicle Repairs	21.33
61952	03/17/2011	Recreation Fund	Operating Supplies	Metro Athletic Supply, Inc.	Check Total:	21.33
					Softballs	3,457.94
61953	03/17/2011	Recreation Fund	Operating Supplies	Meyer Enterprises	Check Total:	3,457.94
					Spindle	256.50
61954	03/17/2011	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Check Total:	256.50
					Gear Drives	392.83
61955	03/17/2011	Recreation Fund	Professional Services	Michael Miller	Check Total:	392.83
					Basketball Officials	4,026.00
61955	03/17/2011	Recreation Fund	Professional Services	Michael Miller	Basketball Officials	4,026.00
61955	03/17/2011	Recreation Fund	Professional Services	Michael Miller	Basketball Officials	1,006.50
61956	03/17/2011	Recreation Fund	Printing	Minnesota Women's Press, Inc.	Check Total:	9,058.50
					Banquet Display Ad	200.00
61956	03/17/2011	Recreation Fund	Printing	Minnesota Women's Press, Inc.	Banquet Display Ad	201.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61957	03/17/2011	General Fund	Memberships & Subscriptions	MN City/County Mngmt Assoc.	Check Total:	401.00
					Membership Dues-Malinen	134.14
61958	03/17/2011	Water Fund	Training	MN Dept of Health	Check Total:	134.14
					Class C Test	96.00
61959	03/17/2011	Community Development	Miscellaneous Revenue	MN Dept of Labor and Industry	Check Total:	96.00
					Building Permit Surcharges-Retentior	-56.42
61959	03/17/2011	Community Development	Building Surcharge	MN Dept of Labor and Industry	Building Permit Surcharges	2,822.59
61960	03/17/2011	Recreation Fund	Professional Services	Mn Volleyball Headquarters, Inc.	Check Total:	2,766.17
					Youth League Coaches	1,109.25
61961	03/17/2011	General Fund	211402 - Flex Spending Health	Sherry Moomey	Check Total:	1,109.25
					Flexible Benefit Reimbursement	35.00
61962	03/17/2011	Recreation Fund	Fee Program Revenue	William Mulry	Check Total:	35.00
					Shelter Rental Refunc	165.03
61962	03/17/2011	Recreation Fund	Use Tax Payable	William Mulry	Shelter Rental Refunc	9.97
61962	03/17/2011	Recreation Fund	Collected Insurance Fee	William Mulry	Shelter Rental Refunc	10.00
61963	03/17/2011	P & R Contract Maintenance	Operating Supplies	Muska Lighting Center	Check Total:	185.00
					Lamps	216.72
61964	03/17/2011	Recreation Fund	Operating Supplies	Northern Power Products Inc.	Check Total:	216.72
					carburetor	560.74
61965	03/17/2011	Recreation Fund	Professional Services	Mary O'Donnell	Check Total:	560.74
					Novice Speedskating Coach	50.00
61966	03/17/2011	Recreation Fund	Contract Maintenance	Printers Service Inc	Check Total:	50.00
					Ice Knife Sharpening	383.00
61967	03/17/2011	Telephone	Telephone	Qwest	Check Total:	383.00
					Telephone	217.56
61968	03/17/2011	General Fund	Professional Services	Ramsey County Recorder	Check Total:	217.56
					Easement Filing Fee	46.00

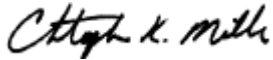
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61969	03/17/2011	Storm Drainage	Professional Services	Ramsey-Washington Metro	Check Total:	46.00
					Water Quality Monitoring	1,072.90
61970	03/17/2011	Recreation Fund	Spectator Admissions	Region 5AA	Check Total:	1,072.90
					Hockey Playoff Revenue Share	9,498.00
61971	03/17/2011	Municipal Jazz Band	Operating Supplies	Richfield Bus Company	Check Total:	9,498.00
					Transportation	47.00
61972	03/17/2011	Recreation Fund	Professional Services	Kyle Ronchak	Check Total:	47.00
					Novice Speedskating Coach	110.00
61973	03/17/2011	General Fund	Contract Maintenance Vehicles	Rosedale Chevrolet	Check Total:	110.00
					2011 Blanket PO for Vehicle Repairs	141.48
61974	03/17/2011	Golf Course	Operating Supplies	Sam's Club	Check Total:	141.48
					Annual Membership-Golf	70.00
61975	03/17/2011	P & R Contract Maintenance	Vehicle Supplies	Scharber & Sons	Check Total:	70.00
					Vehicle Parts	522.08
61975	03/17/2011	P & R Contract Maintenance	Vehicle Supplies	Scharber & Sons	Vehicle Parts	128.81
61976	03/17/2011	Recreation Fund	Professional Services	Melissa Schuler	Check Total:	650.89
					Assistant Dance Instructor	22.75
61977	03/17/2011	Recreation Fund	Spectator Admissions	Section 4AA Girls Hockey	Check Total:	22.75
					Share of Tournament Ticket Revenue	485.40
61978	03/17/2011	General Fund	Operating Supplies	Signal Pro Equipment	Check Total:	485.40
					Echo SRM-Torque	188.09
					Echo SRM-Torque	188.09
61978	03/17/2011	Storm Drainage	Operating Supplies	Signal Pro Equipment	Echo SRM-Torque	188.10
61979	03/17/2011	P & R Contract Maintenance	Operating Supplies	Stanley Security Solutions, Inc.	Check Total:	564.28
					Keys	29.70
61980	03/17/2011	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Check Total:	29.70
					Toner	82.64
61980	03/17/2011	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	171.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	254.63
61981	03/17/2011	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	316.25
61981	03/17/2011	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.44
					Check Total:	320.69
61982	03/17/2011	Recreation Fund	Contract Maintenance	Top Line, Inc.	Lot Lamp Replacement	960.00
					Check Total:	960.00
61983	03/17/2011	General Fund	Vehicle Supplies	Tousley Ford Inc	Vehicle Parts	28.10
					Check Total:	28.10
61984	03/17/2011	Recreation Fund	Daily Skating	Stephen Trynoski	Speedskating Instructor	250.00
					Check Total:	250.00
61985	03/17/2011	Recreation Fund	Professional Services	Andrew Turner	Novice Speedskating Coach	50.00
					Check Total:	50.00
61986	03/17/2011	Golf Course	Petty Cash	US Bank	Change for Golf Course Operations	1,000.00
					Check Total:	1,000.00
61987	03/17/2011	Recreation Fund	Professional Services	Kristina Van Deusen	Assistant Dance Instructor	30.00
					Check Total:	30.00
61988	03/17/2011	General Fund	Vehicle Supplies	Vermeer Sales and Service, Corp.	2011 Blanket PO for Vehicle Repairs	1,630.91
61988	03/17/2011	General Fund	Vehicle Supplies	Vermeer Sales and Service, Corp.	2011 Blanket PO for Vehicle Repairs	200.44
					Check Total:	1,831.35
61989	03/17/2011	General Fund	Miscellaneous	The Vernon Company	Mugs	595.38
					Check Total:	595.38
					Report Total:	92,504.57

REQUEST FOR COUNCIL ACTION

Date: 3-28-11
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Approval of 2011-2012 Business Licenses

BACKGROUND

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

Massage Therapist License

Justina Christiansen
At Colleen & Company
3092 Lexington Avenue
Roseville, MN 55113

Christina Torres
At Colleen & Company
3092 Lexington Avenue
Roseville, MN 55113

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

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

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

Massage Therapist License

Make checks payable to City of Roseville



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

Massage Therapist License

New License ☒ Renewal ☐

For License year ending June 30 2011

1. Legal Name JUSTINA ANN CHRISTENSEN

2. Home Address 3

3. Home Telephone

4. Date of Birth

5. Drivers License Number

6. Email Address

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
COLLEEN & COMPANY, 3092 LEXINGTON AVE, ROSEVILLE, MN 55113

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

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

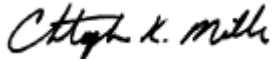
License fee is 100.00

Make checks payable to City of Roseville

REQUEST FOR COUNCIL ACTION

Date: 3/28/2011
Item No.: 7.C

Department Approval



City Manager Approval



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

BACKGROUND

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

General Purchases or Contracts

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

Department	Vendor	Description	Amount
Info Tech.	CDWG	Support Agreement for telephone system	\$10,718.25

The support agreement for the telephone equipment provides for the licensing, hardware support, and software upgrades.

Sale of Surplus Vehicles or Equipment

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

Department	Item / Description

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

24 **REQUESTED COUNCIL ACTION**

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

27

28

Prepared by: Chris Miller, Finance Director

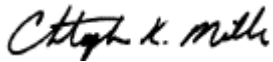
Attachments: A: None

29

REQUEST FOR COUNCIL ACTION

Date: 03/28/11
Item No.: 7 . d

Department Approval



City Manager Approval



Item Description: Approve Amendments to the 2010 Budget

BACKGROUND

The City annually adopts budgets on the basis set forth by State Statute, and generally accepted accounting principles. Although the City adopts a single all-encompassing budget, additional measures are necessary to show that all expenditures within the General Fund and certain Special Purpose Funds are within budget appropriations, when presented in the annual financial statements.

The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) has been established at the fund level as opposed to line-item or individual programs. It is recognized that the City's Department Heads, under the approval of the City Manager, may make transfers of appropriations within the department. However, if the expenditures exceed the total fund budget, a budget amendment must be shown.

It's worth noting, that these types of year-end adjustments are typical for local governments like Roseville given the size and scope of operations. Rather than make numerous budget adjustments throughout the year and incur the significant administrative costs of monitoring the budget on a daily basis, it is customary to reflect the changes in one all-encompassing adjustment. The year-end budget adjustments typically reflect reallocated or additional costs that are offset by unbudgeted grants, fees, or other revenues.

The following budget amendment to the 2010 **General Fund** budget is submitted for consideration:

- 1) \$177,000 in police equipment purchases funded by forfeiture funds.
- 2) \$15,000 in Police overtime detail that was offset by federal and state monies for special enforcement details.
- 3) \$91,000 in Public Works engineering consulting services provided to the City of Arden Hills. The additional costs were reimbursed by the City of Arden Hills.

The following budget amendment to the 2010 **Community Development Fund** budget is submitted for consideration:

- 1) \$426,500 for 'Economic Development' activities related to the pass-through grant received from the Met Council for the Sienna Green redevelopment project.

The following budget amendment to the 2010 **Charitable Gambling Fund** budget is submitted for consideration:

- 1) \$41,000 for additional distributions to the Roseville Community Fund. The source of the additional monies came from higher-than-expected donations received from various lawful gambling permittees including funds carried over from 2009 which had not yet been distributed.

The following budget amendment to the 2010 **Information Technology Fund** budget is submitted for consideration:

- 2) \$22,000 for additional capital equipment related to purchases made on behalf of other cities. Those cities reimbursed Roseville for the costs.
- 3) \$11,000 for 'other services and charges' for additional licensing and hardware support paid on behalf of other cities. This too was reimbursed by the other cities.

POLICY OBJECTIVE

Where applicable, budget amendments are made to comply with State Statutes.

FINANCIAL IMPACTS

There are no current year financial impacts. The budget amendments are necessary to demonstrate that previously incurred expenditures are within the adopted budget. Any changes in expected expenditure trends are incorporated into future budgets.

STAFF RECOMMENDATION

Staff has prepared the requested budget amendments and considers them reasonable, within an expected range of adjustment, and in accordance with all applicable State Statutes. It is recommended that the budget amendments be approved. The City's Auditors are tentatively scheduled to make a formal presentation on the 2010 financial statements at the May 16, 2011 Council Meeting.

REQUESTED COUNCIL ACTION

Motion to approve the year-end amendments to the 2010 Budget.

Prepared by: Chris Miller, Finance Director

Attachments: A: Excerpts of the 2010 financial statements. The amendments have been incorporated in the column marked 'final' budget.

CITY OF ROSEVILLE, MINNESOTA
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES -BUDGET AND ACTUAL
For the Year Ended December 31, 2010

	Budget		Actual Amounts	Variance with Final Budget
	Original	Final		
REVENUES				
General property taxes	\$ 9,569,735	\$ 9,569,735	\$ 11,403,529	\$ 1,833,794
Intergovernmental revenue	839,000	839,000	850,603	11,603
Licenses and permits	267,400	267,400	321,388	53,988
Charges for services	1,030,000	1,030,000	1,275,737	245,737
Fines and forfeits	288,770	288,770	213,787	(74,983)
Donations	0	0	29,780	29,780
Investment Income	200,000	200,000	174,721	(25,279)
Miscellaneous	100,000	100,000	209,682	109,682
Total revenues	<u>12,294,905</u>	<u>12,294,905</u>	<u>14,479,227</u>	<u>2,184,322</u>
EXPENDITURES				
Current				
General government	2,110,295	2,110,295	2,000,036	110,259
Public safety	7,948,425	8,140,425	8,139,401	1,024
Public works	2,236,185	2,327,185	2,361,351	(34,166)
Total expenditures	<u>12,294,905</u>	<u>12,577,905</u>	<u>12,500,788</u>	<u>77,117</u>
Excess of revenue over (under) expenditures	<u>0</u>	<u>(283,000)</u>	<u>1,978,439</u>	<u>2,261,439</u>
OTHER FINANCING SOURCES				
Transfers in	<u>0</u>	<u>0</u>	<u>83,707</u>	<u>83,707</u>
Net change in fund balances	0	(283,000)	2,062,146	2,345,146
Fund balances - beginning	<u>3,574,513</u>	<u>3,574,513</u>	<u>3,574,513</u>	<u>0</u>
Fund balances - ending	<u>\$ 3,574,513</u>	<u>\$ 3,291,513</u>	<u>\$ 5,636,659</u>	<u>\$ 2,345,146</u>

The notes to the financial statements are an integral part of this statement.

**CITY OF ROSEVILLE, MINNESOTA
COMMUNITY DEVELOPMENT FUND
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
For the Year Ended December 31, 2010**

	<u>Budget</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Licenses and permits	\$ 1,110,000	\$ 1,110,000	\$ 776,230	\$ (333,770)
Charges for services	0	0	562,464	562,464
Fines and forfeits	0	0	344	344
Investment income	15,295	15,295	(5,884)	(21,179)
Miscellaneous	135,000	135,000	21,442	(113,558)
Total revenues	<u>1,260,295</u>	<u>1,260,295</u>	<u>1,354,596</u>	<u>94,301</u>
EXPENDITURES				
Current				
Public safety	699,250	699,250	643,659	55,591
Economic Development	<u>561,045</u>	<u>987,545</u>	<u>1,034,840</u>	<u>(47,295)</u>
Total expenditures	<u>1,260,295</u>	<u>1,686,795</u>	<u>1,678,499</u>	<u>8,296</u>
Net change in fund balances	0	(426,500)	(323,903)	86,005
Fund balances - beginning	<u>140,974</u>	<u>140,974</u>	<u>140,974</u>	<u>0</u>
Fund balances - ending	<u>\$ 140,974</u>	<u>\$ (285,526)</u>	<u>\$ (182,929)</u>	<u>\$ 86,005</u>

The notes to the financial statements are an integral part of this statement.

**CITY OF ROSEVILLE, MINNESOTA
CHARITABLE GAMBLING FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
For the Year Ended December 31, 2010**

	<u>Budget</u>			<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
REVENUES				
Licenses & permits	\$ 0	\$ 0	\$ 180	\$ 180
Gambling taxes	73,300	73,300	80,282	6,982
Donations	80,000	80,000	80,471	471
Investment income	0	0	162	162
Total revenues	<u>153,300</u>	<u>153,300</u>	<u>161,095</u>	<u>7,795</u>
EXPENDITURES				
Current				
General government				
Personal services	29,300	29,300	25,826	3,474
Other services & charges	124,000	165,000	167,588	(2,588)
Total expenditures	<u>153,300</u>	<u>194,300</u>	<u>193,414</u>	<u>886</u>
Net change in fund balances	0	(41,000)	(32,319)	8,681
Fund deficit - beginning	<u>(58,429)</u>	<u>(58,429)</u>	<u>(58,429)</u>	<u>0</u>
Fund deficit - ending	<u>\$ (58,429)</u>	<u>\$ (99,429)</u>	<u>\$ (90,748)</u>	<u>\$ 8,681</u>

CITY OF ROSEVILLE, MINNESOTA
INFORMATION TECHNOLOGY FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
For the Year Ended December 31, 2010

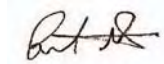
	<u>Budget</u>			<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
REVENUES				
General property taxes	\$ 50,000	\$ 50,000	\$ 49,357	\$ (643)
Charges for services	669,144	669,144	627,868	(41,276)
Investment income	0	0	2,237	2,237
Miscellaneous revenue	287,465	287,465	357,879	70,414
Total revenues	<u>1,006,609</u>	<u>1,006,609</u>	<u>1,037,341</u>	<u>30,732</u>
EXPENDITURES				
Current				
Personal services	733,900	733,900	718,432	15,468
Supplies	12,300	12,300	23,693	(11,393)
Other services & charges	122,500	133,500	137,558	(4,058)
Capital outlay	132,000	154,000	153,089	911
Total expenditures	<u>1,000,700</u>	<u>1,033,700</u>	<u>1,032,772</u>	<u>928</u>
Excess of revenues over (under) expenditures	<u>5,909</u>	<u>(27,091)</u>	<u>4,569</u>	<u>31,660</u>
OTHER FINANCING SOURCES				
Transfer in	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>0</u>
Net change in fund balances	80,909	47,909	79,569	31,660
Fund deficit - beginning	<u>(188,870)</u>	<u>(188,870)</u>	<u>(188,870)</u>	<u>0</u>
Fund deficit - ending	<u>\$ (107,961)</u>	<u>\$ (140,961)</u>	<u>\$ (109,301)</u>	<u>\$ 31,660</u>

REQUEST FOR COUNCIL ACTION

Date: 03/28/2011

Item No.: 7.e

Department Approval



City Manager Approval



Item Description:

DONATION OF FUNDS FOR K9 MAJOR'S CARE

BACKGROUND

On November 12, 2010, the Roseville Police Department's K9 Major was injured while assisting the Maplewood Police Department in the apprehension of theft suspects. Major's partner, Officer John Jorgensen, rushed Major to the University of Minnesota Veterinary Center where veterinarians were able to stabilize Major; however, due to the extent of his injuries, Major remains unable to use his hind legs.

