



City Council Agenda

Monday, October 22, 2012

6:00 p.m.

City Council Chambers

(Times are Approximate)

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Willmus, Johnson, Pust, 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**
- 6:15 p.m. **5. Recognitions, Donations and Communications**
a. Proclaim November American Indian Month
- 6:20 p.m. **6. Approve Minutes**
a. Approve Minutes of October 15, 2012 Meeting
- 6:25 p.m. **7. Approve Consent Agenda**
a. Approve Payments
b. Approve Business & Other Licenses & Permits
c. Receive Imagine Roseville 2025 Update
d. Receive Shared Services Report
e. Receive Grant Application Report
f. Authorize an Agreement with Mr. Stanley Jackson for Operation of the Concession Stands at the Roseville Skating Center
g. Request by property owner, HarMar, Inc. with Semper Development, for Approval of a Parcel RECOMBINATION MINOR SUBDIVISION at 2700-2730 Lincoln Drive and a Drive-Through Facility as a CONDITIONAL USE at 2700 Lincoln Drive
h. Appoint Youth Commissioner to Human Rights
i. Award Contract for Engineering Services for the construction of TWIN LAKES 2ND ADDITION Public

Improvements

- j. Receive 3rd Quarter Financial Report

6:35 p.m. **8. Consider Items Removed from Consent**

9. General Ordinances for Adoption

6:40 p.m. a. Adopt an Ordinance to Amend the Zoning Code to Add Limited Processing and Production to the Regional Business District's Permitted Uses

6:50 p.m. b. Adopt an Ordinance Creating a Zoning Code Definition for Limited Warehousing and Distribution

10. Presentations

11. Public Hearings

7:00 p.m. a. Consider Currency Exchange License Renewal for 2013: Pawn America Minnesota, LLC

12. Business Items (Action Items)

7:05 p.m. a. Currency Exchange License Renewal for 2013: Pawn America Minnesota, LLC

7:10 p.m. b. Award Sale of Bonds

7:25 p.m. c. Consider Temporary Amendment to the City's Investment Policy with regard to Investing Bond Proceeds

7:35 p.m. d. Appoint Commissioner to Human Rights Commission

7:40 p.m. e. Rainbow Foods Liquor Store Alcohol Compliance Failure

7:50 p.m. f. Love From Minnesota Alcohol Compliance Failure

8:00 p.m. g. Cedarholm Golf Course Alcohol Compliance Failure

13. Business Items – Presentations/Discussions

8:10 p.m. a. Discuss Redevelopment of the Hagen Property at 2785 Fairview Ave. Into Market-Rate Apartments and the Use of Twin Lakes TIF Funds to Assist in the Project

8:30 p.m. b. Receive Neighborhood and Community Engagement Task Force Final Report

9:15 p.m. c. Discuss Amending Professional Services Policy to Include Best Overall Value General Guidelines

9:30 p.m. d. Discuss City Manager Evaluation Process

9:45 p.m. e. City Manager Report of Annual ICMA Conference

9:50 p.m. **14. City Manager Future Agenda Review**

9:55 p.m. **15. Councilmember Initiated Items for Future Meetings**

10:00 p.m. **16. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Oct 23	6:30 p.m.	Public Works, Environment & Transportation Commission
November			
Thursday	Nov 1	6:30 p.m.	Parks & Recreation Commission
Wednesday	Nov 7	6:30 p.m.	Planning Commission
<i>Monday</i>	<i>Nov 12</i>		<i>City Offices Closed – Veterans Day</i>
Wednesday	Nov 14	6:30 p.m.	Ethics Commission
Monday	Nov 19	6:00 p.m.	City Council Meeting
Tuesday	Nov 20	6:00 p.m.	Housing & Redevelopment Authority

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



National American Indian Heritage Month November 2012

Whereas: American Indians are the original settlers of this country, and they have made substantial contributions to the culture, language and community of the United States; and

Whereas: The City of Roseville is located on land that was once home to many Dakota and Ojibwa Indians; and

Whereas: The City of Roseville is committed to promoting racial understanding and equality and justice as a fundamental aspect of a healthy community; and

Whereas: The American Indian community has brought values and ideas that have become ingrained in the American spirit, including respect for the natural environment, respect for cultural differences and respect for diversity as a source of strength rather than division; and

Whereas: By Act of Congress of the United States, November is declared as American Indian Heritage Month; and

Whereas: This observance offers special opportunities to become more knowledgeable about the American Indian heritage and to honor the many American Indian leaders who have contributed to the progress of our nation.

Now, Therefore Be It Resolved, that the City Council hereby proclaim the month of November 2012 as American Indian Heritage Month in the City of Roseville and urge all citizens to join in appreciation for our rich and diverse community.

In the City of Roseville, County of Ramsey, State of Minnesota, U.S.A

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 22nd day of October 2012.

Mayor Daniel J. Roe

Date: October 22, 2012

Item: 6.a

Approve Minutes of
October 15, 2012 Meeting

REQUEST FOR COUNCIL ACTION

Date: 10/22/2012
Item No.: 7.a

Department Approval

Chris Miller

City Manager Approval

W. Mahinen

Item Description: Approval of Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	\$83,513.98
67944-67989	\$49,950.66
Total	\$133,464.64

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: Checks for Approval

Accounts Payable

Checks for Approval

User: mary.jenson
Printed: 10/17/2012 - 8:51 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	10/09/2012	Recreation Fund	Operating Supplies	Target- ACH	Summer Options Supplies	8.57
0	10/09/2012	Recreation Fund	Operating Supplies	Target- ACH	Playground Supplies	6.36
0	10/09/2012	Golf Course	Operating Supplies	Home Depot- ACH	Screws	1.06
0	10/09/2012	General Fund	Operating Supplies	Bed Bath & Beyond-ACH	Bed Bug Spray	10.70
0	10/09/2012	Golf Course	Vehicle Supplies	Mills Fleet Farm-ACH	Shop Supplies	73.27
0	10/09/2012	Golf Course	Merchandise For Sale	Restaurant Depot- ACH	Clubhouse Supplies	40.07
0	10/09/2012	Golf Course	Operating Supplies	Target- ACH	Club House Bandages	18.76
0	10/09/2012	Pathway Maintenance Fund	Operating Supplies	Suburban Ace Hardware-ACH	Concrete Tools	32.12
0	10/09/2012	Golf Course	Operating Supplies	Batteries Plus-ACH	Alarm System Battery	24.59
0	10/09/2012	Recreation Fund	Operating Supplies	Target- ACH	Base Camp Supplies	3.19
0	10/09/2012	Golf Course	Merchandise For Sale	Restaurant Depot- ACH	Credit	-41.40
0	10/09/2012	General Fund	Memberships & Subscriptions	PayPal-ACH	Fire Instructors Membership	10.00
0	10/09/2012	Pathway Maintenance Fund	Operating Supplies	Linder's Garden Ctr-ACH	Nursery Supplies	25.69
0	10/09/2012	General Fund	Operating Supplies	Grainger-ACH	Eye Wash Solution	65.15
0	10/09/2012	Pathway Maintenance Fund	Operating Supplies	Menards-ACH	Sidewalk Supplies	20.00
0	10/09/2012	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Station Supplies	129.51
0	10/09/2012	General Fund	Operating Supplies	Batteries Plus-ACH	Voice Amp Batteries	83.11
0	10/09/2012	General Fund	Telephone	Amazon.com- ACH	Phone Clip	21.27
0	10/09/2012	General Fund	209001 - Use Tax Payable	Amazon.com- ACH	Sales/Use Tax	-1.37
0	10/09/2012	General Fund	Operating Supplies	Target- ACH	Community Event Food	71.12
0	10/09/2012	Recreation Fund	Operating Supplies	Jimmy John's Sandwiches- ACH	Base Camp Lunch	120.92
0	10/09/2012	General Fund	Operating Supplies	All Event Party Rental-ACH	Ground Breaking Ceremony Canopy	221.74
0	10/09/2012	Golf Course	Merchandise For Sale	Restaurant Depot- ACH	Clubhouse Supplies	93.07
0	10/09/2012	Recreation Fund	Memberships & Subscriptions	Mn Dept of Labor-ACH	Elevator License	100.00
0	10/09/2012	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	32.01
0	10/09/2012	Golf Course	Operating Supplies	Crown Trophy-ACH	Legue Trophies	206.70
0	10/09/2012	General Fund	Operating Supplies	Things Remembered-ACH	Ground Breaking Ceremony Gold Pla	112.41
0	10/09/2012	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-ACH	Meter Supplies	21.35
0	10/09/2012	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Outlets	29.74
0	10/09/2012	Recreation Fund	Operating Supplies	Target- ACH	LIT Party Supplies	16.65
0	10/09/2012	P & R Contract Maintenance	Vehicle Supplies	Northern Tool & Equip- ACH	Aerator	374.05
0	10/09/2012	License Center	Office Supplies	S & T Office Products-ACH	Office Supplies	155.54
0	10/09/2012	General Fund	Operating Supplies	Fastenal-ACH	Sign Supplies	210.97
0	10/09/2012	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Window/Screen Materials	0.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	10/09/2012	Golf Course	Operating Supplies	Michaels-ACH	Golf Supplies	41.63
0	10/09/2012	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Weed Whip Line	58.27
0	10/09/2012	General Fund	Operating Supplies	Cub Foods- ACH	Donuts	15.38
0	10/09/2012	Recreation Fund	Operating Supplies	Walmart-ACH	Summer Options Supplies	48.11
0	10/09/2012	Recreation Fund	Operating Supplies	Walmart-ACH	Playground Supplies	23.76
0	10/09/2012	P & R Contract Maintenance	Operating Supplies	Menards-ACH	Bench Supplies	64.68
0	10/09/2012	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-ACH	Electrical Supplies	15.20
0	10/09/2012	General Fund	Vehicle Supplies	PTS Tool Supply-ACH	Shop Supplies	122.30
0	10/09/2012	Recreation Fund	Operating Supplies	Walmart-ACH	Credit	-4.29
0	10/09/2012	Golf Course	Operating Supplies	US Foods-ACH	Golf Course Supplies	60.61
0	10/09/2012	Golf Course	Operating Supplies	Goodwill-ACH	League Reception Supplies	15.28
0	10/09/2012	Golf Course	Merchandise For Sale	Restaurant Depot- ACH	Clubhouse Supplies	60.00
0	10/09/2012	Golf Course	Operating Supplies	Restaurant Depot- ACH	Clubhouse Supplies	340.83
0	10/09/2012	Water Fund	Operating Supplies	McMaster-Carr-ACH	E-Coder Meter Supplies	58.45
0	10/09/2012	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	105.46
0	10/09/2012	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Park Supplies	86.78
0	10/09/2012	General Fund	Office Supplies	Office Depot- ACH	Office Supplies	26.77
0	10/09/2012	License Center	Office Supplies	Target- ACH	Office Supplies	5.45
0	10/09/2012	Golf Course	Operating Supplies	Love From MN-ACH	League Reception Prizes	78.15
0	10/09/2012	Golf Course	Operating Supplies	TCBY-ACH	League Reception Prizes	15.00
0	10/09/2012	Golf Course	Operating Supplies	Ruby Tuesday-ACH	League Reception Prizes	40.00
0	10/09/2012	Golf Course	Operating Supplies	Restaurant Depot- ACH	League Reception Supplies	266.15
0	10/09/2012	Golf Course	Operating Supplies	Rosedale Center-ACH	League Reception Prizes	91.80
0	10/09/2012	Golf Course	Operating Supplies	Home Depot- ACH	Paint	11.88
0	10/09/2012	Recreation Fund	Operating Supplies	Cub Foods- ACH	Fun With Food Week Supplies	41.52
0	10/09/2012	Golf Course	Operating Supplies	Target- ACH	League Reception Supplies	180.69
0	10/09/2012	Recreation Fund	Professional Services	Northstar Publishing-ACH	Digital Flip Book	160.00
0	10/09/2012	Pathway Maintenance Fund	Operating Supplies	Knife River Corp-ACH	Sidewalk Panels	396.37
0	10/09/2012	Sanitary Sewer	Operating Supplies	Mills Fleet Farm-ACH	Meter Supplies	47.11
0	10/09/2012	General Fund	Operating Supplies	Byerly's- ACH	Bakery Items	47.57
0	10/09/2012	Golf Course	Operating Supplies	Office Depot- ACH	Office Supplies	144.60
0	10/09/2012	Recreation Improvements	1000 Bench	Home Depot- ACH	Bench Supplies	31.82
0	10/09/2012	Golf Course	Operating Supplies	Target- ACH	League Reception Supplies	36.16
0	10/09/2012	P & R Contract Maintenance	Operating Supplies	Sprint-ACH	Phone Holster	32.12
0	10/09/2012	Recreation Fund	Operating Supplies	Little Caesars-ACH	Dance Staff Meeting Supplies	16.07
0	10/09/2012	Golf Course	Operating Supplies	Hirshfields-ACH	Stain, Sealer	232.32
0	10/09/2012	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-ACH	Plumbing Supplies	2.76
0	10/09/2012	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	99.37
0	10/09/2012	Golf Course	Operating Supplies	Target- ACH	League Reception Supplies	25.96
0	10/09/2012	P & R Contract Maintenance	Operating Supplies	Davis Lock & Safe-ACH	Keys	17.68
0	10/09/2012	Golf Course	Vehicle Supplies	US Foods-ACH	Golf Course Supplies	4.29
0	10/09/2012	Police Vehicle Revolving	Capital Outlay	AG Blinds-ACH	Blinds	534.38
0	10/09/2012	Police Vehicle Revolving	Use Tax Payable	AG Blinds-ACH	Sales/Use Tax	-34.38
0	10/09/2012	Pathway Maintenance Fund	Operating Supplies	Advance Shoring Company-ACH	Concrete Tools	137.23

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	10/09/2012	General Fund	Operating Supplies	Fitwipes-ACH	Disinfecting Wipes	155.09
0	10/09/2012	General Fund	209001 - Use Tax Payable	Fitwipes-ACH	Sales/Use Tax	-9.98
0	10/09/2012	General Fund	Operating Supplies	Plaza Parking-ACH	Convention Parking	9.00
0	10/09/2012	Recreation Fund	Operating Supplies	St. Paul Park & Rec-ACH	Summer Spec Field Trip	191.50
0	10/09/2012	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Glass	8.02
0	10/09/2012	Recreation Fund	Operating Supplies	Target- ACH	Gymnastics Office Furniture	235.63
0	10/09/2012	License Center	Office Supplies	Mydriversmanuals-ACH	Drivers Manuals	99.07
0	10/09/2012	License Center	Use Tax Payable	Mydriversmanuals-ACH	Sales/Use Tax	-6.37
0	10/09/2012	Police Vehicle Revolving	Capital Outlay	AG Blinds-ACH	Blinds	920.13
0	10/09/2012	Police Vehicle Revolving	Use Tax Payable	AG Blinds-ACH	Sales/Use Tax	-59.19
0	10/09/2012	P & R Contract Maintenance	Operating Supplies	Sherwin Williams - ACH	Field Paint	115.64
0	10/09/2012	Community Development	Conferences	PayPal-ACH	APA Conference-Paschke	831.00
0	10/09/2012	General Fund	Vehicle Supplies	Suburban Ace Hardware-ACH	Spark Plugs	10.67
0	10/09/2012	Sanitary Sewer	Operating Supplies	Harbor Freight Tools-ACH	Tools	5.55
0	10/09/2012	Golf Course	Operating Supplies	Restaurant Depot- ACH	League Reception Supplies	118.39
0	10/09/2012	General Fund	Operating Supplies	Dollar Tree-ACH	Outreach Supplies	7.50
0	10/09/2012	General Fund	Operating Supplies	Panera Bread-ACH	Intern Going Away Bagels	14.99
0	10/09/2012	Information Technology	Operating Supplies	Monoprice.Com-ACH	Video Cables	28.71
0	10/09/2012	Information Technology	Use Tax Payable	Monoprice.Com-ACH	Sales/Use Tax	-1.85
0	10/09/2012	Information Technology	Operating Supplies	Baltic Networks-ACH	Security Cameras Wireless Backhall	205.07
0	10/09/2012	Information Technology	Use Tax Payable	Baltic Networks-ACH	Sales/Use Tax	-13.19
0	10/09/2012	Information Technology	Computer Equipment	PayPal-ACH	Wireless LAN Controller	1,870.31
0	10/09/2012	Information Technology	Use Tax Payable	PayPal-ACH	Sales/Use Tax	-120.31
0	10/09/2012	Information Technology	Operating Supplies	CDW-Government- ACH	Monitoring Station Video Card	245.87
0	10/09/2012	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-ACH	Wrench, Wire Brush	35.65
0	10/09/2012	General Fund	Operating Supplies	Target- ACH	Outreach Supplies	36.61
0	10/09/2012	Information Technology	Operating Supplies	Monoprice.Com-ACH	Video Cables	26.78
0	10/09/2012	Information Technology	Use Tax Payable	Monoprice.Com-ACH	Sales/Use Tax	-1.72
0	10/09/2012	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Valve	10.70
0	10/09/2012	Golf Course	Operating Supplies	Dollar Tree-ACH	League Reception Table Wear	34.33
0	10/09/2012	Recreation Fund	Operating Supplies	Little Caesars-ACH	LIT Pizza Party	66.42
0	10/09/2012	Recreation Fund	Operating Supplies	Dairy Queen-ACH	LIT Party Supplies	24.85
0	10/09/2012	Recreation Fund	Operating Supplies	Cub Foods- ACH	Dance Open House Supplies	24.31
0	10/09/2012	Recreation Fund	Operating Supplies	Walmart-ACH	Summer Spec Supplies	8.35
Check Total:						11,226.54
0	10/10/2012	Community Development	Conferences	Bryan Lloyd	Mileage Reimbursement	163.17
0	10/10/2012	Internal Service - Interest	Investment Income	BMO Harris Bank	Safekeeping Charges	26.50
0	10/10/2012	Recreation Fund	Professional Services	Daniel Kuch	Community Band Director July-Sept	500.00
0	10/10/2012	Sanitary Sewer	Sanitary Sewer	City of Maplewood	Sanitary Sewer & Storm Drainage-3rd	36,731.77
0	10/10/2012	Storm Drainage	Storm Drainage Fees	City of Maplewood	Sanitary Sewer & Storm Drainage-3rd	4,254.06
0	10/10/2012	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	565.32
0	10/10/2012	General Fund	Conferences	Jolinda Stapleton	Mileage Reimbursement	67.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	10/10/2012	Community Development	Transportation	Joel Koepp	Mileage Reimbursement	76.59
0	10/10/2012	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	401.55
0	10/10/2012	Community Development	Conferences	Joel Koepp	Conference Lodging Reimbursement	126.49
0	10/10/2012	Information Technology	Operating Supplies	Mike Moncur	Supplies Reimbursement	92.55
0	10/10/2012	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	810.00
0	10/10/2012	General Fund	Transportation	William Malinen	Mileage Reimbursement	101.79
0	10/10/2012	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	452.60
0	10/10/2012	Recreation Fund	Operating Supplies	Stitchin Post	Long Sleeve T Shirts	84.00
0	10/10/2012	Workers Compensation	Professional Services	SFM Risk Solutions	Work Comp Administration	1,932.00
0	10/10/2012	Recreation Fund	Professional Services	Youth Enrichment League, Corp.	Extreme Legos Class	1,236.00
0	10/10/2012	General Fund	Operating Supplies	IdentiSys, Inc.	P/P Cards	69.54
0	10/10/2012	General Fund	Vehicle Supplies	Midway Ford Co	2012 Blanket PO for Vehicle Repairs	51.54
0	10/10/2012	General Fund	Vehicle Supplies	MacQueen Equipment	2012 Blanket PO for Vehicle Repairs	1,008.63
0	10/10/2012	General Fund	Vehicle Supplies	Napa Auto Parts	2012 Blanket PO for Vehicle Repairs	48.63
0	10/10/2012	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2012 Blanket PO For Vehicle Repairs	75.87
0	10/10/2012	Storm Drainage	2012 Drainage Improvements	American Engineering Testing, Inc.	Condition Assessment	2,054.28
0	10/10/2012	General Fund	Vehicle Supplies	Boyer Trucks Inc	2012 Blanket PO for Vehicle Repairs	164.84
0	10/10/2012	General Fund	Contract Maintenance	Adam's Pest Control Inc	Quarterly Service	60.04
0	10/10/2012	P & R Contract Maintenance	Vehicle Supplies	MTI Distributing, Inc.	Pulley	48.33
0	10/10/2012	P & R Contract Maintenance	Vehicle Supplies	MTI Distributing, Inc.	V-Belt	112.15
0	10/10/2012	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn P.A.	Legal Services-Prosecution	12,098.50
0	10/10/2012	Fire Station 2011	Professional Services	CNH Architects, Inc.	Architectural Design	2,518.47
0	10/10/2012	Information Technology	Computer Software	SHI International Corp	Adobe Software for Roseville Packets	3,516.19
0	10/10/2012	Non Motorized Pathways	NESCC-Fairview Pathway	Element Materials Tech-St. Paul, Inc.	Engineering Technician Services	2,247.41
0	10/10/2012	General Fund	Operating Supplies	Streicher's	Uniform Supplies	98.00
0	10/10/2012	General Fund	Operating Supplies	Streicher's	Uniform Supplies	64.00
0	10/10/2012	General Fund	Operating Supplies	Streicher's	Uniform Supplies	246.00
0	10/10/2012	Pathway Maintenance Fund	Operating Supplies	Ramy Turf Products	Seed	261.31
0	10/10/2012	General Fund	Operating Supplies	Ramy Turf Products	Credit	-78.39
Check Total:						72,287.44
67944	10/10/2012	Community Development	Electrical Permits	Arnie Billmark Electric	Electrical Permit Refund-2275 Walnu	28.00
Check Total:						28.00
67945	10/10/2012	General Fund	Training	Barbara Schneider Foundation	Crisis Intervention Team Training	560.00
Check Total:						560.00
67946	10/10/2012	General Fund	Operating Supplies	Batteries Plus	Bulk Batteries	68.19
67946	10/10/2012	General Fund	Operating Supplies	Batteries Plus	Batteries	28.58
Check Total:						96.77
67947	10/10/2012	General Fund	Vehicle Supplies	Bauer Built, Inc.	Firehawk PVS	2,300.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	2,300.70
67948	10/10/2012	Information Technology	Operating Supplies	CDW Government, Inc.	TRIPP 3000VA	1,573.88
67948	10/10/2012	Information Technology	Operating Supplies	CDW Government, Inc.	Projector Screen	138.80
67948	10/10/2012	Information Technology	Operating Supplies	CDW Government, Inc.	Credit	-138.80
					Check Total:	1,573.88
67949	10/10/2012	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	84.15
					Check Total:	84.15
67950	10/10/2012	General Fund	Contract Maintenance	Comcast Cable	Cable TV	4.51
					Check Total:	4.51
67951	10/10/2012	Police Forfeiture Fund	Professional Services	Driver & Vehicle Services	Undercover Police Vehicle Licensing	563.75
					Check Total:	563.75
67952	10/10/2012	Recreation Fund	Professional Services	Sharon Eaton	Preschool Instruction	300.00
67952	10/10/2012	Recreation Fund	Professional Services	Sharon Eaton	Preschool Instruction	225.00
					Check Total:	525.00
67953	10/10/2012	Golf Course	Operating Supplies	General Parts, Inc.	On/Off Switch	72.73
					Check Total:	72.73
67954	10/10/2012	Pathway Maintenance Fund	Operating Supplies	Gertens Greenhouses	Nursery Supplies	793.16
					Check Total:	793.16
67955	10/10/2012	License Center	Memberships & Subscriptions	GlobalPayments	Annual Membership	25.00
					Check Total:	25.00
67956	10/10/2012	Recreation Fund	Operating Supplies	Gopher	Vinyl Floor Tape	22.37
					Check Total:	22.37
67957	10/10/2012	Recreation Fund	Operating Supplies	Douglas Hefti	Cribbage League Prizes	45.00
					Check Total:	45.00
67958	10/10/2012	Information Technology	Operating Supplies	Hewlett-Packard Company	Server Supplies	295.69
67958	10/10/2012	Community Development	Computer Equipment	Hewlett-Packard Company	Docking Station	147.49
					Check Total:	443.18
67959	10/10/2012	Information Technology	Telephone	Hurricane Electric	Transit Service Monthly Fee	500.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
67960	10/10/2012	General Fund	Training	Inside the Tape	Check Total:	500.00
					Crime Scene Management Training-S	155.00
67961	10/10/2012	Risk Management	Professional Services	Integrated Loss Control, Inc	Check Total:	155.00
					Right To Know Refresher Training	255.00
					Right To Know Refresher Training	212.50
					Employee Hazard Communication	237.50
67962	10/10/2012	Central Svcs Equip Revolving	Rental - Copier Machines	Konica Minolta	Check Total:	705.00
					Copy Charges & Lease	4,899.45
67963	10/10/2012	Recreation Fund	Fee Program Revenue	Jim Langevin	Check Total:	4,899.45
					Key Deposit Refund	75.00
67964	10/10/2012	Community Development	Advertising	Lillie Suburban Newspaper Inc	Check Total:	75.00
					Notices-Acct Number: 000262	17.50
67964	10/10/2012	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices-Acct Number: 000262	57.50
67965	10/10/2012	General Fund	Professional Services	Martin McAllister, Inc.	Check Total:	75.00
					Public Safety Assessment	400.00
67966	10/10/2012	General Fund	Vehicle Supplies	Matheson Tri-Gas, Inc	Check Total:	400.00
					Acetylene	42.85
67967	10/10/2012	Fire Station 2011	Professional Services	Meyer Rohlin Land Services, Inc.	Check Total:	42.85
					Field Survey Work	945.00
67968	10/10/2012	Police Forfeiture Fund	Vehicles	Mid America Auctions, Inc.	Check Total:	945.00
					2007 Nissan Quest	8,125.00
67969	10/10/2012	Recreation Improvements	Arboretum Irrigation Upgrade	MIDC Enterprises	Check Total:	8,125.00
					Irrigation Design Fees	397.50
					Irrigation Design Fees	397.50
					Trenching Shovel	29.74
					Erosion Control Supplies	128.00
67970	10/10/2012	Community Development	Memberships & Subscriptions	MN Commercial Association of Real Estat	Check Total:	952.74
					MNCAR Association Membership 20	243.75
67970	10/10/2012	Community Development	Professional Services	MN Commercial Association of Real Estat	MNCAR Association Membership 20	225.00

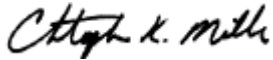
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						468.75
67971	10/10/2012	Street Construction	2012 PMP	MN Dept of Transportation	Materials Testing & Inspection	2,236.46
67971	10/10/2012	Non Motorized Pathways	Professional Services	MN Dept of Transportation	Materials Testing & Inspection	2,016.78
67971	10/10/2012	Street Construction	2012 PMP	MN Dept of Transportation	Materials Testing & Inspection	1,264.91
Check Total:						5,518.15
67972	10/10/2012	General Fund	Contract Maintenance	Penguin Communications, LLC	eDispatches	828.00
Check Total:						828.00
67973	10/10/2012	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.	Sign, Barricade Rental	1,296.66
67973	10/10/2012	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.	Sign, Barricade Rental	157.01
Check Total:						1,453.67
67974	10/10/2012	Storm Drainage	Rental	Railroad Management Co. III, LLC	Storm Sewer Pipeline Crossings	664.36
Check Total:						664.36
67975	10/10/2012	General Fund	Vehicle Supplies	Road Machinery & Supplies Co.	Valve	211.44
Check Total:						211.44
67976	10/10/2012	General Fund	Operating Supplies	Sam's Club	Station Supplies	425.26
Check Total:						425.26
67977	10/10/2012	General Fund	Operating Supplies	Sprayer Specialties, Inc.	Tubing, Clamps, Pump	978.17
67977	10/10/2012	General Fund	209001 - Use Tax Payable	Sprayer Specialties, Inc.	Sales/Use Tax	-62.92
Check Total:						915.25
67978	10/10/2012	General Fund	First Responder Training	Spring Lake Park Fire Dept, Inc.	Blue Card Training	8,823.00
Check Total:						8,823.00
67979	10/10/2012	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	166.75
67979	10/10/2012	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
Check Total:						171.58
67980	10/10/2012	Recreation Fund	Professional Services	Josh Suci	Lacrosse Coaching	650.00
67980	10/10/2012	Recreation Fund	Professional Services	Josh Suci	Lacrosse Coaching	50.00
Check Total:						700.00
67981	10/10/2012	Water Fund	Training	SUSA	Training	90.00
Check Total:						90.00

REQUEST FOR COUNCIL ACTION

Date: 10/22/2012

Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Approval of 2012/2013 Business and Other Licenses

BACKGROUND

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

Massage Therapy Establishment

Personal Fitness Systems, Inc.
1935 W. County Rd B2
Roseville, MN 55113

Massage Therapist

Keith Gosline at Personal Fitness Systems, Inc.
1935 W. County Rd B2
Roseville, MN 55113

Solid Waste Hauler License

Aspen Waste Systems, Inc.
2951 Weeks Ave. SE
Minneapolis, MN 55414

Recycling Hauler License

Aspen Waste Systems, Inc.
2951 Weeks Ave. SE
Minneapolis, MN 55414

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 applications and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

REQUESTED COUNCIL ACTION

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

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications



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

Recycling Hauler License Application

Fee Due: \$125.00 Year 2013 (License will be for January 1 to December 31.)

Business Name ASPEN WASTE SYSTEMS, INC.

Business Address 2951 WEEKS AVENUE S.E. MINNEAPOLIS, MN 55414

Business Phone _____

Contact Person _____ Email Address _____

Emergency Contact Information _____

If completed license should be mailed somewhere other than the business address, please attach separate sheet.

Recycling services will be provided to (check all that apply):

☒ Residential ☒ Commercial ☒ Multifamily ☒ Industrial

Number of vehicles the applicant proposes to use in the collection of recyclables _____

Name and address of companies or materials recovery facility where recyclables will be delivered:

*Newsprint**
PIONEER PAPER

*Glass**
WASTE MANAGEMENT

*Cans/Plastic**
WASTE MANAGEMENT

*Office paper/Boxboard**

PIONEER PAPER

*Corrugated Cardboard**

PIONEER PAPER

Other (please specify)

*Required items for residential and multifamily haulers

I have been provided with a copy of the City of Roseville Curbside Recycling Ordinance and understand that violation of any of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, and the fee of \$125.00.

Date _____

Applicant's Signature _____

Title _____



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

Solid Waste Hauler License Application

Fee Due: \$125.00 Year 2013 (License will be for January 1 to December 31.)

Business Name ASPEN WASTE SYSTEMS, INC.

Business Address 2951 WEEKS AVENUE S.E. MINNEAPOLIS, MN 55414
If completed license should be mailed somewhere other than the business address, please advise.