Since that time, Major has been receiving care from the University of Minnesota Veterinary Center where he has received the best of compassion, treatment and therapy.

Major is now at home with his family and has been officially retired as an active K9. Now the property of Officer Jorgensen and his family, the Jorgensen family will be responsible for costs incurred for Major's continued treatments at the University of Minnesota Veterinary Center.

The community's outpouring of concern for Major has been amazing and has covered the cost of Major's care to date. As of March 14, 2011, there were \$3112.19 in donated funds specified for Major's care remaining.

The Department has been in discussion with the University of Minnesota Veterinary Center and the Center will accept the remaining funds and apply towards Major's future care and therapy.

OBJECTIVE

Allow the police department to make arrangements with the University of Minnesota Veterinary Center to use remaining donated funds to cover costs of Major's future care and therapy.

FINANCIAL IMPACTS

There is no cost to the city.

STAFF RECOMMENDATION

Allow the police department to make arrangements with the University of Minnesota Veterinary Center to use remaining donated funds to cover costs of Major's future care and therapy.

REQUESTED COUNCIL ACTION

Request Council approval to allow the police department to make arrangements with the University of Minnesota Veterinary Center to use remaining donated funds to cover costs of Major's future care and therapy.

Prepared by: Karen Rubey

Attachments: None

REQUEST FOR COUNCIL ACTION

Date: 03/28/2011

Item No.: 7.f

Department Approval



City Manager Approval



Item Description: **Amendment to 2009 JAG Recovery Grant Agreement**

BACKGROUND

In 2009, the Roseville Police Department was awarded \$400,032 through the 2009 American Recovery and Reinvestment (ARRA), Edward Byrne Memorial Justice Assistance grant (JAG) program to purchase a new records management system (RMS), field reporting system and other required supporting components to utilize the new systems to their fullest extent. This grant would then be monitored through the State of Minnesota Office of Justice Programs.

In September of 2009 the Roseville City approved the grant agreement thereby allowing the Department to receive the grant funds. The original grant agreement allowed for expenditure of grant funds from October 1, 2009 to September 30, 2011.

The Department moved ahead and purchased an RMS and field reporting system from its recommended vendor, Law Enforcement Technology Group (LETG), and implemented the product in June of 2010. The Department has been very satisfied with LETG's product and support.

The Department has enough remaining grant funds to pay for LETG's support and maintenance fees for 2011; however, in order to be able to do so the Department has requested that the State extend the grant period to December 31, 2011. The State has agreed to the change but is requesting an amendment stating such to the original agreement.

POLICY OBJECTIVE

The approved grant agreement amendment will allow the Roseville Police Department to fully expend the original grant funding of \$400,032. The amended agreement requires the signature of the Mayor and City Manager.

BUDGET IMPLICATIONS

Using grant funds to pay the LETG's support and maintenance costs saves the City \$45,678.56 and completely covers the 2011 support and maintenance cost fees.

STAFF RECOMMENDATION

The police department is recommending approval of the grant agreement amendment that will allow the Roseville Police Department to fully expend the original grant funding of \$400,032.

31
32
33
34
35
36
37

REQUESTED COUNCIL ACTION

The police department is requesting Council approval of the grant agreement amendment allowing the Roseville Police Department to fully expend the original grant funding of \$400,032.

Prepared by: Karen Rubey
Attachment 1: Minnesota Office of Justice Programs Grant Agreement Amendment



Grant Agreement Amendment

Page 1 of 1

Minnesota Department of Public Safety ("State") Commissioner of Public Safety Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Recovery Act: Byrne Justice Assistance Grants Grant Agreement No.: 2010-JAGR-00281 Grant Amendment No.: 1																
Grantee: City of Roseville Police Department 2660 Civic Center Drive Roseville, Minnesota 55113	Grant Agreement Term: Effective Date: October 1, 2009 Expiration Date: September 30, 2011 <u>December 31, 2011</u>																
Grant Matching Requirement: <table> <tr> <td>Original Agreement Amount</td> <td>\$0</td> </tr> <tr> <td>Previous Amendment(s) Total</td> <td>\$0</td> </tr> <tr> <td>Current Amendment Amount</td> <td>\$0</td> </tr> <tr> <td>Total Agreement Amount</td> <td>\$0</td> </tr> </table>	Original Agreement Amount	\$0	Previous Amendment(s) Total	\$0	Current Amendment Amount	\$0	Total Agreement Amount	\$0	Grantee Agreement Amount: <table> <tr> <td>Original Agreement Amount</td> <td>\$400,032.00</td> </tr> <tr> <td>Previous Amendment(s) Total</td> <td>\$0</td> </tr> <tr> <td>Current Amendment Amount</td> <td>\$0</td> </tr> <tr> <td>Total Agreement Amount</td> <td>\$400,032.00</td> </tr> </table>	Original Agreement Amount	\$400,032.00	Previous Amendment(s) Total	\$0	Current Amendment Amount	\$0	Total Agreement Amount	\$400,032.00
Original Agreement Amount	\$0																
Previous Amendment(s) Total	\$0																
Current Amendment Amount	\$0																
Total Agreement Amount	\$0																
Original Agreement Amount	\$400,032.00																
Previous Amendment(s) Total	\$0																
Current Amendment Amount	\$0																
Total Agreement Amount	\$400,032.00																

In this Amendment deleted agreement terms will be struck out and added agreement terms will be underlined.

The Original Grant Agreement and all previous amendments are incorporated into this amendment by reference.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

Grant Agreement No. 2010-JAGR-00281/6300-2066

3. OFFICE OF JUSTICE PROGRAMS

By: _____
 (with delegated authority)

Title: _____

Date: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
 Grantee
 State's Authorized Representative

REQUEST FOR COUNCIL ACTION

DATE: 3/28/2011

ITEM NO: 7.9

Department Approval



City Manager Approval



Item Description: Request by James Carr for approval of an accessory dwelling unit as a **conditional use** at 2478 Hamline Avenue (PF11-004).

1.0 REQUESTED ACTION

Mr. Carr proposes to modify the living area above the garage and the ground-level entrance. In order to allow the proposed improvements, however, the accessory dwelling unit must gain formal approval as a CONDITIONAL USE.

Project Review History

- Application submitted: January 7, 2011; Determined complete: February 10, 2011
- Sixty-day review deadline: April 5, 2011
- Planning Commission recommendation (5-0 to approve): March 2, 2011
- Project report prepared: March 16, 2011
- Anticipated City Council action: March 28, 2011

2.0 SUMMARY OF RECOMMENDATION

The Planning Division concurs with the recommendation of the Planning Commission to approve the proposed CONDITIONAL USE; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt a resolution approving the proposed CONDITIONAL USE, pursuant to §1004.07 (Residential Uses) and §1009.02 (Conditional Uses) of the City Code; see Section 8 of this report for the detailed action.

4.0 BACKGROUND

4.1 The property at 2478 Hamline Avenue has a Comprehensive Plan designation of Low Density Residential (LR) and a zoning classification of Low Density Residence District (LDR-1), in which an accessory dwelling unit (ADU) requires approval as a CONDITIONAL USE. An ADU is variously known as a “mother-in-law apartment” or “granny flat” and is generally used as additional living area for the property owner or as a small, efficiency-sized dwelling unit that may be occupied by a family member or other unrelated renter.

4.2 The proposed ADU would be above the attached garage, where living space that is physically separate from the rest of the principal residence already exists. This separate dwelling use is an existing, legal nonconformity that would be allowed under State Statute and City Code to remain and be maintained and used. Even though Mr. Carr’s immediate plans to improve the unit and reconfigure the entrance from the garage will make the area more accessible as an extension of the principal residence, the plans will still preserve the option of occupying the space above the garage as a separate dwelling unit. For this reason, the building plans can only be approved if the separate living area is brought into compliance with the Zoning Code by gaining approval of the ADU as a CONDITIONAL USE.

5.0 CONDITIONAL USE ANALYSIS

5.1 REVIEW OF GENERAL CONDITIONAL USE CRITERIA: Section 1009.02C of the City Code establishes general standards and criteria for all conditional uses, and the Planning Commission and City Council must find that each proposed conditional use does or can meet these requirements. The general standards are as follows:

- a. *The proposed use is not in conflict with the Comprehensive Plan.* Planning Division believes that the proposed ADU is not in conflict with the Comprehensive Plan, but that it advances land use Policy 7.4 by promoting increased housing options in the community.
- b. *The proposed use is not in conflict with a Regulating Map or other adopted plan.* The proposed ADU is not in conflict with such plans because none apply to the area surrounding the property.
- c. *The proposed use is not in conflict with any City Code requirements.* Planning Division staff believes that the proposed ADU can meet all applicable City Code requirements; moreover, a conditional use approval can be rescinded if the approved use fails to comply with all applicable Code requirements or conditions of the approval.
- d. *The proposed use will not create an excessive burden on parks, streets, and other public facilities.* Planning Division staff does not expect such a dwelling unit, suitable for an individual or, at most, a couple to have any noticeable impact on any parks or public infrastructure.
- e. *The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.* Planning Division staff anticipates that if the ADU is occupied by someone other than the homesteading property owners as an extension of their home, any land use impacts to the surrounding neighborhood and

broader community would be slight at most. Renters of the ADU will likely add a few vehicle trips to the local road network each day; some could argue that the additional vehicles constitute a negative impact on traffic (and a violation of this general criterion), but Planning Division staff has found in item “d” above that the potential, additional traffic would not impose an excessive burden on the public street infrastructure. Likewise, some may claim that a rental ADU will negatively impact their property values (again, violating this criterion); staff believes that an ADU in this location would not have a noticeable effect on the value of nearby property, nor does staff believe that spending thousands of dollars on a proper market study to isolate and quantify the potential effect on property values would be a judicious expenditure.

5.2 REVIEW OF SPECIFIC CONDITIONAL USE CRITERIA: Section 1009.02D of the City Code establishes additional standards and criteria that are specific to ADUs. This section of the ordinance includes several such requirements, but the applicable ones are as follows.

- a. *An ADU shall be located on a lot occupied by a one-family dwelling.* The proposal would meet this requirement because the principal use on the property is a one-family dwelling.
- b. *No more than one ADU shall be allowed on a lot.* This requirement will be satisfied as long as additional units are not approved or created in the future.
- c. *The one-family dwelling on the lot shall be owner-occupied.* Compliance with this requirement will be verified as part of the required, annual registration of rental units for each year the ADU is to be rented.
- d. *Maximum size of the ADU shall not exceed 600 square feet of living area.* The proposed ADU has approximately 710 square feet of living area, but the living area is already configured as a separate dwelling unit from the main residence. Although statutes and ordinances pertaining to nonconformities require that the potential use of this living area an ADU be formally approved as a CONDITIONAL USE, the nonconforming size of the unit is an existing condition that can be allowed to remain as a nonconformity. Approving the present application would not eliminate the nonconformity of the size of the second dwelling unit, but an approval would allow the City to regulate the ADU as a conforming use.
- e. *The ADU shall have setbacks that meet the setback requirements for principal structures on the property.* The proposed ADU is within the principal structure, above the existing attached garage. Since the living area is not proposed to be expanded beyond its current limits, the proposal will satisfy this requirement.

5.3 Roseville’s Development Review Committee, a body comprising staff from various City departments, met on February 17, 2011 to discuss the application. The only comments not already represented in this report are that the formal approval of the ADU will trigger heightened requirements in the building code; this does not affect the consideration of the land use request, and the building permit required for the proposed improvements will not be issued by the Building Official if the plans fail to meet the more stringent standards.

5.4 Review of the proposed ADU against the CONDITIONAL USE standards and criteria leads Planning Division staff to conclude that the use can meet all of the applicable requirements. Some of the requirements (e.g., owner-occupancy of the principal dwelling

if the ADU is occupied as a separate unit, compliance with heightened building code requirements, etc.) will necessitate ongoing verification, but staff finds that adequate provisions already exist in the City Code and that an approval of the CONDITIONAL USE need not include specific conditions pertaining to compliance.

5.5 Section 1009.02E of the City Code requires the applicant to validate an approval of the CONDITIONAL USE by beginning construction of the proposed improvements related to the ADU. If the approval has not been validated within one year, the approval will expire and become void.

6.0 PUBLIC COMMENT

6.1 Planning Division staff received a few phone calls from nearby property owners prior to the public hearing; In each of these cases, people were interested in what an ADU is and how it would be regulated, but nobody expressed concern with approving the proposal. During the duly-noticed public hearing, held by the Planning Commission on March 2, 2011, one member of the audience had several questions and concerns about the proposal; the draft minutes of the public hearing are included with this staff report as Attachment D, but some of the issues pertinent to the consideration of the CONDITIONAL USE will be discussed below.

6.2 Given that the subject ADU be of a nonconforming size (as discussed in Section 5.2d above) and would contain two bedrooms, the question was raised as to how many renters would be allowed to occupy the space. The ADU ordinances in the Zoning Code require smaller units which, because of their size, would effectively limit the number of occupants to one or two, but Planning Division staff did not account for the potential for larger existing spaces to be used as in this case. Although an approval of the proposed ADU could include a condition related to a maximum number of occupants, but staff recommends establishing this limit within the zoning ordinance and proposes to bring such an amendment forward in the near future.

7.0 RECOMMENDATION

Based on the comments and findings outlined in Sections 5 and 6 of this report, the Planning Division recommends approval of the proposed CONDITIONAL USE pursuant to §1004.07 and §1009.02 of the Roseville City Code.

8.0 SUGGESTED ACTION

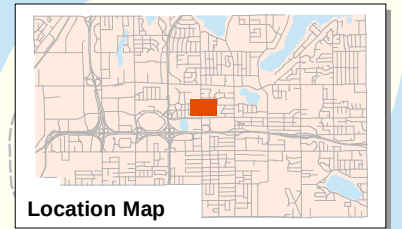
Adopt a resolution approving the proposed accessory dwelling unit as a CONDITIONAL USE at 2478 Hamline Avenue, based on the comments and findings of Sections 4-6 and the recommendation of Section 7 of this staff report.