Business Phone _____

Contact Person _____
(Business Matters)

Email Address _____

Contact Person _____
(Operational Matters)

Email Address _____

Emergency Contact Information
Contact Name: _____

Cell Phone: _____

Alternate Contact Information: _____

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? ☒ Yes ☐ No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

☒ Residential (single family, duplex, triplex, fourplex)

☒ Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

☒ Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste _____

(over)

Name and address of each transfer station, disposal facility and composting facility used for each of the following:
(attach additional pages if needed)

Garbage

NEOLIA

Construction/Demolition Debris

SKB-MALCOMB

Yard Waste/Brush

SKB-MALCOMB

Organics

BROOKLYN PARK-TRANSFER

Include a copy of the disclosure form used to inform customers of the disposal facilities used by the applicant.

Residential Customer Rates

Please include all relevant taxes and fees including surcharges.
These will be published and otherwise made available to residents.

Service	Cost
35 32 Gallon Service*	_____ (per month)
65 64 Gallon Service*	_____ (per month)
95 96 Gallon Service*	_____ (per month)
Walk-up Service*	_____ (per month)
Additional Garbage*	_____
Yard Waste*	_____

*These services are required to be offered in Roseville.

I have been provided with a copy of the City of Roseville Solid Waste Collection Ordinance and understand that violation of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, the fee of \$125.00, and a copy of the disposal facility disclosure form.



Applicant's Signature

Gm

Title

10.8.12

Date



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

Massage Therapy Establishment License Application

Business Name Personal Fitness Systems, Inc.
Business Address 1935 West. County Road B-2, Roseville, MN 55113
Business Phone _____
Email Address _____
Person to Contact in Regard to Business License:
Legal Name _____
address _____
Phone _____ Date of Birth _____
Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 31, 2013, in the City of Roseville, County of Ramsey, and State of Minnesota.

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

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

Signature _____

Date 10/15/12

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



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, 2013

1. Legal Name Keith Gosline / Personal Fitness Systems, Inc.
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Personal Fitness Systems, Inc.

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

Please print this form and mail or hand-deliver along with 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.

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville

REQUEST FOR COUNCIL ACTION

Date: 10/22/12
Item No.: 7.c

Department Approval

City Manager Approval



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

BACKGROUND

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

REQUESTED COUNCIL ACTION

Receive the quarterly update of the *Imagine Roseville 2025* Medium and Long Term Goals.

Prepared by: Bill Malinen

Attachments: A: Quarterly update of the *Imagine Roseville 2025* Medium and Long Term Goals

**Imagine Roseville 2025
Medium & Long Term Goals
October 2012 Update**

Medium Term Goals

Encourage businesses with family-sustaining jobs

- ❑ Roseville HRA has included economic development as one of its important priorities in their draft strategic plan, including finding high-quality jobs. *PT 7/12*
- ❑ Hold Navigating the New Normal Meetings sponsored by the Urban Land Institute *PT 01/12*
- ❑ Staff/Council discussion regarding targeted economic development efforts *PT 10/1*
- ❑ Twin Lakes Phase II complete *PT 10/11*
- ❑ Twin Lakes Phase II substantially complete *PT 1/11*
- ❑ Twin Lakes Phase II infrastructure project out for bid. Expected start, Summer 2010. *PT 6/10*
- ❑ Twin Lakes infrastructure 90% complete, Phase II is being planned for 2010 *PT 12/09*
- ❑ Twin Lakes infrastructure project underway. *PT 9/09*
- ❑ Twin Lakes infrastructure project out for bids. Expected start date, June 2009 *PT 6/09*
- ❑ Began the design work for the Twin Lakes public infrastructure to better position the project to take advantage of development opportunities when they arise. *PT 3/09*
- ❑ This past spring, the City created the Twin Lakes Public Financial Participation Framework that created a high priority in granting TIF funds within Twin Lakes to projects that create family-sustaining jobs. *PT 7/08*

More actively support existing businesses

- ❑ Roseville HRA has included economic development as one of its important priorities in their draft strategic plan, including doing extensive outreach to the existing business community. *PT 7/12*
- ❑ Hold Navigating the New Normal Meetings sponsored by the Urban Land Institute *PT 1/12*
- ❑ Staff/Council discussion on better connecting with Roseville businesses *PT 10/11*
- ❑ Community Development purchased 2011 Dunn and Bradstreet listing of Roseville Businesses *PT 7/11*
- ❑ No new activity to report at this time. *PT 6/10, PT 1/11*
- ❑ No new activity to report at this time *PT 9/09*
- ❑ Worked with the Ramsey County and State of Minnesota to assist UV Color with their expansion plans. *PT 6/09*
- ❑ No new activity to report at this time. *PT 3/09*
- ❑ Given the budget dollars, funding is not possible for 2009. *PT 10/08*
- ❑ Staff has brought forward to the Council about participating in the Twin Cities Capital Community Fund, which will lend money to businesses in participating communities. Decision pending. *PT 7/08*

Increase funding for and more actively promote housing redesign program

- ❑ No new activity to report at this time. *PT 6/10, PT 1/11, PT 10/11*
- ❑ No new activity to report at this time *PT 9/09*
- ❑ The Multi-Family loan program is in place, but no applications have been received. *PT 6/09*
- ❑ The RHRA has discontinued the redesign program due to a lack of interest. However, the RHRA has instituted a new multi-family loan

	program to assist property owners to make exterior improvements and incorporate energy efficient improvements in their buildings. <i>PT 3/09</i> ❑ Given the limited participation, the RHRA is proposing to no longer fund the program and utilize funding for existing loan programs and marketing of RHRA services to reach more residents. The RHRA is preparing to create a multi-family rehab program to allow for reinvestment in aging properties. <i>PT 10/08</i> ❑ In the past six months, the Roseville HRA has reviewed the existing redesign program and has changed some of the program guidelines to make it available to more people. Improvements to program ongoing. <i>PT 7/08</i>
Provide loans and other assistance to help people maintain property	❑ Roseville HRA has included maintaining single-family housing loans and other assistance as part of their draft strategic plan. <i>PT 7/12</i> ❑ Proposed 2012 HRA Budget maintains existing loan programs <i>PT 10/11</i> ❑ 2011 HRA Budget maintains existing loan programs. <i>PT 1/11</i> ❑ No new activity to report at this time. <i>PT 6/10</i> ❑ The HRA has prepared a budget and levy that will continue loan and assistance programs subject to City Council approval. <i>PT 12/09</i> ❑ The HRA has revisited its strategic plan in order to reprioritize its goals and programs. <i>PT 9/09</i> ❑ The HRA is paying for page in the City newsletter to better promote its programs as well as providing resources for our residents. <i>PT 9/09</i> ❑ No new activity to report <i>PT 6/09</i> ❑ The RHRA has created a new multi-family loan program to foster reinvestment into the community's multi-family housing stock. In addition, the City has improved its code enforcement policies and procedures to better inform residents and property owners. <i>PT 3/09</i> ❑ In 2008, the Roseville HRA consolidated its loan program into one program for easier convenience. The RHRA also continues to contract with the Housing Resource Center which provides Roseville residents technical assistance and advice regarding making improvements to their property. <i>PT 10/08</i> ❑ In the past six months, the Roseville HRA has reviewed its existing loan programs and has consolidated two loan programs into one and have made the funds more available for residents to make exterior and interior improvements. The Roseville HRA also added another \$133,000 to the loan pool. The Roseville HRA continues to contract with the Housing Resource Center which provides Roseville residents technical assistance and advice regarding making improvements to their property. <i>PT 7/08</i>
Seek collaborative partners and alternative funding mechanisms	❑ New JPA singed signed with North St Paul for GIS Services <i>PT 1/11</i> ❑ JPA signed with the cities of Anoka and St. Francis, value of contracts is \$157,000 <i>CM 10/12</i> ❑ JPA signed with City of Maplewood and Forest Lake for IT Support Services. Value of contract is \$50,000 annually <i>7/11/11. CM 10/11</i> ❑ JPA signed with City of Vadnais Heights for IT support services. Value of the contract is \$48,000 annually. <i>CM 6/09</i> ❑ 2009 Joint Fiber Optic Network between Roseville Schools and Ramsey County Library System to connect governmental facilities. Total value of construction is approximately \$225,000. <i>CM 6/09</i> ❑ Provided City Manager proposal for creating a Streetlight Utility for funding installation and operation of streetlights citywide. <i>DS 10/08</i> ❑ Alternative funding mechanisms have been discussed briefly but not

	yet researched to determine whether viable <u>there was insufficient Council support to implement.- CM 7/08CM 10/12</u>
Foster youth leadership and development	❑ High School Student developed and administered survey to all Roseville Area High School students <i>LB 10/11</i> ❑ Hired, trained and developed youth through Roseville Parks and Recreation jobs <i>LB 10/11</i> ❑ Worked with high school honor society on community service projects 2011 <i>LB 10/11</i> ❑ Worked with three significant Eagle Scout Projects in 2011 <i>LB 10/11</i> ❑ Ongoing Youth representation on the Parks and Recreation Commission <i>LB 10/11</i> ❑ Three Youth representatives on the Parks and Recreation Master Plan update <i>LB 10/11</i> ❑ Added three youth representatives to the Human Rights Commission. <i>WJM 4/11</i> ❑ Re-implementation of the Police Explorers Program in 2008. <i>CS 3/09</i> ❑ Improved relatively new Leaders in Training (LIT) program. No new programs have begun at this time. <i>LB 7/08</i>
Citywide transportation system	❑ Will explore opportunities for connection from new Park N Ride facility. <i>DS 3/09</i> ❑ Researching possibilities of moving youngsters to and from programs and facilities. <i>LB 7/08</i>
Update Master Plans (to include parks and community facilities) throughout Parks & Recreation System.	❑ <u>Joint Committee of the Parks and Recreation Commission and PWET established to review and prioritize trails and natural resources portion of the Park and Recreation Renewal Program – LB 10/12</u> ❑ <u>LHB Consulting identified and approved as Lead Consultant – LB 10/12</u> ❑ Identified and approved procurement method –Best Value Procurement as a foundation of PRRP <i>LB 1/12</i> ❑ Partial Funding approved for Park and Recreation Renewal Program – program identified <i>LB 1/12</i> ❑ Decision made on implementation plan and preferred funding <i>LB 10/11</i> ❑ Implementation plan and funding options identified <i>LB 10/11</i> ❑ Established short term and long term implementation plan with City Council, Parks and Recreation Commission and Community <i>LB 10/11</i> ❑ Established Master Plan Citizen Organizing Team, November 2010 <i>LB 1/11</i> ❑ Established Master Plan Implementation Process, November 2010 <i>LB 1/11</i> ❑ Adopted Updated Master Plan, November 2010 <i>LB 1/11</i> ❑ Master Plan Process, September 2009 – November 2010 <i>LB 1/11</i> ❑ City Council authorized an agreement with LHB/Cornejo to lead the System Master Plan Update <i>LB 9/09</i> ❑ Received nine proposals, will interview three. Plan to make recommendation in June or July 2009 <i>LB 6/09</i> ❑ Received nine proposals, will interview three. Plan to make recommendation in June or July 2009 <i>LB 6/09</i> ❑ RFPs issued, proposals received and analyzed. Plan to bring to City Council in March, 2009 for consideration. Difficult as no funding for the project has been identified. <i>LB 3/09</i> ❑ Pathway Master Plan approved by City Council in September. <i>DS 10/08</i> ❑ RFP being finalized with Parks and Recreation Commission. Will soon bring to City Council for input and authorization to issue. <i>LB 10/08</i> ❑ Pathway Plan update underway. <i>DS 7/08</i>

	❑ Met with six firms to gather pre request for proposal (RFP) information. Plan to discuss further with Parks and Recreation Commission at an upcoming meeting. <i>LB 7/08</i> ❑ Working on Pathway Master Plan Build Out Plan w/PWET Commission and Parks & Rec Commission DS 7/12
Include shade pavilions and/or park shelters at all parks to promote neighborhood connections and accommodate neighborhood gatherings	❑ Will be incorporated into the anticipated Master Plan process to determine need and locations. <i>LB 7/08</i>
Revise water rates from use base to conservation base incentives for 10-20% reduction in residential and business usage	❑ <u>Annual Rate adjustments being made. Continued discussion in November, 2012 CM 10/</u> ❑ For 2009, adopted a conservation-based rate structure to encourage water conservation and greater transparency in actual costs. <i>CM 3/09</i> ❑ <u>PWETC recommendation for 2009 implementation at September 08 meeting. Anticipate Council discussion November 2008. DS 10/08</u> ❑ <u>Discussed with PWETC April, 2008 Council discussion August/September 2008. DS 7/08</u> ❑ <u>Initial discussions are expected in the Fall of '08, but our rate structure is heavily dependent on high water users to support utility operations. It is unlikely that our rate structure could be changed to a conservation base until 2010. CM 7/08</u>
Fund Citywide traffic model	❑ No new activity <i>DS 6/09</i> ❑ No new activity (funding challenges). <i>DS 3/09</i> ❑ No new activity. <i>DS 10/08</i> ❑ CIP discussion item. <i>DS 7/08</i>
Encourage development of transit, walkability and alternate transportation	❑ <u>Joint Committee of the Parks and Recreation Commission and PWET established to review and prioritize trails and natural resources portion of the Park and Recreation Renewal Program – LB 10/12</u> ❑ Established a citizen trails and natural resources work group as part of master plan implementation program <i>LB 10/11</i> ❑ Reviewing concept for new Park N Ride facility in Little Canada at Rice St. and HWY. 36 <i>DS 4/11</i> ❑ City Awarded LCDA grant for construction of trail from Sienna Green to County Road B. Construction expected in 2011. <i>PT 6/10</i> ❑ Draft of new residential and commercial zoning codes promotes design that promotes walkability. <i>PT 6/10</i> ❑ Staff, in conjunction with AEON, has applied for an LCDA grant from Metropolitan Council for a grant to construct a sidewalk from Har Mar Apartments to County Road B which dramatically improve walkability and access for the residents of the Har Mar Apartments to local stores and transit options. <i>PT 12/</i> ❑ Staff is planning on sending out RFPs for the new zoning code in September. <i>PT 9/09</i> ❑ Rice Street Interchange design will incorporate bike and ped facilities into the design and have discussed transit needs with Met Council. <i>DS 6/09</i> ❑ In anticipation of designing a new zoning code, staff, the Planning Commission, and the City Council are reviewing the use of form-based codes for the new zoning code. Form based codes emphasize walkability and alternative transportation. <i>PT 6/09 - see also Long Term Goals</i> ❑ The City recently approved a new Metro Transit Park and Ride Facility in the Twin Lakes area that will provide access to transit services. <i>PT 3/09 - see also Long Term Goals</i>

	❑ Comp Plan Transportation section discusses each of these items. Council discussion October 08. <i>DS 10/08</i> ❑ Livable Communities concepts incorporated into design guidelines, Pathway Master Plan discusses ped and bike goals and policies. <i>DS 7/08</i> ❑ Working on Complete Streets Policy w/PWET Commission DS 7/12
Long Term Goals	
Develop program to provide fire, safety, CPR, fire extinguisher training to businesses	❑ The Fire Department started offering fire training classes and CPR classes to businesses and community members who request such training. This started with the adoption of the City Fee Schedule on November 17, 2008. <i>RG 3/09</i> ❑ The Fire Dept will begin offering CPR/AED at a rate of \$80 per student and Safety Training at a rate of \$80 per hour. Costs will cover prorated trainer's salary/benefits, books, training materials, administrative time. These services will be offered to businesses once the City's fee schedule is amended to include these fees and this IR2025 goal will be complete. <i>RG 7/08</i>
Community Center Discussion	❑ Community Center identified in master plan implementation program – to be worked on in parallel to the step one Park Renewal Program <i>LB 10/11</i> ❑ Preferred site of Community Center identified as City Hall/Skating Center Campus <i>LB 10/11</i> ❑ Community Center identified in Adopted Park Master Plan, November 2010 <i>LB 1/11</i> ❑ Discussions during Master Plan Implementation Phase, November 2010 <i>LB 1/11</i> ❑ Will be incorporated into the anticipated Master Plan process to determine need and locations. <i>LB 7/08</i> ❑ Further discussions at Joint School Board/City Council Meeting on 6/26/12
Establish a Community Resource and Volunteer Center/Network with support and coordinating staff to recruit, train, nurture volunteers.	❑ Proposal accepted by the 2009 Leadership St. Paul Program to assign a group to Roseville to enhance the volunteer program by creating a comprehensive community volunteer model. <i>LB 3/09</i> ❑ Researching possible resources needed to establish such a program and what a program of this type would look like. <i>LB 7/08</i>
Identify segments with poor or no connection. Follow Master plan guide. Address Hwy 36 and Snelling crossing barriers: tunnels or bridges at Lydia, Co C, Co B, or Roselawn	❑ Completed Construction of Fairview NTP Pathway south of Co Rd B in 2011 <i>DS 1/12</i> ❑ Completed Dale Street Sidewalk <i>DS 1/12</i> ❑ Constructed Snelling Service Drive sidewalk from Aeon project to County Road B <i>DS 10/11</i> ❑ Constructing Sidewalk and Shoulders on Fairview South of County Road B <i>DS 7/11</i> ❑ No new activity. <i>DS 6/09</i> ❑ Developing Fairview NTP Pathway project for 2009 construction. Seeking funding opportunities. <i>DS 3/09</i> ❑ Pathway Master Plan adopted September 08. Seeking funding opportunities. <i>DS 10/08</i> ❑ Discussed as part of Pathway Plan update, incorporate into final draft plus additional locations. <i>DS 7/08</i>
Consider Roundabouts, if space and buying R.O.W. is feasible	❑ Second Roundabout to be constructed in Twin Lakes Summer 2010 <i>DS 5/10</i> ❑ First Roundabout will be constructed late summer 2009 in Twin Lakes Phase I <i>DS 6/09</i>

	❑ Roundabout included in Phase I Twin Lakes improvements construction 2009. <i>DS 3/09</i> ❑ No new activity. <i>DS 10/08</i> ❑ Look into ROW requirements and identify possible corridors 2009. <i>DS 7/08</i>
Add buses and routes for flexibility and suburb-to-suburb travel	❑ Metro Transit evaluation Bus Rapid Transit for Snelling Ave. and other service to area including a new Park N Ride facility in Little Canada <i>DS 4/11</i> ❑ Have had additional discussion with Metro Transit regarding additional service to Park N Ride <i>DS 4/10</i> ❑ No new activity <i>DS 6/09</i> ❑ Explore opportunities created by new Park N Ride <i>DS 3/09</i> ❑ Discussed this flexibility with Metro Transit for Twin Lakes Park N Ride facility. <i>DS 10/08</i> ❑ Continue to push this issue in all discussions with Metro Transit. <i>DS 7/08</i>
Encourage development of transit, walkability and alternate transportation	❑ Participating in Bus Rapid Transit Study for Arterial Corridors including Snelling Avenue <i>DS 7/11, DS 1/12</i> ❑ Provided feedback to Metro Transit on proposal for additional Park N Ride facility in Little Canada at County Road B and Rice St <i>DS 5/10</i> ❑ Draft of new residential and commercial zoning codes promotes design that promotes walkability. <i>PT 6/10</i> ❑ In anticipation of designing a new zoning code, staff, the Planning Commission, and the City Council are reviewing the use of form-based codes for the new zoning code. Form based codes emphasize walkability and alternative transportation. <i>PT 6/09</i> ❑ No new activity <i>DS 3/09</i> ❑ The City recently approved a new Metro Transit Park and Ride Facility in the Twin Lakes area that will provide access to transit services. <i>PT 3/09 - see also Med Term Goals</i> ❑ Included in Transportation section of Comp Plan. <i>DS 10/08</i> ❑ The City has also been working with surrounding communities to promote the development of the Northeast Diagonal as a transit corridor. <i>PT 10/08</i> ❑ Identify needs in CIP 2009-2018 Meeting with Northeast Diagonal cities to pursue getting corridor back into 2030 Plan. <i>DS 7/08</i> ❑ These items are being emphasized in the Comprehensive Plan Update with the goal of making alternative forms of a greater priority in the community's growth and redevelopment in the future. <i>PT 7/08</i>
Work w/ Metro Transit to identify location of long-term park-n-ride facility	❑ Park and Ride structure completed and open for business. <i>PT 6/10</i> ❑ Under construction. Expected completion by 12/31/09 <i>PT 6/09</i> ❑ Metro Transit relooking at the Rice Street/Hwy 36 area <i>DS 6/09</i> ❑ Approved and open by 12/31/09 <i>DS 3/09</i> ❑ The City Council approved the Metro Transit Park and Ride facility in December 2008. Construction will commence in the spring of 2009 and will be completed by the end of the 2009. <i>PT 3/09</i> ❑ Ongoing. The City Council is currently considering the construction of a new park and ride facility located within Twin Lakes that is expected to replace the spaces at Rosedale Mall after 2011. Staff continues to have dialogue with Metro Transit staff regarding needs for additional park and ride facilities. <i>PT 10/08</i> ❑ Council Consideration of Twin Lakes facility October 2008. <i>DS 10/08</i> ❑ Underway for Twin Lakes, additional future needs along Hwy 36

	corridor east end of Roseville. <i>DS 7/08</i> ❑ 2012 Construction of New Park N Ride in Little Canada by Metro Transit <i>DS 1/12</i>
Continue to lobby for the Northeast Diagonal transit line	❑ Staff attendend Ramsey County organized meeting to discuss NE Diagonal. <i>PT 7/12</i> ❑ No new activity to report at this time. <i>PT 6/10, PT1/11, PT 7/11, PT 10/11, 1/12</i> ❑ No new activity to report at this time. <i>PT 9/09</i> ❑ No new activity to report at this time. <i>PT 6/09</i> ❑ No new activity to report at this time. <i>PT 3/09</i> ❑ City is currently working with the City of Vadnais Heights to build a coalition with surrounding communities to promote the development of the NE Diagonal as a transit corridor. Language supporting the use of the NE Diagonal is currently in the draft Comp Plan. <i>PT 10/08</i> ❑ Council Discussion September 2008. <i>DS 10/08</i> ❑ Meeting with adjacent cities July 2008. <i>DS 7/08</i>

REQUEST FOR COUNCIL ACTION

Date: 10/22/12
Item No.: 7.d

Department Approval

City Manager Approval



Item Description: Receive Shared Services Quarterly Update

BACKGROUND

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

REQUESTED COUNCIL ACTION

Receive the Quarterly Shared Services Update

Prepared by: Bill Malinen

Attachments: A. Quarterly Shared Services Update

Shared Services Update*

Attachment A

October 2012 Roseville Services Used by Others

Description of Shared Service	Shared Service Updates:
1. GIS Services with North St. Paul	o For the past five years, the City of Roseville has provided the City of North St. Paul 425 hours of Community Development staff time for GIS services for a fee of \$15,000 annually. <i>PT 06/09</i> North St. Paul has continued using GIS services in 2010. <i>PT 03/10 PT 06/10</i> Staff will plan on continuing this relationship into 2011. <i>PT 1/11</i> This program will continue into 2012. <i>PT 10/11</i> Entered into a new contract, December 2011 <i>PT 1/12</i>
2. Program Offerings to Lauderdale	- o Entered into an general agreement to provide certain program offerings to the community of Lauderdale for a fee LB 6/09 - o Renewed Recreation Agreement for 2012 LB 4-12
3. IT support services	- o JPA signed with the Cities of Anoka and St. Francis for IT Support Services. Total value of these contracts is \$157,000. - o Revised JPA signed with the Cities of Forest Lake and Maplewood for additional IT support services. The value of contracts is \$10,000 annually. <i>CKM 10/11</i> - o JPA signed with the City of Forest Lake for IT support services. Value of the contract is \$55,000 annually <i>CKM 9/09</i> - o
4. Joint Fiber Optic Network	- o 2009 Joint Fiber Optic Network between Roseville Schools and Ramsey County Library System to connect governmental facilities. Total value of construction is approximately \$225,000. Expected completion on 10/31/09 <i>CKM 9/09</i> - o 2009 Joint Fiber Optic Network between Roseville Schools and Ramsey County Library System to connect governmental facilities. Total value of construction is approximately \$225,000 <i>CKM 6/09</i>
5. Engineering Services Falcon Heights and Arden Hills	- o Continue to provide Engineering support services <i>DS 05/09</i> - o Arden Hills Considering Reducing Support from Roseville <i>DS 1/12</i> Ended Arden Hills Engineering Agreement 5/12
6. Street message painting	o Provide as needed to Falcon Heights <i>DS 6/09</i>
7. East Metro SWAT	o Multi-Jurisdictional tactical and crisis negotiation team involving the following cities: Roseville, St. Anthony, New Brighton, North St. Paul, and University of MN police department. <i>7/11</i>
8. Pursuit Intervention Technique Training	o This training is legislatively mandated. Law enforcement personnel must attend this training every three years. RPD oversees this training and is working on adding more departments to the group. <i>CS 6/09</i>
9. K-9 Police Training Area	o K-9 teams from throughout the metro area travel to the Roseville K-9 training area, where the grounds is set up to assist officers and their K-9 partners in preparing for Police Dog 1 certification trials and street work. <i>CS 6/09</i>
10. Automatic Mutual Aid with Lake Johanna Fire	o Provide mutual aid between Lake Johanna Fire and Roseville Fire for all structure fires. <i>TO 9/09</i>
11. Capital City Mutual Aid Association	o Provide fire mutual aid for all fire departments within Ramsey County. <i>TO 9/09</i>

12. North Suburban Mutual Aid Association	o Provide fire mutual aid for all fire departments within Hennepin County. <i>TO 9/09</i>
13.	o
14. Maplewood	o Council Approved Agreement for Engineering Services Sharing <i>DAS 7/11</i> o Exploring sharing engineering staff as needed and available <i>DAS 4/11</i>
15. Ramsey-Washington Suburban Cable Commission	o Joint Powers Agreement Extension of IP Telephony Services <i>CKM 4/11</i>
16. Ramsey County Fire Chief's Assn	o Started County-wide Shared Services Group in June 2011 to review and explore areas in which we can share services and purchases on an ongoing basis. <i>TO 7/11</i>
17. 19 Metro Fire Departments	o Joint fire FEMA training grant with 19 other metro fire departments for 2013/14.
<u>18. Roseville School District</u>	<u>o Joint Communities For a Lifetime Grant to initiate community dialogue on aging successfully in a community</u>

Others' Services Used by Roseville

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

24. Propertyroom.com	o Utilize this web-based service to sell items recovered by the police department. <i>CS 6/09</i>
25. Ramsey County Special Investigations Unit	o Their analysts have assisted us on several cases, creating crime maps, analysis and forecasting. <i>CS 6/09</i>
26. Bureau of Criminal Apprehension	o Laboratory analysis of evidence from fire scenes. <i>TO 9/09</i>
27. State Fire Marshal office	o Assistance with fire investigations on an as needed basis. <i>TO 9/09</i>
28. State Fire Marshal Office	o Resources and materials for public fire safety education. <i>TO 9/09</i>
29. Allina Medical transportation	o Provide patient transport within the city of Roseville. <i>TO 9/09</i>
30. Allina Medical transportation	o Provide medical training for fire department. <i>TO 9/09</i>
31. Minnesota State Regional Hazardous Material teams	o Provide response and technical assistance at Haz Mat incidents. <i>TO 9/09</i>
32. St. Paul Fire Training Center	o Provide training area for fire training. <i>TO 9/09</i>
33. Ramsey County municipalities	o Share purchase and maintenance of election equipment <i>CC 12/09</i>
34. Arden Hills, Little Canada, Lauderdale, Maplewood, Shoreview and White Bear Lake	o Coordinated a rain barrel/compost bin truckload sale <i>WM 6/10 WJM 5/11</i>
35. 911 Cell Phone Bank	o PD utilizes services to collect and refurbish cell phones donated by the community to the PD's 911 Emergency Cell Phone program <i>RM 9/10</i>
36. Ramsey County Project Lifesaver Program	o Personal locating device service offered to Ramsey County residents <i>RM 9/10</i>
37. Combined CERT (Citizens Emergency Response Team)	o Program into New Brighton's VIPS (Volunteers in Police Services) Program to offer more opportunities to volunteer and train members. <i>RM 9/10</i>
38. League of Minnesota Cities	o Online training for Police Officers <i>RM 1/11</i>
39. Bureau of Criminal Apprehension	o PD partners with the BCA in investigating and combating the exploitation of children through the computer. The BCA provides funding for equipment, training and expenses incurred by law enforcement as a result of such investigations. <i>RM 7/11</i>
40. Ramsey County Narcotic Evidence Disposal	o PD partners with Ramsey County and other suburbs in the disposal of expired prescription medications. <i>RM 7/1</i>
41. Minnesota Department of Public Safety	o PD partners with DPS in the investigation of scams and wire transfer frauds, especially those that originate outside the United States. <i>RM 7/11</i>
42. Ramsey County Homeland Security and Emergency Management	o PD partners with RCHSEM using their mobile command post during critical incidents.
43. Law Enforcement Technology Group	o PD partners with St. Anthony PD in sharing information. <i>RM 7/11</i>
44. Ramsey County Traffic Safety Initiative	o PD partners with other Ramsey County law enforcement agencies in combating drunk driving across the county. <i>RM 7/11</i>
45. Drug Recognition Experts	o PD partners with area law enforcement agencies in loaning on-duty DRE officers in combating narcotics related driving offense. <i>RM 7/11</i>
46. Police Canine Program	o PD partners with area law enforcement agencies in loaning on-duty Police K9 teams for assistance in locating individuals and evidence. <i>RM 7/11</i>
47. Ramsey County East Metro Real Time Information Center (EMRIC)	o PD Partners with EMRIC for covert surveillance camera installation and real time monitoring in targeted locations. <i>RM 10/11</i>

48. Ramsey County Elections	o County coordinates 2012 elections. <i>CC 10/11</i>
49. City of Lauderdale	o Recreation Services Agreement (April 2011) <i>LB 10/11</i>
50. Northwestern College	o Cooperation for field maintenance and field use (May – Oct 2011) <i>LB 10/11</i>
51. North Suburban Soccer Association	o Cooperation for field maintenance and field use (May – Oct 2011) <i>LB 10/11</i>
52. City of Columbia Heights	o PD uses their Laser Shot firearms training device during use of force decision making training RM 7/12
53. St. Paul Police Department Radio Repair	o PD partners with the St. Paul Police Department to repair police radios RM 7/12
54. U.S. Postal Inspectors	o PD partners with this federal agency on mail theft incidents that can lead to identity theft RM 7/12
55. Federal Bureau of Investigation	o FBI generally handles the follow up investigation on financial institution robberies 7/12
56. <u>Metro Transit Police</u>	o <u>Metro Transit Police will investigate crimes at the transit parking ramp. Transit police will share intelligence data with RPD RM 10/12</u>

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

REQUEST FOR COUNCIL ACTION

Date: 10/22/12

Item No.: 7.e

Department Approval

City Manager Approval

WJ Malinen

Item Description: Receive City Grant Applications Quarterly Update

BACKGROUND

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

POLICY OBJECTIVE

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

STAFF RECOMMENDATION

Receive the report.