Prepared by: Associate Planner Bryan Lloyd

Attachments: A: Area map
B: Aerial photo

C: Proposed floor plans
D: Draft minutes of the 3/2/2011 public hearing
E: Draft resolution

Attachment A: Location Map for Planning File 11-004



Prepared by:
Community Development Department
Printed: February 16, 2011

Site Location

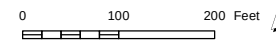
Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (2/1/2011)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

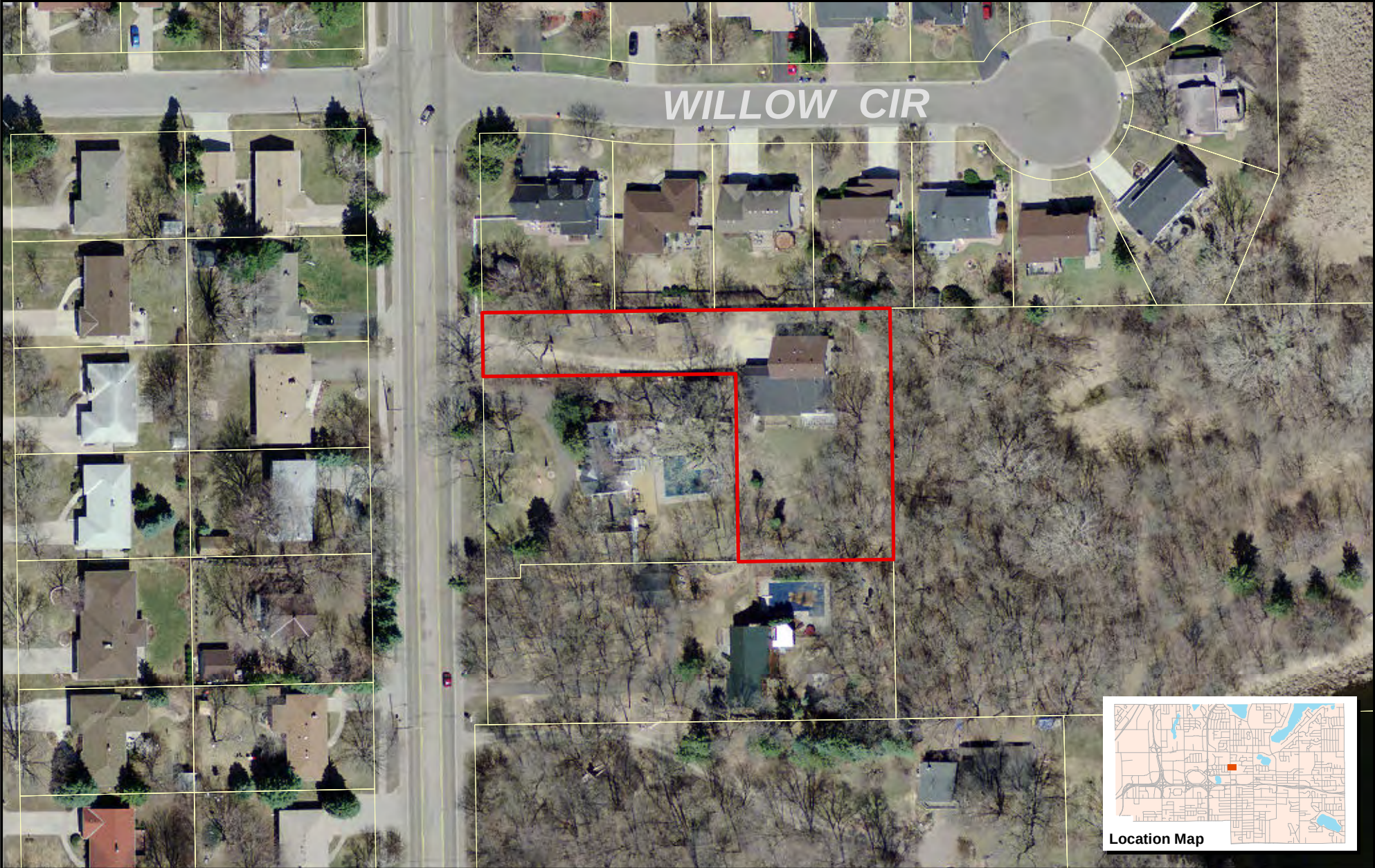
Disclaimer

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



mapdoc: planning_commission_location.mxd

Attachment B: Aerial Map of Planning File 11-004





3238 LAKE LANE
ARDEN HILLS, MN
55112
p (651) 633-0139
f (651) 207-6023
MN LICENSE #7840

PROJECT

**CARR-
MARKELL
REMODEL**

LOCATION

2478 HAMLINE AVE.
N.
ROSEVILLE, MN

DRAWN BY

MGE
DRAFTING & DESIGN
13601 70TH AVE. N.
MAPLE GROVE, MN
PHONE: 763-416-5303

REVISIONS

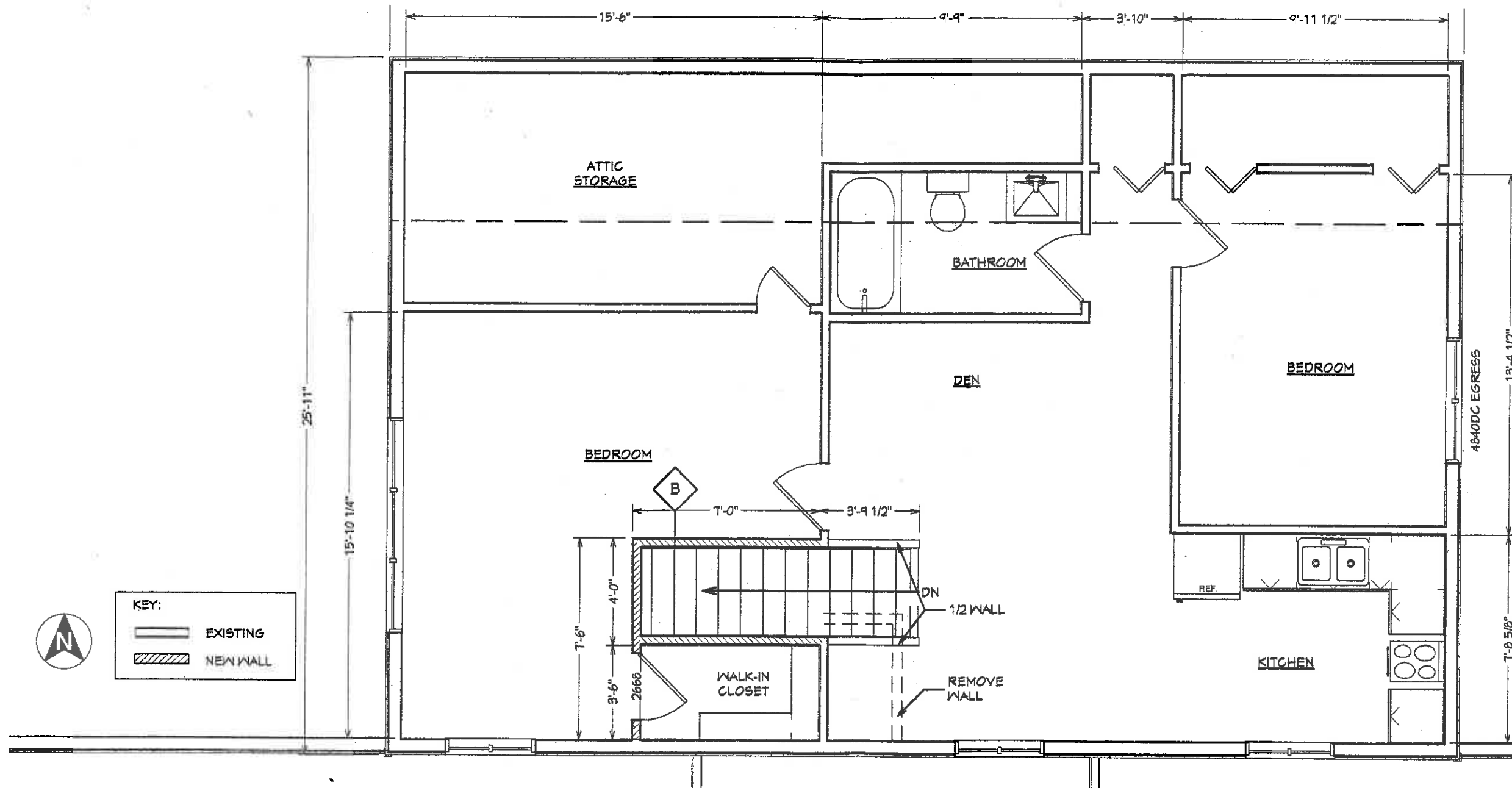
SHEET TITLE

**UPPER LEVEL
PLAN**

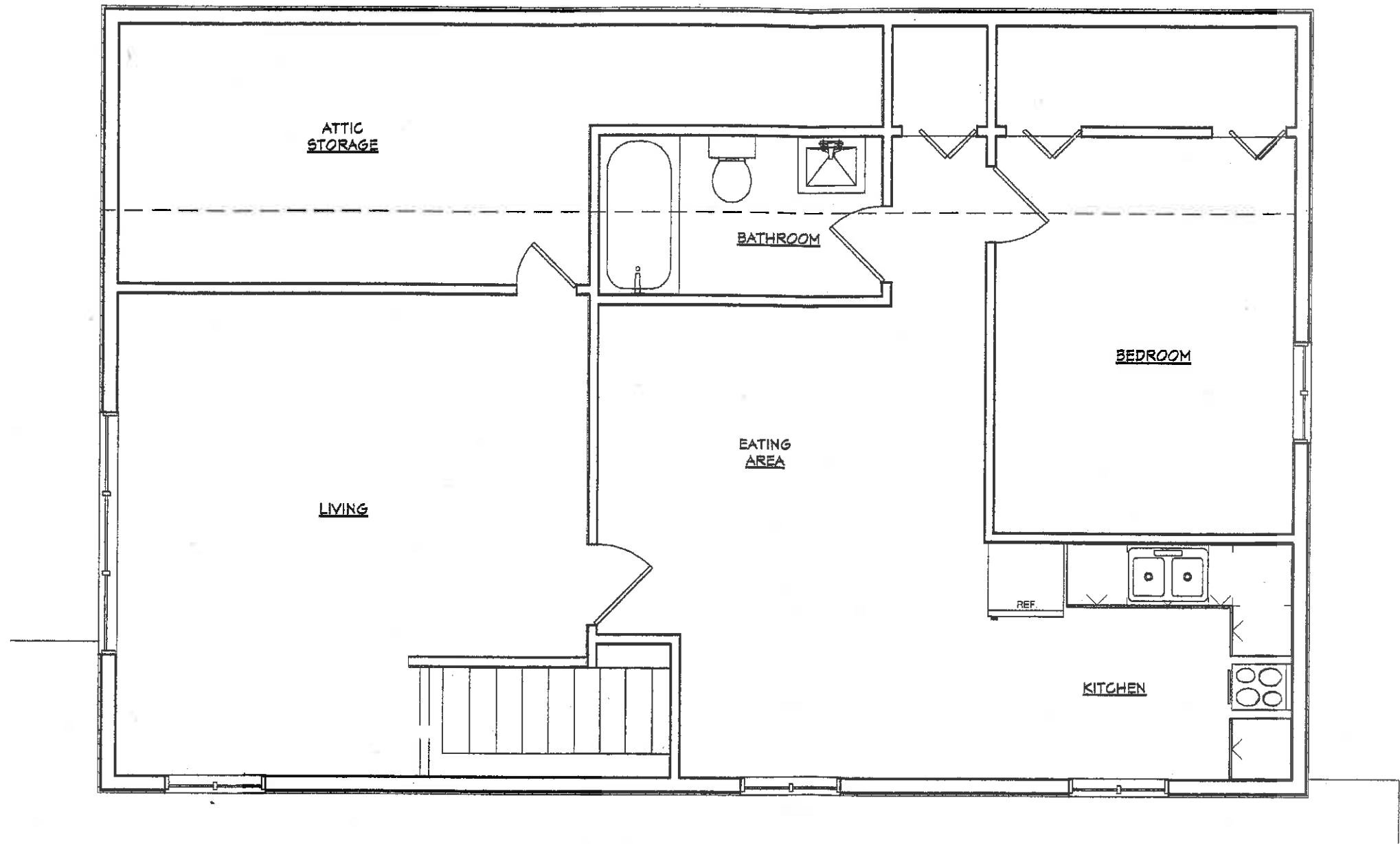
DATE

12/16/10

SHEET

A5**UPPER LEVEL PLAN**

1/4"=1'-0"



UPPER LEVEL AS-BUILT

1/4" = 1'-0"



3238 LAKE LANE
ARDEN HILLS, MN
55112
p (651) 633-0139
f (651) 207-6023
MN LICENSE #7840

PROJECT

CARR-
MARKELL
REMODEL

LOCATION

2478 HAMLINE AVE.
N.
ROSEVILLE, MN

DRAWN BY

MGE
DRAFTING & DESIGN

13601 70TH AVE. N.
MAPLE GROVE, MN
PHONE: 763-416-5303

REVISIONS

SHEET TITLE

UPPER LEVEL
AS-BUILT

DATE

12/16/10

SHEET

A3

PLANNING FILE 11-004**Request by James Carr for approval of an accessory dwelling unit as a CONDITIONAL USE at 2478 Hamline Avenue**

Chair Boerigter opened the Public Hearing at 6:34 p.m.

Associate Planner Bryan Lloyd reviewed the request of Mr. James Carr to modify living area above the garage and ground-level entrance, requiring that the accessory dwelling unit (ADU) gain formal approval as a CONDITIONAL USE, as detailed in the Request for Planning Commission Action dated March 2, 2011.

Mr. Lloyd highlighted staff's analysis of the request for ADU above the attached garage, with living space physically separated from the remainder of the principal residence, and already existing as legally nonconforming under State Statute and City Code. Mr. Lloyd advised that the applicant's intent was to improve and reconfigure the entrance to the unit, through shifting of the stairways, and to make it more accessible as an extension of the principal residents, plans would still preserve the option for the space as a separate dwelling unit.

Discussion included revisions to City code allowing rental of an ADU; verification that the main house was not being rented out through City Code requirements for rental registration for any dwelling unit being rented out to an unrelated renter; existing and proposed location of the stairway; and the ADU's attachment to the main structure that was originally constructed as a berm home making the garage appear free-standing but actually attached to the main structure.

Applicant, Mr. Carr

Mr. Carr provided a main level plan for display; and concurred with staff comments.

Public Comment**Diane Michels, 11332 Willow Circle, directly north of subject property**

Ms. Michels shared a number of her concerns related to this request, including references to the unit as an efficiency apartment; square footage of the unit exceeding normal size of efficiency apartments of approximately 500 square feet, and potential for additional occupancy of 4-5 people rather than 1-2 people to not be discriminatory and in violation of the Fair Housing Act. Ms. Michels questioned whether the proposed space was built as part of the original home or had been constructed since then; opined that the calculations were inaccurate based on Multiple Listing Service (MLS) calculations for finished space; referenced her conversations with City staff related to past permit denial for this subject property and whether it related to this ADU; questioned the purpose of this space, whether for a family member or rental space; questioned why the front elevation of exterior doors was not included in the staff report; and expressed concern related to off-street parking requirements based on City Code.

At the request of Chair Boerigter, Mr. Lloyd responded to the concerns and questions of Ms. Michels, including clarifying that there was no requirement for additional garage space for vehicles on the site based on current City Code and parking of vehicles allowed on a paved driveway surface similar to other single-family residences and handled under normal permitting processes; terminology for a "mother-in-law suite," or "granny unit," used for reference only and not mandating that those living in an ADU must be related, but could be rented to non-family members, with it intentionally not referenced in City Code to avoid imposing such limitations; and variables in new construction and remodeled areas

by City Code in square footage and occupancy limits, with the revised Zoning Code requirements not incorporating any occupancy limits, nor reviewed as part of this application. Mr. Lloyd noted that this omission had come to staff's attention through this application process, and would most likely come forward in the future as an amendment to the Zoning Code. Mr. Lloyd suggested that, if the Planning Commission chose to do so, they could include such a condition in their recommendation for approval.

Ms. Michels referenced her research of the original "as built" plans for the home modified to include a legal bedroom in the front of the unit by closing it off from the front entrance of the house and through adding a closet and door. Ms. Michels opined that this set up legal occupancy for a two (2) bedroom unit, opening up the homeowner to potential discriminatory issues if not renting the unit out for higher occupancy. Ms. Michels advised that in her discussion with area realtors listing homes, closets were not excluded.

Ms. Lloyd responded that this would be a burden for the homeowner to ensure their compliance with Fair Housing standards, as well as meeting City requirements, but was not part of this Conditional Use land use process.

At the request of Chair Boerigter, Mr. Lloyd reviewed City Code square footage requirements and how they were calculated based on actual net livable area. Mr. Lloyd reviewed the Variance requested by the property owner in 1990 and subsequent recommendation for denial by the Planning Commission and ultimate approval of the Variance by the City Council in allowing the existing detached garage to remain as a legal, nonconforming structure even when other site improvements were undertaken.

Applicant, Mr. Carr

Based on his discussion with some of his adjacent neighbors, Mr. Carr opined that the garage had been built approximately twenty (20) years ago, and advised that he had lived on the property for four (4) years. Mr. Carr apologized for not having spoken directly to Ms. Michels about the proposed project.

Mr. Carr reviewed the net living area of the proposed unit based on the slanted roof and short wall along one side and insulated interior wall; and his intent for the area in reconfiguring the entryway and connection to the home. Mr. Carr advised that at this time it was not his intent to develop the unit as a rental unit, but wanted to have that option available in the future. Mr. Carr advised that the purpose of this request was to eliminate problematic appraisals of the property in identifying actual living space of the dwelling. Mr. Carr opined that the unit had been used as a rental in the past by a previous owner, but that apparently the City had been unaware of that rental use. Mr. Carr advised that, while he was not immediately intending to rent the unit, he concurred with recommendations of the City's Building Permit staff to bring the unit up to Code as an ADU with more stringent conformity, as part of this process. Mr. Carr advised that this would facilitate future appraisals and possible future sale of the property. Mr. Carr advised that the request should unify the house for the time being and legally separate the upper unit to make it a rental unit if so desired in the future.

Chair Boerigter closed the Public Hearing at 7:08 p.m.

Member Gisselquist concurred with the applicant that the proposed application would make the space more a part of the existing dwelling unit, and spoke in support of the request, while recognizing that it could become a rental in the future. Member Gisselquist expressed appreciation for the applicant's honesty about the potential for future rental.

At the request of Member Wozniak, Mr. Lloyd responded that City Code did not address Americans with Disabilities Act (ADA) requirements for residential properties such as this; but noted that applicable requirements would be enforced through the Building Permit process.

At the request of Member Wozniak, Mr. Lloyd responded that there was nothing the City Zoning Code limiting residential occupancy, but that elsewhere in City Code; it was addressed for unrelated occupants, but no restrictions on family members.

Member Wozniak concurred with the comments of Member Gisselquist, and opined that the proposed structural changes would enhance the use and value of the residence, without raising any significant concerns for surrounding properties.

MOTION

Member Gisselquist moved, seconded by Member Gottfried to RECOMMEND approval of the proposed accessory dwelling unit as a CONDITIONAL USE at 2478 Hamline Avenue; based on the comments and findings of Sections 4 and 5; and the recommendations of Section 6 of the Request for Planning Commission Action dated March 2, 2011.

Ayes: 5

Nays: 0

Motion carried.

Mr. Lloyd advised that the case was anticipated to be heard at the March 21, 2011 City Council meeting, but that their schedule was subject to change.

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 28th day of March 2011 at 6:00 p.m.

The following Members were present: _____;
and _____ were absent.