REQUESTED COUNCIL ACTION

Receive the report.

Prepared by: William J. Malinen, City Manager

Attachments: A: List of grant applications and status report

**City of Roseville
Grant Applications
010/22/12**

Organization/ Agency	Application			Dept	City Requirement	Application Approval		Final			
	Purpose	Amount	Date			By	Date	Agency Denied	Agency Awarded	Amount Awarded	City Accepted
The US Conference of Mayors—Main Street Economic Recovery Survey on Infrastructure Job Potential	Commercial Officer – 1 yr	\$120,000	3/09	PD				2009		0	
MN Dept of Human Rights	Facilitated Training for HRC	\$1,500	4/09	AD	None				7/23/09	\$1,500	
Bureau of Justice Assistance	CSO – 1 yr CITs – 1 yr	\$31,828	4/09	PD	None				7/24/09	\$31,828	04/13/09
COPS Hiring Recovery Program	Three Officers	\$601,500	4/09	PD				9/01/09		0	
MN Dept of Health	Alcohol Compliance Checks	\$3,720	7/09	PD				8/10/09		0	
MN Dept of Health	Alcohol Compliance Checks	\$2,840	4/10	PD	None					0	
US Dept of Homeland Security	Assistance to Firefighters, Fire Station Construction	\$4,927,110	7/09	FD	Land Purchase, Landscaping, Some Bldg Equip, Interior Finishing, Office Equip, Interior Furniture			4/1/2010		0	
MN Office of Justice Programs Recovery Act	New RMS, Mobile, Field Reporting Pkg	\$400,032	7/09	PD	None				2009	\$400,032	09/28/09
MN DEED	Property acquisition, construction segment of TL Pkwy and reconstruction of Prior Avenue	\$1,000,000	8/09	CD	Matching Funds: 1,000,000	CC	07/27/09		11/9/09	\$1,000,000	2/22/10
ARRA Federal Stimulus Recovery Act – Geothermal Technologies	Extension of Geothermal to Mtnce	\$1,154,480	8/09	PW	Matching Funds 1,154,480	CC	07/27/09	10/09		0	

Organization/ Agency	Application			Dept	City Requirement	Application Approval		Final			
	Purpose	Amount	Date			By	Date	Agency Denied	Agency Awarded	Amount Awarded	City Accepted
Program Grant	Bldg & City Hall										
Ramsey County Sheriff's Office and the Minnesota Department of Public Safety	Overtime for Safe & Sober participation	\$52,170		PD	None	CC	10/19/09		10/19/09	\$52,170	10/19/09
Ramsey County Environmental Response Fund	Brownfields cleanup	\$30,000	8/09	CD	N/A				09/09	\$30,000	12/21/09
Metropolitan Council Livable Communities Program	Site acquisition, stormwater management, and pedestrian improvements associated with Sienna Green Phase 2	\$297,100	8/09	CD	N/A	CC	9/14/2009		1/13/10	\$202,100	6/28/10
Ramsey County Environmental Response Fund	Brownfields Cleanup	\$344,570	11/06	CD	N/A				12/01/09	\$180,570	3/08/10
Lakeridge	Defibrillator	\$500	3/09	PD	None				03/09	\$500	04/13/09
Kiwanis	Defibrillator	\$500	3/09	PD	None				03/09	\$500	04/13/09
TCF	Defibrillator	\$1,000	6/09	PD	None				06/09	\$1,000	06/09
MN Dept of Human Rights	Community Outreach	\$1,500	9/09	AD	None				10/22/09	\$1,500	Yes
MN Dept of Human Rights	Civic Engagement	\$1,500	12/09	AD	None				01/10	\$1,500	
MN Pollution Control Agency	Stipend for Two GreenCorps Volunteers	0	7/09	AD, PR, PW	Office space, support	CC	7/20/09	9/09		0	
Minnesota Department of Agriculture	Forest Protection Grant for Emerald Ash Borer	\$100,000		PR	15% In-Kind or Cash Match				1/15/10	\$50,000	1/11/10
US Dept of Homeland Security	BearCat Vehicle for SWAT	\$227,557	02/10	PD	0				Yes	\$227,557	02/10
Granite Foundation	Partial Funding to Purchase an ATV to	\$5,000	03/09	PD	\$6,000				06/09	\$5,000	04/13/09

Organization/ Agency	Application			Dept	City Requirement	Application Approval		Final			
	Purpose	Amount	Date			By	Date	Agency Denied	Agency Awarded	Amount Awarded	City Accepted
	replace golf cart used to patrol parks										
Target Corporation	Funding for Shop with a Cop, Citizen's Academy, and National Night to Unite	\$3,500		PD	Ongoing- typically provided on an annual basis					0	
MN Office of Traffic Safety	In-Squad Cameras	\$52,000	09/10	PD	0				Yes	\$52,000	09/10
Ramsey County UASI Project	Emergency Operations Center Equipment	\$36,695	1/10	FD	None				3/2010	\$7650	4/1/201
Assistance to Firefighters Grants (AGF)	CPR devices	\$12,200	3/09	FD	\$4,880			4/2/2010		0	
Federal Appropriation	Twin Lakes infrastructure	\$1,000,000	4/09		None				12/09	\$1,000,000	
State of Minnesota- Dept of Homeland Security	Fire Corps Program	\$6,600	3/10	FD	None		3/10			0	
DEED Contamination Investigation& RAP Development Grant	Site assessment at PIK Site	\$50,000	5/10	CD	50% match to be paid my McGough	Council	4/26/10		6/10	\$50,000	12/10
Rice Creek Watershed District	Cost share for drainage improvements	\$50,000	5/09	PW	Remainder of project costs				3/10	\$50,000	5/10
Ramsey Conservation District	Wetland restoration Rain Gardens	0	5/09	PW	Remainder of project costs				4/10	\$27,165	5/10
Metropolitan Council Environmental Services	Sanitary Sewer Infrastructure Improvements	\$50,000	7/10	PW	>50% match					0	
Ramsey County Environmental Response Fund	Brownfields Cleanup	\$83,000	6/10	CD	None				7/10	\$83,000	
Minnesota Department of Public Safety	First Responder Reimbursement Program	0	09/10	FD	None			9/1/2010		0	
Ryan Companies	Purchase of Defibrillator	\$500	07/10	PD	0				Yes	\$500	
Dept of Public Safety	Safe & Sober	\$20,000	02/09	PD	0				Yes	\$20,000	2/09
Target Corporation	McGruff Costume	\$1,000	07/10	PD	0				Yes	\$1,000	8/10
2010 US DOJ—COPS	Three add'l officers	\$552,126		PD			6/10	Denied		0	

Organization/ Agency	Application			Dept	City Requirement	Application Approval		Final			
	Purpose	Amount	Date			By	Date	Agency Denied	Agency Awarded	Amount Awarded	City Accepted
Ofc											
Ramsey County SCORE Grant	Encourage Recycling	\$70,207	11/09	AD	0	12/09	11/09		12/09	\$70,207	
Ramsey County SCORE Grant	Encourage Recycling	\$70,327	10/10	AD	0	12/10	10/10		12/10	\$70,327	
Ramsey County Be Active! Be Green! Recycling Container Project	Encourage Recycling in Public Places (45 bins @ \$302.90 ea)	\$13,630	9/10	AD	0	9/10	9/10		10/10	13,630.	
Metropolitan Council	Construction Costs for Sienna Green II	\$300,000	7/10	CD	0				12/10	\$300,000	6/11
Metropolitan Council (State bonding money sought by Metro Cities)	Sanitary Sewer Inflow and Infiltration Reduction (expected only \$50,000)	\$124,000	12/10	PW	\$156,662				1/11	\$156,662	
TED Transportation Grant	Twin Lakes 35W Ramp Improvements	\$675,000	12/10	PW	\$289,000			1/11		0	
Metro Regional Arts Council	Summer Entertainment	\$5,000	1/11	PR	\$1,250						
Private Citizen Donation	Police K9 Program	\$10,000	3/11	PD	0					\$10,000	04/11
St. Paul K9 Foundation	Police K9 Program	\$6,000	3/11	PD	0					\$6,000	04/11
MN Dept of Public Safety	Safe & Sober, Click It or Ticket, HEAT	\$52,000	09/11	PD	0	09/10	09/10			\$52,000	10/10
Ramsey County Homeland Security and Emergency Management	Replacement 800 MHz radio equipment	\$ 30,000	3/11	PD	0				3/11	\$30,000	4/11
Metropolitan Council	Twin Lakes 35w	\$964,000	7/11	PW	20%	7/11	12/11				

Organization/ Agency	Application			Dept	City Requirement	Application Approval		Final			
	Purpose	Amount	Date			By	Date	Agency Denied	Agency Awarded	Amount Awarded	City Accepted
Transportation Advisory Board	Ramp Improvements							12/11			
Roseville Community Fund	Rose Parade	\$2,500	3/11	PR/Kiwanis Club	0	1/11	3/11			\$2,500	
National Recreation and Parks Association	Youth Golf Program	\$12,000	3/11	PR	0	3/11	5/11		5/11	\$12,000	5/11
Minnesota Department of Natural Resources	Fishing Pier in Central Park Bennett Lake	\$37,208	1/11	PR	\$6,408 In Kind	1/11	5/11		5/11	\$30,800	9/11
Roseville Rotary	Drainage improvements and soccer goals at Tamarack Park	\$6,000	5/11	PR	0	3/11	5/11		5/11	\$6,000	
National Rifle Assn	Defibrillators	\$12,000	9/11	PD	0	9/11	9/11				
Department of Natural Resources	Conservation Partners Legacy Grant	\$5,000-\$400,000	1/12	PR	10%	2/12			4/12	\$89,168	5/12
Department of Natural Resources	Community Forest Bonding Grant	\$25,000	1/12	PR	0 %	2/12			4/12	\$25,000	5/12
Minnesota Regional Arts Council	Community Arts Grant	\$5,000	1/12	PR	\$15,910	2/12			3/12	\$5,000	5/12
Roseville Community Fund	Rose Parade	\$2,500	3/12	PR/Kiwanis	0	1/12					
<u>Minnesota Department of Commerce, Division of Insurance Fraud Prevention</u>	<u>Auto theft prevention</u>	<u>\$66,083</u>	<u>8/11</u>	PD	<u>0</u>	<u>11/11</u>	<u>11/11</u>		<u>11/11</u>	<u>\$66,083</u>	<u>3/12</u>
MN Dept of Labor	Ergonomic Work Stations	\$9,440	7/12	PD	50%						
FEMA	Joint Fire FEMA training grant with	\$25,770	06/01	Fire	20% match – paid out of current		7/03/12				

Organization/ Agency	Application			Dept	City Requirement	Application Approval		Final			
	Purpose	Amount	Date			By	Date	Agency Denied	Agency Awarded	Amount Awarded	City Accepted
	19 other metro fire departments for 2013/14				training budget			10/12			
Rick Creek Watershed District	Water Quality/Drainage Improvements	\$48,756	03/12	PW	Remainder of Project Costs		3/12		5/12	\$48,756	6/18/12
Metropolitan Area Agency on Aging	<i>To initiate community dialogue On elements of aging successfully in a community</i>	\$10,000	8/12	PR in cooperation with Roseville Schools	Staff involvement						
2012 US DOJ-COPS	<i>1 Additional Officer</i>	\$125,000	3/12	PD	\$38,000/yr		3/12				
		\$13, 804,449								\$4,471,275	\$2,880,128

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10-22-12

Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Authorization to Enter into an Agreement with Mr. Stanley Jackson for Operation of the Concession Stands at the Roseville Skating Center.

BACKGROUND

The Roseville Skating Center (Arena and OVAL) has leased its concession stand operations to Big Ten Catering since June of 2004. Big Ten Catering has recently notified the Skating Center staff that they will not be continuing.

On September 24th, 2012, staff issued a Request for Proposals and received two. One was from The Minnesota Sausage Company at a proposed base lease rate of \$3000 annually. The second was from Mr. Stanley Jackson at a proposed base lease rate of \$12,000 annually. The arrangement with Big Ten Catering was \$12,000 annually which is what is currently anticipated in the annual Skating Center revenue budget.

After reviewing both proposals, Mr. Stanley Jackson's proposal is most advantages to the City and would result in a successful operation at the Skating Center because:

- Mr. Jackson has extensive experience and currently provides concession operations at the Roseville Bingo Hall and the West St. Paul Bingo Palace
- Mr. Jackson currently works directly for two significant Skating Center user groups; Midway Speedskating and the Roseville Area Youth Hockey Association at the Roseville Bingo Hall. Mr. Jackson comes highly recommended by both groups.
- The proposed hours of operation and products served are consistent with information that staff has gathered from Skating Center users
- Mr. Jackson will continue to work to provide a menu with a variety of items including healthy food choices
- There is a guarantee lease amount to the City of \$12,000 annually as currently budgeted

Timing is important and it is desirable to secure a suitable operator prior to the OVAL opening on November 9th and prior to the beginning of the High School Hockey season on November 27th. Concessions provide a value added experience for users on a daily basis.

This is a very specialized operation with the market for operators being limited. It is the recommendation of staff to enter into the enclosed Concession Agreement with Mr. Stanley

Jackson subject to final City Attorney approval.

Mr. Jackson will provide the required liability insurance and a Ramsey County Food License.

POLICY OBJECTIVE

The proposal is consistent with the policy of providing the best possible service at the lowest cost to citizens and contracting out services where these goals can be met. The past history of contracting these services in the RSC supports this proposal.

FINANCIAL IMPLICATIONS

The agreed upon contractual arrangements with Mr. Stanley Jackson include the following:

1. The RSC will receive a guaranteed \$12,000 annually
2. Mr. Stanley Jackson will be responsible for all operating costs including labor, merchandise and equipment
3. The RSC will retain the rights to all vending machine revenues

These terms are the same as the former agreement with Big Ten Catering, which worked out well for the Skating Center.

STAFF RECOMMENDATION

Based on the adopted policy and stated goal of providing quality service at the lowest possible costs and the financial guarantees, staff recommends that the City enter into a Concession Agreement with Mr. Stanley Jackson for the operation of the concession stands at the Roseville Skating Center as outlined. The recommendation is a result of Mr. Jackson's overall experience, stellar recommendations, and their ability to work in a public setting.

COUNCIL ACTION REQUESTED

Motion authorizing the Mayor and City Manager to enter into a Concession Agreement with Mr. Stanley Jackson for the operation of the concession stands at the Roseville Skating Center at a lease rate of \$12,000 annually for a scope as outlined, with final review and approval by the City Attorney.

Prepared by: Brad Tullberg, Skating Center Superintendent
Lonnie Brokke, Director of Parks and Recreation

Attachments: Scope of Work

CONCESSION AGREEMENT

This Agreement (“Agreement”) is made on the ____ day of _____, 2012,
by and between the City of Roseville, a municipal corporation (hereinafter “City”), and
_____ Mr. Stanley Jackson a Sole Proprietor.

SECTION I

1. Mr. Stanley Jackson agrees to perform the concession services for the City under the terms and conditions set forth in this Agreement;
2. Mr. Jackson agrees to provide a varied selection of concession items at various prices for general hours of operation at the Roseville Skating Center. The specific hours of operation are Monday through Friday from 4:30 p.m. to 9:30 p.m. and Saturday and Sunday from 8:00 a.m. to 9:00 p.m. with expanded hours for events, special events, practices, and whenever groups or participants are in attendance at the Roseville Skating Center, subject to the approval of the City excluding any catered events;
3. Mr. Jackson agrees to employ and provide adequate staffing for operation of the Concession Stands. Mr. Jackson agrees to be responsible for the supervision and compensation of all necessary Concession Stand employees;
4. Mr. Jackson agrees to be responsible for the purchase, inventory and security of all non-vending food products sold through the Concession Stands;
5. Mr. Jackson agrees to meet all health regulations, city ordinances, state law, federal law and any other regulations, rules or requirements concerning food and beverage concession services;

6. Mr. Jackson may use appropriate promotions and advertising techniques to promote its Concession Stand operation at the Roseville Skating Center, subject to approval by the City;
7. Mr. Jackson shall be responsible for cleaning the Concession Stands and all accompanying equipment and serving areas to the satisfaction of the City;
8. Mr. Jackson shall be responsible for the maintenance and repair of all Concession Stands and all accompanying equipment and serving areas;
9. Mr. Jackson shall provide, at its own cost, cleaning products necessary for cleaning Concession Stands and all accompanying equipment and serving area;
10. Mr. Jackson shall comply with all procedures and policies set by the City pertaining to the operation of the Concession Stands;
11. Mr. Jackson shall provide any additional food preparation equipment not currently located in the Roseville Skating Center concession stands, with approval by the City and the Ramsey County Health Department;
12. Mr. Jackson shall properly secure and be responsible for all property, including food and beverages, stored at the Roseville Skating Center;
13. Mr. Jackson shall provide beverages consistent with the terms under any City master contract for beverage service;
14. Throughout the term of this Agreement, and without interruption, Mr. Jackson shall obtain and maintain a Ramsey County Health Certificate and shall be licensed and bonded as required by the State of Minnesota;

15. At a minimum, Mr. Jackson will operate at least one of the two Concession Stands during the following events:

ARENA

High School and College Games
RAYHA Games
RFSC Exhibitions & Competitions
Annual Figure Skating Show
Hockey Tournaments
Special Events

OVAL

Speed skating Meets
Youth Bandy Practices
Hockey Practices
Special Events
Evening, weekend and holiday
Public Skating Sessions

16. Mr. Jackson shall be responsible for the financial control of all Concession Stand operations provided by Mr. Jackson under this Agreement.

**SECTION II
CITY OF ROSEVILLE'S RESPONSIBILITIES**

1. The City shall provide for the use by Mr. Jackson, the two (2) Concession Stands, one located in the Arena and the second in the OVAL. Mr. Jackson shall have access to the space at all times the Arena or OVAL are open for business.
2. The City shall provide all equipment presently located in the space per attached Exhibit A.
3. The City shall provide safe, reasonable and clean access to the space;
4. The City shall cooperate with Mr. Jackson in discouraging the public from bringing in food and beverages through facility signage.
6. The City shall provide all utilities;
7. The City shall provide storage areas with locks and shelving;
8. The City shall provide a phone for use by Mr. Stanley Jackson in the stand.

SECTION III LOCATION OF SERVICES

It is understood that Mr. Jackson services will be rendered at the Roseville Skating Center, 2661 Civic Center Drive, Roseville, Minnesota 55113.

SECTION IV EXCLUSIVITY

The City agrees to restrict the operation of the Concession Stands to Mr. Jackson exclusively for all events held at the Roseville Skating Center.

SECTION V PAYMENT

Mr. Jackson shall pay the City Twelve Thousand and No/ 100 Dollars (\$12,000.00) per year payable in twelve monthly payments according to the following schedule, due on or before the 15th day of each month.

January	\$ 1,500
February	\$ 1,500
March	\$ 1,000
April	\$ 1,000
May	\$ 500
June	\$ 500
July	\$ 500
August	\$ 500
September	\$ 1,000
October	\$ 1,000
November	\$ 1,500
December	\$ 1,500

SECTION VI STATUS OF (MR. STANLEY JACKSON)

This Agreement calls for the performance of concession services by Mr. Jackson as an independent contractor and, his employees, agents or representatives will not be considered employees of the City for any purposes.

SECTION VII IDENTIFICATION OF PERSONNEL

Mr. Jackson shall provide appropriate identification of its agents, employees and representatives during the performance of this Agreement at the Roseville Skating Center. Mr. Jackson acknowledges and recognizes that it is a fair and equal opportunity employer and that its employees, representatives and agents have had training in sexual harassment, gender sensitivity and cultural diversity.

SECTION VIII GOOD FAITH

In the event that any agreement, approval, consent or other action or decision is permitted or is required hereunder, the parties shall act in good faith and in a reasonable manner in connection therewith.

SECTION IX TERM

The term of this Agreement shall be for one year commencing November 1, 2012. This Agreement shall be automatically extended for another year commencing November 1, 2013; this Agreement may be terminated by either party for any reason with sixty (60) days written notice.

SECTION X SUBCONTRACTOR

Mr. Jackson shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Mr. Jackson shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.

**SECTION XI
INDEPENDENT CONSULTANT**

At all times and for all purposes herein, Mr. Jackson is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find Mr. Jackson an employee of the City.

**SECTION XII
ASSIGNMENT**

Mr. Jackson shall not assign this Agreement nor its rights and/or obligations hereunder, without the prior written consent of the City.

**SECTION XIII
COMPLIANCE WITH LAWS AND REGULATIONS**

The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of this Agreement. Mr. Jackson and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by Mr. Jackson of statutes, ordinances, rules, and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

**SECTION XIV
INSURANCE**

Prior to performance of concession services under this Agreement, Mr. Stanley Jackson agrees to provide the City with a copy of its Certificate of Insurance naming the City as an additional insured. The amounts of insurance shall be no less than the statutory amounts required by the City, currently \$1,500,000.

**SECTION XV
GOVERNING LAW**

This Agreement shall be controlled by the laws of the State of Minnesota.

**SECTION XVI
COUNTERPARTS**

This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

**SECTION XVII
SEVERABILITY**

The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

**SECTION XVIII
ENTIRE AGREEMENT**

Unless stated otherwise herein, the entire agreement of the parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

STANLEY JACKSON

By: _____

Its: _____

EXHIBIT A

EQUIPMENT LIST

ITEM	SERIAL NUMBER	OWNER
FREEZER	WB80104882	CITY OF ROSEVILLE
REFRIGERATOR	WA34900021	CITY OF ROSEVILLE
REFRIGERATOR	100558	CITY OF ROSEVILLE
ICE MAKER	9900260063	CITY OF ROSEVILLE
MICROWAVE	9602212562	CITY OF ROSEVILLE
POPCORN MAKER	G0804893	CITY OF ROSEVILLE
POPCORN MAKER	MIDLAND PROD. – NOT TAGS	CITY OF ROSEVILLE
HOT DOG ROLLER	2-2-206	CITY OF ROSEVILLE
HOT DOG CAROUSEL	17547667	CITY OF ROSEVILLE
PIZZA WARMER	376	CITY OF ROSEVILLE
AUTO FRY	7107-10	CITY OF ROSEVILLE
AUTO FRY WARMER	2395069810	CITY OF ROSEVILLE
COKE REFRIGERATOR	4812781	COCA-COLA
COKE REFRIGERATOR	HA0635983	COCA-COLA
POP DISPENSER	165728	COCA-COLA
POP DISPENSER	15991	COCA-COLA

ROSEVILLE
REQUEST FOR COUNCIL ACTION

DATE: 10/22/2012

ITEM NO: 7.g

Division Approval



City Manager Approval

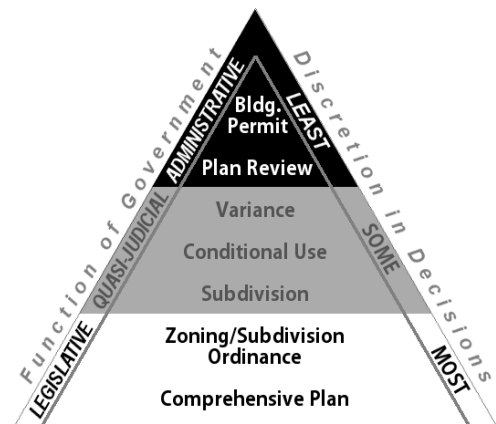


Item Description: Request by property owner, HarMar, Inc., in conjunction with Semper Development, for approval of a parcel RECOMBINATION MINOR SUBDIVISION at 2700-2730 Lincoln Drive and a drive-through facility as a CONDITIONAL USE at 2700 Lincoln Drive (PF12-018)

Application Review Details

- Public hearing: October 3, 2012
- RCA prepared: October 17, 2012
- City Council action: October 22, 2012
- Statutory action deadline: November 6, 2012

Action taken on a conditional use request is **quasi-judicial**; the City's role is to determine the facts associated with the request, and apply those facts to the legal standards contained in State Statute and City Code.



1.0 REQUESTED ACTION

1.1 The property owner requests approval of a RECOMBINATION MINOR SUBDIVISION to rearrange the boundaries of the parcels comprising the Roseville Crossings shopping center to better match the boundaries with the existing development and to adjust the size of the parcel that Semper Development proposes to redevelop from Don Pablo's restaurant into a Walgreens drug store.

1.2 In connection with the proposal to develop a Walgreens, Semper Development requests approval of a drive-through pharmacy pick-up facility as a CONDITIONAL USE.

2.0 SUMMARY OF RECOMMENDATION

2.1 Planning Division staff recommends approval of the proposed PARCEL RECOMBINATION; see Section 8 of this report for the detailed recommendation.

2.2 Planning Division staff concurs with the recommendation of the Planning Commission (6-0) to approve the proposed CONDITIONAL USE; see Section 8 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

3.1 By motion, approved the proposed PARCEL RECOMBINATION, pursuant to §1104.04 of the City Code; see Section 9 of this report for the detailed action.

3.2 By motion, approve the proposed CONDITIONAL USE, pursuant to §1005.03 (Commercial Uses) and §1009.02 (Conditional Uses) of the City Code; see Section 9 of this report for the detailed action.

4.0 BACKGROUND

- 4.1 The property at 2700 Lincoln Drive, located in City Planning District 10 has a Comprehensive Plan designation of Community Business (CB) and a corresponding zoning classification of Community Business (CB) District, in which a drive-through facility requires approval as a CONDITIONAL USE. The proposed retail store and pharmacy are permitted uses in the CB District.
- 4.2 Section 1009.02E of the City Code requires the applicant to validate an approval of the CONDITIONAL USE by beginning site work related to the proposed drive-through facility. If the approval has not been validated within 1 year, the approval will expire and become void.
- 4.3 Since the public hearing held for the proposed CONDITIONAL USE, the property owner has also applied for approval of a PARCEL RECOMBINATION to rearrange the boundaries of existing properties without adding or eliminating parcels; since no public hearing is required for this kind of application, Planning Division staff is bringing it forward with the requested CONDITIONAL USE approval so that they may be considered in combination with one another. A MINOR SUBDIVISION application has been submitted in lieu of the preliminary plat/final plat process because §1104.04E (Minor Subdivision) of the City Code establishes the recombination process to simplify those subdivisions which seek “to divide one recorded lot or parcel in order to permit the adding of a parcel of land to an abutting lot...[in such a way that will] not cause any portion of the existing lots or parcels to be in violation of this regulation or the zoning code.” The current proposal meets these criteria.
- 4.4 According to the procedure established in §1104.04E, if a MINOR SUBDIVISION application is approved, a survey of the approved parcels, the new legal descriptions, and any necessary Quit Claim or Warranty deeds must be submitted within 30 days for administrative review to verify consistency with the City Council’s approval; then the required easements must be prepared, and the easements and legal descriptions must be filed by the applicant with the Ramsey County Recorder.

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.* While a drive-through facility doesn’t appreciably *advance* the goals of the Comprehensive Plan aside from facilitating continued investment in a property, the Planning Commission finds that it does not conflict with the Comprehensive Plan.
 - b. *The proposed use is not in conflict with a Regulating Map or other adopted plan.* The proposed use is not in conflict with such plans because none apply to the property.
 - c. *The proposed use is not in conflict with any City Code requirements.* By its recommendation, the Planning Commission documented its finding that the proposed drive-through facility can and will 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 any conditions of the approval.

- 65 **d.** *The proposed use will not create an excessive burden on parks, streets, and other*
66 *public facilities.* The property has been a restaurant for many years, which generates
67 significantly more traffic than the proposed drive-through pharmacy window—
68 especially during evening hours and weekends, so the Planning Commission found
69 that the proposal is not expected to intensify any practical impacts on parks, streets,
70 or public infrastructure.
- 71 **e.** *The proposed use will not be injurious to the surrounding neighborhood, will not*
72 *negatively impact traffic or property values, and will not otherwise harm the public*
73 *health, safety, and general welfare.* Based on the analysis provided by City staff, the
74 Planning Commission found that, if the drive-through facility is approved, vehicle
75 trips on the local road network may actually decrease from the existing, permitted
76 restaurant, and that the only source of impact to surrounding properties would be the
77 routing of vehicles to and from the pharmacy pick-up window, which will be
78 addressed by the zoning code's specific requirements for site development.

79 **5.2 REVIEW OF SPECIFIC CONDITIONAL USE CRITERIA:** Section 1009.02D of the City Code
80 establishes additional standards and criteria that are specific to drive-through facilities;
81 they are as follows.

- 82 **a.** *Drive-through lanes and service windows shall be located to the side or rear of*
83 *buildings and shall not be located between the principal structure and a public street.*
84 The proposed drive-through facility is at the north side of the building; this location
85 does not face a public street.
- 86 **b.** *Points of vehicular ingress and egress shall be located at least 60 feet from the street*
87 *right-of-way lines of the nearest intersection.* Vehicular ingress/egress related to the
88 proposed drive-through facility is more than 200 feet from the nearest intersection
89 and does not directly access any public right-of-way.
- 90 **c.** *The applicant shall submit a circulation plan that demonstrates that the use will not*
91 *interfere with or reduce the safety of pedestrian and bicyclist movements. Site design*
92 *shall accommodate a logical and safe vehicle and pedestrian circulation pattern.*
93 *Adequate queuing lane space shall be provided without interfering with on site*
94 *parking/circulation.* The Planning Commission concurred with City staff's
95 assessment that the circulation and queuing indicated on the proposed site plan
96 adequately demonstrates that the drive-through facility will not compromise the
97 safety of pedestrians, cyclists, or other motorists.
- 98 **d.** *Speaker box sounds from the drive-through lane shall not be loud enough to*
99 *constitute a nuisance on an abutting residentially zoned property or property in*
100 *residential use.* This requirement does not apply because the drive-through lane is not
101 adjacent to a residential property.
- 102 **e.** *Drive-through canopies and other structures, where present, shall be constructed*
103 *from the same materials as the primary building and with a similar level of*
104 *architectural quality and detailing.* Planning Division staff believes that the proposed
105 canopy as it's represented in the elevation drawings meets this requirement.

- f. *A 10-foot buffer area with screen planting and an opaque wall or fence between 6 and 8 feet in height shall be required between the drive-through lane and any property line adjoining a residentially zoned property or property in residential use.* This requirement does not apply because the drive-through lane is not adjacent to a residential property.

5.1 Roseville's Development Review Committee, a body comprising staff from various City departments, met on September 13 and 20, 2012 to review and discuss the proposal. The only comments which have not been addressed above are the following standard development items that are regulated by various Code requirements:

- a. All of the water leaving the site needs to be treated. The site needs to demonstrate that the existing pond still meets the runoff requirements for the development. This can be done by showing that the pond contours are the same as the original approved site plan. Sediment deltas, voluntary trees and any other maintenance items should be addressed as a part of this redevelopment.
- b. The drainage report submitted with the application only shows proposed drainage areas; a drawing showing the existing drainage areas will be necessary.
- c. A Rice Creek Permit is needed.
- d. Review by MnDOT drainage is needed, this site drains directly to MnDOT right of way.
- e. The proposal generally complies with standard zoning requirements, but building elevations, site screening, and other zoning regulations will be evaluated at the time a building permit application is submitted.

5.2 Review of the proposed drive-through facility against the CONDITIONAL USE standards and criteria leads Planning Division staff to conclude that the use can meet all pertinent requirements.

6.0 REVIEW OF PROPOSED MINOR SUBDIVISION

6.1 Soon after the Slawik Park 4th Addition plat was filed in 1994, its 4 lots were combined into a single tax parcel to better accommodate the development of the Roseville Crossings shopping center. In order to sell the pertinent portion of land area to Walgreens, the property owner intends to un-combine the platted lots, and proposes to reconfigure the parcel boundaries to slightly shrink the Walgreens parcel and to realign a portion of the boundary common to Lots 3 and 4 so that the boundary no longer bisects the existing building.

6.2 The proposed PARCEL RECOMBINATION is illustrated in the sketch included with this report as Attachment D. Starting in the southeast corner, platted Lot 1 would be made smaller by moving the northern boundary about 32 feet southward as represented by Parcel A; Lot 2 would remain unchanged; Lot 3 would shrink slightly by relocating part of its eastern boundary further to the west as represented by Parcel C; and Lot 4, as represented by Parcel B, would be enlarged by the outward relocations of its southern and western property lines.

7.0 PUBLIC COMMENT

At the time this report was prepared, Planning Division staff has received no comments or questions about either proposal from members of the public.

8.0 RECOMMENDATION

8.1 Based on the comments and findings outlined in Sections 4 and 6 – 7 of this report, the Planning Division recommends approval of the proposed RECOMBINATION MINOR SUBDIVISION pursuant to Title 11 (Subdivisions) of the Roseville City Code.

8.2 Based on the comments and findings outlined in Sections 4 – 5 and 7 of this report, the Planning Division recommends approval of the proposed CONDITIONAL USE pursuant to §1005.03 and §1009.02 of the Roseville City Code.

9.0 SUGGESTED ACTION

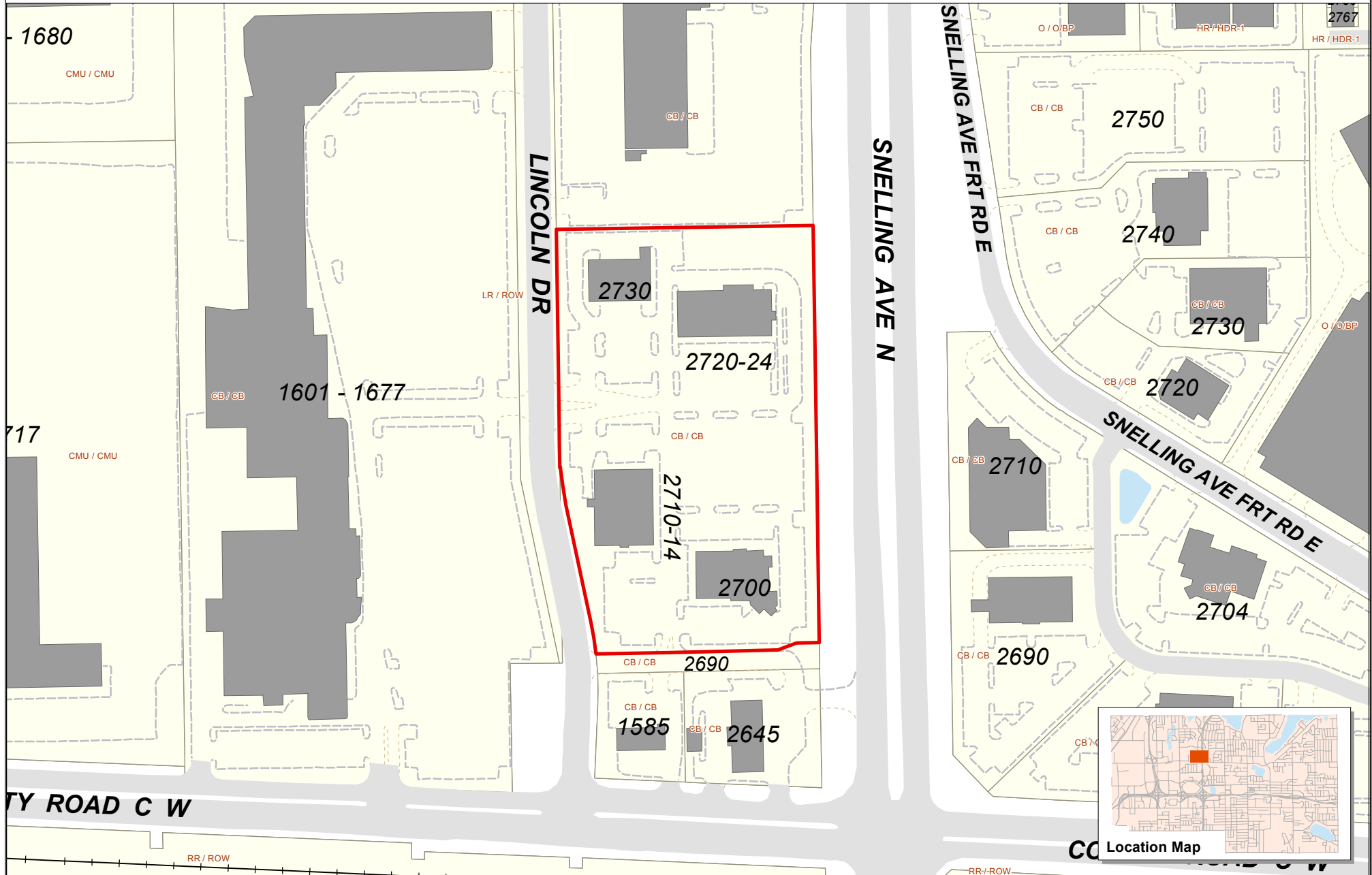
9.1 **By motion, approve the proposed RECOMBINATION MINOR SUBDIVISION** of 2700-2730 Lincoln Drive, based on the comments and findings of Sections 4 and 6 – 7 and the recommendation of Section 8 of this staff report.

9.2 **Adopt a resolution approving a drive-through facility as a CONDITIONAL USE** at 2700 Lincoln Drive, based on the comments and findings 4 – 5 and 7 and the recommendation of Section 8 of this staff report.

Prepared by: Associate Planner Bryan Lloyd
651-792-7073 | bryan.lloyd@ci.roseville.mn.us

Attachments:	A: Area map	D: Parcel recombination illustration
	B: Aerial photo	E: Draft 10/3/2012 public hearing minutes
	C: Walgreens site plan	F: Draft resolution

Attachment A for Planning File 12-018



Prepared by:
Community Development Department
Printed: September 19, 2012



Site Location

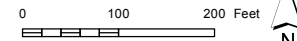
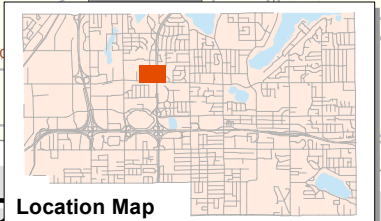
Comp Plan / Zoning
Designations
LR / LDR-1

Data Sources

* Ramsey County GIS Base Map (9/4/2012)
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 for Planning File 12-018



Prepared by:
Community Development Department
Printed: September 19, 2012



Site Location

Data Sources

- * Ramsey County GIS Base Map (9/4/2012)
- * Aerial Data: Pictometry (4/2011)

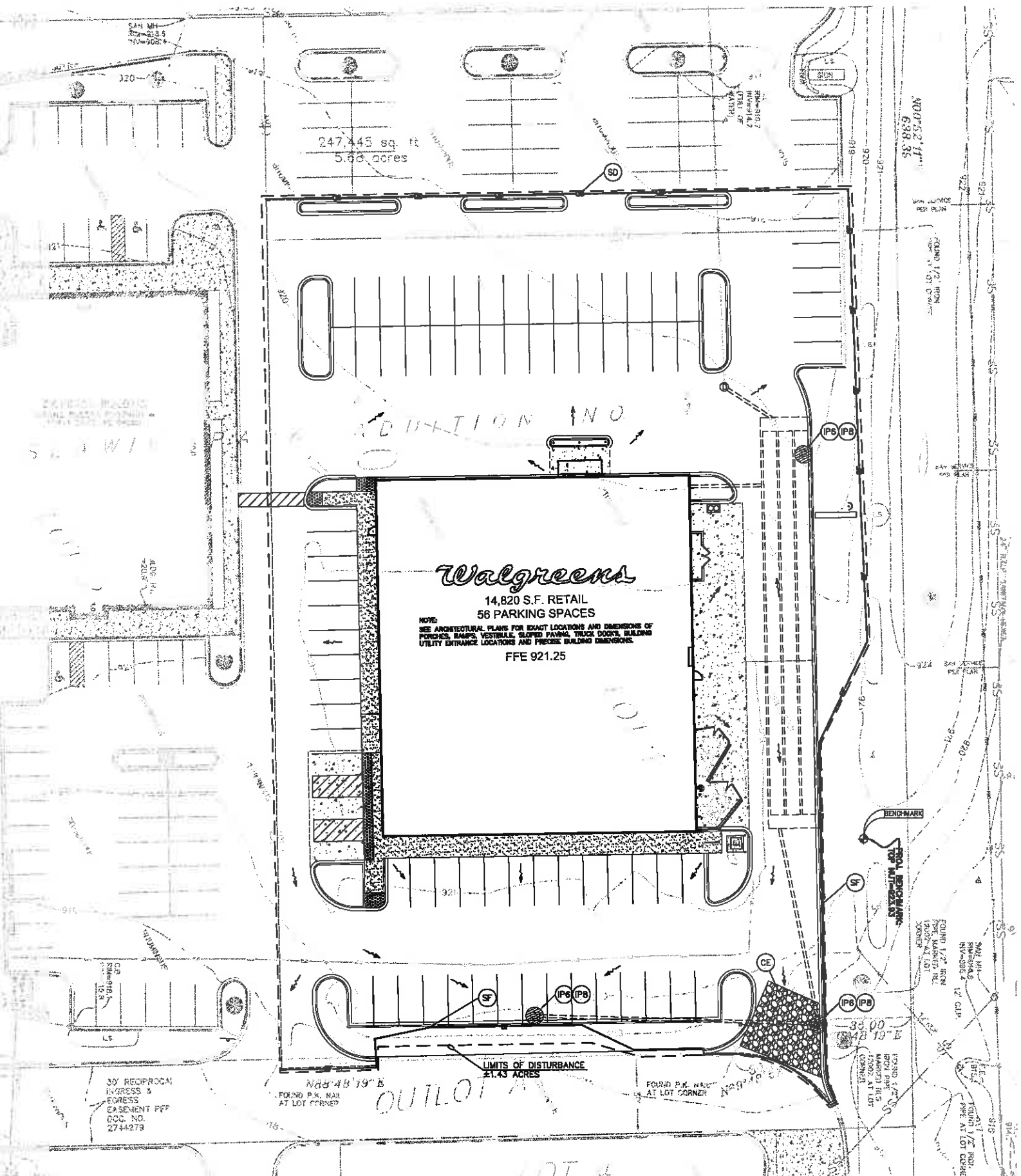
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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 651-792-7385. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

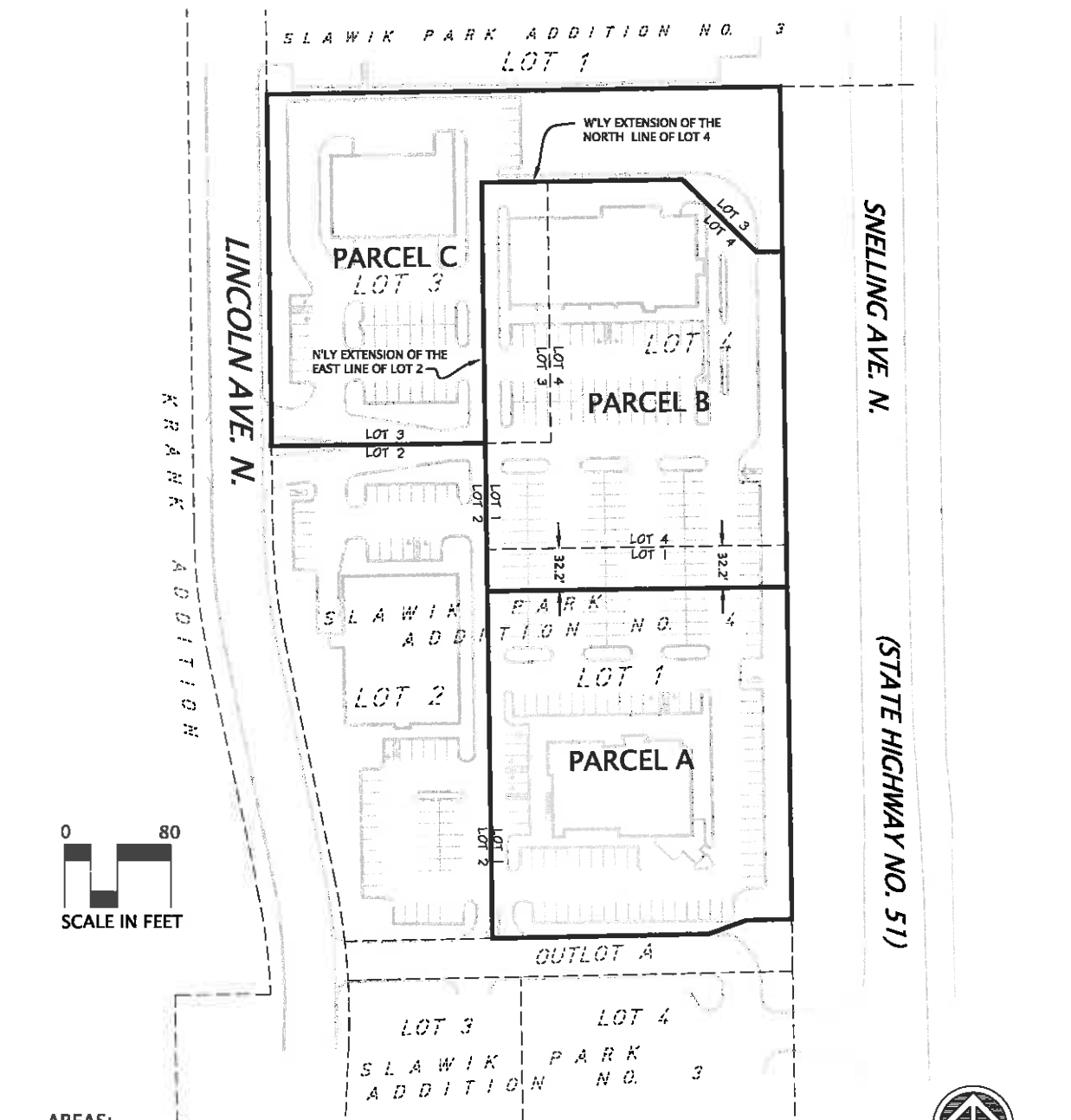
0 50 100 Feet





LOT RECOMBINATION SKETCH

SLAWIK PARK ADDITION NO. 4



AREAS:

EXISTING LOT 1 = 67,781 SQ.FT.
 EXISTING LOT 2 = 55,133 SQ.FT.
 EXISTING LOT 3 = 72,862 SQ.FT.
 EXISTING LOT 4 = 51,669 SQ.FT.
 EXISTING OUTLOT A = 10,722 SQ.FT.
 EXISTING TOTAL = 258,167 SQ.FT.

PROPOSED PARCEL A = 60,407 SQ.FT.
 PROPOSED PARCEL B = 69,013 SQ.FT.
 PROPOSED PARCEL C = 62,892 SQ.FT.
 LOT 2 (UNCHANGED) = 55,133 SQ.FT.
 OUTLOT A (UNCHANGED) = 10,722 SQ.FT.
 PROPOSED TOTAL = 258,167 SQ.FT.

CERTIFICATION:

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

DANIEL L. THURMES
 License No. 25718

Date 10-4-12

EXISTING LEGAL DESCRIPTION:

Lots 1 thru 4, Block 1 and Outlot A, SLAWIK PARK ADDITION NO. 4, Ramsey County, Minnesota

PROPOSED PARCEL A DESCRIPTION (WALGREENS)

That part of Lot 1, Block 1, SLAWIK PARK ADDITION NO. 4, Ramsey County, Minnesota which lies south of the north 32.20 feet thereof.

PROPOSED PARCEL B DESCRIPTION

Lot 4; the north 32.20 feet of Lot 1; that part of Lot 3 lying southerly of the westerly extension of the north line of said Lot 4 and which lies easterly of the northerly extension of the east line of Lot 2, all in Block 1, SLAWIK PARK ADDITION NO. 4, Ramsey County, Minnesota.

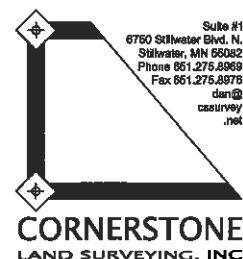
PROPOSED PARCEL C DESCRIPTION

Lot 3 except that part lying southerly of the westerly extension of the north line of Lot 4 and which lies easterly of the northerly extension of the east line of Lot 2, all in Block 1, SLAWIK PARK ADDITION NO. 4, Ramsey County, Minnesota.



NORTH

--- DENOTES EXISTING LOT LINE
 --- DENOTES PROPOSED PARCEL LINE



PLANNING FILE 12-018

Request by Semper Development, in conjunction with property owner, HarMar, Inc., for approval of a drive-through facility as a conditional use at 2700 Lincoln Drive

Vice Chair Gisselquist opened the Public Hearing for Planning File 12-018 at approximately 6:35 p.m.

Associate Planner Bryan Lloyd briefly reviewed the request for the property at 2700 Lincoln Drive for a drive-through facility as a CONDITIONAL USE for a proposed retail store and pharmacy (Walgreen's), both permitted uses in the Community Business (CB) District. Analysis of the request was detailed in the staff report dated October 3, 2012. Staff recommended approval of the request as outlined.

Applicant Representative, John Kohler, Architect with Semper Development (80 South 8th Street, #1275, Minneapolis, MN 55402)

Mr. Kohler advised that he was in concurrence with staff's presentation.

In response to Member Boguszewski, Mr. Kohler advised that Purchase Agreement closing for the development was pending, depending on tonight's action, with construction drawings begun upon approval; and anticipated construction starting next spring. Mr. Kohler advised that it was not the intent of the applicant to begin construction during the winter season due to cost ramifications.

Public Comments

No one appeared to speak for or against.

Vice Chair Gisselquist closed the Public Hearing for File 12-018 at approximately 6:43 p.m. with no one appearing for or against.

MOTION

Member Boguszewski moved, seconded by Member Lester to recommend to the City Council APPROVAL of a drive-through facility as a CONDITIONAL USE at 2700 Lincoln Drive, based on the comments and findings of Sections 4 – 6 and the recommendation of Section 7 of the staff report dated October 3, 2012.

Ayes: 6

Nays: 0

Motion carried.

**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 22nd day of October 2012 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 A DRIVE-THROUGH FACILITY AS A
CONDITIONAL USE AT 2700 LINCOLN DRIVE (PF12-018)**

WHEREAS, Semper Development has applied for approval of the proposed conditional use in conjunction with HarMar, Inc., owner of the property at 2700 Lincoln Drive, which is legally described as:

**PIN: 04-29-23-44-0030
Slawik Park Addition No. 4, subject to easement, Lot 1 through Lot 4, Block 1**

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed CONDITIONAL USE on October 3, 2012, voting 6-0 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. While a drive-through facility doesn't appreciably advance the goals of the Comprehensive Plan aside from facilitating continued investment in a property, it does not conflict with the Comprehensive Plan;
- 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 since permits will not be issued if the plans fail to meet all of the relevant requirements and, moreover, the conditional use approval can be rescinded if the use or the property fails at any time to comply with all applicable Code requirements or conditions of the approval;
- d. The property has been a restaurant for many years, which generates significantly more traffic than the proposed drive-through pharmacy window—especially during evening hours and weekends, so the proposal is not expected to intensify any practical impacts on parks, streets, or public infrastructure;

- e.** Vehicle trips on the local road network may actually decrease from the existing, permitted restaurant, and the only source of impact to surrounding properties would be the routing of vehicles to and from the pharmacy pick-up window, which will be addressed by the zoning code's specific requirements for site development;
- f.** The proposed drive-through facility is at the north side of the building; this location does not face a public street;
- g.** Vehicular ingress/egress related to the proposed drive-through facility is more than 200 feet from the nearest intersection and does not directly access any public right-of-way;
- h.** The circulation and queuing indicated on the proposed site plan adequately demonstrates that the drive-through facility will not compromise the safety of pedestrians, cyclists, or other motorists;
- i.** Speaker box sounds from the drive-through lane will not constitute a nuisance on residentially zoned property or property in residential use because the drive-through lane is not adjacent to a residential property;
- j.** The drive-through canopy is proposed to be constructed from the same materials as the primary building and with a similar level of architectural quality and detailing; and
- k.** No additional buffer area or screening is required because the drive-through lane is not adjacent to a residential property.

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the proposed drive-through facility as a CONDITIONAL USE at 2700 Lincoln Drive in accordance with Section §1009.02 of the Roseville City Code.

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

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

WITNESS MY HAND officially as such Manager this 22nd day of October 2012.

(SEAL)

REQUEST FOR COUNCIL ACTION

Date: October 22, 2012
Item No.: 7.h

Department Approval

City Manager Approval



Item Description: Appoint Youth Representative to Human Rights Commission

BACKGROUND

Over the years, the City Council has appointed non-voting youth representatives to serve one-year terms on the Human Rights Commission (HRC).

Based on commissioners' experiences working with youth, they find that youths are more likely to be active participants on boards or commissions if more than one youth is involved. Therefore the City Council has appointed three youth commissioners over the past several years. Most recently, Marie Siliciano and Joan Dao were reappointed to another one-year term and Youth Commissioner Kayo Kadir resigned from the commission.

The City publicized the vacancy and received five applications. One applicant did not live in Roseville.

The Outreach Committee interviewed the candidates, and at their October meeting, the HRC recommended that the Council appoint Julia Laden to be a youth commissioner for a term that expires on July 31, 2013.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Appoint to serve Julia Laden as youth representative on the Human Rights Commission until July 31, 2013.

REQUESTED COUNCIL ACTION

Appoint to serve Julia Laden as youth representative on the Human Rights Commission until July 31, 2013.

Prepared by: Carolyn Curti, Communications Specialist
Attachments: A: Application

Carolyn Curti

Full Name: Julia Laden
Last Name: Laden
First Name: Julia

The following form was submitted via your website: Commission Application

Please check commission applying for: Human Rights Commission

If other, please list name:

This application is for:: Student Term

If this is a student application, please list your grade: 12

Name:: Julia Laden

Address::

City, State, Zip: Roseville, MN 55113

Phone Number::

How many years have you lived in Roseville?: 15

Work Experience (especially as it relates to the Commission/Board for which you are applying): I wasn't paid, but I did do a considerable amount of work for my mom and her colleagues at the Georgian National Museum, identifying and cleaning bones and artifacts.

Education:: Roseville Area High School, and a semester at QSI Tbilisi, Georgia.

Civic and Volunteer Activities (Past and Present):: I have volunteered many times as a member of my earth group teaming up with Great River Greening and the Minnesota Youth Environmental Network. I have also done hours doing small jobs such as serving milk at Dorthy Day. As of now I am participating by making phone calls and door knocking in Minnesotans United for All Families fight against the marriage amendment.

Please state your reasons for wanting to serve on the Commission/Board:: Human rights have always been important to me, and I intend to study international relations and communications in college so that I can make a difference. How could I pass up an opportunity to help out my own community with something that I'm so passionate about?

What is your view of the role of this Commission/ Board?: I think their role is to branch out, whether that be to organizations who are standing up for human rights, or to reach out to the individuals and communities who's rights are

being breached. During this political season it's good to see this commission cooperate. It's important to not drop this or any other important issue after the elections.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I understand that I'm young, and I still have much to learn, but I have been traveling the world for my entire life and I know injustice when I see it. The wrongful treatment of minorities makes my skin crawl, and to sit around and do nothing about it is against my nature.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §12.601, subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Cell Phone Number, Preferred Email Address

Home Phone :

Work Phone :

Cell Phone:

Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 9/3/2012 11:59:23 PM

REQUEST FOR COUNCIL ACTION

Date: 10/22/12
Item No.: 7.i

Department Approval



City Manager Approval



Item Description: Award Contract for Engineering Services for the construction of TWIN LAKES 2ND ADDITION Public Improvements

BACKGROUND

On July 23, 2012, the City Council approved the final plat and Development Agreement for TWIN LAKES 2ND ADDITION. The agreement, with Wal-Mart, included the following conditions:

- a. The City will construct all roadway infrastructure improvements.
- b. The Developer will be responsible for roadway infrastructure construction costs associated with the required left/right turn lane improvements along County Road C between Cleveland Avenue and Prior Avenue and related to a site access point.
- c. The Developer is responsible for roadway infrastructure construction costs associated with a right turn lane along Twin Lakes Parkway between Cleveland Avenue and the round-about at Mount Ridge Road.

To accomplish this work, the City will retain engineering services from a consultant. Staff developed a scope of work for the engineering services needed to review the plans, develop specifications, and provide construction observation for the City administered roadway infrastructure improvements.

We received 2 proposals for this work and have reviewed them. The following are the proposals received:

Consultant Name	Design Review	Construction Services	Cost
Bolton & Menk, Inc.	\$5,280	\$35,310	\$40,590
TKDA	\$7,400	\$37,500	\$44,900

Copies of each proposal are available in the Public Works Department. Staff has checked references and is recommending award of this consulting work to Bolton & Menk, Inc. as the recommended firm for this work.

POLICY OBJECTIVE

Staff seeks to find the most cost effective purchasing opportunities to meet budgetary and operational objectives.

FINANCIAL IMPLICATIONS

The city's cost for these public improvements will be funded by Wal-Mart Stores, Inc. The total cost for engineering services for this contract is estimated at \$5,280 for Design Review and

26 \$35,310 for Construction Services. This cost includes estimated reimbursable expenses and the
27 work described above.

28 The estimated staff time to complete the work is estimated at \$3,000 for Design Review and
29 \$13,000 for Construction Services.

30 Design Review hours are necessary to get the public improvement project out to bid. Once bids
31 are opened, staff will not recommend that the City Council award the construction contract until
32 Wal-Mart Stores, Inc. has executed the Development Contract and provided the City with the
33 funds necessary to construct the public improvements.

34 In order to ensure that the costs incurred for the design review and bidding of this construction
35 project are paid for by Wal-Mart, we have put together the attached payment of costs agreement.
36 Staff recommends that only the amount for Design Review is escrowed at this time, since the
37 Development Contract will be signed prior to Construction Services being needed.

38 The City Attorney recommends that the awarding of the Bolton & Menk Agreement be
39 conditioned upon the City's receipt of the Escrow Deposit and a copy of the Payment of Costs
40 Agreement signed by Wal-Mart Stores, Inc.

41 If the project is not awarded for construction by the City Council, the City is not obligated to
42 move ahead with Construction Services with Bolton and Menk, Inc.

43 **STAFF RECOMMENDATION**

44 Staff recommends approval of the Payment of Costs Agreement with Wal-Mart Stores, Inc. for
45 TWIN LAKES 2ND ADDITION Public Improvements. Staff also recommends the approval of a
46 contract with Bolton and Menk, Inc. for engineering services. The Bolton and Menk, Inc.
47 construction services contract should be conditioned on the receipt of the Wal-Mart Stores, Inc.
48 Escrow Deposit and a signed Payment of Costs Agreement.

49 **REQUESTED COUNCIL ACTION**

50 Motion approving Payment of Costs Agreement with Wal-Mart Stores, Inc. for the TWIN LAKES
51 2ND ADDITION Public Improvements.

52 **AND**

53 Motion awarding an engineering services contract to Bolton and Menk, Inc. in the amount of
54 \$40,590 for engineering services for TWIN LAKES 2ND ADDITION Public Improvements.

Prepared by: Debra Bloom, City Engineer
Attachments: A: Payment of Costs Agreement
B: Professional Services Contract

PAYMENT OF COSTS AGREEMENT

WHEREAS, Wal-Mart Stores, Inc. ("Applicant") has requested the City of Roseville ("City") to retain the City's consultant to review the Twin Lakes Street Improvements plans and specifications and environmental site assessment documentation, and to have City staff perform work pertaining to the City Improvements described in Exhibit A attached hereto; and

WHEREAS, the work to be performed by the City's consultant and other work to be performed (collectively the "City Work") is described in Exhibit B attached hereto; and

WHEREAS, the City will incur costs with respect to the performance of the City Work; and

WHEREAS, the City is willing to perform the City Work provided the Applicant, among other things, escrows with the City the amount of \$8,280 ("Escrow Amount") to guarantee that the City will be paid for the cost of the City Work and executes this Agreement which sets forth the terms and conditions by which the Escrow Amount will be received, retained and disbursed;

NOW THEREFORE, in consideration for the City performing the City Work, the Applicant agrees as follows:

1. The Applicant agrees to pay the City all costs incurred by the City in connection with the City Work. The cost for City employee's providing City Work shall be determined by multiplying the employee's hourly rate times 1.9, times the number of hours expended, for all employees (including administrative employees) involved in such work and all communications and coordination related thereto. For all others (including the City's consultant) the cost shall be the actual cost charged the City. At this time, the City employee costs is estimated at \$3,000.
2. The Applicant agrees to deposit with the City the Escrow Amount at the time of the execution and delivery of this Agreement to the City.
3. The City shall have the right to draw upon the Escrow Amount to pay all costs incurred by the City in connection with the City Work as such costs are billed to or incurred by the City. If at any time prior to the completion of the City Work, the City determines that the Escrow Amount will not be adequate to pay the full cost thereof, the City may require that the Applicant pay to the City an additional amount equal to 125% of the amount of the deficiency, as reasonably determined by the City, before any further City Work is performed.
4. In the event that when all of the City Work has been completed, the City determines that the Escrow Amount exceeds the actual costs incurred by the City in connection with the City Work, any excess shall be returned to the Applicant, without interest, within 30 days after all of the City Work has been completed. In the event the Escrow Amount is less than the actual costs incurred by the City in connection with the City Work, the Applicant

1 shall pay to the City the amount of the deficiency within 30 days after being notified by
2 the City of same. Interest on the amount of any deficiency not paid within said 30 day
3 period shall thereafter accrue at a rate of 6% per annum.
4

5 5. No interest shall accrue to the Applicant, or be payable by the City, on the Escrow
6 Amount.
7

8 6. The Applicant agrees to pay the City for any reasonable attorney's fees and court costs
9 incurred by the City in the enforcement of this Agreement.
10

11 7. The City shall provide the Applicant an accounting of the balance remaining and amounts
12 drawn from the Escrow Amount upon written request of the Applicant, provided such
13 requests shall not be made more frequently than on a monthly basis.
14

15 8. The City shall not be responsible to the Applicant for the quality or content of the
16 Consultant's Work.
17

18 9. The provisions of this Agreement shall run to the benefit of the City of Roseville, and its
19 successors and assigns, and shall be binding upon the Applicant, and the Applicant's
20 successors and assigns.
21

22 IN WITNESS WHEREOF, the Applicant agrees to the terms and conditions stated
23 herein.
24

25
26 Dated: _____, 2012

Wal-Mart Stores, Inc.