Council Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. A RESOLUTION APPROVING AN ACCESSORY DWELLING UNIT AS A CONDITIONAL USE AT 2478 HAMLINE AVENUE (PF11-004)

WHEREAS, James Carr, applicant for approval of the proposed conditional use, owns the property at 2478 Hamline Avenue, which is legally described as:

PIN:10-29-23-13-0029
Horvath Addition, subject to easements, the E 117 ft. of the N 40 ft. of Lot 2 and
the E 117 ft. and N 48 ft. of Lot 1 Block 1

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed CONDITIONAL USE on March 2, 2011, voting 5-0 to recommend approval of the use based on the comments and findings of the staff report prepared for said public hearing; and

WHEREAS, the Roseville City Council has determined that approval of the proposed CONDITIONAL USE will not result in adverse impacts to the surrounding properties based on the following findings:

- a. The proposed accessory dwelling unit is not in conflict with the Comprehensive Plan because it advances land use Policy 7.4 by promoting increased housing options in the community;
- b. The proposed use is not in conflict with a Regulating Map or other adopted plan because no such plans apply to the area surrounding the property;
- c. The proposed use is not in conflict with City Code requirements, and the conditional use approval can be rescinded if the use of the accessory dwelling unit fails at any time to comply with all applicable Code requirements or conditions of the approval;
- d. The proposed accessory dwelling unit, which is suitable for up to two occupants, will not create an excessive burden on parks, streets, and other public facilities; and
- e. The proposed accessory dwelling unit is a small residential use that will not be injurious to the surrounding residential neighborhood, will not negatively impact

35 traffic or property values, and will not otherwise harm the public health, safety,
36 and general welfare.

37 NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE
38 the proposed accessory dwelling unit at 2478 Hamline Avenue as a CONDITIONAL USE in
39 accordance with Section §1009.02 of the Roseville City Code.

40 The motion for the adoption of the foregoing resolution was duly seconded by Council
41 Member _____ and upon vote being taken thereon, the following voted in favor: _____;
42 and _____ voted against.

43 WHEREUPON said resolution was declared duly passed and adopted.

REQUEST FOR COUNCIL ACTION

Date: 3/28/11
Item No.: 7 . h

Department Approval



City Manager Approval



Item Description: Adopt resolution Approving Agreement **PW2010-26** between Ramsey County and the City of Roseville for the County Road C/ Prior Avenue Traffic Signal

BACKGROUND

As a part of the Twin Lakes Public Infrastructure Phase 2 project, a traffic signal was installed at the intersection of County Road C and Prior Avenue. County Road C is under the jurisdiction of Ramsey County while Prior Avenue is a city street. The traffic signal will be activated on March 23rd.

POLICY OBJECTIVE

Ramsey County has prepared the attached Traffic Control Signal Agreement to outline construction cost participation and future maintenance responsibilities. The cost participation proposed in this agreement is the same as other signal installations. A copy of Agreement **PW2010-26** is attached. This was reviewed by the City Attorney last November.

FINANCIAL IMPACTS

The cost to install this signal system was paid for by the City of Roseville. However, upon completion of the work the County shall maintain and keep in repair the traffic control signal including relamping, signs, system interconnects, and cleaning at its expense.

The costs associated with the maintenance and repair of the Emergency Vehicle Pre-emption system are our responsibility. However, the work is usually performed by the County. :

It is also the City's ongoing responsibility to pay for electrical expenses to operate the Traffic Control Signal and EVP system. This is paid for as a part of our Streetlight Budget.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the attached resolution for Agreement **PW2010-26**.

REQUESTED COUNCIL ACTION

Adoption of a resolution approving Agreement **PW2010-26** between Ramsey County and the City of Roseville for the County Road C/ Prior Avenue Traffic Signal.

Prepared by: **Debra Bloom**

Attachments: A: Resolution

B: Agreement

**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, 28th day of March, 2011, 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 AGREEMENT NO. PW 2010-26:
RAMSEY COUNTY COOPERATIVE AGREEMENT WITH THE CITY OF
ROSEVILLE**

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

WHEREAS, the County has determined that there is justification and it is in the public's best interest to install a new traffic control signal with street lights, signs, interconnect and emergency vehicle pre-emption at County Road C and Prior Avenue; and

WHEREAS, the City requested and the County agrees to an Emergency Vehicle Pre-emption System, hereinafter referred to as the "EVP System" as a part of said traffic control signals with street lights in accordance with the terms and conditions hereinafter set forth; and

WHEREAS, construction cost of the traffic control signals with street lights, signs, interconnect and emergency vehicle pre-emption will be funded by Roseville M.S.A.P. 160-246-007 funds/City Project M-10-17; and

WHEREAS, the County and the City will participate in the maintenance and operation of said traffic control signals with street lights, signs, interconnect and EVP system as hereinafter set forth.

BE IT FURTHER RESOLVED that the Mayor and City Manager are authorized to execute the Agreement and any amendments to the Agreement.

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

WHEREUPON said resolution was declared duly passed and adopted.

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

(SEAL)

**AGREEMENT FOR MAINTENANCE
OF TRAFFIC CONTROL SIGNALS
AGREEMENT NO. PW2010-26**

THIS AGREEMENT, made and entered into by and between the County of Ramsey, ("County,")
and the City of Roseville ("City") for the installation and maintenance of a traffic control signal system
with street lights, signs, interconnect and emergency vehicle pre-emption at the intersection of County
Road C (CSAH 23) and Prior Avenue;

WHEREAS, the County has determined that there is justification and it is in the public's best
interest to install a new traffic control signal with street lights, signs, interconnect and emergency
vehicle pre-emption at County Road C and Prior Avenue; and

WHEREAS, the City requested and the County agrees to an Emergency Vehicle Pre-emption
System, hereinafter referred to as the "EVP System" as a part of said traffic control signals with street
lights in accordance with the terms and conditions hereinafter set forth; and

WHEREAS, construction cost of the traffic control signals with street lights, signs, interconnect
and emergency vehicle pre-emption will be funded by Roseville M.S.A.P. 160-246-007 funds/City
Project M-10-17; and

WHEREAS, the County and the City will participate in the maintenance and operation of said
traffic control signals with street lights, signs, interconnect and EVP system as hereinafter set forth.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The City shall install or cause the installation of said traffic control signals with street lights,
signs, interconnect and EVP system in accordance with the plan and specification for S.A.P. 160-246-
007 funds/City Project M-10-17.

2. The City shall install or cause the installation of an adequate electric power supply to the
service pad including any necessary extensions of power lines. Upon completion of the traffic control
signals with street lights, signs, interconnect and EVP system installation, necessary electrical power
for their operation shall be at the cost and expense of the City. In accordance with the Policy for
lighting County Roadways, County Board Resolution 78-1394, the City shall maintain and pay energy
costs of the integral street lights.

3. Upon completion of the work the County shall maintain and keep in repair the traffic control
signal including relamping and cleaning at its expense.

4. Upon completion of the work the County shall maintain and keep in repair the interconnect and
signs at its cost and expense.

5. The EVP system shall be operated, maintained, revised or removed in accordance with the
following conditions and requirements:

1
2 a. All modifications, revisions and maintenance of the EVP System considered necessary or
3 desirable for any reason, shall be done by County forces, or, upon concurrence in writing by
4 the County's Traffic Engineer, may be done by others all at the cost and expense of the City.

5
6 b. Emitter units may be installed and used only on vehicles responding to an emergency as
7 defined in Minn. Stat. §§ 169.011, Subd.3 and 169.03.

8
9 c. The City shall maintain and require others using the EVP System to maintain a log showing
10 the date, time and type of emergency for each time the traffic signal covered hereby is actuated
11 and controlled by the EVP System. Malfunction of the EVP System shall be reported to the
12 County immediately.

13
14 d. All maintenance of the EVP System shall be performed by the County, and the City shall be
15 responsible for actual cost thereof. The County shall submit and invoice to the City annually,
16 listing all labor, equipment, materials and overhead used to maintain the EVP System. Labor
17 cost and overhead and equipment costs will be at the established rates paid by the County at
18 the time the work is performed, and material costs will be invoiced at the actual cost thereof to
19 the County. The City shall promptly pay the County the full amount due.

20
21 e. In the event said EVP System or components are, in the opinion of the County, being
22 misused or the conditions set forth in Paragraph b above are violated, and such misuse or
23 violation continues after receipt by said party of written notice thereof from the County, the
24 EVP System pursuant to this paragraph, the field wiring, cabinet wiring and other components
25 shall become the property of the County. All infrared detector heads and indicator lamps
26 mounted external to the traffic signal cabinet will be returned to the City. The detector
27 receiver and any other assembly located in the control signal cabinet, which if removed will
28 not affect the traffic control signal operation, will be returned to the City.

29
30 f. All timing of said EVP System shall be determined by the County, through its Traffic
31 Engineer, and no changes shall be made to these adjustments without the approval of the
32 County.

33
34 6. All timing and related adjustments of the traffic control signals shall be determined by the
35 County through its Traffic Engineer, and no changes shall be made to these adjustments without the
36 approval of the County.

37
38 7. Any and all persons engaged in the maintenance work to be performed by the County
39 shall not be considered employees of the City, and any and all claims that may arise under the
40 Worker's Compensation Act of this State on behalf of those employees so engaged, and any and
41 all claims made by any third party as a consequence of any act or omission on the part of those
42 employees so engaged on any of the work contemplated herein shall not be the obligation and
43 responsibility of the City.

44
45 8. The City and the County shall indemnify, defend and hold each other harmless against any
46 and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees,
47 which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be
48 required to pay, arising out of or by reason of any act or omission of the indemnifying party, its

1 officials, agents or employees, in the execution, performance, or failure to adequately perform the
2 indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall
3 constitute a waiver by the County or the City of any statutory or common law immunities, limits,
4 or exceptions on liability.
5
6

7 WHEREFORE, this Agreement is duly executed on the last date written below.
8

9
10 **RAMSEY COUNTY**
11 **MAINTENANCE AGREEMENT**
12 **WITH CITY OF ROSEVILLE**
13 **AGREEMENT NO. PW 2010-26**
14

15 IN WITNESS WHEREOF, the parties have hereunto affixed their signatures.
16
17
18

19 **CITY OF ROSEVILLE, MINNESOTA**
20

21 In presence of

By: _____

22
23 _____ Its: _____

24
25 _____ By: _____

26
27 _____ Its: _____

28
29 _____ Date: _____
30
31
32

**RAMSEY COUNTY
MAINTENANCE AGREEMENT
WITH CITY OF ROSEVILLE
AGREEMENT NO. PW 2010-26=**

COUNTY OF RAMSEY

WHEREFORE, this Agreement is duly executed on the last date written below.

Julie Kleinschmidt
Ramsey County Manager

Date: _____

Approval recommended:

Kenneth G. Haider, P.E., Director
Public Works Department and County Engineer

Approved as to form and insurance:

Assistant County Attorney

Date: March 28, 2011

Item: 10.a

Quarterly HRA Report

No Attachment

REQUEST FOR COUNCIL ACTION

Date: March 28, 2011
Item No.: 10.b

Department Approval

City Manager Approval



Item Description: Presentation on Resident Survey Results

Background

As a part of an approach to engage the community and seek citizen feedback on service satisfaction, performance and budget priorities, the City commissioned a community survey to examine in greater detail the programs and services offered.

A resident survey was designed and administered by Cobalt Community Research, a 501(c)3 nonprofit coalition that was created to help governmental organizations measure, benchmark, and manage their efforts. Their survey instrument is specifically designed to engage residents in budget and planning decisions. The City can subsequently use the information from the survey to help improve our service and program priorities and allocation of scarce resources to increase citizen satisfaction.

For citizen satisfaction benchmarking of various city services, the program employs the scientific methodology of the University of Michigan's American Customer Satisfaction Index (ACSI) a customer satisfaction metric for both government and the private sector. The ACSI measures over two-thirds of the United States economy and produces scores for more than 100 federal government agencies. In addition to asking questions regarding overall satisfaction, the survey asks questions regarding actions the respondent is willing to take. The Index merges satisfaction ratings with action ratings to determine an overall satisfaction rating. Roseville received a 72 on a 100 point scale. The national average is 58.

In the budgeting module, residents were asked to rate how important it is for the City to fund specific programs and services. Residents were also asked which budgetary action they would support if there was not adequate funding to provide each service. Choices were to: eliminate the service, reduce service level, maintain current service level or raise taxes & fees. With this information available, the City Council can better align community expectations and support for the various City services and programs through the Priority Based budgeting process.

William SaintAmour executive director of Cobalt Community Research will join us over the internet for a presentation of the survey results.

POLICY OBJECTIVE

The *Imagine Roseville 2025* visioning process identified this strategy for Making Roseville a Welcoming Community:

“Benchmark and routinely seek community input to evaluate and continuously improve city services”.

37

38

39 **REQUESTED COUNCIL ACTION**

40 This is a presentation from Cobalt Community Research on the resident survey. No action
41 required.

Prepared by: Tim Pratt, Communications Specialist

Attachments: A: Survey Background Information
B. Survey Questions
C. Frequently Asked Questions about survey
D. Executive Summary



Measuring Where You Are: Why Research Matters

- Understanding community values and priorities helps you plan and communicate more effectively about City decisions
- Perception impacts behaviors you care about
- Understanding community perception helps you improve and promote your City
- Community engagement improves support for difficult decisions
- Reliable data on community priorities aids in balancing demands of vocal minorities with the reality of limited resources
- Bottom line outcome measurement of service and trust: Good administration requires quality measurement and reporting

Study Goals

- Support budget and strategic planning decisions
- Explore service assumptions to ensure baseline service measures are understood
- Identify which aspects of community provide the greatest leverage on citizens' overall satisfaction – and how satisfaction, in turn, influences the community's image and citizen behaviors such as volunteering, remaining in the community, recommending it to others and encouraging businesses to start up in the community
- Measure improvements by tracking performance over time
- Benchmark performance against a standardized performance index regionally and nationally

Methodology

- Random sample of 1500 residents drawn from voter records
- Utilized www.random.org, a well-respected utility used internationally by many universities and researchers to generate true random numbers
- Conducted using two mailings in January and February 2011
- Valid response from 572 residents, providing a conventional margin of error of ± 4.1 percent in the raw data and an ACSI margin of error of ± 1.8 percent (95% confidence)
 - Note: National surveys with a margin of error $\pm 5\%$ require a sample of 384 responses to reflect a population of 300,000,000
- Compared precinct and school district of responses with that of the voter records, and difference is less than 3.5%

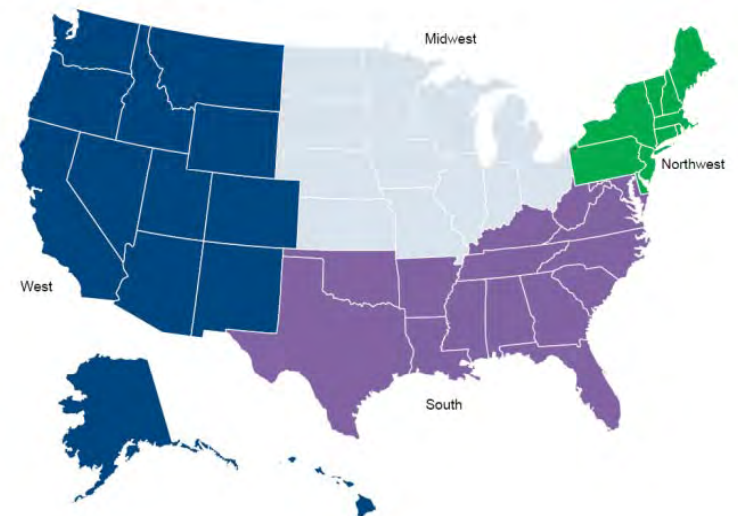
Bottom Line

- The City has solid performance when compared against the regional and national benchmarks
- There are several areas where improvement can have significant impact on community-wide engagement:
 - Economic Health
 - Taxes
 - Local Government Management
- Detailed information by specific demographic groups is available to aid in policy review
 - Detail by: years of residency, own/rent, employment, age, education, income, marital status, household composition, gender, and ethnicity.

Available Tools

- Detailed questions and responses broken by demographic group and “thermal mapped” so lower scores are red and higher scores are blue
- Online portal to allow side-by-side comparisons of groups and subgroups (for example, breaking down the scores of individuals divided by age, gender, etc.)
- Online portal allowing download of data into MS Excel
- Comparison scores with local governments in the Midwest and the nation
- Comparison scores with non-local government comparables (industries, companies, federal agencies)

Census Bureau Regions



City of Roseville Citizen Engagement and Priority Study DRAFT 6

Thank you for your participation in this study. All answers will remain completely confidential - your name will not be shared. Please take a few moments to complete and return the survey in the enclosed postage-paid envelope.

1.) First, think about the **transportation infrastructure** in Roseville and rate it on the following attributes using a scale from 1 to 10, where 1 means "**Poor**" and 10 means "**Excellent**."

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Road maintenance (patching, paving and plowing)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Road signage	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Amount of traffic congestion on the roads	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Public transportation options	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Accommodation for bicycle and foot traffic	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2.) Please rate your **Roseville Fire Department** on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Adequate fire coverage for the community	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fire prevention education	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Quick response to fires	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Response to medical emergencies	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

3.) Next, rate the **utility services** (water, garbage) that you use on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Reliability of water and sewer services	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Garbage collection	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

4.) Next, please rate your **Roseville Police Department** on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Respectful treatment of citizens	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Safety education	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Timely response	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

5.) How frequently do you use the **parks and recreation** facilities (such as the Skating Center, Arboretum) and programs (such as Rosefest, recreation classes)?

☐ Never
 ☐ 1-6 times a year
 ☐ 6-12 times a year
 ☐ More than 12 times a year

6.) Next, rate your **local parks and recreation** facilities and programs on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Facilities meet your needs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Facility maintenance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Quality of recreational programs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Variety of recreational programs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

7.) Rate **community events** (such as Rosefest, Summer Entertainment Series) on the following:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Range of cultural offerings	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Strong and vibrant arts community	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Variety of festivals and community events	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

8.) Rate the *city government* in Roseville on the following:

[illegible]

9.) Rate the ***economic health*** of your community on the following aspects:

[illegible]

10.) Thinking about the ***diversity of the people*** who live in your community, please rate the following:

[illegible]

11.) Rate your ***local property taxes*** on the following attribute:

Poor 1 2 3 4 5 6 7 8 9 *Excellent* *Not Applicable*
Value of services you receive for the local taxes you pay

12.) Consider all your experiences in the last year in the City of Roseville. Use a 10 point scale, where 1 means ***"Very Dissatisfied"*** and 10 means ***"Very Satisfied."***

Very Dissatisfied= 1 2 3 4 5 6 7 8 9 Very Satisfied= 10

13.) Consider all your expectations of the City of Roseville. Use a 10 point scale where 1 means ***"Falls Short of Your Expectations"*** and 10 means ***"Exceeds Your Expectations."*** To what extent has Roseville fallen short of or exceeded your expectations?

Falls Short= 1 2 3 4 5 6 7 8 9 Exceeds= 10

14.) Imagine an ideal community. How closely does the City of Roseville compare with that ideal? Please use a 10 point scale where 1 is ***"Not Very Close to the Ideal"*** and 10 is ***"Very Close to the Ideal."***

Not Very Close = 1 2 3 4 5 6 7 8 9 Very Close = 10

15.) On a scale where 1 means ***"Not at All Likely"*** and 10 means ***"Very Likely,"*** how likely are you to take the following actions:

[illegible]

Disagree= 1 2 3 4 5 6 7 8 9 Agree= 10 Don't Know

City Government

Think about the following City services and rate your satisfaction with each using a scale from 1 to 10, where 1 means "**Low satisfaction**" and 10 means "**High satisfaction.**" If you are not familiar with the service, mark "**Don't Know.**"

Low= 1 2 3 4 5 6 7 8 9 High= 10 Don't Know

[illegible]

Low= 1 2 3 4 5 6 7 8 9 High= 10 Don't Know

[illegible]

Low= 1 2 3 4 5 6 7 8 9 High= 10 Don't Know

[illegible]

Low= 1 2 3 4 5 6 7 8 9 High= 10 Don't Know

[illegible]

[illegible]

Funding Priority

Next, think about the following services and rate how much priority the city should place on funding the service in the face of potential budgetary shortfalls. Use a scale where 1 means "**Low Priority**" and 10 means "**High Priority.**"

[illegible][illegible][illegible]

Funding Priority for City Activities

	<i>Low= 1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>High= 10</i>
Appearance/Cleanliness of City Facilities	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Cedarholm Golf Course	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Harriet Alexander Nature Center	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Muriel Sahlin Arboretum	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Park/Playground Maintenance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Recreational Facilities	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Recreational Programs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Skating Center/OVAL	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Water quality in Lakes and Ponds	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Funding Priority for Other City Services

	<i>Low= 1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>High= 10</i>
Building Codes/Permitting	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Drinking Water Quality	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Flood Protection	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Housing Code/Nuisance Property Enforcement	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Housing Loan Programs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Leaf Pickup Program	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
License Center	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Recycling Collection	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Reliability of Drinking Water Services	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Reliability of Sewer Services	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Addressing Budgetary Shortfalls

Because of the weak economy and falling property valuations, the city is looking at ways to address the budget shortfall. If there is not adequate funding to provide each service below, please specify the **budgetary actions you would support** for each service. (Mark all that apply).

Budgetary Actions for Community Safety

	<i>Eliminate the Service</i>	<i>Reduce Service Levels</i>	<i>Maintain Current Service Levels</i>	<i>Raise Taxes & Fees</i>
Animal Control	☐	☐	☐	☐
Emergency Medical Services	☐	☐	☐	☐
Firefighting Services	☐	☐	☐	☐
Fire Prevention Inspections	☐	☐	☐	☐
Police Crime Investigations	☐	☐	☐	☐
Police Patrols in Your Neighborhood	☐	☐	☐	☐
Police Citizen Outreach Programs	☐	☐	☐	☐

Budgetary Actions for Streets and Sidewalks

	<i>Eliminate the Service</i>	<i>Reduce Service Levels</i>	<i>Maintain Current Service Levels</i>	<i>Raise Taxes & Fees</i>
Litter Pickup along Boulevard	☐	☐	☐	☐
Tree and Plant Maintenance along Boulevard	☐	☐	☐	☐
Snowplowing of Streets	☐	☐	☐	☐
Street Maintenance	☐	☐	☐	☐
Street Lighting	☐	☐	☐	☐
Traffic Congestion	☐	☐	☐	☐
Snowplowing of Pathways and Trails	☐	☐	☐	☐
Pathways and Trails Maintenance	☐	☐	☐	☐

City Communication and Engagement

	<i>Eliminate the Service</i>	<i>Reduce Service Levels</i>	<i>Maintain Current Service Levels</i>	<i>Raise Taxes & Fees</i>
Elections/Ease of Voting	☐	☐	☐	☐
Roseville Cable Channel 16	☐	☐	☐	☐
City Newsletter	☐	☐	☐	☐
City Website	☐	☐	☐	☐

Budgetary Actions for City Activities

	<i>Eliminate the Service</i>	<i>Reduce Service Levels</i>	<i>Maintain Current Service Levels</i>	<i>Raise Taxes & Fees</i>
Appearance/Cleanliness of City Facilities	☐	☐	☐	☐
Cedarholm Golf Course	☐	☐	☐	☐
Harriet Alexander Nature Center	☐	☐	☐	☐
Muriel Sahlin Arboretum	☐	☐	☐	☐
Park/Playground Maintenance	☐	☐	☐	☐
Recreational Facilities	☐	☐	☐	☐
Recreational Programs	☐	☐	☐	☐
Skating Center/OVAL	☐	☐	☐	☐
Water quality in Lakes and Ponds	☐	☐	☐	☐

Budgetary Actions for Other City Services

	<i>Eliminate the Service</i>	<i>Reduce Service Levels</i>	<i>Maintain Current Service Levels</i>	<i>Raise Taxes & Fees</i>
Building Codes/Permitting	☐	☐	☐	☐
Drinking Water Quality	☐	☐	☐	☐
Flood Protection	☐	☐	☐	☐
Housing Code/Nuisance Property Enforcement	☐	☐	☐	☐
Housing Loan Programs	☐	☐	☐	☐
Leaf Pickup Program	☐	☐	☐	☐
License Center	☐	☐	☐	☐
Recycling Collection	☐	☐	☐	☐
Reliability of Drinking Water Services	☐	☐	☐	☐
Reliability of Sewer Services	☐	☐	☐	☐

The following questions are for analysis only and will not be used in any way to identify you.

How long have you been living in Roseville? ☐ One year or less ☐ 1-5 years ☐ 6-10 years ☐ More than 10 years

Do you own or rent/lease your residence? ☐ Own ☐ Rent/Lease

Do you currently work inside the city? ☐ Yes ☐ No, outside the city ☐ No, I am unemployed ☐ I am retired

What is your age group? ☐ 18 to 24 ☐ 25 to 34 ☐ 35 to 44 ☐ 45 to 54 ☐ 55 to 64 ☐ 65 or over

Which of the following categories best describes your level of education? ☐ Some high school ☐ High school graduate ☐ Some college ☐ College graduate ☐ Graduate degree(s)

Which of the following categories includes your total family income last year? ☐ \$25,000 or less ☐ \$25-\$50,000 ☐ \$50-\$100,000 ☐ Over \$100,000

Please indicate your marital status: ☐ Single ☐ Married/living with partner ☐ Widowed/separated/divorced

Mark the boxes that describe the people living in your house (other than yourself and/or a spouse). Check all that apply.

What is your gender? ☐ Male ☐ Female

Please check all that apply: To which group(s) do you belong? ☐ Asian ☐ Black/African American ☐ American Indian/Alaska Native/Native Hawaiian ☐ Other ☐ White/Caucasian ☐ Hispanic/Latino



Frequently Asked Questions

Q: What is Cobalt Community Research?

A: Cobalt Community Research is a non-profit, non-partisan coalition that helps local governments measure, benchmark, and manage their efforts through shared data, high-quality affordable surveys, focus groups and facilitated meetings. In partnership with CFI Group (www.CFIgroup.com), Cobalt is taking the lead in establishing the Cobalt Citizen Satisfaction Index, a nationwide measure of citizen satisfaction for local governments.

Q: Why has Cobalt selected CFI Group as a partner for the Citizen Satisfaction Index?

A: CFI Group is a strategic partner of the University of Michigan's National Quality Research Center (NQRC), the publisher of the American Customer Satisfaction Index (www.theACSI.org). The ACSI is the standard metric for measuring citizen satisfaction for both the Federal Government agencies and the national consumer economy. CFI Group is the developer of the statistical methodology on which the ACSI is based.

Q: How is my Citizen Satisfaction Index score calculated?

A: Your citizen surveys are collected by Cobalt and analyzed using the CFI Group statistical model. The statistical model computes scores for each of the survey questions and aggregate scores for each of the drivers of citizen satisfaction – schools, fire, police, utilities, library, parks & recreation, etc. These satisfaction drivers, in turn, are used to create your local government's Citizen Satisfaction Index.

Q: What are the benchmarks and how do I use them?

A: The benchmarks provide each local government with a performance measure of their overall citizen satisfaction and key driver satisfaction performance compared with other local governments and with the ACSI. The four benchmark charts available for comparison with your Citizens Satisfaction Index are:

- Satisfaction Index Comparison – compares your Citizen Satisfaction Index with three indices: the ACSI National, ACSI Federal Government, and overall Cobalt Citizen Satisfaction.
- Cobalt Member Benchmark – compares your Citizen Satisfaction Index and individual driver scores with the comparable Cobalt Citizen Satisfaction scores for all members.
- Comparable Employee Benchmark – compares your Citizen Satisfaction Index and individual driver scores with other local governments with a similar number of employees.
- Comparable Geography Benchmark – compares your Citizen Satisfaction Index and individual driver scores with other local governments in your state.

Q: What is a Priority matrix and how do I use it?

A: The Priority Matrix provides guidance on how to optimally improve citizen satisfaction. In addition to performance scores, the CFI Group statistical model computes an impact for each of the drivers of citizen satisfaction. Impacts are statistically derived predictions of the leverage available on overall satisfaction to be derived from improving a score of a particular driver (e.g., schools or roads).

Each driver of satisfaction is plotted with their score as the vertical axis and impact as the horizontal axis. The four quadrants of the matrix are:

Priority Matrix

How Are We Performing?	Higher	Drivers with relatively higher scores but with low impact; i.e., there is little to be gained from improving them more. This is an area where you can promote your success or reduce your investment.	Drivers with relatively higher scores and greater leverage (impact) on improving citizen satisfaction. This is an area where investments/improvements <i>could</i> be considered but where current investments/service quality <i>should</i> be maintained because satisfaction slippage will hurt overall citizen satisfaction.
	Lower	Drivers with relatively lower scores and with low impact; i.e., there is little to be gained from improving them further. Drivers in this area should be monitored, but generally no major investments <i>should</i> be considered.	Drivers with relatively lower scores and greater leverage (impact) on improving citizen satisfaction. This is an area where additional investments or improvements <i>should</i> be considered.
		Lesser change in satisfaction	Greater change in satisfaction

What Happens to Citizen Satisfaction If We Improve?

Q: How precise are the scores over different sample sizes?

A:

Sample Size	50	100	150	200	250	500	1000	5000
95% Confidence Interval +/-	5.5	3.9	3.2	2.8	2.5	1.8	1.2	0.6
90% Confidence Interval +/-	4.7	3.3	2.7	2.3	2.1	1.5	1.0	0.5
80% Confidence Interval +/-	3.6	2.6	2.1	1.8	1.6	1.1	0.8	0.4

Q: How do I get help or answers to my questions?

A: Cobalt Community Research has created an email account specifically to support you in getting assistance, Information@cobaltcommunityresearch.org. If you send us an email with a description of the issue for us to address, we will make every effort to get back to you within two business days.

Special Note:

Information provided through the Cobalt Citizen Satisfaction Survey should be balanced with each organization's judgment, legal requirements, safety standards, and other considerations. Research, including that provided through the Cobalt Citizen Satisfaction Survey, should be used to support sound decision-making practices, not to replace them.

Research Brief

2011 City of Roseville Citizen Engagement and Priority Assessment

William SaintAmour
Executive Director, Cobalt Community Research
March 4, 2011

PURPOSE

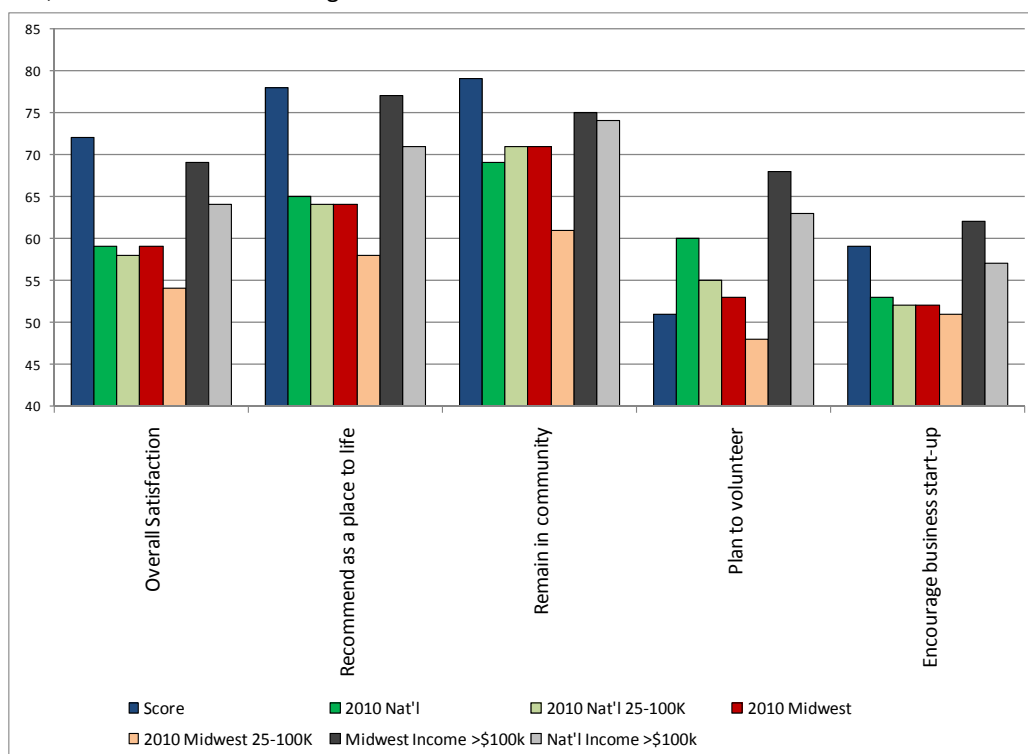
The purpose of this brief is to provide an executive summary of City of Roseville citizen research. In January and February 2011, the City of Roseville asked a random sample of registered voters to respond to a survey to support the following goals:

- Support budget and strategic planning decisions
- Explore service assumptions to ensure baseline service levels are well understood and to provide a reference against which the City can measure improvements over time
- Identify which services provide the greatest leverage on citizens' overall satisfaction – and how satisfaction, in turn, influences the community's image and citizen behaviors such as volunteering, remaining in the community, recommending it to others and remaining in the community.
- Benchmark performance against a standardized performance index regionally and nationally.

More than 570 citizens responded, providing a statistically sound measurement of citizen engagement and priorities.