27
28
29 By: _____
30 Its _____
31

Exhibit A

The City Improvements include the following roadway improvements:

- (a) Right turn lane on County Road C into the Wal-Mart Parcel;
- (b) Eastbound left turn lane and median improvements into the Wal-Mart Parcel and westbound left turn lane on County Road C to southbound Cleveland Avenue;
- (c) Right turn lane on Twin Lakes Parkway into the Wal-Mart Parcel;
- (d) Right turn lane from westbound County Road C to northbound Cleveland; and
- (e) Twin Lakes Parkway Roundabout Improvements.

Exhibit B

The City Consultant shall perform the following Environmental Site Assessment Documentation Review and Plan & Specifications Review work:

ENVIRONMENTAL SITE ASSESSMENT DOCUMENTATION REVIEW

- Review of Phase I Environmental Site Assessment documentation to ensure the minimum standards of the ASTM 1527-05 are met.
- Review the Phase II Environmental Site Assessment and associated work plan(s) along with associated correspondence with the Minnesota Pollution Control Agency (MPCA) to ensure the site investigation includes consideration and protection of the City's rights and interests.
- Review Response Action Plan and/or Development Response Action Plan and associated correspondence with the MPCA to ensure any remediation proposed in public rights-of-way is sufficient to protect the City's interests.

PLANS & SPECIFICATIONS REVIEW

- Review of standard City documents and details (such as technical specs and standard plates) included in construction documents for compatibility with proposed improvements.
- Review of roadway and turn lane geometrics and grades against applicable Ramsey County, Mn/DOT and ADA standards.
- Review of storm water management and erosion/sediment control plans against MPCA standards.
- Review of submitted storm water calculations.
- Review of proposed pavement sections (including reinforcement) against available project soils information and concrete pavement design guidelines.
- Research for possible public and private utility conflicts.
- Review of recommended concrete and bituminous mix designations.
- Review of landscaping plans and details.
- Review of project bid item quantities.
- Research for possible discrepancies between plan details and specification requirements.
- Preparation of review memo and redlines for implementation by Wal-Mart's engineer.

The City staff shall perform all reviews, prepare all documentation and perform all other work necessary to prepare for and to solicit, receive and open bids for the Twin Lakes 2nd Addition Public Improvement Project.

**CITY OF ROSEVILLE
CONSULTANT SERVICES AGREEMENT**

THIS IS AN AGREEMENT entered into the ____ day of _____, 2012, by and between the City of Roseville, Minnesota, hereinafter referred to as the City, and Bolton & Menk, Inc., hereinafter referred to as the Consultant.

WITNESSETH:

WHEREAS, the City desires to hire the Consultant to complete Twin Lakes Infrastructure Improvements- Construction Observation, and the Consultant desires to perform those services for the compensation and on the terms described herein.

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

- I. Scope of Services. The Consultant shall perform those Services as are described in the attached Exhibit A.
- II. Term. This Agreement shall be effective upon the approval of the City Council and execution by the Mayor and City Manager and shall continue until terminated by either party upon a seven (7) day written notice thereof.
- III. Compensation. The fees for the Consultant's services will be billed on and in accordance with the hourly rate shown in the attached Exhibit B. Consultant's compensation for the Exhibit A work is estimated at \$5,280 for Design Review and \$35,310 for Construction Services. Fees shall be paid within thirty (30) days following receipt of a monthly invoice and status report detailing the services performed. The Consultant shall not commence or perform any of the Construction Services unless and until the City hereinafter authorizes the Consultant in writing to perform such work.
- IV. Schedule. Exhibit C contains a schedule for completion of the scope of services. It is understood that if the schedule is delayed, through no fault of the Consultant, so that it is no longer possible to complete the work in 2012, the hourly rates shown on the attached Exhibit B can be updated to the current year hourly rates, so long as those rates do not increase more than 5%.
- V. Indemnification. The Consultant shall defend, indemnify and hold harmless the City and its officials, agents, and employees from any loss, claim, liability, damages, costs, judgments and expense (including reasonable attorney's fees and expenses of litigation) arising from, or based in whole or in part on, any negligent or wrongful act or omission of the Consultant or its employees, agents, or subcontractors in the performance of the Services under this Agreement and against all losses by reason of the failure of the Consultant to fully perform its obligations under this Agreement.

- 1 VI. Assignment. This Agreement shall not be assigned, sublet, or transferred without the
2 written consent of the City.
3
- 4 VII. Conflict of Interest. The Consultant agrees to immediately inform, by written notice, the
5 City Engineer of possible contractual conflicts of interest in representing the City, as well
6 as property owners or developers on the same project. Conflicts of interest may be
7 grounds for termination of this Agreement.
8
- 9 VIII. Ownership of Work. Should the City elect to terminate this Agreement under Section II
10 hereof, Consultant shall promptly provide all work-product to the City for which payment
11 has been made and the City shall be entitled to utilize the work in any manner determined
12 by the City to be in its best interests. However, such documents are not intended or
13 represented to be suitable for reuse by City or others on any other project. Any reuse by
14 the City, or any other entity acting under the request or direction of the City, without
15 written verification or adaptation by Consultant for such reuse will be at City's own risk.
16
- 17 IX. Notices. All notices to be given hereunder shall be in writing and shall be deemed given
18 on the earlier of receipt or three (3) business days after deposit in the United States mail,
19 postage prepaid, addressed to:
20
- 21 A. City of Roseville
22 Attn: City Engineer
23 2660 Civic Center Drive
24 Roseville, MN 55113
25
- 26 B. Bolton & Menk Inc.
27 Attn: Marcus Thomas
28 12224 Nicollet Avenue
29 Burnsville, MN 55337
30
- 31 X. Attachments. All attachments referenced in the Agreement are attached to and
32 incorporated into this Agreement, and are part hereof as though they were fully set forth
33 in the body of this Agreement.
34
35

36 *(signature page follows)*
37

THIS AGREEMENT was adopted by the City Council in and for the City of Roseville, Minnesota, on the ____ day of _____, 2012.

CITY OF ROSEVILLE

Its Mayor

Its City Manager

THIS AGREEMENT was accepted by _____ on the _____ day of _____, 2012.



BOLTON & MENK, INC.®

Consulting Engineers & Surveyors

12224 Nicollet Avenue • Burnsville, MN 55337

Phone (952) 890-0509 • Fax (952) 890-8065

www.bolton-menk.com

August 17, 2012

Ms. Debra Bloom, P.E., City Engineer
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: Proposal for Professional Engineering Services
Wal-Mart Twin Lakes 2nd Addition Public Improvements
City of Roseville, Minnesota

Dear Ms. Bloom,

Thank you for requesting this proposal for engineering assistance in support of the City improvements associated with the Twin Lakes 2nd Addition Wal-Mart project. This proposal has been prepared based on the information included with your August 3rd email request and our meeting on August 1st. As part of this proposal we have summarized our project understanding and approach and have provided an estimate of fees for our services.

PROJECT UNDERSTANDING AND APPROACH

The City of Roseville is entering into a development agreement with Wal-Mart for the construction of a new store in Twin Lakes 2nd Addition, at the intersection of County Road C and Cleveland Avenue. As a part of this agreement, the City will be completing adjacent roadway improvements including turn lane, intersection, access, and sidewalk improvements in support of the new development. Wal-Mart's engineer is in the process of completing plans and specifications for the City improvements. The City is requesting assistance in the review of the completed plans (and associated environmental site assessment documents) along with observation and administration assistance during construction. General project timeline anticipates review of planning documents this summer/fall and construction in 2013.

Bolton & Menk routinely represents Cities in support of their development projects, providing both up front plan and environmental reviews as well as construction phase assistance. Our approach focuses on achieving high quality public infrastructure improvements and minimizing the public's risk associated with private projects. Our proposed scope of work for the Wal-Mart project will include, but is not limited to the following:

ENVIRONMENTAL SITE ASSESSMENT DOCUMENTATION REVIEW

- Review of Phase I Environmental Site Assessment documentation to ensure the minimum standards of the ASTM 1527-05 are met.
- Review of Phase II Environmental Site Assessment and associated work plan(s) along with associated correspondence with the Minnesota Pollution Control Agency (MPCA) to ensure the site investigation includes consideration and protection of the City's rights and interests.
- Review Response Action Plan and/or Development Response Action Plan and associated correspondence with the MPCA to ensure any remediation proposed in public rights-of-way is sufficient to protect the City's interests.

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer

PLANS & SPECIFICATIONS REVIEW

- Review of standard City documents and details (such as technical specs and standard plates) included in construction documents for compatibility with proposed improvements.
- Review of roadway and turn lane geometrics and grades against applicable Ramsey County, Mn/DOT and ADA standards.
- Review of storm water management and erosion/ sediment control plans against MPCA standards.
- Review of submitted storm water calculations.
- Review of proposed pavement sections (including reinforcement) against available project soils information and concrete pavement design guidelines.
- Research for possible public and private utility conflicts
- Review of recommended concrete and bituminous mix designations.
- Review of landscaping plans and details.
- Review of project bid item quantities.
- Research for possible discrepancies between plan details and specification requirements.
- Preparation of review memo and redlines for implementation by Wal-Mart's engineer.

CONSTRUCTION OBSERVATION AND ADMINISTRATION

- Attendance at preconstruction meeting and all regular construction progress meetings.
- Serve as liaison to City and County for communications to the project contactor.
- Assist in coordination of work between public and private improvement projects in the area.
- Review of construction work in accordance with approved plans and specifications and requirements of the Response Action Plan.
- Coordination of construction materials testing in accordance with specification requirements. Assume testing is completed by others.
- Maintain record of materials test results.
- Preparation of pay estimates and contract change orders (if necessary).
- Maintain daily documentation of construction progress.
- Project punch list administration and close out documentation.

Construction observation and administration services will be provided on an hourly basis in accordance with the construction contract timelines and actual contractor progress. For the purpose of this proposal, construction observation and administration time is estimated at 45 hrs/wk and 8 hrs/wk, respectively, over six (6) weeks.

PROJECT STAFFING

Bolton & Menk identifies and provides staff to projects based on our client's specific needs and requirements. The following staff will serve as primary personnel to the City of Roseville for this project:

Marcus Thomas, P.E. will serve as overall Project Manager and will lead the plan and specification review efforts. He will also lead the construction administration efforts.

Kelly Henry, MS and **Chantill Kahler-Royer** will complete the review of the Phase I, Phase II, and Response Action Plan for the project.

Jason Schmidt, P.E., will assist with the roadway geometric and pavement design reviews.

Bob Flaws and **Mark Lynch** are construction observers available for this project and will be assigned based on the City's input on the selection.

Full resumes for the staff identified above are included as an attachment to this proposal.



ESTIMATED PROJECT FEES

Estimated fees for the scope of work as described above are as follows:

<i>Environmental Site Assessment Document Review</i>	<i>\$1,760</i>
<i>Plan Review</i>	<i>\$1,960</i>
<i>Specifications Review</i>	<i><u>\$1,560</u></i>
Subtotal Design Review Fee	\$5,280
<i>Construction Observation</i>	<i>\$28,350</i>
<i>Construction Administration</i>	<i><u>\$ 6,960</u></i>
Subtotal Construction Services Fee	\$35,310

Bolton & Menk proposes to complete the Design Review tasks for a not to exceed fixed fee of \$5,280. Construction observation and administration services will be provided on an hourly basis at \$105/hr and \$45/hr, respectively, for a total estimated fee of \$35,310.

As always, we welcome the opportunity to adjust our scope of work and fees to best accommodate the needs of our clients. Please contact me to discuss this proposal at your convenience. Upon mutual agreement of this proposal, we will prepare a formal engineering agreement for the City's review and execution. Thank you for allowing Bolton & Menk to submit this proposal. We look forward to a successful project with the City of Roseville.

Sincerely,

BOLTON & MENK, INC.

Marcus A. Thomas, P.E.
Principal Engineer

Attachments



2012 FEE SCHEDULE

The following Fee Schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the Professional and the Client that fees be commensurate with the service rendered.

Employee Classification	Hourly Billing Rates
Sr. Project Manager - Sr. Principal Engineer/Surveyor	\$120-150/Hour
Sr. Project Manager - Principal Engineer/Surveyor	\$100-150
Project Manager (Inc. Landscape Architect)	\$100-145
Senior Planner	\$100-150
Project/Design Engineer/Planner/Landscape Architect	\$60-135
Licensed Surveyor	\$70-135
Project Surveyor	\$60-100
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$70-120
Senior Technician (Inc. Survey ¹)	\$70-145
Technician (Inc. Survey)	\$50-90
Administrative Support & Clerical	\$35-80
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for Principals and members of the staff vary according to skill and experience. The Fee Schedule shall apply for projects for the period through December 31, 2012. These rates may be adjusted annually thereafter to account for changed labor costs, inflation or changed overhead conditions.

These rates include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance and other items of this general nature, will be invoiced separately. Rates and charges do not include sales tax, if applicable.

When it is possible to accurately define the scope of the project and the professional services to be performed, a lump sum may be agreed upon for total compensation.



Project Schedule
P-12-13 Twin Lakes Public Improvements

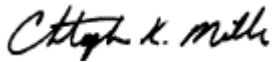
Wednesday, November 21, 2012	E-mail Advertisement for Bids to <i>Roseville Review</i> by noon
Thursday, November 22, 2012	E-mail Advertisement for Bids to <i>Roseville Review</i> by noon
Tuesday, November 27, 2012	Advertisement for Bids in <i>Roseville Review</i>
Monday, November 26, 2012	Final construction plans and specifications ready for distribution
Monday, November 19, 2012	Fax Advertisement for Bids to <i>Construction Bulletin</i> by 11am
Monday, November 26, 2012	Advertisement for Bids in <i>Construction Bulletin</i>
December 3, 2012	
December 10, 2012	
Thursday, December 20, 2012	Bid opening at 10am City Hall
Wednesday, May 01, 2013	Construction Start

Printed
10/17/2012

REQUEST FOR COUNCIL ACTION

Date: 10/22/12
Item No.: 7.j

Department Approval



City Manager Approval



Item Description: Receive the 2012 3rd Quarter Financial Report

BACKGROUND

In an effort to keep the Council informed on the City's fiscal condition, a comparison of the 2012 revenues and expenditures for the period ending September 30, 2012 (unaudited) is shown below. This comparison is presented in accordance with the City's Operating Budget Policy, which reads (in part) as follows:

The Finance Department will prepare regular reports comparing actual expenditures to budgeted amounts as part of the budgetary control system. These reports shall be distributed to the City Council on a periodic basis.

The comparison shown below includes those programs and services that constitute the City's core functions and for which changes in financial trends can have a near-term impact on the ability to maintain current service levels. Programs such as debt service and tax increment financing which are governed by pre-existing obligations and restricted revenues are not shown. In addition, expenditures in the City's vehicle and equipment replacement programs are not shown as these expenditures are specifically tied to pre-established sinking funds. Unlike some of the City's operating budgets, these sinking funds are not susceptible to year-to-year fluctuations. In these instances, annual reviews are considered sufficient.

The information is presented strictly on a cash basis which measures only the actual revenues that have been deposited and the actual expenditures that have been paid. This is in contrast with the City's audited year-end financial report which attempts to measure revenues earned but not collected, as well as costs incurred but not yet paid.

It should be noted that many of the City's revenue streams such as property taxes, are non-recurring or are received intermittently throughout the year. This can result in wide revenue fluctuations from month to month. In addition, some of the City's expenditures such as capital replacements are also non-recurring and subject to wide fluctuations. To accommodate these differences, a comparison is made to historical results to identify whether any new trends exist.

Citywide Financial Summary

The following table depicts the 2012 revenues and expenditures for the fiscal period ending September 30, 2012 for the City's core programs and services (unaudited).

	<u>2012 Budget</u>	<u>2012 Actual</u>	<u>% Actual</u>	<u>% Expect.</u>	<u>Diff.</u>
Revenues					
General property taxes	\$ 11,861,294	\$ 6,270,828	52.9%	55.7%	-2.9%
Intergovernmental revenue	874,000	364,702	41.7%	37.2%	4.5%
Licenses & permits	1,267,049	983,919	77.7%	61.4%	16.3%
Charges for services	19,213,837	11,420,919	59.4%	58.4%	1.0%
Fines and forfeits	220,000	222,777	101.3%	56.2%	45.1%
Cable franchise fees	365,735	203,547	55.7%	57.6%	-1.9%
Rentals / Lease	317,110	371,023	117.0%	100.9%	16.1%
Donations	-	34,927	0.0%	n/a	n/a
Interest earnings	253,998	-	0.0%	n/a	n/a
Miscellaneous	296,335	236,075	79.7%	115.8%	-36.2%
Total Revenues	\$ 34,669,358	\$ 20,108,717	58.0%	57.2%	1.7%
	<u>2012 Budget</u>	<u>2012 Actual</u>	<u>% Actual</u>	<u>% Expect.</u>	<u>Diff.</u>
Expenditures					
General government	\$ 1,996,216	\$ 1,356,506	68.0%	70.4%	-2.4%
Public safety	7,943,043	5,559,310	70.0%	68.1%	1.9%
Public works	2,472,438	1,641,746	66.4%	68.6%	-2.2%
Information technology	1,248,232	880,040	70.5%	68.4%	2.1%
Communications	366,735	270,178	73.7%	76.7%	-3.1%
Recreation	3,904,863	2,605,906	66.7%	70.2%	-3.5%
Community development	1,051,535	923,784	87.9%	87.3%	0.6%
License Center	1,130,525	747,592	66.1%	63.3%	2.9%
Sanitary Sewer	4,837,698	3,081,175	63.7%	59.4%	4.2%
Water	7,002,750	4,715,235	67.3%	58.7%	8.7%
Storm Drainage	1,909,938	941,514	49.3%	51.3%	-2.0%
Golf Course	414,150	260,915	63.0%	61.4%	1.6%
Recycling	524,891	413,313	78.7%	76.8%	2.0%
Total Expenditures	\$ 34,803,014	\$ 23,397,213	67.2%	65.4%	1.8%

Table Comments:

- ❖ '% Actual' column depicts the percentage spent compared to the budget
- ❖ '% Norm' column depicts the percentage of expenditures we normally incur during this period as measured over the previous 3 years
- ❖ 'Diff' column depicts the difference between the percentage actually spent and the percentage we typically incur. A percentage difference of 10% or more in this column would be considered significant

Revenue and Expenditure Comments

Overall, revenues and expenditures were near expected levels. Greater detail can be found in the individual Fund summaries below.

General Fund Summary

The following table depicts the 2012 financial activity for the General Fund for the fiscal period ending September 30, 2012 (unaudited).

	2012 <u>Budget</u>	2012 <u>Actual</u>	% <u>Actual</u>	% <u>Expect.</u>	<u>Diff.</u>
Revenues					
General property taxes	\$ 9,857,699	\$ 5,214,061	52.9%	56.8%	-3.9%
Intergovernmental revenue	874,000	364,702	41.7%	37.2%	4.5%
Licenses & permits	306,000	96,472	31.5%	30.5%	1.0%
Charges for services	965,000	811,334	84.1%	81.1%	3.0%
Fines and forfeits	220,000	222,543	101.2%	55.4%	45.7%
Donations	-	-	0.0%	0.0%	0.0%
Interest earnings	83,998	-	0.0%	0.0%	0.0%
Miscellaneous	105,000	45,231	43.1%	56.8%	-13.7%
Total Revenues	\$ 12,411,697	\$ 6,754,343	54.4%	55.9%	-1.5%
Expenditures					
General government	\$ 1,996,216	\$ 1,356,506	68.0%	70.4%	-2.4%
Public safety	7,943,043	5,559,310	70.0%	68.1%	1.9%
Public works	2,472,438	1,641,746	66.4%	68.6%	-2.2%
Other	-	-	n/a	n/a	n/a
Total Expenditures	\$ 12,411,697	\$ 8,557,562	68.9%	68.6%	0.4%

Comments:

General Fund revenues and expenditures were near expected levels. Fines & Forfeitures were higher than expected due to the capture of additional court fines. Miscellaneous revenues are below the 3-year average, but consistent with 2009 and 2011 levels.

The General Fund is currently in good financial condition with an unassigned cash reserve of 5.2 million or 44% of the annual operating budget. Based on current trends, it appears that a small surplus could be realized in 2012.

Information Technology Fund Summary

The following table depicts the 2012 financial activity for the Information Technology Fund for the fiscal period ending September 30, 2012 (unaudited).

	2012 <u>Budget</u>	2012 <u>Actual</u>	% <u>Actual</u>	% <u>Expect.</u>	<u>Diff.</u>
Revenues					
Charges for services	\$ 764,037	\$ 512,724	67.1%	67.6%	-0.5%
General property taxes	50,000	26,447	52.9%	50.2%	2.7%
Rentals / Lease	317,110	332,280	104.8%	92.3%	12.5%
Miscellaneous	117,085	-	0.0%	6.4%	-6.4%
Total Revenues	\$ 1,248,232	\$ 871,450	69.8%	69.4%	0.4%
Expenditures					
Information Technology	1,248,232	880,040	70.5%	68.4%	2.1%
Other	-	-	n/a	n/a	n/a
Total Expenditures	\$ 1,248,232	\$ 880,040	70.5%	68.4%	2.1%

Comments:

Information Technology revenues and expenditures were near expected levels, with the exception of lease revenues from tower rentals which have exceeded the conservative forecasted amount.

The Information Technology Fund is currently in poor financial condition with a cash reserve of \$109,000 or 10% of the annual operating budget.

The Information Technology Fund is expected to continue to face challenges in meeting unmet citywide needs. Current funding sources are insufficient to replace city equipment at the end of their useful lives. It is recommended that the City implement a computer replacement levy in 2013 to improve the Fund's financial stability.

Communications Fund Summary

The following table depicts the 2012 financial activity for the Communications Fund for the fiscal period ending September 30, 2012 (unaudited).

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>%</u> <u>Actual</u>	<u>%</u> <u>Expect.</u>	<u>Diff.</u>
Revenues					
Cable franchise fees	\$ 365,735	\$ 203,547	55.7%	57.6%	-1.9%
Interest earnings	1,000	-	0.0%	0.0%	0.0%
Miscellaneous	-	-	n/a	n/a	n/a
Total Revenues	\$ 366,735	\$ 203,547	55.5%	57.4%	-1.9%
Expenditures					
Communications	\$ 366,735	\$ 270,178	73.7%	76.7%	-3.1%
Other	-	-	n/a	n/a	n/a
Total Expenditures	\$ 366,735	\$ 270,178	73.7%	76.7%	-3.1%

Comments:

Communications Fund revenues and expenditures are near expected levels.

The Communications Fund is currently in excellent financial condition with a cash reserve of \$428,000 or 128% of the annual operating budget. However, the uncertainty of future cable franchise fees related to the upcoming franchise renewal may warrant the development of a contingency plan in the event this revenue stream ceases.

Recreation Fund Summary

The following table depicts the 2012 financial activity for the Recreation Fund for the fiscal period ending September 30, 2012 (unaudited).

	<u>2012 Budget</u>	<u>2012 Actual</u>	<u>% Actual</u>	<u>% Expect.</u>	<u>Diff.</u>
Revenues					
General property taxes	\$ 2,003,595	\$ 1,056,767	52.7%	50.2%	2.5%
Charges for services	1,879,768	1,261,350	67.1%	64.2%	2.9%
Rentals / Lease	-	38,744	n/a	n/a	n/a
Donations	-	34,927	n/a	n/a	n/a
Interest earnings	15,000	-	0.0%	0.0%	0.0%
Miscellaneous	6,500	11,148	171.5%	27.5%	144.0%
Total Revenues	\$ 3,904,863	\$ 2,402,936	61.5%	58.8%	2.8%
Expenditures					
Recreation	3,904,863	2,605,906	66.7%	70.2%	-3.5%
Other	-	-	n/a	n/a	n/a
Total Expenditures	\$ 3,904,863	\$ 2,605,906	66.7%	70.2%	-3.5%

Comments:

Recreation Fund revenues and expenditures are near expected levels. Miscellaneous revenues were higher than normal, but not financially significant to the operation as a whole.

The Recreation Fund is currently in fair financial condition with a cash reserve of \$643,000 or 18% of the annual operating budget. The Council-adopted policy recommends a reserve level of 25%. Additional reserves will be needed to ensure program stability.

Based on current trends, it appears that a small surplus could be realized in 2012.

113 **Community Development Fund Summary**
 114 The following table depicts the 2012 financial activity for the Community Development Fund for the fiscal
 115 period ending September 30, 2012 (unaudited).
 116

	<u>2012 Budget</u>	<u>2012 Actual</u>	<u>% Actual</u>	<u>% Expect.</u>	<u>Diff.</u>
Revenues					
Licenses & permits	\$ 961,049	\$ 887,447	92.3%	69.9%	22.4%
Charges for services	131,000	73,554	56.1%	n/a	n/a
Fines and forfeits	-	234	n/a	n/a	n/a
Interest earnings	-	-	0.0%	0.0%	0.0%
Miscellaneous	28,150	170,610	606.1%	271.6%	334.5%
Total Revenues	\$ 1,120,199	\$ 1,131,844	101.0%	87.1%	14.0%
Expenditures					
Community Development	1,051,535	923,784	87.9%	87.3%	0.6%
Other	-	-	n/a	n/a	n/a
Total Expenditures	\$ 1,051,535	\$ 923,784	87.9%	87.3%	0.6%

117
 118
 119 Comments:
 120 Community Development Fund revenues are higher than expected due to added construction activity.
 121 Miscellaneous revenues are higher due to the receipt of a Livable Communities grant from the Met Council.
 122
 123 The Community Development Fund is currently in fair financial condition with \$163,000 in cash reserves
 124 or 11% of the annual operating budget. Based on current trends, it appears that a small surplus could be
 125 realized in 2012.
 126

127 **License Center Fund Summary**
128 The following table depicts the 2012 financial activity for the License Center Fund for the fiscal period
129 ending September, 2012 (unaudited).
130

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>%</u> <u>Actual</u>	<u>%</u> <u>Expect.</u>	<u>Diff.</u>
Revenues					
Charges for services	\$ 1,130,525	\$ 881,167	77.9%	60.6%	17.3%
Miscellaneous	-	-	n/a	n/a	n/a
Total Revenues	\$ 1,130,525	\$ 881,167	77.9%	60.6%	17.3%
Expenditures					
License Center operations	1,130,525	747,592	66.1%	63.3%	2.9%
Other	-	-	n/a	n/a	n/a
Total Expenditures	\$ 1,130,525	\$ 747,592	66.1%	63.3%	2.9%

131
132
133 Comments:
134 License Center Fund revenues and expenditures are higher than expected. The overall volume of activity
135 has steadily increased during the past nine months. While this allows for the capture of added revenues, it
136 also necessitates an increase in hours worked by part-time staff.
137
138 The License Center Fund is currently in excellent financial condition with a cash reserve of \$598,000 or
139 59% of the annual operating budget. However the City needs to stay cognizant of increased competition
140 from other area licensing centers, as well as new federal or state mandates that could result in higher
141 operating costs.
142
143 Based on current trends, it appears that a surplus will be realized in 2012.
144
145

146 **Sanitary Sewer Fund Summary**
147 The following table depicts the 2012 financial activity for the Sanitary Sewer Fund for the fiscal period
148 ending September 30, 2012 (unaudited).
149

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>%</u> <u>Actual</u>	<u>%</u> <u>Expect.</u>	<u>Diff.</u>
Revenues					
Charges for services	\$ 4,762,698	\$ 2,434,173	51.1%	50.8%	0.3%
Interest earnings	75,000	-	0.0%	0.0%	0.0%
Miscellaneous	-	-	n/a	n/a	n/a
Total Revenues	\$ 4,837,698	\$ 2,434,173	50.3%	50.1%	0.2%
Expenditures					
Sanitary Sewer operations	4,837,698	3,081,175	63.7%	59.4%	4.2%
Other	-	-	n/a	n/a	n/a
Total Expenditures	\$ 4,837,698	\$ 3,081,175	63.7%	59.4%	4.2%

150
151
152
153
154
155
156
157
158

Comments:
Sanitary Sewer Fund revenues and expenditures are near expected levels.

The Sanitary Sewer Fund is currently in excellent financial condition with a cash reserve of \$2.0 million or 50% of the annual operating budget. An internal loan has been made to the Water Fund to cover that fund's prior-period operating losses.

159
160
161
162

163
164
165
166
167
168
169
170
171
172
173
174

Water Fund Summary

The following table depicts the 2012 financial activity for the Water Fund for the fiscal period ending September 30, 2012 (unaudited).

	<u>2012 Budget</u>	<u>2012 Actual</u>	<u>% Actual</u>	<u>% Expect.</u>	<u>Diff.</u>
Revenues					
Charges for services	\$ 7,000,750	\$ 3,913,058	55.9%	54.1%	1.8%
Interest earnings	-	-	n/a	n/a	n/a
Miscellaneous	2,000	160	8.0%	335.6%	#####
Total Revenues	\$ 7,002,750	\$ 3,913,218	55.9%	54.1%	1.7%
Expenditures					
Water operations	7,002,750	4,715,235	67.3%	58.7%	8.7%
Other	-	-	n/a	n/a	n/a
Total Expenditures	\$ 7,002,750	\$ 4,715,235	67.3%	58.7%	8.7%

Comments:

Water Fund revenues and expenditures are near expected levels.

The Water Fund is currently in poor financial condition with virtually no cash reserves; although the Fund’s overall financial condition has been improving in recent years. An internal loan has been made from the Sanitary Sewer Fund to the Water Fund to cover prior period operating losses. Future rate increases will be needed to repay the internal loan and to offset projected increases in operational and capital replacement costs.

175
176
177
178

179
180
181
182
183
184
185
186
187

Storm Sewer Fund Summary

The following table depicts the 2012 financial activity for the Storm Sewer Fund for the fiscal period ending September 30, 2012 (unaudited).

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>%</u> <u>Actual</u>	<u>%</u> <u>Expect.</u>	<u>Diff.</u>
Revenues					
Charges for services	\$ 1,809,938	\$ 932,350	51.5%	52.1%	-0.5%
Interest earnings	65,000	-	0.0%	0.0%	0.0%
Miscellaneous	35,000	6,335	18.1%	191.4%	-173.3%
Total Revenues	\$ 1,909,938	\$ 938,685	49.1%	49.7%	-0.5%
Expenditures					
Storm Drainage operations	1,909,938	941,514	49.3%	53.9%	-4.6%
Other	-	-	n/a	n/a	n/a
Total Expenditures	\$ 1,909,938	\$ 941,514	49.3%	53.9%	-4.6%

Comments:

Storm Sewer Fund revenues are at expected levels.