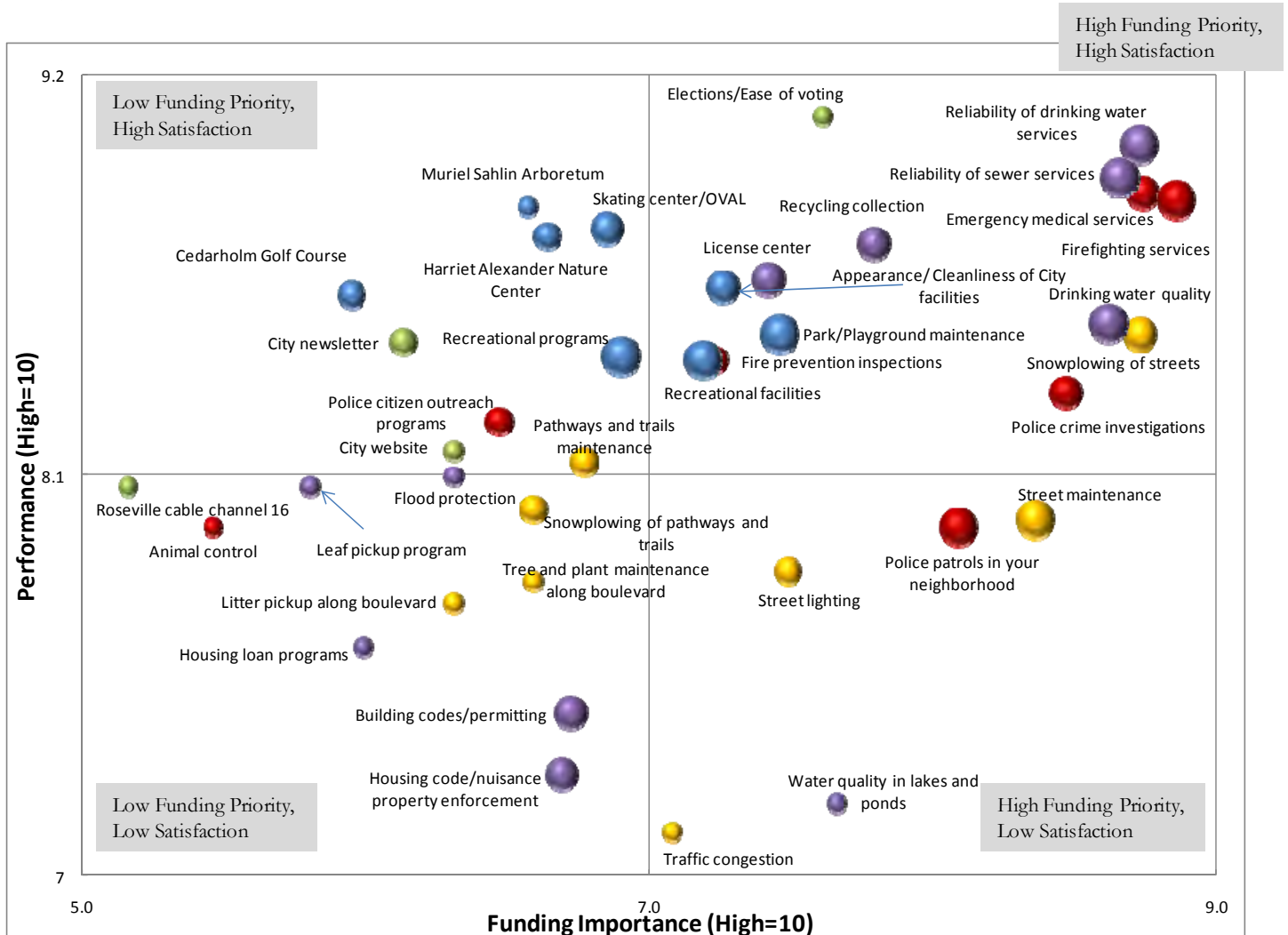
FINDINGS TO STRENGTHEN ENGAGEMENT AND CITIZEN SATISFACTION

Overall, citizens scored overall Roseville satisfaction at 72 on a scale from zero to 100, with 100 the highest score (Roseville scores are dark blue). This is above the score for similarly sized Midwestern cities, which have an overall score of 54. The analysis also identified which aspects of life in Roseville have the greatest impact for additional improvement. Those areas with greatest impact are Economic Health, Local Government Management and Taxes.



BUDGET PLANNING FINDINGS

Citizens were asked to rate 38 City services by both satisfaction and funding priority from 1-10, with 10 being the highest score. The following chart shows services with highest satisfaction in the top two quadrants, services with the highest funding importance in the right two quadrants, and bubble size corresponds to expenditure level. The results may vary by demographic group, and demographic detail is provided to the City in a separate document.



The assessment also asked how funding shortfalls should be addressed if revenue is not available. Residents selected options they supported for each service. Options included eliminating each service, reducing service levels, maintaining current service levels, and raising taxes/fees. This analysis also is available broken down by demographic group.

RECOMMENDATIONS

To act on this information, the City should consider:

1. Developing internal City teams to further analyze the results and brainstorm ideas about why respondents answered as they did in these key areas and potential actions in response.
2. Validate ideas and potential actions through conversations and town hall meetings/focus groups with residents and line staff. Based on this validation, select 2-3 initiatives that make the most sense. Development of cross-government workgroups also would be a consideration for this step.
3. Provide staff with the skills and tools to effectively implement the initiatives.
4. Develop formal project plans, milestones, deliverables and operational metrics to ensure the implementation maintains momentum and executive support.
5. Re-measure citizen engagement and priorities in 1-2 years to ensure progress was made and track changes in resident needs.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3-28-11
Item No.: 12 . a

Department Approval



City Manager Approval



Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 1065 Ryan Avenue.**

BACKGROUND

- The subject property is a single-family detached home.
- The current owners are Jeff and Laurie Bury.
- Current violation includes:
 - Outside storage of junk, debris, household items, and fence sections (violation of City Code Sections 407.02.D and 407.03.H).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City's 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City "implement programs to ensure safe and well-maintained properties." In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Removal of outside storage of junk, debris, household items, and fence sections:
 - o Approximately - \$350.00

Total: Approximately - \$350.00

27 In the short term, costs of the abatement will be paid out of the HRA budget, which has allocated
28 \$100,000 for abatement activities. The property owner will then be billed for actual and administrative
29 costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B. Costs will be
30 reported to Council following the abatement.

31 **STAFF RECOMMENDATION**

32 Staff recommends that the Council direct Community Development staff to abate the above referenced
33 public nuisance violations at 1065 Ryan Avenue.

34 **REQUESTED COUNCIL ACTION**

35 Direct Community Development staff to abate the public nuisance violations at 1065 Ryan Avenue by a
36 hiring general contractor to remove the outside storage of junk, debris, household items, and fence
37 sections.

38 The property owner will then be billed for actual and administrative costs. If charges are not paid, staff
39 is to recover costs as specified in Section 407.07B.

40

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 1065 Ryan Avenue.

1065 Ryan Ave W

GTON AVE N

SHRYER AVE

RYAN AVE

DRAPER AVE

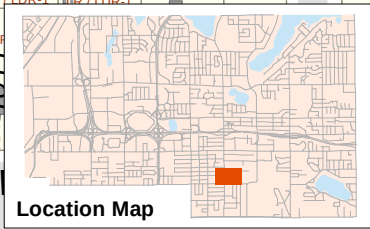
ROSELAND AVE

OXFORD ST

CHATSWORTH ST

HARRIET LN (Priv)

Location Map

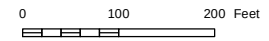


Prepared by:
Community Development Department
Printed: February 23, 2011

LR / R1 Comp Plan / Zoning Designations

* Ramsey County GIS Base Map (2/1/2011)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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



mapdoc: planning_commission_location.mxd

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3-28-11
Item No.: 12.b

Department Approval



City Manager Approval



Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 2030 Lexington Avenue.**

BACKGROUND

- The subject property is a single-family detached home which is utilized as rental property.
- The current owner is Ryan Colbert who resides in Coon Rapids.
- Current violation includes:
 - Building maintenance consisting of a leaking roof, and window trim needing repair and paint (violation of City Code Sections 906.05.C and 407.02.J).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City's 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City "implement programs to ensure safe and well-maintained properties." In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Repair the leaking rubber roof, and repair and paint the window trim:
 - o Approximately - \$2,000.00

Total: Approximately - \$2,000.00

27 In the short term, costs of the abatement will be paid out of the HRA budget, which has allocated
28 \$100,000 for abatement activities. The property owner will then be billed for actual and administrative
29 costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B. Costs will be
30 reported to Council following the abatement.

31 **STAFF RECOMMENDATION**

32 Staff recommends that the Council direct Community Development staff to abate the above referenced
33 public nuisance violations at 2030 Lexington Avenue.

34 **REQUESTED COUNCIL ACTION**

35 Direct Community Development staff to abate the public nuisance violations at 2030 Lexington
36 Avenue by a hiring general contractor to repair the leaking rubber roof, and repair and paint the
37 window trim.

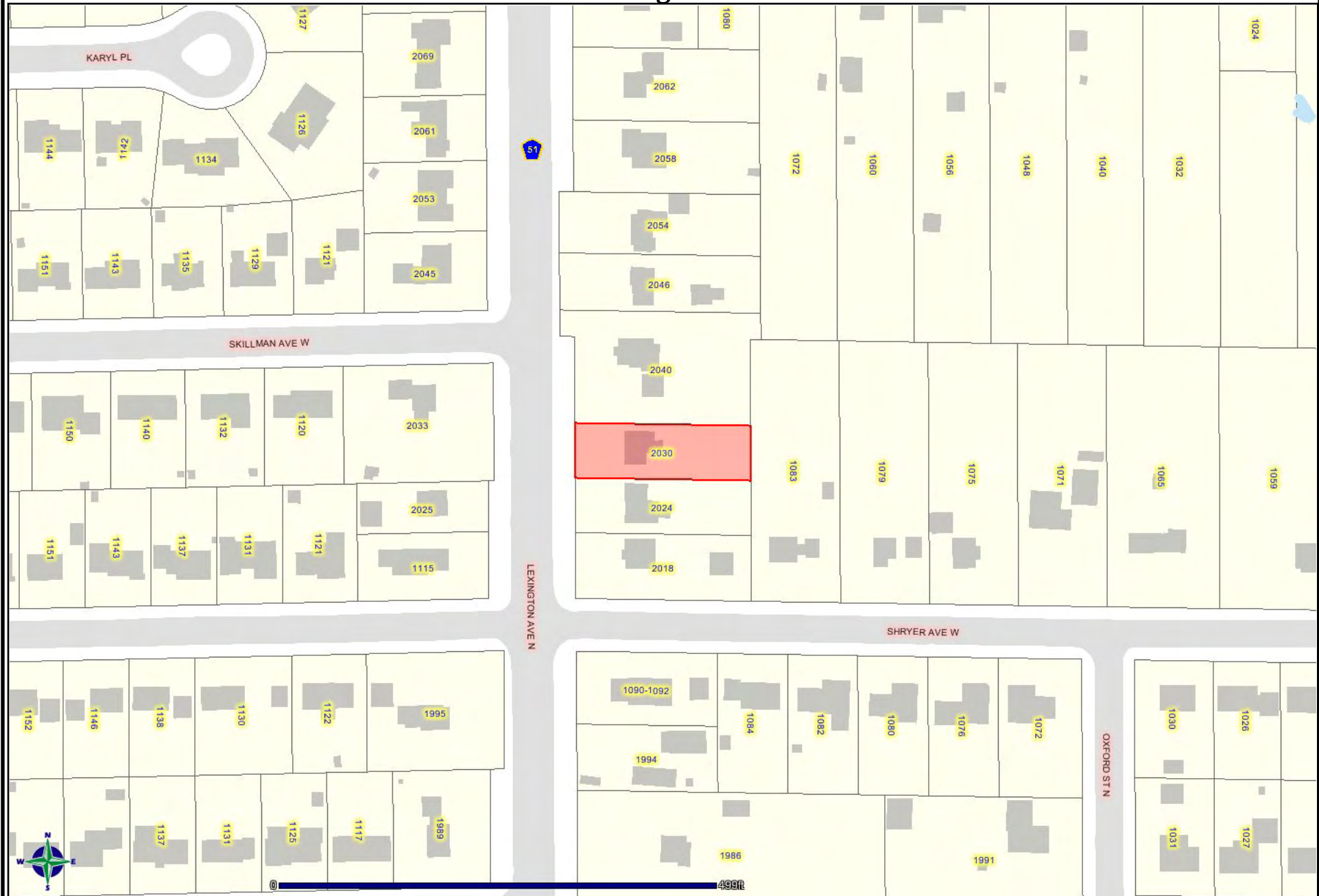
38 The property owner will then be billed for actual and administrative costs. If charges are not paid, staff
39 is to recover costs as specified in Section 407.07B.

40

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 2030 Lexington Avenue.

2030 Lexington Avenue



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.

SOURCES: City of Roseville and Ramsey County, The Lawrence Group; February 28, 2011 for City of Roseville data and Ramsey County property records data, February 2011 for commercial and residential data, April

REQUEST FOR COUNCIL ACTION

Date: March 28, 2011
Item No.: 12 . C

Department Approval

City Manager Approval

W. J. Malinen

Item Description: Appoint members to the Ethics, Human Rights, Parks and Recreation,
Planning and Police Civil Service Commissions

BACKGROUND

The City Council will consider five applicants for two vacancies on the Ethics Commission; seven applicants for two vacancies on the Human Rights Commission; eight applicants for two vacancies on the Parks and Recreation Commission; ten applicants for two full-term vacancies and one partial, two-year term vacancy on the Planning Commission; and, eight applicants for one vacancy on the Police Civil Service Commission.

REQUESTED COUNCIL ACTION

Appoint _____ and _____ to the Ethics Commission for terms ending March 31, 2014.

Appoint _____ and _____ to the Human Rights Commission for terms ending March 31, 2014.

Appoint _____ and _____ to the Parks and Recreation Commission for terms ending March 31, 2014.

Appoint _____ and _____ to the Planning Commission for terms ending March 31, 2014.

Appoint _____ to the Planning Commission for a partial term ending March 31, 2013.

Appoint _____ to the Police Civil Service Commission a term ending March 31, 2014.

Prepared by: William J. Malinen, City Manager

Attachments: A: Preferred Applicants

B: Police Civil Service

Advisory Commission Preferences of City Council (alphabetically)

Ethics

Roe	Booth	Collopy	Lehman
Johnson	Collopy	Lehman	Lester
McGehee	Collopy	Lehman	Lester
Pust	Collopy	Lehman	Lester
Willmus	Collopy	Lehman	Lester

Human Rights

Roe	Brisbois	Thao	Ziegenhagen
Johnson	Brisbois	Thao	Ziegenhagen
McGehee	Brisbois	Collopy	Thao
Pust	Collopy	Schleifer	Thao
Willmus	Brisbois	Thao	Ziegenhagen

Parks & Recreation

Roe	Boulton	Gitzen	Simbeck
Johnson	Diedrick	Gitzen	Simbeck
McGehee	Boulton	Diedrick	Simbeck
Pust	Boulton	Diedrick	Gitzen
Willmus	Diedrick	Gitzen	Simbeck

Planning

Roe	Boguszewski	Klick	Lester	Strohmeier
Johnson	Boguszewski	Boulton	Rodrique	
McGehee	Boguszewski	Nelson	Thompson	
Pust	Boulton	Lester	Rodrique	
Willmus	Boguszewski	Klick	Strohmeier	

Police Civil Service

Roe	Jenkins	Michels
Johnson	Jenkins	Voss
McGehee	Jenkins	Schleifer
Pust	Jenkins	Voss
Willmus	Jenkins	Voss

Margaret Driscoll

From: Bill Malinen
Sent: Thursday, March 24, 2011 4:06 PM
To: Margaret Driscoll
Subject: 12.c attach b FW: Civil Service Commission

Please include this in the Council packet. Thanks.

-----Original Message-----

From: dan.roe@comcast.net [<mailto:dan.roe@comcast.net>]
Sent: Thursday, March 24, 2011 3:42 PM
To: Bill Malinen
Cc: Robert Willmus
Subject: Re: Civil Service Commission

Bill,

Please include this in the packet...

-Dan

----- Original Message -----

From: "Bill Malinen" <bill.malinen@ci.roseville.mn.us>
To: "Bob Willmus" <bwillmus@q.com>, "Dan Roe" <dan.roe@comcast.net>
Cc: "Amanda Bartholdi" <abartholdi@ebbqlaw.com>
Sent: Thursday, March 24, 2011 3:27:29 PM
Subject: Civil Service Commission

Gentlemen:

I've been asked to provide some information on: 1) the possibility of expanding the Civil Service Commission beyond the current 3 members, and 2) the possible appointment of a member who is currently an officer with another Police Department.

Pursuant to M.S. 419.02 subd. 1, (link: <https://www.revisor.mn.gov/statutes/?id=419.02>) the answers are:

- 1) The Commission cannot be larger than 3 members. The statute states that the "commission shall consist of three members". "Shall" being the operative term, barring a statutory change to allow it, the Commission cannot be expanded by the Council.
- 2) The Council cannot appoint an existing Police Officer (from another jurisdiction). The statute states "No commissioner shall, at the time of appointment or while serving, hold..... or employment under a police department of any city". The statute is quite specific that a commissioner cannot work for a police department (sworn officer or civilian).

If you have any other questions, please feel free to give me a call.

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

REQUEST FOR COUNCIL ACTION

Date: 3/21/11
Item No.:

Department Approval

City Manager Approval

WJ Malinen

Item Description: Review, Amend and Adopt Work Plan

BACKGROUND

At the January 31 and February 7, 2011 City Council meetings, department heads and Councilmembers and the Mayor identified their ideas for what the City “Must Do” and “Ought to Do.” Collectively, 97 items were identified.

Staff reviewed the recommendations and realized that they fit into 11 categories. We also realized that there were many duplications.

Staff combined similar or identical recommendations into 59 recommendations.

POLICY OBJECTIVE

Review the staff report and amend, as appropriate, to develop a work plan for the City to follow.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Review, amend and adopt the attached work plan.

REQUESTED COUNCIL ACTION

Review, amend and adopt the attached work plan.

Prepared by: Bill Malinen, City Manager

Attachments: A: Work Plan Recommendation March 21, 2011

Must Do
March 21, 2011

City Council and Department Head Recommendations

Capital investments and infrastructure

1. Develop, implement and adequately fund a long-term capital and infrastructure management program
2. Dedicate new monies to eliminate funding gaps in the City's asset replacement programs
3. Support findings of the Fire Building Committee*
4. Asset Management Software Implementation

Civic Engagement

5. Routinely seek community input to evaluate and continuously improve city services
6. Identify performance measurements and reallocate resources based on measured performance results and citizen satisfaction
7. Provide greater public access to all levels of city government. (council and commission packets/agendas/meeting minutes, contact information for council and commission members)*
8. Support efforts on civic engagement and neighborhoods*
9. Support initiatives to better communicate with local businesses and 2025 vision to continue to recognize and incent the spirit of "volunteer" within Roseville*
10. Create a city-wide record management system to accurately and electronically create, store and retrieve documents
11. Continue and possibly expand the Department's New American Forums in cooperation with the Human Rights Committee and the Fire Department

Staffing and organizational management

12. Evaluate Service/Staffing Levels, Job Duty Realignment, Succession Planning
13. Create a succession, leadership, career development, training, recruitment and retention management plans to ensure quality service
14. Adequately fund police department to current staffing levels
15. Allow for field data entry and external access to the network

Collaboration

16. Foster collaboration between the city and community based organizations, groups and individuals
17. Participate in regional and intergovernmental collaborations for shared service opportunities

Budget and Finance

18. Establish realistic budget expectations to achieve goals
19. Direct new investments to high-priority programs and services
20. Reduce (or Hold Constant) the General Fund Budget and Assess Any Tax Levy to Support Infrastructure Needs*
21. Strengthen Financial Stability of City Budget System*
22. Budget process fine-tuning including establishing budget calendar and evaluate reserve fund account ratios*
23. Evaluate Roseville's costs of providing services/service levels, against a group of peer cities*
24. Eliminate low-priority programs or services

Environmental

25. Model Better Environmental Stewardship*
26. Analyze expansion of Campus Geothermal System throughout city hall campus
27. 2012 Comprehensive Surface Water Management Update (mandate)
28. Ordinance Updates, Shoreland and Erosion Control
29. Citywide Wetland Inventory (mandate)
30. Administer Minnesota Department of Agriculture Grant process by 5/11

Code

31. Re-write gambling ordinance ~ Local Charitable Gambling *

Transportation

32. Improve Walkability of Neighborhoods By Continuous Additions of Trails and Sidewalks
33. Resurrect NorthEast Corridor Planning in Coordination with Metropolitan Council
34. Participate in Planning Rice St Reconstruction Phase 2, County Rd. B-2 Rosedale area Project, Lexington Ave. Interchange Replacement (2014)
35. Develop Traffic Management and Overhead Electric Undergrounding Policy

Housing and Community Development

36. Encourage HRA's role in multi-family housing issues, registration/licensing/inspection/HIAs*
37. Modify and update City Code to be in compliance with Comprehensive Plan and Zoning code*
38. Re-write land uses notice policy*
39. Aggressively deal with problem multi-family properties including encouraging the HRA's role in these issues

- 40. Create a comprehensive economic development policy and mission to support existing businesses within Roseville and that also markets our community to attract new businesses
- 41. Adopt Sub-Area Twin Lakes Regulating Map in accordance with City Zoning Code
- 42. Strategically look at City's role in fostering the redevelopment of Twin Lakes

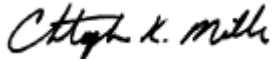
Parks and Recreation

- 43. Support Implementation of Parks and Recreation Master Plan – Support Citizen Organizing and Implementation Teams including identifying other funding mechanisms
- 44. Support Volunteer Management Program
- 45. Explore the possibility of the creation of a parks district - combine the amenities offered by Roseville with other surrounding communities*
- 46. Explore the possibility of the creation of a parks board*

REQUEST FOR COUNCIL ACTION

Date: 03/28/11
Item No.: 13.b

Department Approval



City Manager Approval



Item Description: Discussion on the 2012 Budget & Tax Levy

BACKGROUND

At the February 28, 2011 City Council meeting, the Council directed Staff to prepare a budget scenario that depicts the impact on programs and services resulting from a tax levy reduction of 10%. A scenario involving a 10% reduction in the budget was also discussed. The Council further directed that budget reduction scenario reflect the Council priorities identified during the 2011 Budget process.

In accordance with these directives, Staff has developed a scenario that achieves approximately \$1.4 million in budget cuts – an amount comparable to a 10% reduction in the property tax levy. An additional \$500,000 in reductions would be necessary to achieve a 10% reduction in the property tax-supported budget.

In performing this exercise, Staff determined that many of the lower-ranked programs could not be fully eliminated or reduced due to contractual obligations or other important considerations. As a result, it was necessary to identify budget reductions within those programs that contained greater amounts of discretionary spending. This included programs that received relatively high rankings.

Based on the Council's directive and these considerations, the following program changes have been identified in the table below.

Budget			Program
Priority	Division	Program	Change
84	Bldg Maintenance	Custodial Services for public areas only	Reduction
80	Central Services	Supplies & Postage	Reduction
79	Bldg Maintenance	Energy use, repairs, & oversight	Reduction
78	Finance	Reception desk	Reduction
77	Rec Administration	Personnel management	Reduction
75	Miscellaneous	Fiber network buildout	Eliminate
71	City Council	Recording Secretary	Eliminate
69	Advisory Comm.	Ethics Commission	Reduction
66	City Council	Community support grants	Eliminate
62	Finance	Utility billing support	Reduction
61	Recreation Programs	** See Note A **	Reduction
56	Advisory Comm.	Human Rights Commission	Reduction
55	Recreation Maint.	** See Note B **	Reduction
54	Administration	General communications	Reduction
49	Streets	** See Note E **	Reduction
48	Police Patrol	IMPACT unit	Eliminate
47	Police Investigations	Less serious crimes would not be investigated	Reduction
38	Fire Fighting / EMS	Staffing and training programs	Reduction
37	Rec Administration	** See Note C **	Reduction
35	Police Administration	Partial closure of Police front reception desk	Reduce
34	Skating Center	** See Note D **	Reduce
25	Miscellaneous	Emerald Ash Borer	Eliminate
24	Police Administration	** See Note F **	Reduce
22	Street Lighting	Street light replacements	Eliminate
Notes - Program Listing			
A	Eliminate special events including: Summer Entertainment, Spring Celebration, Discover Your Parks, July 4th Celebration, Halloween Celebration, Holiday Carnival, Arts @ the OVAL, Rosefest, Rose Parade, Nature Center, Community Band, Big Band, Summer Playgrounds, Teen Program, Outdoor Rinks, Senior Programs, Volunteer Program, Puppet Wagon, Special Needs.		
B	Reduced pathway maintenance, eliminate Rosebrook Wading Pool, eliminate flower programs in parks, reduced mowing in general park areas, reduced vandalism and graffiti response times.		
C	Eliminate special events including: Summer Entertainment, Spring Celebration, Discover Your Parks, July 4th Celebration, Halloween Celebration, Holiday Carnival, Arts @ the OVAL, Rosefest, Rose Parade.		
D	Eliminate Skate Park, Novice Speedskating, Youth Bandy, In-Line Skate Program, Adult Speedskating.		
E	Reduced right-of-way maintenance, trash collection, and general street maintenance, Less streetscape supplies & maintenance. Eliminate Leaf Pickup Program, reduce pathway maintenance, reduce snowplow routes increasing completion time for snow events.		
F	Neighborhood Watch, Crime Free Multi-Housing, Senior Safety Camp, Life Saver Magnet distribution, Citizen Park Patrol, Citizen Police Academy, Residential & Business Security Checks, Night to Unite, Family Night Out, Safety talks to organizations, Shop with a Cop, New Americans forums, and child safety outreach programs.		

21 These program reductions would require the elimination of 13 full-time equivalent employee positions.
22
23 Staff will be available at the Council meeting to address any questions or concerns.

24 **POLICY OBJECTIVE**

25 Not applicable.

26 **FINANCIAL IMPACTS**

27 Not applicable.

28 **STAFF RECOMMENDATION**

29 Not applicable.

30 **REQUESTED COUNCIL ACTION**

31 For information purposes only. No Council action is requested.

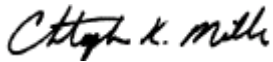
32

Prepared by: Chris Miller, Finance Director
Attachments: A: Not applicable

REQUEST FOR COUNCIL ACTION

Date: 03/28/11
Item No.: 13 . C

Department Approval



City Manager Approval



Item Description: Consider Amending City Code Chapter 302 to Allow for a Brewery and Off-Sale Retailing Liquor License

BACKGROUND

City Staff have received a request from Pour Decisions Brewing Company, LLC; a prospective business which desires to set up a small production brewery that distributes products to retail locations. As proposed, the brewery would produce less than 3,500 barrels of malt liquor per year in accordance with State Statute 340A.301 (*Attachment B*) which establishes a separate regulatory category for smaller breweries. In an effort to build interest in their products they also seek the ability to sell their finished product in a retail setting.

The owners have been in contact with the City's Planning Staff to ensure that they will meet all zoning requirements. However, the presence of an off-sale retail component triggers the need for a local liquor license under City Code Chapter 302 (*Attachment C*).

City Code allows for five types of liquor licenses including; on-sale, on-sale wine, club, special Sunday, and off-sale. Currently there is not a specific category for breweries or brew pubs. As a result, the proposed brewery would fall under the off-sale liquor license category. City Code further limits the number of off-sale liquor licenses to a maximum of ten – all of which are currently in use. The applicant is seeking a means to obtain a liquor license either through the creation of a new category for his business type or by increasing the allowable off-sale licenses.

The City Council has considered requests to increase the allowable off-sale licenses in 2005 and 2008. In both cases the Council chose to leave the current self-imposed limit of 10 intact.

POLICY OBJECTIVE

Although there are some State-imposed restrictions with regard to off-sale locations, municipalities have discretion in how many liquor licenses it issues. While the City has historically limited the number of off-sale establishments, it does not place limits on other establishments that serve alcohol.

Unlike previous requests for additional licenses geared towards traditional-type liquor stores, this request is associated with a type of business that currently is not in Roseville. This may or may not be a consideration for the Council.

32 In a recent survey of 10 metro area cities that serve similar populations (25,000 – 45,000) and allow private
33 liquor stores, the following observations were made:

34

- 35 ❖ 7 Cities had no restrictions on the number of off-sale liquor licenses.
- 36 ❖ 1 City has no restrictions on the number of off-sale liquor licenses; however each location had to be
37 at least 1,000 feet from the next location.
- 38 ❖ 1 City restricted the number of off-sale liquor licenses to no more than 1 per 6,000 residents.
- 39 ❖ 1 City restricted the number of off-sale liquor licenses to no more than 1 per 7,000 residents.

40

41 Staff will also note that the Cities of Minneapolis, St. Paul, and Brooklyn Center recently amended their
42 City Code to provide a separate licensing category for small breweries like the one being proposed.

43 **FINANCIAL IMPACTS**

44 Not applicable.

45 **STAFF RECOMMENDATION**

46 No Staff recommendation is being submitted.

47 **REQUESTED COUNCIL ACTION**

48 Consider amending City Code Chapter 302 to Allow for a Brewery and Off-Sale Retailing Liquor
49 License.

50

Prepared by: Chris Miller, Finance Director
Attachments: A: Supporting Documentation from Pour Decisions Brewing Company, LLC
B: State Statue 340A.301 (excerpt)
C: City Code Chapter 302 (excerpt)

51

Who: Pour Decisions Brewing Company, LLC
(contact person: BJ Haun, wjhaun@gmail.com, (612) 360-3543)

Location: 1744 Terrace Drive, Roseville, Minnesota 55113 (location is in the process of being leased)

Proposal: We request that the City Council of Roseville establishes a new license for off-sale of intoxicating liquor specifically for breweries, as permitted by Minnesota state law.

Details: According to Minnesota statute **340A.301**, ...a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year may, with the approval of the commissioner, be issued a license by a municipality for off-sale of malt liquor produced and packaged on the licensed premises. Off-sale of malt liquor shall be limited to the legal hours for off-sale at exclusive liquor stores in the jurisdiction in which the brewer is located, and the malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores. The malt liquor shall be packaged in 64-ounce containers commonly known as "growlers" or in 750 milliliter bottles. The containers or bottles shall bear a twist-type closure, cork, stopper, or plug. At the time of the sale, a paper or plastic adhesive band, strip, or sleeve shall be applied to the container or bottle and extend over the top of the twist-type closure, cork, stopper, or plug forming a seal that must be broken upon opening of the container or bottle. The adhesive band, strip, or sleeve shall bear the name and address of the brewer. The containers or bottles shall be identified as malt liquor, contain the name of the malt liquor, bear the name and address of the brewer selling the malt liquor, and shall be considered intoxicating liquor unless the alcoholic content is labeled as otherwise in accordance with the provisions of Minnesota Rules, part 7515.1100.).

We are requesting the City Council of Roseville to amend city code to create a special license specifically to allow a brewery to sell malt liquor produced and packaged on premises. This license will allow for the sale of 64 ounce growlers or 750 milliliter bottles, in accordance with the above state statute. Modifications to city code to allow growler sales have occurred in Saint Paul, Minneapolis and Brooklyn Center, specifically to allow new breweries to sell growlers of their beer.

B. Brewers and brew pub licenses

1. On-sale brew pub licenses

Minn. Stat. § 340A. 301, subd.
7

A city may issue a brewer or “brew pub” an on-sale intoxicating liquor or 3.2-percent malt liquor license if they meet the following criteria:

- Possess a liquor brewer/manufacturer license issued by the Commissioner of Public Safety.
- Operate a restaurant on the brewery premise.
- Manufacture fewer than 3,500 barrels of malt liquor in a year, at any one licensed premises, for consumption on the premises or for off-sale from the premises
- Does **NOT** have an ownership interest, in whole or in part, in any other licensed intoxicating liquor or malt liquor manufacturer, brewer, importer or wholesaler, except for a similarly licensed restaurant-based brew pub. In addition, the licensee cannot be an officer, director, agent or employee of a licensed manufacturer, brewer, importer or wholesaler.

Retail sales under this license at on-sale or off-sale (discussed below) may not exceed 3,500 barrels per year, provided that off-sales may not total more than 500 barrels.

2. Off-sale brew pub or brewers licenses

Minn. Stat. § 340A. 301, subd.
7.

With the consent of the Commissioner of Public Safety, a city may issue a brewer or “brew pub” an off-sale intoxicating liquor or 3.2-percent malt liquor license if they meet the following criteria:

- Possess an on-sale brew pub license as discussed above and meet the criteria; **OR**
- Manufacture fewer than 3,500 barrels of malt liquor in a year under a valid brewer/manufacturers license issued by the Commissioner of Public Safety.



Retail sales under this license at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 500 barrels.

With a “brew pub” off-sale license, the brewer may only sell at off-sale malt liquor manufactured on the premises. Sales made under this license must meet certain specific packaging requirements detailed in state statute.

Off-sale sales of malt liquor must be limited to the legal hours for off-sale at exclusive liquor stores in the jurisdiction in which the brewer is located, and the malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores.

3. Temporary on-sale intoxicating liquor licenses for “brew pubs” or brewers

Minn. Stat. § 340A.404, subd. 10(c)

With the approval of the Commissioner of Public Safety, a city may issue to a brewer, who manufactures fewer than 3,500 barrels of malt liquor in a year, a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer.

The license may authorize sales for up to four consecutive days. It may also authorize sales on premises other than premises the licensee owns or permanently occupies. It may also provide that the licensee can contract for intoxicating liquor catering services with the holder of a full-year on-sale intoxicating liquor license issued by the city. This type of situation is not the same as a caterer’s permit, which is discussed in further detail in a later section of this memo.

The temporary licenses are subject to the terms imposed by the city, including fees. Such licenses are not valid until approved by the Commissioner of Public Safety.

A city may issue a limited number of temporary licenses in a single year. In no case can a city issue more than 12 days worth of temporary licenses to a single organization per year. In addition, a municipality with a population of 5,000 or greater may not issue more than one temporary license for the sale of alcoholic beverages to any one organization or registered political committee, or for any one location, within any 30-day period unless the licenses are issued in connection with an event officially designated a community festival by the municipality.

A brew pub or brewer who obtains a temporary on-sale intoxicating liquor license must carry liability insurance in the amounts dictated by statute to cover dram shop claims related to the Civil Liability Act.

4. Brew-on-premises stores

Minn. Stat. § 340A.33.
27 C.F.R §§ 25.205 - .206.

A brew-on-premises store is a commercial establishment in which individuals make malt liquor on the premises for personal and family use only, and not for resale, using ingredients or materials or both supplied by the establishment. No license is required to operate a brew-on-premises store if the establishment is operated in accordance with federal regulations.

Alcoholic beverages may not be sold or otherwise provided to customers of a brew on premises store, unless the owner of the brew on premises store holds the appropriate liquor license.