The Storm Sewer Fund is currently in excellent financial condition with a cash reserve of \$2.6 million. This reserve level is expected to decline over the next 10 years due to planned capital improvements. Future rate increases will partially offset the draw down of reserves.

188
189
190
191

192
193
194
195
196
197
198
199
200
201
202
203
204
205

Golf Course Fund Summary

The following table depicts the 2012 financial activity for the Golf Course Fund for the fiscal period ending September 30, 2012 (unaudited).

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>%</u> <u>Actual</u>	<u>%</u> <u>Expect.</u>	<u>Diff.</u>
Revenues					
Charges for services	\$ 310,230	\$ 288,641	93.0%	71.6%	21.5%
Interest earnings	14,000	-	0.0%	0.0%	0.0%
Miscellaneous	2,600	2,591	99.7%	221.4%	#####
Total Revenues	\$ 326,830	\$ 291,232	89.1%	70.5%	18.6%
Expenditures					
Golf Course operations	414,150	260,915	63.0%	61.4%	1.6%
Other	-	-	n/a	n/a	n/a
Total Expenditures	\$ 414,150	\$ 260,915	63.0%	61.4%	1.6%

Comments:

Golf Course Fund revenues and higher than expected, but expenditures were near expected levels. Revenues and expenditures can fluctuate greatly from year to year depending on the length of the golfing season and overall weather. 2012 Budgeted revenues were reduced significantly from previous years to more accurately reflect financial results.

The Golf Course Fund is currently in good financial condition with a cash reserve of \$391,000 or 105% of the annual operating budget. However it does not have sufficient funds to replace the clubhouse and maintenance facilities at the end of their useful life. Future green fee increases will be needed to offset projected increases in operational and capital replacement costs.

206 **Recycling Fund Summary**
207 The following table depicts the 2012 financial activity for the Recycling Fund for the fiscal period ending
208 September 30, 2012 (unaudited).
209

	2012 <u>Budget</u>	2012 <u>Actual</u>	% <u>Actual</u>	% <u>Expect.</u>	<u>Diff.</u>
Revenues					
Intergovernmental revenue	\$ 65,000	\$ 87,460	134.6%	102.7%	31.9%
Charges for services	459,891	312,568	68.0%	95.0%	-27.1%
Miscellaneous	-	-	n/a	n/a	n/a
Total Revenues	\$ 524,891	\$ 400,028	76.2%	80.1%	-3.8%
Expenditures					
Recycling operations	524,891	413,313	78.7%	76.8%	2.0%
Total Expenditures	\$ 524,891	\$ 413,313	78.7%	76.8%	2.0%

210
211
212 **Comments:**
213 Recycling Fund revenues and expenditures overall were at expected levels. Intergovernmental revenues
214 were higher than expected. Future budget amounts will be adjusted accordingly. Charges for services were
215 higher than expected compared to the 3-year average, but commensurate with the previous two years.
216
217 The Recycling Fund is currently in good financial condition, with \$250,000 in cash reserves, or 40% of the
218 operating budget.
219

220 **Final Comments**
221 The City's overall financial condition remains strong; however a number of concerns remain. The City's
222 cash reserve levels in some key operating units are below recommended levels. In addition, strengthening
223 the City's asset replacement funding mechanisms should remain a high priority for future budgets.
224

225 **POLICY OBJECTIVE**
226 The information presented above satisfies the reporting requirements in the City's Operating Budget Policy.

227 **FINANCIAL IMPACTS**
228 Not applicable.

229 **STAFF RECOMMENDATION**
230 Not applicable.

231 **REQUESTED COUNCIL ACTION**
232 No formal Council action is requested. The financial report is presented for informational purposes only.
233

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

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

DATE: 10/22/2012
ITEM NO: 9.a

Department Approval:
Approval:

P. Trudgerson

City Manager •

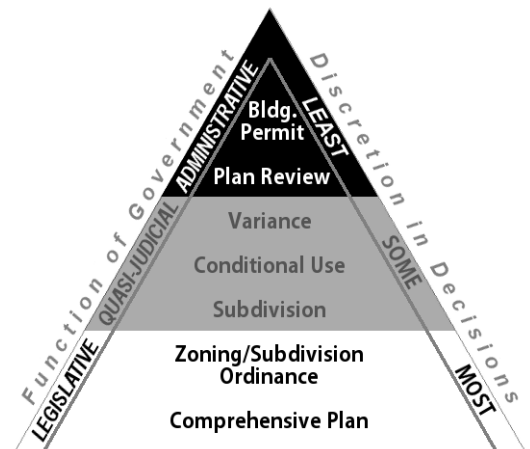
W. Mahinen

Item Description: Adoption of Zoning Text Amendment adding Limited Processing and Production to the Regional Business District's permitted uses (PROJ-0017)

Application Review Details

- RCA prepared: October 22, 2012
- Public hearing: October 3, 2012
- City Council action: October 22, 2012
- Statutory action deadline: not applicable

Action taken on a zoning ordinance (text) request is **legislative** in nature; the City's role is to determine, through testimony and information provided by staff, whether such a change is appropriate.



REQUESTED ACTION

The Roseville Planning Division seeks a text amendment to the Zoning Ordinance allowing Limited Production and Processing within the Regional Business District as a permitted use.

SUMMARY OF RECOMMENDATION

Planning Division staff concur with the Planning Commission's recommendation (6-0) to approve the proposed text amendment; see Suggested Council Action of this report for the detailed recommendation.

SUMMARY OF SUGGESTED ACTION

Adopt an ordinance approving the zoning text amendment to add Limited Production and Processing to Table 1005-1 (use chart) as a permitted use in the Regional Business District.

BACKGROUND

The updated Zoning Ordinance went into effect on December 21, 2010, and since that date the Planning Division has been monitoring all the different nuances of this broad document.

One area that has come to the forefront is the Regional Business District established north and west of Rosedale Mall. Since the adoption of the zoning ordinance, the Planning Division has been challenged in this area regarding non-conforming use. Such changes are creating limitation on use and reinvestment within certain structures.

I have identified four parcels (1901 (Caterpillar), 1975 (multi-tenant), 1995 (multi-tenant) County Road B2, and 2452 (UV Color) Prior Avenue) which have operated in a light industrial manner for many years. Prior to the changes of 2009 (Comp Plan) and 2010 (Zoning Ordinance), these parcels were zoned I-1, Light Industrial and most of the buildings have had varying degrees of light manufacturing or limited production and processing.

However, the 2009 and 2010 changes to Regional Business has created a number of non-conforming use issues/concerns – specifically the eliminated one of the predominant and critical uses within these buildings and has/is hampering or restricting reinvestment.

From a Planning Division perspective, the Comprehensive Plan Update Process did not delve into the finite details of each use within the above noted structures. Instead, the process looked at what was at that time occurring in the area and what it deemed to be in the best interest of the community, and sought the land use and subsequent zoning changes from light industrial to regional business.

STAFF ANALYSIS/RECOMMENDATION

For the past couple of months, the City Planner has monitored the County Road B2, Prior Avenue and area Oakcrest Avenue sites, reviewed historical information, and discussed the previous land use and zoning change with a few property owners to better understand the effects and impacts the changes have made.

Since the uses that the Planning Division foresees in this area are mostly not new, the proposed amendment did require some analysis for the purpose of potential impact comfort. The Planning Division has concluded that such a use, limited production and processing, being added into the mix of permitted uses in the Regional Business District would not dramatically change that which could currently be placed within the district.

As currently defined in the Code, Limited Production and Processing is as follows:

Limited production/processing: Light manufacturing, fabrication, assembly, processing, packaging, research, development, or similar uses which are predominately conducted indoors and which would not be disruptive of, or incompatible with, other office, retail, or service uses that may be in the same

55 *building or complex. Limited production/processing generally does not include*
56 *industrial processing from raw materials.*

57 The types of existing and proposed uses that we envision are not large factories,
58 but rather small or modest sized facilities that utilize 3,000 to 6,000 sq. ft. of a
59 multi-tenant building and include a warehousing and distribution component, as
60 well and the typical manufacturing and office use. These businesses have little
61 impact on a given area and have been a mainstay in the three areas described
62 above.

63 The Planning Division recommends that the use chart, Table 1005-1, be amended
64 to include Limited Production and Processing as a permitted use in the Regional
65 Business District.

66 **PLANNING COMMISSION ACTION**

67 At the duly noticed public hearing, one property owner spoke in favor of the
68 subject text amendment. Mr. Mark Rancone, Roseville Properties, indicated to
69 the Planning Commission that they have had such uses within the subject area
70 buildings for many years, and that having the cloud of non-conformity hanging
71 over is site/use makes investment/reinvestment difficult, especially in a tight
72 credit market. He added that these uses are low impact and very clean.

73 The Planning Commission voted (6-0) to recommend approval of the suggested
74 text amendment adding Limited Processing and Production as a permitted use
75 within the Regional Business District.

76 **SUGGESTED CITY COUNCIL ACTION**

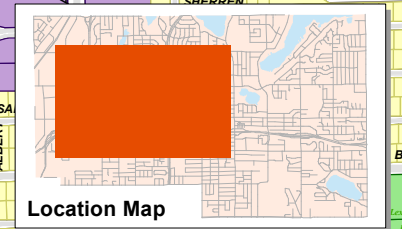
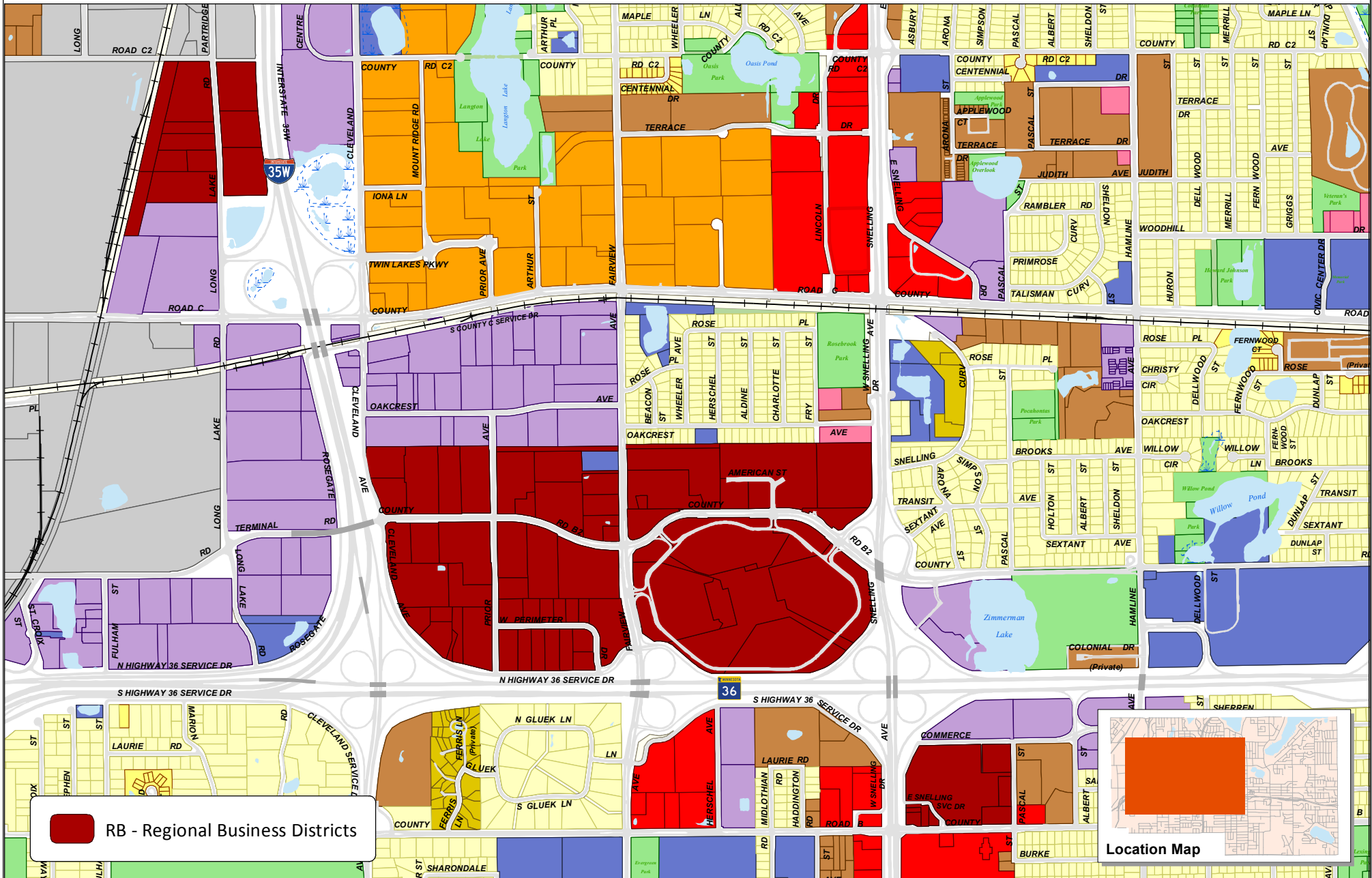
77 Adopt an Ordinance amending Table 1005-1 of the Commercial and Mixed Use
78 District to allow as a permitted use Limited Production and Processing.

Prepared by: City Planner Thomas Paschke (651-792-7072)

Attachments: A. Zoning Map
B. Draft PC Minutes
C. Draft Ordinance
D. Summary Ordinance

PROJ 0017: Zoning Text Amendment

Attachment A



Location Map



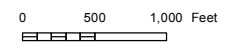
Prepared by:
Community Development Department
Printed: October 10, 2012



Site Location
Comp Plan / Zoning
Designations
LR / LDR-1

Data Sources
* Ramsey County GIS Base Map (10/1/2012)
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

EXTRACTION OF THE OCTOBER 3, 2012

ROSEVILLE PLANNING COMMISSION MEETING MINUTES

b. **PLANNING FILE 0017**

Request by the Planning Division to amend the permitted uses chart of Table 1005-1 to include Limited Production/Processing

Vice Chair Gisselquist opened the Public Hearing for File 0017 at approximately 6:44 p.m.

City Planner Thomas Paschke summarized the request for amendments to the Zoning Ordinance, based on actual use of the updated Zoning Ordinance, and issues during its actual application related to non-conforming uses that are being found to create limitations on use and reinvestment for existing structures and their potential re-use. Two specific areas addressed by Mr. Paschke included areas north and west of Rosedale Mall and County Road B-2. Staff's analysis was detailed in the Request for Planning Commission Action dated October 3, 2012.

At the request of Vice Chair Gisselquist, Mr. Paschke confirmed that the requested text amendments were all based on actual usage after the Comprehensive Plan had been updated followed by the updated Zoning Code, and not prompted by any specific citizen and/or business request. Mr. Paschke advised that, even during updating of the various documents, several areas had been identified for monitoring based on their historical use and operations; and noted that those areas had continued under review. Mr. Paschke clarified that staff had fielded calls from area realtors on potential tenants in some buildings that they found problematic based on limited uses or uses that could be deemed on-conforming. Therefore, Mr. Paschke advised that it made sense to expand permitted uses as recommended by staff when those uses were found not to be that impactful to a Zoning District.

At the request of Member Lester, Mr. Paschke advised that, based on operations, staff determined limited uses versus unlimited use or limited production versus normal/heavy production, as defined in City Code as it related to other definitions and higher levels of manufacturing/production.

At the request of Member Lester, Mr. Paschke advised that, concerns of those permitted uses growing into larger uses that would negatively impact a specific Zoning District were negligible since these areas typically involved smaller areas within multi-tenant buildings, averaging 5,000 square feet or less. Mr. Paschke noted that this would further dictate if a use remained appropriate or if a new location was needed for that use.

At the request of Member Lester, Mr. Paschke reviewed the definition and distinctions of industrial processing of raw materials, usually larger operations, rather than this application.

Mr. Lloyd provided several examples; clarifying permitted uses could include a small brewery with limited production versus a prohibited use such as smelting iron or producing heavy kinds of products from those raw materials.

Mr. Paschke concurred, noting that high end manufacturing would not be a permitted use (e.g. potato chip production); with the cost per outfit used as part of the determination for permitted versus unpermitted uses.

At the request of Member Strohmeier, staff provided additional types of operations that would become permitted uses with these text amendments, including but not limited to: small tool and die facility; receiving products for repackaging and distribution (e.g. Fastenal); and the distinction between production, processing and assembly. Mr.

Paschke advised that most of the uses would be small in scale, within the 3,500 to 4,000 square foot limitation; and would not accommodate uses for major production and/or processing.

Public Comments

Mark Rancone, Roseville Properties

As a representative of several multi-tenant and single-tenant buildings in Roseville within Regional Business District zoning designations, Mr. Rancone spoke in support of staff's recommendation for text amendments as outlined; and expressed appreciation for staff being pro-active in understanding the realities of leasing to tenants under current limited uses.

As an example, Mr. Rancone noted the CPI Card Group, formerly UV Color, a tenant of Roseville Properties using that entire building that had been modestly upgraded several years ago. Other examples included two other Roseville Properties buildings located at 1975 and 1995 County Road B-2 across from the U.S. Post Office (e.g. Schneidermann's) that had been constructed in the mid-1970's, and formerly office/warehouse uses. Mr. Rancone noted that the use had now been converted by Roseville Properties to retail formats, with HOM Furniture built on the rear of that property and having frontage road and freeway access and/or visibility versus their properties running east/west to the freeway and having limited exposure that provided limited opportunities for those parcels.

Mr. Rancone advised that the objective of their firm was that the buildings be allowed uses for their highest and best uses. Mr. Rancone advised that Roseville Properties was considering upgrading their two (2) buildings, including rain gardens and parking lot improvements for better storm water control, as well as façade rehabilitation to entice future tenants, some of whom requested the ability to have light manufacturing uses. Before committing to making significant investments on those upgrades for those buildings, Mr. Rancone asked that the Planning Commission support staff's recommendations and approve the requests.

Mr. Rancone advised that the buildings themselves had structural obsolescence that would prevent any use for heavy semi traffic; but this action would allow for more flexibility in City Code for practical application and uses over the next twenty (20) years. Mr. Rancone opined that they are not currently good sites for high retail uses in their present locations/conditions.

Vice Chair Gisselquist closed the Public Hearing for File 0017 at approximately 7:00 p.m.; with no one appearing for or against.

MOTION

Member Gisselquist moved, seconded by Member Strohmeier to recommend to the City Council APPROVAL of the text amendment adding Limited Production/Processing into the Permitted Uses Table 1005.01 and specifically for the Regional Business District, as detailed in the staff report dated October 3, 2012.

Ayes: 6

Nays: 0

Motion carried.

Staff advised that anticipated City Council action is anticipated for October 22, 2012.

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 10 ZONING ORDINANCE
OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended as follows to add limited production and processing as a permitted use within the Regional Business District.

SECTION 2. Table 1005-1 is hereby amended as follows:

Table 1005-1	NB	CB	RB	CMU	Standards
Commercial Uses					
Learning studio (martial arts, visual/preforming arts)	C	P	P	P	
<u>Limited production and processing</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	
Liquor store	C	P	P	P	

SECTION 3. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 22nd day of October, 2012

City of Roseville

ORDINANCE SUMMARY NO. ____

**AN ORDINANCE AMENDING TABLE 1005-1 OF TITLE 10, ZONING ORDINANCE
OF THE ROSEVILLE CITY CODE**

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on October 22, 2012:

The Roseville City Code, Title 10, Zoning Ordinance, has been amended to include limited production and processing as a permitted use in the Regional Business District; which amendment add the use to Table 1005-1..

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

Attest: _____
William J. Malinen, City Manager

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

DATE: 10/22/2012
ITEM NO: 9.b

Department Approval:

P. Trudgen

City Manager Approval:

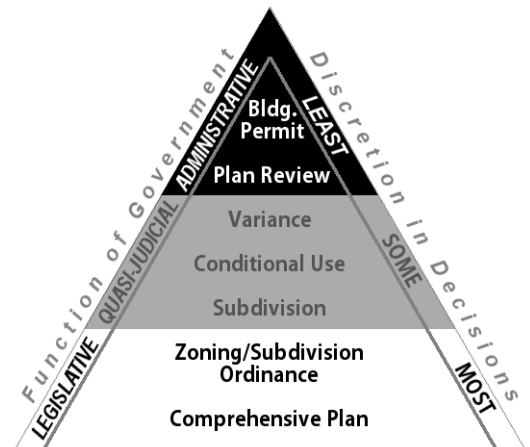
W. Mahonen

Item Description: Request by Roseville Planning Division for approval of a **zoning text amendment** pertaining permitted and conditional uses within the Regional Business and Office/Business Park Districts (**PROJ-0017**)

Application Review Details

- RCA prepared: October 22, 2012
- Public hearing: October 3, 2012
- City Council action: October 22, 2012
- Statutory action deadline: not applicable

Action taken on a zoning ordinance (text) request is **legislative** in nature; the City's role is to determine, through testimony and information provided by staff, whether such a change is appropriate.



REQUESTED ACTION

The Roseville Planning Division seeks a text amendment to the Zoning Ordinance to create the definition Limited Warehousing and Distribution and to allow this use as a permitted and conditional use in the Regional Business and Office/Business Park Districts.

SUMMARY OF RECOMMENDATION

Planning Division staff concur with the Planning Commission's recommendation (6-0) to approve the proposed text amendment; see Suggested Council Action of this report for the detailed recommendation.

SUMMARY OF SUGGESTED ACTION

Adopt an ordinance approving the zoning text amendment to create a new definition in Section 1001.10 (Definitions) for Limited Warehousing and Distribution and to allow as a permitted and conditional use Limited Warehousing and Distribution within the Regional Business and Office/Business Park Districts.

16 **BACKGROUND**

17 As City Council Members are aware, the updated Zoning Ordinance went into
18 effect on December 21, 2010, and since that date the Planning Division has been
19 monitoring the many different nuances of this broad document.

20 One such area that we have been keeping our eye on is the Office/Business Park
21 District. Here the Planning Division has been faced with a number of buildings
22 where pre-existing non-conforming uses are present. This situation, although
23 permitted to continue, has made reuse somewhat difficult when the Code does not
24 support what has historically been prevalent in the area and property owners are
25 not motivated or willing to invest in improving buildings and/or sites when a use
26 has been deemed, by the Planning Division, to be non-conforming.

27 One specific area where the Planning Division has challenges is along Oakcrest
28 Avenue generally from Fairview Avenue to Cleveland Avenue. This area, prior
29 to the comprehensive plan and zoning ordinance updates, was predominantly a
30 light industrial area that includes a mix of small scale manufacturing, processing,
31 production and distribution uses. The prior comprehensive plan guided the area
32 Business and all parcels/lots were zoned Light Industrial District.

33 Although pre-existing non-conforming uses can present challenges, the greater
34 issue faced has been the distribution of goods and to what extent such a use is
35 allowed. The Zoning Ordinance allows Limited Production and Processing as a
36 permitted use within the Office/Business Park and Industrial Districts, but the
37 definition is silent on distribution, which is a critical ancillary use to most all
38 processing, production, and manufacturing businesses. Below is the current
39 definition of Limited Production/Processing:

- 40 a. **Limited production/processing:** Light manufacturing, fabrication,
41 assembly, processing, packaging, research, development, or similar uses
42 which are predominately conducted indoors and which would not be
43 disruptive of, or incompatible with, other office, retail, or service uses that
44 may be in the same building or complex. Limited production/processing
45 generally does not include industrial processing from raw materials.

46 The Zoning Ordinance also has Warehousing and Distribution, but this use is only
47 permitted in the Industrial District and not permitted Office/Business Park, which
48 stems largely from the definition of Warehouse, which includes a larger and more
49 impactful trucking or distribution component (as staff interprets the definition).

- 50 a. **Warehouse:** An establishment providing storage and distribution of
51 merchandise and bulk goods, typically involving heavy truck and/or
52 freight rail traffic.

53 To gain a better perspective of what is occurring in Oakcrest Avenue area, the
54 Planning Division visited different sites multiple times to review and obtain
55 information. This area consists of eight multi-tenant office/warehouse buildings,
56 all with dock doors; the newest building, 1975 Oakcrest, was constructed in 2006.

57 These “inspections” revealed that a number of uses within these structures
58 include varying production, processing, manufacturing and warehousing, all with
59 some form of distribution.

Fastenal, which bills itself as America's largest industrial supply store, at 1920 Oakcrest, is a good example of such a use. They occupy 6,000 sq. ft. of the 30,000 sq. ft. building and have approximately 10 to 16 pick-up trucks that are used for distribution. Although one might consider that number of vehicles to be high, the Planning Division never witnesses more than two vehicles entering or leaving the site in a hour time frame – this is not to say that the frequency is not greater, but rather that such an ancillary use does not appear to come and go frequently as other delivery uses or services. The Planning Division would deem the distribution at Fastenal as clean and non-impactful to the area with trucks parked indoors for distribution or parked outside in the parking lot.

Another unique property/situation lies at 1995 Oakcrest at the former Arthur Schuster building. Here, a building initially designed and constructed as an office, showroom, warehousing building, was modified years ago into an interior design firm consisting mainly of office with limited warehousing. The building, which the Planning Division was allowed to tour, has a modest office component, but largely is a warehouse that boasts two rear dock doors (previously there were three, but one was converted to office use). The complexity here is that the initial/former use, since the conversion occurred many years ago, cannot be brought back since it is non-conforming, even though the building is better suited for such a light industrial/manufacturing with distribution use than any other currently allowed in the Office/Business Park District.

One last factor to consider is related to the text amendment to the Regional Business District where the Planning Division is seeking to add Limited Production and Processing as a permitted use and which district should also include Limited Warehousing and Distribution to provide clarification that such uses are allowed to distribute their goods.

STAFF PROPOSAL

In review of the Oakcrest Avenue “phenomenon” it is our determination that the existing warehousing/office mix will likely be present for many years, and as such, the Zoning Ordinance should be modified to clarify the absence of distribution within the definition of Limited Production and Processing, since distribution is a critical component of these businesses and uses.

It is also the Planning Division’s position that any allowance of distribution in either the Office/Business Park District or the Regional Business District shall be limited in both number and type of trucks, since these two items or aspects of a business/use can create impacts detrimental to a site and/or area.

From the Division’s perspective, pick-up, panel, and/or cargo van type trucks (generally less than 38 feet in length) are appropriate for these uses, as are ranges of upwards of eight vehicles. When the distribution component, which we would view as ancillary or accessory to the primary use, gets to nine or more vehicles, the Planning Division feels that the Conditional Use needs to be triggered in order for staff to consider the use, number and type of trucks, and other factors and impacts which may be too great to the site and/or area.

Consider Pepperidge Farms at 1975 County Road B2 and zoned Regional Business, which use occupies 10,000 sq. ft. of an 82,000 sq. ft. building and has approximately 6 to 8 cargo/cube vans that are used for distribution. Such a use within such a large office/warehouse building and vast parking lot has very little impact on the site or the area, and most likely is a use that few knew existed in Roseville.

STAFF RECOMMENDATION

In consideration of the text amendment to add Limited Production and Processing as a permitted use in the Regional Business District and the Planning Division's determination that a distinction needs to be made regarding the distribution of goods that are directly tied to Limited Production and Processing specifically in the Regional Business District (proposed) and the Office Business Park District, the Planning Division recommends that new permitted use titled Limited Warehousing and Distribution be approved.

The Planning Division further recommends that the definition read as follows:
Limited Warehousing and Distribution: An establishment providing storage and distribution of merchandise and bulk goods, including those associated with a limited production and processing use, and shall involve pick-up, cargo, and/or cube variety trucks to distribute goods.

The Planning Division also recommends that the permitted use aspect of this new use be limited to 8 or fewer pick-up, cargo, and/or cube variety fleet trucks. However, for uses with greater than 9 pick-up, cargo, and/or cube variety fleet trucks, a conditional use shall be required, which provision requires the "standards" box to include a "Y

The Planning Division is not currently seeking or recommending any specific conditions for the conditional use, but that those listed within Section 1009.02 will suffice to consider a use, number and type of fleet truck, and other factors, and which impacts may be too great to the site and/or area.

PLANNING COMMISSION ACTION

At the duly noticed public hearing, one property owner spoke in favor of the subject amendments. Mr. Mark Rancone, Roseville Properties, indicated to the Planning Commission that clarifying such an auxiliary/accessory use is essential to the existing limited production and processing uses and the the number of trucks split permitted and conditional made sense; a number of his sites/uses are limited by parking spaces that they can utilize. He added that similar to the previous amendment that having the cloud of non-conformity hanging over is site/use makes investment/reinvestment difficult.

The Planning Commission voted (6-0) to recommend approval of the suggested text amendment to create a new definition for Limited Warehousing and Distribution (as recommended by the Planning Division) and to allow as a permitted and conditional use within the Regional Business and Office/Business Park Districts, by amending Table 1005-1 and 1006-1.

145
146
147
148
149
150
151
152
153
154
155
156

SUGGESTED CITY COUNCIL ACTION
Adopt an ordinance creating the definition for Limited Warehousing and Distribution: An establishment providing storage and distribution of merchandise and bulk goods, including those associated with a limited production and processing use, and shall involve pick-up, cargo, and/or cube variety trucks to distribute goods; add limited warehousing and distribution as a permitted and conditional use (8 or fewer pick-up, cargo, and/or cube variety fleet trucks permitted and greater than 9 pick-up, cargo, and/or cube variety fleet trucks conditional use) in the Regional Business District by including within Table 1005-1; and add limited warehousing and distribution as a permitted use in the Office/Business Park District by including within Table 1006-1

Prepared by: City Planner Thomas Paschke (651-792-7072)
Attachments: A. Draft PC Minutes
 B Draft Ordinance
 C. Summary Ordinance

**EXTRACTION OF THE OCTOBER 3, 2012
ROSEVILLE PLANNING COMMISSION MEETING MINUTES**

b. PLANNING FILE 0017

Request by the Planning Division to add to the definition of Limited Warehousing and Distribution to Section 1002 of the Roseville Zoning Ordinance and to amend the uses chart for both the Regional Business District and Office/Business Park to allow Limited Warehousing and Distribution as a permitted and conditional use.

Vice Chair Gisselquist opened the Public Hearing for File 0017 at approximately 7:03 p.m.

City Planner Thomas Paschke summarized the request for amendment to the Zoning Ordinance, based on actual use of the updated Zoning Ordinance, and issues during its actual application related to non-conforming uses that are being found to create limitations on use and reinvestment for existing structures and their potential re-use.

Mr. Paschke advised that this unique area included several different sites in the Oakcrest Avenue area, basically between Fairview and Cleveland Avenues. Mr. Paschke advised that staff had visited the sites multiple times to review and obtain information (1975 Oakcrest constructed in 2006; 1920 Oakcrest; 1995 Oakcrest). Mr. Paschke noted that inspection revealed a number of uses within structures, including varying production, processing, manufacturing and warehousing, distribution, office, and limited warehousing.

Mr. Paschke reviewed the definition in the Zoning Ordinance for "Warehouse" and permitted uses for Warehousing and Distribution currently only permitted in Industrial and Office/Business Park zoning district designations.