CHAPTER 302 LIQUOR CONTROL

SECTION:

- 302.01: Adoption of State Law
- 302.02: License Required
- 302.03: Application
- 302.04: License Fees
- 302.05: Ineligibility
- 302.06: Delinquent Taxes and Charges
- 302.07: Granting of License
- 302.08: Conditions of License
- 302.09: Hours of Sale
- 302.10: Evacuation of On-sale Establishments
- 302.11: Sale Outside of Structure on Licensed Premises
- 302.12: On-sale of Intoxicating Malt Liquor
- 302.13: Off-sale License Regulations
- 302.14: Prohibited Conduct
- 302.15: Civil Penalty

302.01: ADOPTION OF STATE LAW:

Except where inconsistent with this Chapter, the provisions of Minnesota Statutes, chapter 340A, relating to the definition of terms, licensing, consumption, sales, conditions of bonds and licenses, hours of sales and all other matters pertaining to the retail sale, distribution and consumption of non-intoxicating malt liquor, wine and intoxicating liquor are adopted and made a part of this Chapter as if set out in full. (Ord. 972, 5-13-85)

302.02: LICENSE REQUIRED:

- A. General Requirement: No person, except a wholesaler or manufacturer to the extent authorized under State license, shall directly or indirectly deal in, sell or keep for sale in the City any non-intoxicating malt liquor or intoxicating liquor without a license to do so as provided in this Chapter.
- B. Types of Licenses:
 - 1. Intoxicating liquor licenses shall be of five kinds: On-sale, On-sale Wine, Club, Special Sunday and Off-sale.
 - 2. Non-intoxicating malt liquor licenses shall be of two kinds: On-sale and Off-sale.
- C. Expiration: All intoxicating liquor and non-intoxicating malt liquor licenses shall expire on December 31 of each year.

- D. On-sale Intoxicating Liquor Licenses: On-sale intoxicating liquor licenses shall be issued only to hotels and restaurants and shall permit On-sale of intoxicating liquor only, for consumption on the licensed premises only, in conjunction with the sale of food. For the purposes of this Chapter, the following definitions are adopted:

HOTEL: A hotel is any establishment having a resident proprietor or manager where, in consideration of payment, food and lodging are regularly furnished to transients, which maintains for the use of its guests not less than 50 guest rooms with bedding and other usual, suitable and necessary furnishings in each room, which is provided at the main entrance with a suitable lobby, desk and office for the registration of its guests, which employs an adequate staff to provide suitable and usual service and which maintains, under the same management and control as the rest of the establishment and has, as an integral part of the establishment, a dining room of at least one thousand 1,800 square feet.

Such dining room shall have appropriate facilities for seating not less than one 100 guests at one time. Where the guest seating capacity is between 100 and 174, at least 50% of the gross sales of the restaurant portion of the establishment must be attributable to the service of meals. Where the seating capacity is 175 or more, at least 25% of the gross sales of the restaurant portion of the establishment must be attributable to the service of meals.

RESTAURANT: A restaurant is any establishment, other than a hotel, having appropriate facilities to serve meals, for seating not less than 100 guests at one time and where, in consideration of payment, meals are regularly served at tables to the general public and which employs an adequate staff for the usual and suitable service to its guests.

Where the seating capacity of the establishment is between 100 and 174, at least 50% of the gross sales of the establishment must be attributable to the service of meals.

Where the seating capacity is 175 or more, at least 25% of the gross sales of the establishment must be attributable to the service of meals.

- E. On-sale Wine Licenses: On-sale wine licenses shall be issued only to restaurants meeting the qualifications of Minnesota Statutes 340A.404, subdivision 5, and shall permit only the sale of wine not exceeding 14% alcohol by volume, for consumption on the licensed premises only, in conjunction with the sale of food. To qualify for a license under this subsection, a restaurant must have appropriate facilities for seating at least 25 guests at a time, regularly serve meals at tables to the public for a charge and employ an adequate staff. (Ord. 972, 5-13-85)
- F. Club License: Club licenses for the sale of intoxicating beverages to be consumed on the licensed premises may be issued to any clubs meeting the requirements of Minnesota Statute 340A.404, subdivision 1. (1995 Code)
- G. Special License for Sunday Sales: A special license authorizing sales on Sunday in conjunction with the serving of food may be issued to any hotel, restaurant or club which has an On-sale license. A special Sunday license is not needed for Sunday sales of wine license.
- H. Off-sale Intoxicating Liquor Licenses: Off-sale licenses for the sale of intoxicating liquor shall permit the licensee to sell intoxicating liquor in original packages for consumption off the premises only. Such licenses may be issued in accordance with the provisions of this Chapter.
- I. On-sale Non-intoxicating Malt Liquor Licenses: On-sale licenses shall permit the licensee to sell non-intoxicating malt liquor for consumption on the premises only.
- J. Off-sale Non-intoxicating Malt Liquor Licenses: Off-sale licenses shall permit the



licensee who allows such consumption or allows intoxicating liquor or non-intoxicating malt liquor to remain unsecured on the licensed premises beyond the 30 minute limit is in violation of this subsection. (Ord. 1056, 3-16-1989)

302.11: SALE OUTSIDE OF STRUCTURE ON LICENSED PREMISES:

The sale of wine and intoxicating liquors, pursuant to any of the licenses issued in accordance with this chapter, shall be limited to sale and consumption inside of a structure on the licensed premises, unless the licensee applies for and receives permission from the City Council for sale and consumption outside of a structure on the licensed premises by an endorsement to the license. Issuance of an outside sale and consumption endorsement shall be accomplished as follows:

- A. Application: The licensee shall make written application using forms provided by the city and there shall be a nonrefundable application fee of twenty five dollars (\$25.00) at the time of making application.
- B. Notice: The owners of all property adjacent to the licensed premises will be given written notice of the fact that such an application has been made and of the date and time of the City Council meeting at which the application will be considered by the City Council.
- C. Endorsement: The City Council may, in its discretion, issue such an endorsement or refrain from issuing such an endorsement and may impose conditions to the endorsement such as, but not limited to, screening, time of day limitations and noise limitations. (Ord. 972, 5-13-1985)

302.12: ON-SALE OF INTOXICATING MALT LIQUOR:

The holder of an on-sale wine license who is also licensed to sell non-intoxicating malt liquor and whose gross receipts are at least 60% attributable to the sale of food may sell intoxicating malt liquor at on-sale without an additional license. (Ord. 1021, 9-28-1987)

302.13: OFF-SALE LICENSE REGULATIONS:

In addition to the other requirements of state law or this chapter, the following regulations are applicable to off-sale intoxicating liquor licenses:



- A. Number of Licenses: The number of licenses which may be issued is ten.
- B. Use of License: If a license is not used within one year, the license shall automatically terminate.
- C. Size of Premises: A licensed premises shall have at least 1,600 square feet of sales floor space including sales coolers and excluding walk-in storage coolers.
- D. Considerations: In addition to the other requirements of this chapter and applicable state law in determining whether or not to issue an off-sale license for a particular premises, the City Council shall consider all relevant factors relating to the health, safety and welfare of the citizens of the city such as, but not limited to, effect on market value of neighboring properties, proximity to churches and schools and effect on traffic and parking.
- E. Delivery of Alcoholic Beverages; Identification Required: A person authorized to serve, sell, or deliver alcoholic beverages must determine through legitimate proof of identification that all deliveries of wine, beer, and alcoholic beverages are accepted only by eligible persons who are 21 years of age or older.

REQUEST FOR COUNCIL ACTION

Date: 03/28/2011
Item No.: 13.d

Department Approval



City Manager Approval



Item Description: Discussion regarding Zoning Code issues identified as part of the City's Work Plan

BACKGROUND

At the January 31st and February 7th Special City Council meetings, staff and the City Council reviewed and discussed a list of items to be added to the City's work plan. Several issues relating to the zoning code were identified as part of the work plan. Staff is bringing forward these items for further discussion and direction.

Staff has identified the following items as being part of the work plan:

- Review/Amend the Sign Regulations Chapter 1010.
- Review/Amend the Shoreland, Wetland, and Stormwater Management Chapter 1017 and Erosion and Sedimentation Control Chapter 1018.
- Review/Amend the Sexually Orientated Uses Chapter 1020.
- Review/Amend the Subdivision Regulations - Title 11.
- Add incentives for the use of energy-efficient practices, xeriscaping, native planting, and community involvement.
- Community-based planning through Charrette Process.
- Create processes to allow staff and Council to review and modify proposals to allow for the city of preserve and protect neighborhood character.
- Review public notification policy for "aggressive land uses".
- Evaluate High Density Residential code and create greater setbacks when adjacent to lower density uses.

The above items were taken from staff's notes and materials provided as part of the materials for the special meeting. If there are other items that should be discussed, please bring them up as part of the discussion.

The first 5 items are ones identified by staff, while the remaining items were identified by Council members. As the previous sessions just identified all of the topics and did not have substantial discussion, staff would like for the Council to have a discussion about each of the items and receive direction from the Council on how to proceed with the identified topics.

Secondly, the Council should also prioritize these items as some may be more important than others. Staff has included a brief discussion below on each item to help foster the discussion.

- **Review/Amend the Sign Regulations Chapter 1010.** *The sign ordinance was updated in 2007 and is in relatively good shape. However, staff would like to review the whole document for any potential changes and add language regarding digital display signs.*
- **Review/Amend the Shoreland, Wetland, and Stormwater Management Chapter 1017 and Erosion and Sedimentation Control Chapter 1018.** *Staff would like to separate Shoreland Management from the existing chapter. For the Shoreland and Wetland Chapter, which regulates development on lakes, rivers, and wetlands, staff is waiting for the Minnesota Department of Natural Resources to update their model ordinance for the City to use as a template. The current shoreland regulations date from the 1970s and need to be updated. Staff has not received any information on a timetable for the DNR, but the model ordinance could be released later this year.*

In regards to the Stormwater Management Chapters, is intended to move these regulations out of the zoning code and into Chapter 8 Public Works. Since Public Works staff regulates and enforces stormwater ordinances, it seems to be appropriate to locate this section into Chapter 8. For the same reasons, Chapter 1018 Erosion and Sedimentation Control should be relocated to Chapter 8.

- **Review/Amend the Sexually Orientated Uses Chapter 1020.** *The regulations governing sexually orientated uses have not been updated since 2002 and staff would like to review the ordinance with the City Attorney to ensure that the chapter reflects modern society and our community's values.*
- **Review/Amend the Subdivision Regulations - Title 11.** *Staff would like to do a comprehensive review of Title 11, Subdivision to ensure the regulations are adequate to govern the subdivision of land for development and the construction of public infrastructure. This Title outlines the process of approving subdivision plats (including minor subdivisions), sets the application submittal requirements, sets public improvements standards, sets design standards for public infrastructure and minimum standards for lot size and area, and establishes the park dedication requirement.*
- **Add incentives for the use of energy-efficient practices, xeriscaping, native planting, and community involvement.** *Staff believes that using incentives is the proper way to encourage the abovementioned items versus a strict mandate or requirement. Incentives can take many forms from reduced timeline for review and approval, reduced fees, additional density, etc. The City Council should discuss if and how incentives should be used.*
- **Community-based planning through Charrette Process.** *A charrette is collaborative process in which groups of people draft a solution to a problem and is a technique used in many different disciplines. In the municipal context, local elected officials, property owners, staff, and stakeholders come together to work out an acceptable solution to an issue. It is often used to tackle design topics but is used for more broadly based planning. While a charrette can be highly effective, it does take additional time and cost than a typical review process. Nevertheless, it can be extremely effective on highly charged topics and can help a community arrive at an optimal solution. It is often a perfect fit for a publically-led project.*

- **Create processes to allow staff and Council to review and modify proposals to allow for the city of preserve and protect neighborhood character.** *The current code, like the previous code, outlines standards and requirements to be met for development or improvement of a property. If those standards and requirements are met, the use and/or improvement is allowed to go forward upon receiving a building permit. Certain uses, because of their nature or potential impact are only conditionally permitted and are required to receive approval by the City Council. In addition, if a proposed use is not consistent with the Comprehensive Plan or the current zoning designation, the City Council has to approve a change to the property's designation before allowing for the development or improvement. The previous code also allowed for a Planned Unit Development (PUD) that allowed for deviations from the regulations and standards due to the uniqueness of the proposal. Any PUD, which in effect is the granting of several variances to the code, needed to be approved by the City Council.*

Under the previous code, PUDs were used quite frequently (and with criticism) for development as the existing code did not allow for a lot of flexibility and was outdated with the current building and development trends and techniques. Due to the excessive use of PUDs and the inherent criticism of PUDs, the new code no longer requires or allows for a PUD. Instead, the new code has updated the standards and regulations to current building, design, and development trends and techniques. Staff believes this is a better approach as it gives more certainty to property owners, citizens, and developers on what can occur on a property and how it will occur. Since the zoning code reflects and implements the Comprehensive Plan goals and policies, there is less of concern of development of property and less of a need for City Council review if the proposal meets the standards and regulations of the Zoning Code.

The end result of the new code is that the City Council will now be seeing less development proposals coming forward for their consideration and approval. City Council approvals will still be required for conditional and interim uses, rezoning and comprehensive plan amendments, and subdivision plats. If a use is permitted and the proposal meets all of the requirements of the zoning code (e.g. does not need a rezoning or variance), the City Council would not formally approve the project.

The City Council should discuss the need for their review of permitted projects and if desired whether it should be for all projects or just certain specific projects.

- **Review public notification policy for “aggressive land uses”.** *Public hearing notification of land use cases is required under state statutes. The statutes require that all property owners within 350 feet of the subject property be notified on the public hearing. In 2007, the City increased that distance to 500 feet. While the existing notice seems to suffice for a majority of land use cases, there are certain uses that cause considerable controversy due to the lack of notice to a larger area. In checking with the surrounding communities, the City of Roseville has largest notification area for land use cases. If there is a desire to create a larger notification area, the City Council should discuss if it should apply to all land use public hearings or just certain ones and how large of a notification area it should be.*
- **Evaluate High Density Residential code and create greater setbacks when adjacent to lower density uses.** *When a higher density project goes next to a lower density project, there is concern about how the higher density use's mass and scale will affect the lower density area. This is a legitimate concern that is typically addressed thru the*

117 *requirement of setbacks or buffer zones. Currently, the code mostly requires a fixed*
118 *setback for high density development regardless of what is located adjacent to it. (The*
119 *exception is in the HDR-1 district which requires a greater side yard setback next to a*
120 *LDR-1 and LDR-2 property). The City Council should discuss if additional setbacks*
121 *should be required when higher density properties are next to lower density properties.*

122 **BUDGET IMPLICATIONS**

123 Not applicable

124 **STAFF RECOMMENDATION**

125 Staff has no recommendation on these items at this time but would like to have discussion and
126 direction from the City Council on how to proceed on the items identified above.

127 **REQUESTED COUNCIL ACTION**

128 The City Council should discuss the items that are part of the work plan and direct staff on how
129 to proceed on the items.

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

Attachments: None

Date: 3/28/11
Item: 13.e
Date: 3/21/11
Item: 15.a

From: Margaret Driscoll
Sent: Wednesday, March 16, 2011 12:16 PM
To: *RVCouncil
Subject: 15.a Councilmember McGehee Request for 3/21 item under "Councilmember Initiated Items for Future Meetings"

Councilmember McGehee requested the following item on the 3/21/11 agenda:

I would like to make a formal request for a broad, long-range planning type meeting on development and redevelopment, preferably in the very near future. I would like to discuss our zoning "tool box" at that time as well. Let me know if you need additional information at this time. I would like to have this with the Council and staff as the lower conference table, if possible. I think that format facilitates more open discussion and exchange of ideas.

This item has been added to "Councilmember Initiated Items for Future Meetings" pursuant to Rule #3: Agenda, of your Rules of Procedure:

..... Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows:

A Councilmember may, at a council meeting, request that an action item be placed on a future council agenda, or;

A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, with a copy of the email to the other Councilmembers, no later than noon of the Wednesday preceding the council meeting. That agenda item will be included on the agenda for the next council meeting under the heading "Councilmember Initiated Future Agenda Items" for notice purposes only, not for action or removal from future agendas, but will not be an action item. The item will become a regular council agenda item (i.e., for discussion and action) at the subsequent council meeting, or;

A Councilmember may request the addition of an agenda item at the same meeting at which the item is to be addressed. However, the addition of an agenda item shall require the approval of a majority of the Councilmembers present.

Thanks.
Margaret



REQUEST FOR COUNCIL ACTION

Date: March 21, 2011

Item No.: 13.b

Department Approval

City Manager Approval

A handwritten signature in black ink, appearing to read "W. Malinen".

Item Description: Review City Manager Goals

1 **BACKGROUND**

2 Annually, the City Council sets goals for the City Manager based on priorities identified by the
3 City Council.

4 **POLICY OBJECTIVE**

5 Provide City Manager with feedback on goals set for 2011.

6 **FINANCIAL IMPACTS**

7 None

8 **STAFF RECOMMENDATION**

9 Review, accept and confirm 2011 City Manager goals.

10 **REQUESTED COUNCIL ACTION**

11 Review, accept and confirm 2011 City Manager goals.

12

Prepared by: Bill Malinen, City Manager

Attachments: A: 2010 City Manager Goals - Revised

2010 Roseville City Manager Goals

3/21/11

- Continue to emphasize the Imagine Roseville 2025 visioning efforts
- Implement a performance measurement system
- Resolve management of public safety departments
- Demonstrate measurable improvement in community engagement
- Continue regular meetings with individual Councilmembers
- Continue to refine the budget and capital investment planning process
- Develop a consistent Legislative Advocacy process
- Implement a Biennial Budgeting process
- Continue outreach and maintain contact with external groups and stakeholders
- Establish and maintain contact with appropriate state and federal legislative representatives
- Instill organizational values of innovation, creativity and outstanding customer service.
- Advocate further examination of e-commerce and e-government concepts.
- Promote partnerships with County, school districts and surrounding governmental entities to ensure connectivity/continuity of efforts in technology.