Staff's analysis was detailed in the Request for Planning Commission Action dated October 3, 2012; and several examples for pre-existing, non-conforming uses were provided, with Mr. Paschke noting that this limited future tenants and potential re-uses beyond those historical functions.

In reviewing the Oakcrest Avenue situations, Mr. Paschke advised that staff had determined that existing warehousing/office mix would probably be present for many years, and the Zoning Ordinance should be modified to clarify the absence of distribution within the definition of Limited Production and Processing since distribution was a critical component of permitted uses. Mr. Paschke clarified the intent to limit permitted uses based on a limit of eight (8) or fewer pick-up trucks, panel or cargo van type trucks. Mr. Paschke referenced Section 2.3 of the staff report and the trigger for a Conditional Use.

Discussion included definition of trucks and semi's; number of trucks on site at any one time; site-specific nature of Conditional Uses; understanding the function of specific businesses under this application; and their proximity to residential areas.

Public Comments

Mark Rancone, Roseville Properties

Mr. Rancone again spoke in support of allowing for more flexibility in leasing buildings in this area; opining that limited warehousing was a natural extension to make those buildings functional given their age. Mr. Rancone again noted that today's requirements included a thirty-two foot (32') height clearance in buildings, and these buildings were not applicable for that type of use that would allow for a more intense use.

Vice Chair Gisselquist closed the Public Hearing for File 0017 at approximately 7:15 p.m.; with no one appearing for or against.

MOTION

Member Olsen moved, seconded by Member Cunningham to recommend to the City Council APPROVAL of the text amendments as outlined in Sections 3.1 – 3.4 of the staff report dated October 3, 2012.

Ayes: 6

Nays: 0

Motion carried.

Staff advised that anticipated City Council action is anticipated for October 22, 2012.

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 10 ZONING ORDINANCE
OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended as follows to create a new definition clarifying the warehousing and distribution of goods within select districts is permitted or conditional and to add a a permitted and conditional use limited warehousing and distribution to the Regional Business and Office/Business Park Districts..

SECTION 2. Section 1001.10 – Definitions, is hereby amended as follows:

Limited Warehousing and Distribution: An establishment providing storage and distribution of merchandise and bulk goods, including those associated with a limited production and processing use, and which use shall involve pick-up, cargo, and/or cube variety trucks to distribute goods.

SECTION 3. Table 1005-1 is hereby amended as follows:

Table 1005-1	NB	CB	RB	CMU	Standards
Commercial Uses					
Learning studio (martial arts, visual/preforming arts)	C	P	P	P	
Limited production and processing	NP	NP	P	NP	
<u>Limited warehousing and distribution</u>	<u>NP</u>	<u>NP</u>	<u>P/C</u>	<u>NP</u>	<u>Y</u>
Liquor store	C	P	P	P	

SECTION 4. Table 1006-1 is hereby amended as follows:

Table 1006-1	O/BP	I	Standards
Manufacturing, Research, and Wholesale Uses			
Leather and fur tanning, curing, finishing, and dying	NP	NP	
Limited production and processing	P	P	
<u>Limited warehousing and distribution</u>	<u>P/C</u>	<u>P</u>	<u>Y</u>
Manufacturing and processing, no outdoor activity/storage	NP	P	
Manufacturing and processing, outdoor activity/storage	NP	C	Y

SECTION 5. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 22nd day of October, 2012

City of Roseville

ORDINANCE SUMMARY NO. ____

**AN ORDINANCE AMENDING SECTION 1002.10, DEFINITIONS, TABLE 1005-1
AND 1006-1 OF TITLE 10, ZONING ORDINANCE OF THE ROSEVILLE CITY CODE**

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on October 22, 2012:

The Roseville City Code, Title 10, Zoning Ordinance, has been amended to create a new definition for warehousing and distribution, include warehousing and distribution as a permitted and conditional use in the Regional Business District, and adding warehousing and distribution as a permitted and conditional use in the Office/Business Park District and a permitted use in the Industrial District.

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

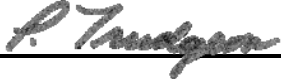
Attest: _____
William J. Malinen, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

DATE: 10/22/2012

ITEM NO: 11.a

Department Approval:



City Manager Approval:



Item Description: Currency Exchange License Renewal for 2013: Pawn America Minnesota, LLC

1.0 REQUESTED ACTION

1.1 The following organization has applied to the Minnesota Department of Commerce and the City of Roseville for the annual renewal and approval of their Currency Exchange Licenses for the calendar year 2013:

- Pawn America Minnesota LLC, (License #20186066), 1715 North Rice Street

1.2 Minnesota Statutes Chapter 53A.04 requires the Department of Commerce to submit any application for licensure as a currency exchange to the governing body of the municipality in which the currency exchange conducts business. The law further requires the governing body of the municipality to render a decision regarding the renewal of the license within 60 days.

1.3 State Statutes also require the City to published notice of its intention to consider the issue and solicit testimony from interested persons prior to taking action on the renewal.

2.0 BACKGROUND

2.1 Minnesota Statute 53A.04(a) states: "Within 30 days after receipt of a completed application, the commissioner shall deny the application or submit the application to the governing body of the local unit of government in which the applicant is located or is proposing to be located. The commissioner may not approve the application without the concurrence of the governing body. The governing shall give published notice of its intention to consider the issue and shall solicit testimony from interested persons, including those in the community in which the applicant is located or proposing to be located. If the governing body has not approved or disapproved the issue within 60 days of receipt of the application, concurrence is presumed. The commissioner must approve or disapprove the application within 30 days from receiving the decision from the governing body. The governing body shall have the sole responsibility of its decision. The state shall have no responsibility for that decision."

3.0 STAFF COMMENTS

3.1 The Community Development Staff and City Attorney have reviewed the request and determined that the request falls under the guidelines of permitted use within the Community Business zoning district as a bank or financial institution.

35 3.2 The Roseville Police Department has completed a review of the Pawn America site and
36 has not experienced any incidents of concern at this site and will continue to work closely
37 with Pawn America and their check cashing operation. The Roseville Police Department
38 does receive calls from time to time pertaining to occurrences on the property.

39 **4.0 STAFF RECOMMENDATION**

40 4.1 Staff recommends that the Roseville City Council approve the requests of Pawn America
41 Minnesota LLC, 1715 North Rice Street to renew their licenses to operate currency
42 exchange businesses, in the City of Roseville for the 2013 calendar year.

43 **5.0 SUGGESTED CITY COUNCIL ACTION**

44 5.1 By motion, recommend approval of the requests by **Pawn America Minnesota LLC,**
45 **1715 North Rice Street, Roseville to renew their licenses to operate currency**
46 **exchange businesses in Roseville for the 2013 calendar year.**

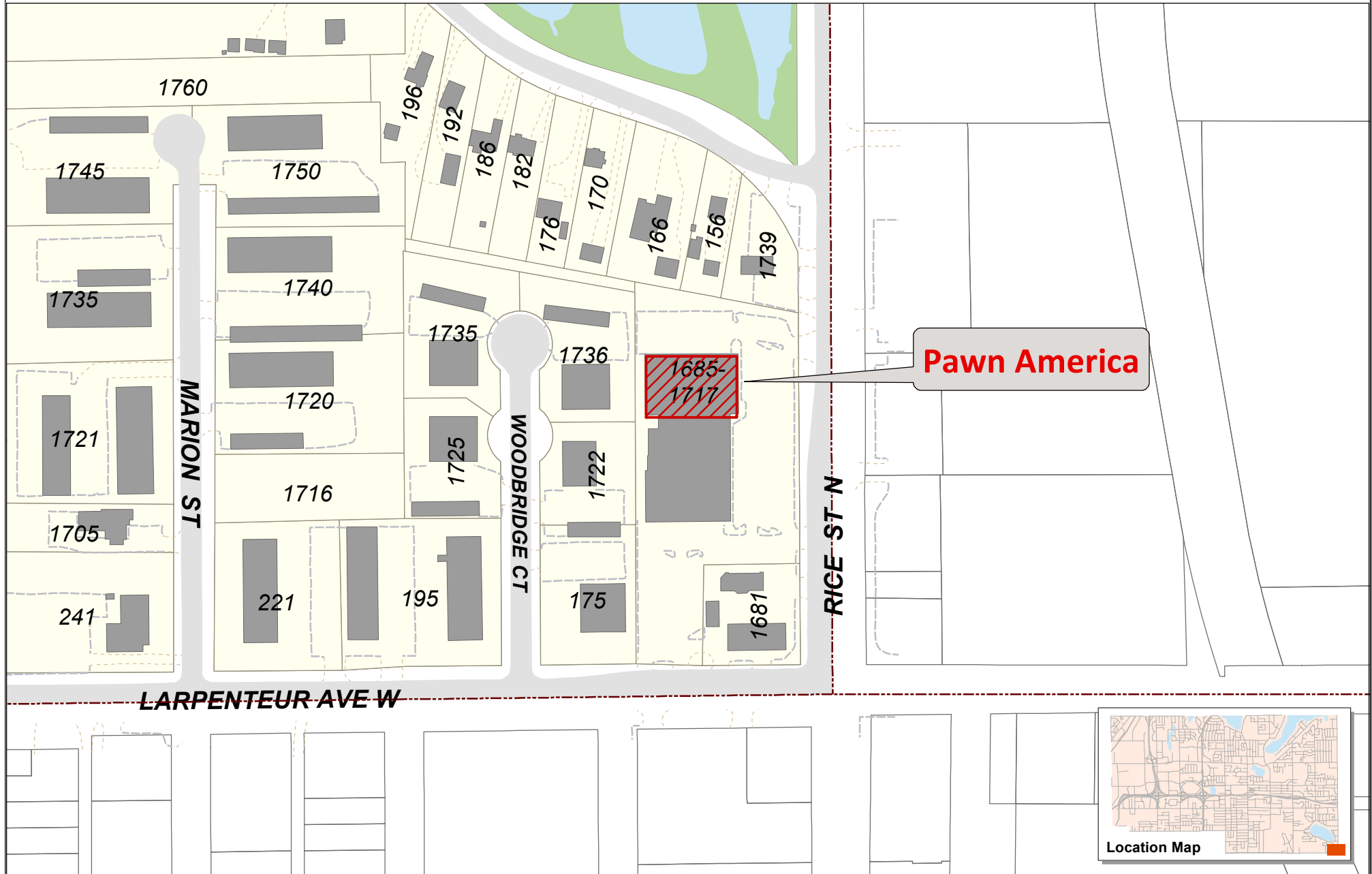
47 .

Prepared by: City Planner Thomas Paschke

Attachments: A: Area map
B: Police Memo

Currency Exchange License Renewal 2013

Attachment A



Prepared by:
Community Development Department
Printed: October 3, 2012



Site Location

Comp Plan / Zoning
Designations
LR / LDR-1

Data Sources

* Ramsey County GIS Base Map (10/1/2012)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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

0 100 200 Feet
mapdoc: planning_commission_location.mxd

Lt. Erika Scheider
Investigative Case Coordinator
Roseville Police Department
2660 Civic Center Drive
Roseville, Minnesota 55113
Desk: 651-792-7213
E-mail: erika.scheider@ci.roseville.mn.us

**Roseville Police
Criminal
Investigations Unit**

Memo

To: Thomas Paschke
From: Lt. Erika Scheider
CC: Chief Mathwig
Date: 10/8/2012
Re: Pawn America currency exchange renewal

I reviewed police calls for service and incidents originating from Pawn America, located at 1715 North Rice Street. There were no issues or law enforcement concerns in the past year. Pawn America has continued to be responsive to all police requests and consistently provides information in a timely manner.

Pawn America continues to meet the surveillance requirements of the Roseville city ordinance. The cameras adequately cover the interior of Pawn America and the exterior parking lot. The system is sufficient quality to aid law enforcement in investigations.

Please let me know if you have any questions or concerns.

Date: October 22, 2012

Item: 12.a

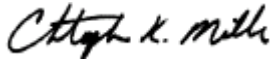
Currency Exchange License
Renewal; Pawn America

Please See Item: 11.a

REQUEST FOR COUNCIL ACTION

Date: 10/22/12
Item No.: 12.b

Department Approval



City Manager Approval



Item Description: Award the Sale of \$17 Million in Bonds to Finance the Completion of a New Fire Station and Continue Funding for the Park Renewal Program

BACKGROUND

On September 24, 2012 the City Council authorized the sale of \$17 million in bonds to finance the completion of a new fire station and continue funding for the Park Renewal Program. The sale of the bonds is scheduled to take place via sealed bid on the morning of October 22, 2012 with the results of the sale presented later that evening at the Council meeting.

POLICY OBJECTIVE

The issuance of bonds to finance the completion of a new fire station and continue funding for the Park Renewal Program is consistent with the goals established by Imagine Roseville 2025, and prior Council directives.

FINANCIAL IMPACTS

See attached.

STAFF RECOMMENDATION

At the City Council meeting, Staff will recommend the Council approve the attached resolution awarding the sale of the 2012 Bonds.

REQUESTED COUNCIL ACTION

Motion to approve the attached resolution awarding the sale of the City's 2012 Bonds.

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution awarding the sale of the City's 2012 Bonds.

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF THE
CITY OF ROSEVILLE, MINNESOTA

HELD: OCTOBER 22, 2012

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Roseville, Ramsey County, Minnesota, was duly held at the City Hall on October 22, 2012, at 6:00 P.M., for the purpose, in part, of authorizing the issuance and awarding the sale of \$17,000,000 General Obligation Bonds, Series 2012A.

The following members were present:

and the following were absent:

In accordance with the resolution adopted by the City Council on September 24, 2012, the City Manager presented proposals on \$17,000,000 General Obligation Bonds, Series 2012A (the "Bonds"), which were received and tabulated at the offices of Springsted Incorporated, in St. Paul, Minnesota ("Springsted") on this same day. The Council then proceeded to consider and discuss the proposals, after which Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF \$17,000,000 GENERAL
OBLIGATION BONDS, SERIES 2012A AND
LEVYING A TAX FOR THE PAYMENT THEREOF

A. WHEREAS, the City Council of the City of Roseville, Minnesota (the "City") exercising its powers as a port authority pursuant to the Laws of Minnesota 1987, Chapter 257, Section 3, has heretofore established Redevelopment Project Area and Industrial Development District No. 1 (the "Project Area") pursuant to the provisions of Minnesota Statutes, Sections 469.001 through 469.047 and 469.058; and

B. WHEREAS, the City, exercising its port authority powers, hereby determines and declares that it is necessary and expedient to issue \$17,000,000 General Obligation Bonds, Series 2012A (the "Bonds" or individually, a "Bond"), pursuant to Minnesota Statutes, Section 469.060 and Chapter 475 to finance the construction of park improvements within the Project Area (the "Project"); and

C. WHEREAS, the City has, by its Ordinance No. 1419, adopted October 24, 2011, agreed to pledge its full faith and credit towards the payment of the bonds to be issued pursuant to this resolution, as required under the provisions of Minnesota Statutes, Section 469.060; and

D. WHEREAS, the City has retained Springsted Incorporated ("Springsted") as its independent financial advisor for the sale of the Bonds and was therefore authorized to sell the Bonds by private negotiation in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

E. WHEREAS, it is in the best interests of the City that the Bonds be issued in book-entry form as hereinafter provided; and

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

1. Acceptance of Proposal. The offer of _____, _____(the "Purchaser"), to purchase the Bonds in accordance with the terms and at the rates of interest hereinafter set forth, and to pay therefor the sum of \$_____ plus interest accrued to settlement, is hereby accepted.

2. Bond Terms.

(a) Original Issue Date; Denominations; Maturities and Term Bond Option. The Bonds shall be dated November 1, 2012, as the date of original issue, be issued forthwith on or after such date in fully registered form, be numbered from R-1 upward in the denomination of \$5,000 each or in any integral multiple thereof of a single maturity (the "Authorized Denominations") and shall mature on March 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2014	\$	2022	\$
2015		2023	
2016		2024	
2017		2025	
2018		2026	
2019		2027	
2020		2028	
2021			

As may be requested by the Purchaser, one or more term Bonds may be issued having mandatory sinking fund redemption and final maturity amounts conforming to the foregoing principal repayment schedule, and corresponding additions may be made to the provisions of the applicable Bond(s).

(b) Book Entry Only System. The Depository Trust Company, a limited purpose trust company organized under the laws of the State of New York or any of its successors or its successors to its functions hereunder (the "Depository") will act as securities depository for the Bonds, and to this end:

(i) The Bonds shall be initially issued and, so long as they remain in book entry form only (the "Book Entry Only Period"), shall at all times be in the form of a separate single fully registered Bond for each maturity of the Bonds; and for purposes of complying with this requirement under paragraphs 5 and 10 Authorized Denominations for any Bond shall be deemed to be limited during the Book Entry Only Period to the outstanding principal amount of that Bond.

(ii) Upon initial issuance, ownership of the Bonds shall be registered in a bond register maintained by the Bond Registrar (as hereinafter defined) in the name of CEDE & CO., as the nominee (it or any nominee of the existing or a successor Depository, the "Nominee").

(iii) With respect to the Bonds neither the City nor the Bond Registrar shall have any responsibility or obligation to any broker, dealer, bank, or any other financial institution for which the Depository holds Bonds as securities depository (the "Participant") or the person for which a Participant holds an interest in the Bonds shown on the books and records of the Participant (the "Beneficial Owner"). Without limiting the immediately preceding sentence, neither the City, nor the Bond Registrar, shall have any such responsibility or obligation with respect to (A) the accuracy of the records of the Depository, the Nominee or any Participant with respect to any ownership interest in the Bonds, or (B) the delivery to any Participant, any Owner or any other person, other than the Depository, of any notice with respect to the Bonds, including any notice of redemption, or (C) the payment to any Participant, any Beneficial Owner or any other person, other than the Depository, of any amount with respect to the principal of or premium, if any, or interest on the Bonds, or (D) the consent given or other action taken by the Depository as the Registered Holder of any Bonds (the "Holder"). For purposes of securing the vote or consent of any Holder under this Resolution, the City may, however, rely upon an omnibus proxy under which the Depository assigns its consenting or voting rights to certain Participants to whose accounts the Bonds are credited on the record date identified in a listing attached to the omnibus proxy.

(iv) The City and the Bond Registrar may treat as and deem the Depository to be the absolute owner of the Bonds for the purpose of payment of the principal of and premium, if any, and interest on the Bonds, for the purpose of giving notices of redemption and other matters with respect to the Bonds, for the purpose of obtaining any consent or other action to be taken by Holders for the purpose of registering transfers with respect to such Bonds, and for all purposes whatsoever. The Bond Registrar, as paying agent hereunder, shall pay all principal of and premium, if any, and interest on the Bonds only to the Holder or the Holders of the Bonds as shown on the bond register, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to the principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid.

(v) Upon delivery by the Depository to the Bond Registrar of written notice to the effect that the Depository has determined to substitute a new Nominee in place of the existing Nominee, and subject to the transfer provisions in paragraph 10, references to the Nominee hereunder shall refer to such new Nominee.

(vi) So long as any Bond is registered in the name of a Nominee, all payments with respect to the principal of and premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, by the Bond Registrar or City, as the case may be, to the Depository as provided in the Letter of Representations to the Depository required by the Depository as a condition to its acting as book-entry Depository for the Bonds (said Letter of Representations, together with any

replacement thereof or amendment or substitute thereto, including any standard procedures or policies referenced therein or applicable thereto respecting the procedures and other matters relating to the Depository's role as book-entry Depository for the Bonds, collectively hereinafter referred to as the "Letter of Representations").

(vii) All transfers of beneficial ownership interests in each Bond issued in book-entry form shall be limited in principal amount to Authorized Denominations and shall be effected by procedures by the Depository with the Participants for recording and transferring the ownership of beneficial interests in such Bonds.

(viii) In connection with any notice or other communication to be provided to the Holders pursuant to this Resolution by the City or Bond Registrar with respect to any consent or other action to be taken by Holders, the Depository shall consider the date of receipt of notice requesting such consent or other action as the record date for such consent or other action; provided, that the City or the Bond Registrar may establish a special record date for such consent or other action. The City or the Bond Registrar shall, to the extent possible, give the Depository notice of such special record date not less than fifteen calendar days in advance of such special record date.

(ix) Any successor Bond Registrar in its written acceptance of its duties under this Resolution and any paying agency/bond registrar agreement, shall agree to take any actions necessary from time to time to comply with the requirements of the Letter of Representations.

(x) In the case of a partial prepayment of a Bond, the Holder may, in lieu of surrendering the Bonds for a Bond of a lesser denomination as provided in paragraph 5, make a notation of the reduction in principal amount on the panel provided on the Bond stating the amount so redeemed.

(c) Termination of Book-Entry Only System. Discontinuance of a particular Depository's services and termination of the book-entry only system may be effected as follows:

(i) The Depository may determine to discontinue providing its services with respect to the Bonds at any time by giving written notice to the City and discharging its responsibilities with respect thereto under applicable law. The City may terminate the services of the Depository with respect to the Bonds if it determines that the Depository is no longer able to carry out its functions as securities depository or the continuation of the system of book-entry transfers through the Depository is not in the best interests of the City or the Beneficial Owners.

(ii) Upon termination of the services of the Depository as provided in the preceding paragraph, and if no substitute securities depository willing to undertake the functions of the Depository hereunder can be found which, in the opinion of the City, is willing and able to assume such functions upon reasonable or customary terms, or if the City determines that it is in the best interests of the City or the Beneficial Owners of the Bonds that the Beneficial Owners be able to obtain certificates for the Bonds, the Bonds shall no longer be registered as being registered in the bond register in the name of the

Nominee, but may be registered in whatever name or names the Holder of the Bonds shall designate at that time, in accordance with paragraph 10. To the extent that the Beneficial Owners are designated as the transferee by the Holders, in accordance with paragraph 10, the Bonds will be delivered to the Beneficial Owners.

(iii) Nothing in this subparagraph (c) shall limit or restrict the provisions of paragraph 10.

(d) Letter of Representations. The provisions in the Letter of Representations are incorporated herein by reference and made a part of the resolution, and if and to the extent any such provisions are inconsistent with the other provisions of this resolution, the provisions in the Letter of Representations shall control.

3. Purpose; Cost. The Bonds shall provide funds to finance the Project and the total cost of the Project, which shall include all costs enumerated in Minnesota Statutes, Section 475.65, is estimated to be at least equal to the amount of the Bonds. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Project proceeds with due diligence to completion and that any and all permits and studies required under law for the Project are obtained.

4. Interest. The Bonds shall bear interest payable semiannually on March 1 and September 1 of each year (each, an "Interest Payment Date"), commencing September 1, 2013, calculated on the basis of a 360-day year of twelve 30-day months, at the respective rates per annum set forth opposite the maturity years as follows:

<u>Maturity Year</u>	<u>Interest Rate</u>	<u>Maturity Year</u>	<u>Interest Rate</u>
2014	%	2022	%
2015		2023	
2016		2024	
2017		2025	
2018		2026	
2019		2027	
2020		2028	
2021			

5. Redemption.

(a) Optional Redemption. All Bonds maturing on March 1, 2024, and thereafter, shall be subject to redemption and prepayment at the option of the City on March 1, 2023, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturity and the principal amounts within each maturity to be redeemed shall be determined by the City and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the

paying agent and to each affected registered holder of the Bonds at least thirty days prior to the date fixed for redemption.

To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar prior to giving notice of redemption shall assign to each Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers so assigned to such Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of such Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each such Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the City or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the City and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the City shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of such Bond, without service charge, a new Bond or Bonds of the same series having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by such Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

6. Bond Registrar. The Finance Director of the City is appointed to act as bond registrar and transfer agent with respect to the Bonds (the "Bond Registrar"), and shall do so unless and until a successor Bond Registrar is duly appointed, all pursuant to any contract the City and Bond Registrar shall execute which is consistent herewith. The Bond Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Bonds shall be paid to the registered holders (or record holders) of the Bonds in the manner set forth in the form of Bond and paragraph 12.

7. Form of Bond. The Bonds, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereon, shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MINNESOTA
RAMSEY COUNTY
CITY OF ROSEVILLE

R-_____

\$_____

GENERAL OBLIGATION BOND, SERIES 2012A

Interest Rate

Maturity Date

Date of Original Issue

CUSIP

March 1, 20____

November 1, 2012

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

THE CITY OF ROSEVILLE, Ramsey County, Minnesota (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or registered assigns, unless called for earlier redemption, in the manner hereinafter set forth, the principal amount specified above, on the maturity date specified above, and to pay interest thereon semiannually on March 1 and September 1 of each year (each, an "Interest Payment Date"), commencing September 1, 2013, at the rate per annum specified above (calculated on the basis of a 360-day year of twelve thirty-day months) until the principal sum is paid or has been provided for. This Bond will bear interest from the most recent Interest Payment Date to which interest has been paid or, if no interest has been paid, from the date of original issue hereof. The principal of and premium, if any, on this Bond are payable upon presentation and surrender hereof at the office of the Finance Director, City of Roseville, Minnesota (the "Bond Registrar"), acting as paying agent, or any successor paying agent duly appointed by the Issuer. Interest on this Bond will be paid on each Interest Payment Date by check or draft mailed to the person in whose name this Bond is registered (the "Holder" or "Bondholder") on the registration books of the Issuer maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any interest not so timely paid shall cease to be payable to the person who is the Holder hereof as of the Regular Record Date, and shall be payable to the person who is the Holder hereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given to Bondholders not less than ten days prior to the Special Record Date. The principal of and premium, if any, and interest on this Bond are payable in lawful money of the United States of America. So long as this Bond is registered in the name of the Depository or its Nominee as provided in the Resolution hereinafter described, and as those terms are defined therein, payment of principal of, premium, if any, and interest on this Bond and notice with respect thereto shall be made as provided in the Letter of Representations, as defined in the Resolution, and surrender of this Bond shall not be required for payment of the redemption price upon a partial redemption of this Bond. Until termination of the book-entry only system pursuant to the Resolution, Bonds may only be registered in the name of the Depository or its Nominee.

Optional Redemption. All Bonds of this issue (the "Bonds") maturing on March 1, 2024, and thereafter, shall be subject to redemption and prepayment at the option of the Issuer on March 1, 2023, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturity and the principal amounts within each maturity to be redeemed shall be determined by the Issuer and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected Holder of the Bonds at least thirty days prior to the date fixed for redemption.

Selection of Bonds for Redemption; Partial Redemption. To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar shall assign to each Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers assigned to the Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of such Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of the Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the Issuer or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the Issuer and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of the Bond, without service charge, a new Bond or Bonds of the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

Issuance; Purpose; General Obligation. This Bond is one of an issue in the total principal amount of \$17,000,000, all of like date of original issue and tenor, except as to number, maturity, interest rate, denomination and redemption privilege, issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council on October 22, 2012 (the "Resolution"), for the purpose of providing money to finance the construction of park improvements within the jurisdiction of the Issuer. This Bond is payable out of the General Obligation Bonds, Series 2012A Fund of the Issuer. This Bond constitutes a general obligation of the Issuer and, to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Denominations; Exchange; Resolution. The Bonds are issuable solely in fully registered form in Authorized Denominations (as defined in the Resolution) and are exchangeable for fully registered Bonds of other Authorized Denominations in equal aggregate principal amounts at the principal office of the Bond Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the

rights and duties of the Bond Registrar. Copies of the Resolution are on file in the principal office of the Bond Registrar.

Transfer. This Bond is transferable by the Holder in person or by the Holder's attorney duly authorized in writing at the principal office of the Bond Registrar upon presentation and surrender hereof to the Bond Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the Issuer contained in any agreement with the Bond Registrar. Thereupon the Issuer shall execute and the Bond Registrar shall authenticate and deliver, in exchange for this Bond, one or more new fully registered Bonds in the name of the transferee (but not registered in blank or to "bearer" or similar designation), of an Authorized Denomination or Denominations, in aggregate principal amount equal to the principal amount of this Bond, of the same maturity and bearing interest at the same rate.

Fees upon Transfer or Loss. The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Bond and any legal or unusual costs regarding transfers and lost Bonds.

Treatment of Registered Owners. The Issuer and Bond Registrar may treat the person in whose name this Bond is registered as the owner hereof for the purpose of receiving payment as herein provided (except as otherwise provided herein with respect to the Record Date) and for all other purposes, whether or not this Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

Authentication. This Bond shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Authentication hereon shall have been executed by the Bond Registrar.

Not Qualified Tax-Exempt Obligation. This Bond has not been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed, in regular and due form, time and manner as required by law and that this Bond, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Roseville, Ramsey County, Minnesota, by its City Council has caused this Bond to be executed on its behalf by the facsimile signatures of its Mayor and its Manager, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration:

Registrable by: FINANCE DIRECTOR
CITY OF ROSEVILLE,
MINNESOTA

Payable at: OFFICE OF FINANCE DIRECTOR
CITY OF ROSEVILLE,
MINNESOTA

BOND REGISTRAR'S
CERTIFICATE OF
AUTHENTICATION

CITY OF ROSEVILLE,
COUNTY OF RAMSEY, MINNESOTA

This Bond is one of the Bonds described
in the Resolution mentioned within.

/s/ Facsimile
Mayor

Finance Director
City of Roseville, Minnesota
Bond Registrar

/s/ Facsimile
Manager

By _____
Authorized Signature

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM - as tenants in common

TEN ENT - as tenants by the entireties

JT TEN - as joint tenants with right of survivorship and not as tenants in common

UTMA - _____ as custodian for _____

(Cust)

(Minor)

under the _____ Uniform Transfers to Minors Act

(State)

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and does hereby irrevocably constitute and appoint _____ attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated: _____

Notice: _____
The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

Signature(s) must be guaranteed by a national bank or trust company or by a brokerage firm having a membership in one of the major stock exchanges or any other "Eligible Guarantor Institution" as defined in 17 CFR 240.17 Ad-15(a)(2).

The Bond Registrar will not effect transfer of this Bond unless the information concerning the transferee requested below is provided.

Name and Address: _____

(Include information for all joint owners if the Bond is held by joint account.)

PREPAYMENT SCHEDULE

This Bond has been prepaid in part on the date(s) and in the amount(s) as follows:

<u>DATE</u>	<u>AMOUNT</u>	AUTHORIZED SIGNATURE <u>OF HOLDER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Execution. The Bonds shall be in typewritten form, shall be executed on behalf of the City by the signatures of its Mayor and Manager and be sealed with the seal of the City; provided, as permitted by law, both signatures may be photocopied facsimiles and the corporate seal has been omitted. In the event of disability or resignation or other absence of either officer, the Bonds may be signed by the manual or facsimile signature of the officer who may act on behalf of the absent or disabled officer. In case either officer whose signature or facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of the Bonds, the signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery.

9. Authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless a Certificate of Authentication on such Bond, substantially in the form hereinabove set forth, shall have been duly executed by an authorized representative of the Bond Registrar. Certificates of Authentication on different Bonds need not be signed by the same person. The Bond Registrar shall authenticate the signatures of officers of the City on each Bond by execution of the Certificate of Authentication on the Bond and by inserting as the date of registration in the space provided the date on which the Bond is authenticated, except that for purposes of delivering the original Bonds to the Purchaser, the Bond Registrar shall insert as a date of registration the date of original issue of November 1, 2012. The Certificate of Authentication so executed on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution.

10. Registration; Transfer; Exchange. The City will cause to be kept at the principal office of the Bond Registrar a bond register in which, subject to such reasonable regulations as the Bond Registrar may prescribe, the Bond Registrar shall provide for the registration of Bonds and the registration of transfers of Bonds entitled to be registered or transferred as herein provided.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration (as provided in paragraph 9) of, and deliver, in the name of the designated transferee or transferees, one or more new Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Bond may be registered in blank or in the name of "bearer" or similar designation.

At the option of the Holder, Bonds may be exchanged for Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount and stated maturity, upon surrender of the Bonds to be exchanged at the principal office of the Bond Registrar. Whenever any Bonds are so surrendered for exchange, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration of, and deliver the Bonds which the Holder making the exchange is entitled to receive.

All Bonds surrendered upon any exchange or transfer provided for in this resolution shall be promptly cancelled by the Bond Registrar and thereafter disposed of as directed by the City.

All Bonds delivered in exchange for or upon transfer of Bonds shall be valid general obligations of the City evidencing the same debt, and entitled to the same benefits under this resolution, as the Bonds surrendered for such exchange or transfer.

Every Bond presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Bond Registrar, duly executed by the Holder thereof or the Holder's attorney duly authorized in writing.

The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Bond and any legal or unusual costs regarding transfers and lost Bonds.

Transfers shall also be subject to reasonable regulations of the City contained in any agreement with the Bond Registrar, including regulations which permit the Bond Registrar to close its transfer books between record dates and payment dates. The Manager is hereby authorized to negotiate and execute the terms of said agreement.

11. Rights Upon Transfer or Exchange. Each Bond delivered upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond.

12. Interest Payments and Record Date. Interest on any Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond is registered (the "Holder") on the registration books of the City maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any such interest not so timely paid shall cease to be payable to the person who is the Holder thereof as of the Regular Record Date, and shall be payable to the person who is the Holder thereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given by the Bond Registrar to the Holders not less than ten days prior to the Special Record Date.

13. Treatment of Registered Owner. The City and Bond Registrar may treat the person in whose name any Bond is registered as the owner of such Bond for the purpose of receiving payment of principal of and premium, if any, and interest (subject to the payment provisions in paragraph 12) on, such Bond and for all other purposes whatsoever whether or not such Bond shall be overdue, and neither the City nor the Bond Registrar shall be affected by notice to the contrary.

14. Delivery; Application of Proceeds. The Bonds when so prepared and executed shall be delivered by the Finance Director to the Purchaser upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

15. Fund and Accounts. There is hereby established a special fund to be designated the General Obligation Bonds, Series 2012A Fund (the "Fund"). The Fund shall be maintained in the manner herein specified until the Bonds and the interest thereon have been fully paid. There shall be established and maintained in the Fund the following separate accounts:

(a) Construction Account. To the Construction Account there shall be credited the proceeds of the sale of the Bonds, less accrued interest received thereon and capitalized interest. From the Construction Account there shall be paid all costs and expenses of the Project, including the cost of any construction contracts heretofore let and all other costs incurred and to be incurred of the kind authorized in Minnesota Statutes, Section 475.65; and the moneys in said account shall be used for no other purpose except as otherwise provided by law; provided that the proceeds of the Bonds may also be used to the extent necessary to pay interest on the Bonds due prior to the anticipated date of the collection of taxes herein levied or covenanted to be levied.

(b) Debt Service Account. There are hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account: (i) all accrued interest received upon delivery of the Bonds; (ii) capitalized interest in the amount of \$_____ (together with interest earnings thereon and subject to such other adjustments as are appropriate to provide sufficient funds to pay interest due on a portion of the Bonds on or before March 1, 2014); (iii) all collections of all taxes herein or hereafter levied for the payment of the principal and interest on the Bonds; (iv) all funds remaining in the Construction Account after completion of the Project and payment of the costs thereof; (v) all investment earnings on funds held in the Debt Service Account; and (vi) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The Debt Service Account shall be used solely to pay the principal and interest and any premiums for redemption of the Bonds and any other general obligation bonds of the City hereafter issued by the City and made payable from the Debt Service Account as provided by law.

No portion of the proceeds of the Bonds shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (i) for a reasonable temporary period until such proceeds are needed for the purpose for which the Bonds were issued and (ii) in addition to the above in an amount not greater than the lesser of five percent of the proceeds of the Bonds or \$100,000. To this effect, any proceeds of the Bonds and any sums from time to time held in the Construction Account or the Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the bonds payable therefrom) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

16. Tax Levy; Coverage Test. To provide moneys for payment of the principal and interest on the Bonds there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

<u>Levy Years</u>	<u>Collection Years</u>	<u>Amount</u>
2012-2026	2013-2027	See attached schedule

The tax levies are such that if collected in full they, together with any other revenues herein pledged for the payment of the Bonds, will produce at least five percent in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levies shall be irrevocable so long as any of the Bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

17. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City have been irrevocably pledged by Ordinance No. 1419 adopted by the City on October 24, 2011, in accordance with Minnesota Statutes, Section 469.102. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Bonds payable therefrom, the deficiency shall be promptly paid out of any other accounts of the City which are available for such purpose, and such other funds may be reimbursed without interest from the Debt Service Account when a sufficient balance is available therein.

18. Defeasance. When all Bonds have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered holders of the Bonds shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to any Bonds which are due on any date by irrevocably depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full; or if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Bond Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms, by depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

19. Compliance With Reimbursement Bond Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Bonds, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the Closing Date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than sixty days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively the "Project"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Project; provided, however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Project, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed twenty percent of the "issue price" of the Bonds, and (ii) a *de minimis* amount of Reimbursement Expenditures not in excess of the lesser of \$100,000 or five percent of the proceeds of the Bonds.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Bonds or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Bonds and in all events within the period ending on the date which is the later of eighteen months after payment of the Reimbursement Expenditure or one year after the date on which the Project to which the Reimbursement Expenditure relates is first placed in service, but not more than three years after the date of the Reimbursement Expenditure.

(d) Each such reimbursement allocation will be made in a writing that evidences the City's use of Bond proceeds to reimburse the Reimbursement Expenditure and, if made within thirty days after the Bonds are issued, shall be treated as made on the day the Bonds are issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph upon receipt of an opinion of its Bond Counsel for the Bonds stating in effect that such action will not impair the tax-exempt status of the Bonds.

20. Certificate of Registration. The Manager is hereby directed to file a certified copy of this resolution with the County Auditor of Ramsey County, Minnesota, together with such other information as the County Auditor shall require, and to obtain from the County Auditor the certificate that the Bonds have been entered in the County Auditor's Bond Register and that the tax levy required by law has been made.

21. Continuing Disclosure. The City is the sole obligated person with respect to the Bonds. The City hereby agrees, in accordance with the provisions of Rule 15c2-12 (the "Rule"), promulgated by the Securities and Exchange Commission (the "Commission") pursuant to the

Securities Exchange Act of 1934, as amended, and a Continuing Disclosure Undertaking (the "Undertaking") hereinafter described:

(a) Provide or cause to be provided to the Municipal Securities Rulemaking Board (the "MSRB") by filing at www.emma.msrb.org in accordance with the Rule, certain annual financial information and operating data in accordance with the Undertaking. The City reserves the right to modify from time to time the terms of the Undertaking as provided therein.

(b) Provide or cause to be provided to the MSRB notice of the occurrence of certain events with respect to the Bonds in not more than ten (10) business days after the occurrence of the event, in accordance with the Undertaking.

(c) Provide or cause to be provided to the MSRB notice of a failure by the City to provide the annual financial information with respect to the City described in the Undertaking, in not more than ten (10) business days following such amendment.

(d) The City agrees that its covenants pursuant to the Rule set forth in this paragraph and in the Undertaking is intended to be for the benefit of the Holders of the Bonds and shall be enforceable on behalf of such Holders; provided that the right to enforce the provisions of these covenants shall be limited to a right to obtain specific enforcement of the City's obligations under the covenants.

The Mayor and Manager, or any other officer of the City authorized to act in their place are hereby authorized and directed to execute on behalf of the City the Undertaking in substantially the form presented to the City Council subject to such modifications thereof or additions thereto as are (i) consistent with the requirements under the Rule, (ii) required by the Purchaser of the Bonds, and (iii) acceptable to the Mayor and Manager.

22. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Bonds, certified copies of all proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Bonds as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

23. Negative Covenant as to Use of Bond Proceeds and Project. The City hereby covenants not to use the proceeds of the Bonds or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

24. Tax-Exempt Status of the Bonds and Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Bonds, including without limitation (i) requirements relating to temporary periods for investments, (ii) limitations on amounts invested at a yield greater than the yield on the Bonds, and (iii) the rebate of excess investment

earnings to the United States. The City expects to satisfy the twenty four month expenditure exemption for gross proceeds of the Bonds as provided in Section 1.148-7(e)(1) of the Regulations. The Mayor and/or Finance Director are hereby authorized and directed to make such elections as to arbitrage and rebate matters relating to the Bonds as they deem necessary, appropriate or desirable in connection with the Bonds, and all such elections shall be, and shall be deemed and treated as, elections of the City.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

25. Official Statement. The Official Statement relating to the Bonds prepared and distributed by Springsted is hereby approved and the officers of the City are authorized in connection with the delivery of the Bonds to sign such certificates as may be necessary with respect to the completeness and accuracy of the Official Statement.

26. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

27. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF ROSEVILLE

I, the undersigned, being the duly qualified and acting Manager of the City of Roseville, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to providing for the issuance and sale of \$17,000,000 General Obligation Bonds, Series 2012A.

WITNESS my hand on October 22, 2012.

Manager

STATE OF MINNESOTA

COUNTY AUDITOR'S CERTIFICATE

COUNTY OF RAMSEY

AS TO REGISTRATION AND TAX LEVY

I, the undersigned, being the duly qualified and acting County Auditor of Ramsey County, Minnesota, DO HEREBY CERTIFY that on the date hereof, there was filed in my office a certified copy of a resolution adopted on October 22, 2012 by the City Council of the City of Roseville, Minnesota, authorizing the issuance of \$17,000,000 General Obligation Bonds, Series 2012A (the "Bonds") and levying a tax for the payment thereof, together with full information regarding the Bonds for which the tax was levied; and the Bonds have been entered in my Bond Register and the tax levy required by law has been made.

WITNESS my hand and the seal of the County Auditor on _____, 2012.

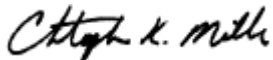
County Auditor

(SEAL)

REQUEST FOR COUNCIL ACTION

Date: 10/22/2012
Item No.: 12.c

Department Approval



City Manager Approval



Item Description: Adopt a Resolution Temporarily Amending the City's Investment Policy

BACKGROUND

The City maintains an Investment Policy to direct the investment of available funds in accordance with the City's cash flow needs and Minnesota State Statutes. The Council is asked to approve a temporary amendment to the Policy in recognition of the significant changes made over the past several years in the financial industry - specifically to allow greater flexibility with regard to the City's investment of bond proceeds.

The current Policy requires all investments placed with financial institutions to carry a minimum credit rating of 'AA' – the second highest credit level as classified by national rating agencies such as Moody's, Standard & Poor's, and Fitch. In reaction to the economic downturn and high-profile failures across a number of industries, credit rating agencies have made wholesale changes to their ratings system. As a result, many prominent national financial institutions have had their credit ratings dropped from 'AAA' or 'AA' to 'A', even though their underlying financial results had not changed.

Some of these large institutions that received a credit rating downgrade include:

- ❖ JP Chase Morgan
- ❖ Wells Fargo
- ❖ Us Bank
- ❖ Citigroup
- ❖ Morgan Stanley

These institutions, while having an 'A' rating are still regarded as high quality and financially strong institutions. There are very few 'AA' or higher rated financial institutions anymore. The current Policy has not yet factored in these changes.

The current Policy also requires a particular investment – repurchase agreements; to be placed with nationally or state-chartered financial institutions. Repurchase agreements are ideal for investing bond proceeds and currently are paying interest rates around 0.35% compared to only 0.15% for US treasuries or money markets which are the next best alternatives. However, there are relatively few domestic banks that have remained in the repurchase agreement market. They instead have largely chosen to take a secondary position by pledging collateral on these agreements.

If the City intends to use repurchase agreements for investing bond proceeds, it will need to modify its

Investment Policy to allow investments in banks that have a presence in the United States, but whose parent company might be foreign-based. This is permitted under Minnesota State Statutes. Investing the bond proceeds in repurchase agreements instead of a money market or similar vehicle is expected to garner an additional \$40,000 - 45,000 in interest earnings over the next 3 years.

Again, it's important to make the distinction that the collateral (security) pledged against the repurchase agreement would be backed by U.S.- based institutions such as the ones listed above. It should also be noted that all monies held in custodial or trust accounts, including repurchase agreements or the collateral pledged to the repurchase agreement, is off limits to creditors and would remain untouched in bankruptcy proceedings or other institutional reorganizations.

Given these added challenges, Staff is recommending that the Council temporarily, and with specific limitation, amend the Investment Policy by allowing the bond proceeds from the 2011 and 2012 bond sales to be placed with institutions that have a rating of 'A' or better and include collateral pledged by national or state chartered financial institutions.

A copy of the proposed Investment Policy is embedded in *Attachment A* in markup form. City Staff will be available at the meeting to address any Council inquiries.

POLICY OBJECTIVE

Maintaining an Investment Policy is consistent with governmental best practices and ensures compliance with all State Statutes. That Policy should maintain an emphasis on security and liquidity but also address the City's cash flow needs.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff Recommends the Council adopt the revised Investment Policy to allow for greater investment earnings of the the City's bond proceeds, while meeting the City's cash flow needs.

REQUESTED COUNCIL ACTION

Motion to Adopt the attached resolution approving the revised Investment Policy.

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution to adopt the City's Investment Policy (revised – See Portfolio Management Section)

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

67 * * * * *
68 * * * * *

69
70 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville,
71 County of Ramsey, Minnesota was duly held on the 22nd day of October 2012 at 6:00 p.m.

72
73 The following members were present:
74 and the following were absent:

75
76 Member introduced the following resolution and moved its adoption:
77

78
79 **RESOLUTION _____**

80
81 **RESOLUTION ADOPTING FINANCIAL AND BUDGET POLICIES**
82 **FOR THE CITY OF ROSEVILLE**
83

84
85 WHEREAS, the City Council of the City of Roseville, Minnesota desires to establish budget and financial
86 policies that provide for the sustainability of City programs, services and infrastructure; and
87

88 WHEREAS, the City Council of the City of Roseville, Minnesota desires to maintain the City's strong
89 financial condition; and
90

91 WHEREAS, the City Council of the City of Roseville, Minnesota desires to provide appropriate fiscal and
92 budgeting controls.
93

94 NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, that the
95 following budget and financial policies be adopted and remain in effect until such time that a subsequent
96 policy action is taken.
97

98 **Investment Policy**
99 _____

100
101 Purpose

102 The purpose of the Investment Policy is to ensure the most efficient use of the City's idle funds, and to
103 ensure the best return on these funds while making only those investments allowed by law.
104

105 Policy

- 106
107 ☐ The City will make a cash flow analysis of all funds on a regular basis. Disbursement, collection,
108 and deposit of all funds will be scheduled to ensure maximum cash availability.
109 ☐ When permitted by law, the City will pool cash from several different funds for investment
110 purposes.
111 ☐ The City will invest 99 percent of its idle cash on a continual basis.
112 ☐ The City will obtain the best possible return on all cash investments. Such investments will only be

those legally permissible under Minnesota law.

- ☐ The accounting system will provide regular information concerning cash position and investment performance.
- ☐ The City will make arrangements for banking services on a contractual basis for a specified period of three years, with specified fees for each service rendered.
- ☐ The City includes interest earnings and investment summaries as part of the Comprehensive Annual Financial Report (CAFR).

Implementation

See Investment and Portfolio procedures.

Investment and Portfolio Procedures

Scope

These investment and portfolio procedures apply to the activities of the City with regard to investing the financial assets of all funds, including the following:

- ☐ General Fund
- ☐ Special Revenue Funds
- ☐ Capital Project Funds
- ☐ Debt Service Funds
- ☐ Special Assessment Funds
- ☐ Internal Service Funds
- ☐ Trust and Agency Funds

Objectives

Funds of the City will be invested in accordance with Minnesota Statutes, Council-approved fiscal policies and these administrative procedures. The City's investment portfolio shall be managed in a manner to attain a market rate of return throughout budgetary and economic cycles while preserving and protecting capital in the overall portfolio.

The market rate of return shall be to the same rate as the target portfolio. Investments shall be made based on statutory and policy constraints. Funds held for future capital projects (i.e. bond proceeds) shall be invested to produce enough income to offset increases in construction costs due to inflation. Where possible, prepayment funds for long-term debt service shall be invested to ensure a rate of return at least equal to the interest being paid on the bonds.

Delegation of Authority

The Finance Director is designated as investment officer of the City and is responsible for investment decisions and activities, under the direction of the City Manager.

Prudence

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule. This rule states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." The prudent investor rule shall be applied in the context of managing the overall portfolio.

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

Monitoring and Adjusting the Portfolio

The investment officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments and will adjust the portfolio accordingly.

Internal Controls

The Finance Director shall establish a system of internal controls, which shall be reviewed annually by an independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Investments shall be done on a pooled funds basis with interest allocated on a cash balance method. Those internal controls shall consist of competitive bids on investments, and division of duties among the staff.

- ☐ Investments made by investment officer
- ☐ Records maintenance by a finance staff member other than investment officer
- ☐ Review and reconciliation by the assistant finance director

Portfolio Management

Under the Council-adopted Fiscal Policies, it shall be the City's procedure to restrict investments to only Repurchase Agreements with national or state chartered banks, U.S. Treasury and U.S. Government Agencies, Guaranteed Investment Contracts, and Bankers Acceptances. All investments shall carry a minimum credit rating of 'AA'. An exception to these restrictions is permitted with regard to the investment of proceeds received from the 2011 and 2012 bonds due to extenuating economic circumstances and their effect on financial institutions. Repurchase Agreements associated with the bonds can be placed with any bank, bank holding company, savings and loan association, trust company or other financial institution including the trustee or any of its affiliates. The financial institution shall carry a credit rating of 'A' or better, and is required to pledge collateral from national or state chartered banks.

The procedures shall consist of yield curve analysis and implemented with the appropriate purchase of the above investments.

Maturity scheduling shall be within those investments and in a manner that will maximize yield and liquidity and minimize interest rate risk.

Competitive Selection of Investment Instruments

Before the City invests any surplus funds, a competitive "bid" process shall be conducted. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested for instruments that meet the maturity requirement. If no specific maturity is required, a market trend (yield curve) analysis will be conducted to determine which maturities would be most advantageous. Bids will be requested from financial institutions for various options with regards to term and instrument. The City will accept the bid that provides the highest rate of return within the maturity required and within the parameters of these procedures.

208 Bids for purchases through the treasury auctions are not required.
209

210 Records will be kept of the bids offered, the bids accepted and a brief explanation of the decision that was
211 made regarding the investment.
212

213 Settlement

214 All settlements of investments shall be on a "Delivery vs. Payment" (DVP) basis. Physical delivery shall be
215 avoided if at all possible, with book-entry being the preferred method of safekeeping.
216

217 Safekeeping and Collateralization

218 All investment securities purchased by the City shall be held in third-party safekeeping by an institution
219 designated as primary agent. The primary agent shall issue a safekeeping receipt to the City listing the
220 specific instrument, rate, maturity and other pertinent information.
221

222 Reporting Requirements

223 The investment officer shall generate daily and monthly reports for management purposes. The annual
224 investment report shall be completed on a time-weighted basis and shall be included as part of the
225 Comprehensive Annual Financial Report to the City Council. The target portfolio shall be the U.S.
226 Government Bond Yield Index for the comparable period.
227
228
229

230 The motion for the adoption of the foregoing resolution was duly seconded by member and upon a
231 vote being taken thereon, the following voted in favor thereof:

232

233 and the following voted against the same:

234

235 WHEREUPON, said resolution was declared duly passed and adopted.

236

237 State of Minnesota)

238) SS

239 County of Ramsey)

240

241 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of
242 Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes
243 of a regular meeting of said City Council held on the 22nd day of October 2012, with the original thereof
244 on file in my office.

245

246 WITNESS MY HAND officially as such Manager this 22nd day of October 2012.

247

248

249

250 _____
251 William J. Malinen
252 City Manager

253

254 Seal

255

256

REQUEST FOR COUNCIL ACTION

Date: October 22, 2012
Item No.: 12.d

Department Approval

City Manager Approval

WJ Malinen

Item Description: Appoint Member to the Human Rights Commission

BACKGROUND

Because of a resignation, the City has a vacancy on the Human Rights Commission for a term that expires March 31, 2013. The City advertised for applicants and received five applications.

On October 15, the Council interviewed three applicants. Two applicants had conflicts and could not make the meeting.

REQUESTED COUNCIL ACTION

- Appoint _____ to the Human Rights Commission for a term ending March 31, 2013.

Prepared by: William J. Malinen, City Manager

Attachments: A: Applications
B: Council Rankings

Carolyn Curti

Full Name: Michael Barsamian
Last Name: Barsamian
First Name: Michael

Home Address:
Roseville, MN 55113

Home:

E-mail:
E-mail Display As:

The following form was submitted via your website: Commission Application

Please check commission applying for: Human Rights Commission

If Other, please list name:

How did you learn about this Commission position?: Other

If Other, please describe: Next door South Owasso email from the city

This application is for:: New Term

If this is a student application, please list your grade:

Name:: Michael Barsamian

Address::

City, State, Zip: Roseville, MN 55113

Phone Number::

Email address::

How many years have you lived in Roseville?: 9

Work Experience (especially as it relates to the Commission/Board for which you are applying): 4 years Air Force -
Honorably discharged

7 years U.P.S. driver - meeting and working with people from all walks of life.

4 years Pillsbury - Production Team Leader

21 years 3M. Currently employed with 3M

Education:: High School Graduate - Roosevelt HS Mpls. Mn

Civic and Volunteer Activities (Past and Present):: I have volunteered at a few food shelves packing boxes with co-workers from 3M.

Please state your reasons for wanting to serve on the Commission/Board:: I am at the stage of my life that I would like to give back more to the community than I currently do. My daughter is married and lives in Arizona. I now have the time

for more community involvement. From the full time jobs that I have listed, I have also had many part time jobs also. I have a diverse background working with people of all walks of life. I am a very well rounded individual.

What is your view of the role of this Commission/ Board?: The current board does a good job.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I have worked in Customer Service 2 years, Finance (Controllers - 11 years), I currently work in the 3M Pricing department.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §12.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Preferred Email Address

Home Phone :

Work Phone :

Cell Phone:

Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 10/5/2012 4:46:24 PM

Carolyn Curti

Full Name: Brian E. Wiger
Last Name: Wiger
First Name: Brian

Home Address:
Roseville, MN 55113

Mobile:

E-mail:
E-mail Display As:

The following form was submitted via your website: Commission Application

Please check commission applying for: Human Rights Commission

If Other, please list name:

How did you learn about this Commission position?: Contacted by Council or Commission member

If Other, please describe:

This application is for:: New Term

If this is a student application, please list your grade:

Name:: Brian E. Wiger

Address::

City, State, Zip: Roseville, MN 55113

Phone Number::

Email address::

How many years have you lived in Roseville?: 1

Work Experience (especially as it relates to the Commission/Board for which you are applying): I work for SUPERVALU in a role that works with several different business units and individuals from around the world. One of my key strengths is working people to accomplish business goals.

Education:: I am currently enrolled at Cardinal Stritch University seeking a Bachelor of Science in Business Management-expected graduation in 2016.

Civic and Volunteer Activities (Past and Present):: I have volunteered recently for MN United for All Families.

Please state your reasons for wanting to serve on the Commission/Board:: I am a first time home owner and I take a lot of pride in my community. By serving on this commission, I will ensure that all the people of Roseville are treated equally.

What is your view of the role of this Commission/ Board?: The Human Rights Commission should showcase Roseville as a city that is welcoming to all!

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.:

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §12.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Cell Phone Number,Preferred Email Address

Home Phone :

Work Phone :

Cell Phone:

Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 10/7/2012 10:22:45 PM

Carolyn Curti

Full Name: Vicci Johnson
Last Name: Johnson
First Name: Vicci

Business Address:
Roseville, MN 55113

Home:

E-mail:
E-mail Display As:

Please check commission applying for: Human Rights Commission

If other, please list name:

This application is for:: New Term

If this is a student application, please list your grade:

Name:: Vicci Johnson

Address::

City, State, Zip: Roseville, MN 55113

Phone Number::

Email address::

How many years have you lived in Roseville?: Since 1998

Work Experience (especially as it relates to the Commission/Board for which you are applying): In 2009 I retired from the St. Paul Public School, as a Band Director. I primarily taught junior high, but I also some elementary and some high school. The St. Paul Public Schools student body is diverse: Hmong, Hispanic, Caucasion, African-Americn, Native American, Thailand, Vietnamese, Somolian, and a few first generation Russians. Call St. Paul Schools Human Resources to confirm, or former principal Dr. Winston Tucker, currently administrator at Highland Sr. High in St. Paul. I have had great practice negotiating with diverse communities to insure their children are successful in school, and facilitated partnerships between my school music program, the Guthrie Theater, MPR, Dakota Grill (jazz club), the Minnesota Orchestra, NY Lincoln Center, extensive fund raising, and for 2 years the Ed Chair on the BOD of the Twin Cities Jazz Society.

Education:: Varification through Human Resources of the St. Paul Public Schools Wilson High School, St. Paul Public Schools, 1963 (grew up in Midway area of St. Paul) Bachlers in Music Education K-12 Mankato State Masters in Education Hamline University, St. Paul Minnesota Masters in Fine Arts Administration, St. Mary's University Mples Campus.

Minor Theater and Operetta Production, Interlochen Mich (credits through U of Mich) Currently attending IHCC in the Para Legal Program. (Sally Dahlberg director)

Civic and Volunteer Activities (Past and Present):: Since retiring in 2009, I have volunteered for Daytons and Obama's phone banks during the last election. And attended 3 Roseville HR meetings.

Please state your reasons for wanting to serve on the Commission/Board:: My reasons are too multiple to list. However, to Oppose Voter ID, Oppose the Marriage Amendment, for starters.

I believe in the promise of the US Constitution and would like these laws applied to all citizens, this includes a National Health Care Program and a free education K-16, as Sweden or Denmark has for its citizens. However, I am not happy with the way our Constitutional rights have been legally altered and those in government that are continuing to do this. One example is the First Amendment and the Citizens United Case. There is more. i would like to see Roseville have a high school and college program as is in Kalamazoo Michigan. (NYTimes article this week).

What is your view of the role of this Commission/ Board?: I don't know. I know what I would like to do, but I need to learn how the HR Commission defines itself. And do we fit each other?

From the application, this chair is to March, 2013. Everyone needs a honeymoon. If on the HR Commission, for certain, I would have contacted the Federal Renewable Energy Grant Program in an attempt to facilitate the use of the land now assigned to Wal-Mart, to build a renewable energy farm, to power Roseville schools and city buildings, maybe more. This is being done in St. Paul by a garbage burning company operated by Lars Roeteger, who lives in Roseville. Why not Roseville

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: Not at this time. But I was very vocal about Wal-Mart and my displeasure to the City Councils decision. I may be too aggressive for the community at large.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §12.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Home Phone Number

Home Phone :

Work Phone :

Cell Phone:

Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 9/21/2012 7:40:14 PM

Carolyn Curti

Full Name: Linda Hartz Rump
Last Name: Rump
First Name: Linda

Home Address:
Roseville, MN 55113

Mobile:

E-mail:
E-mail Display As:

The following form was submitted via your website: Commission Application

Please check commission applying for: Human Rights Commission

If Other, please list name:

How did you learn about this Commission position?: Roseville Email News Update

If Other, please describe:

This application is for:: New Term

If this is a student application, please list your grade:

Name:: Linda Hartz Rump

Address::

City, State, Zip: Roseville, MN 55113

Phone Number::

Email address::

How many years have you lived in Roseville?: 4

Work Experience (especially as it relates to the Commission/Board for which you are applying): I have been employed at Calvary Baptist Church, 2120 Lexington Avenue North, for six years. I am the pastor for senior adults and I have a passion for protecting and championing the dignity of the elderly. Also, I was employed for two years by a small cross-cultural (Black/Caucasian/Latino) church in a northern suburb of Chicago. I was the Associate Pastor of that church.

Education:: Master of Divinity, Trinity Evangelical Divinity School, Deerfield, Illinois.

Civic and Volunteer Activities (Past and Present):: This would be my first venture into the world of civic activity. I have volunteered extensively in the communities of faith we have been part of for the past thirty-five years.

Please state your reasons for wanting to serve on the Commission/Board:: I would love to know how the Commission operates and to serve the city in which I live.

What is your view of the role of this Commission/ Board?: I really have no idea, but am very interested in learning. I am a "learner" by nature and this is a field for which I have intense interest.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: When my husband and I married, he was an Ensign in the Navy, and after extensive training, he was assigned to four nuclear submarines. As a consequence of his thirteen years in the Navy, and work for Hewlett-Packard afterward, we have moved twenty-one times during our marriage. I have never really felt a part of the community in which we live, until now. Roseville is a wonderful place to live and I would like to help make it even better.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §12.601, subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Cell Phone Number, Preferred Email Address

Home Phone :

Work Phone :

Cell Phone:

Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 10/5/2012 9:26:24 PM

Carolyn Curti

Full Name: Scot Becker
Last Name: Becker
First Name: Scot

Home Address:

Home:

E-mail:
E-mail Display As:

Please check commission applying for: Human Rights Commission

If Other, please list name:

How did you learn about this Commission position?: Other

If Other, please describe: Nextdoor

This application is for:: New Term

If this is a student application, please list your grade:

Name:: Scot Becker

Address::

City, State, Zip: Roseville, MN 55113

Phone Number::

Email address::

How many years have you lived in Roseville?: 10

Work Experience (especially as it relates to the Commission/Board for which you are applying): Manager, United Health Group (current) Small Business Owner (Orthogonal Software Corporation) (Current, since 2001) Partner, software consulting firm (past)

Education:: BSc Electrical Engineering, University of Minnesota, Institute of Technology

Civic and Volunteer Activities (Past and Present):: Mentor at the University of Minnesota College of Science and Engineering Fundraiser for various charities Various volunteer/charity activities Member of Social Responsibility Committee, United Health Group CSD

Please state your reasons for wanting to serve on the Commission/Board:: I'm continually looking for ways to engage and serve my community – both in a global sense (i.e. humanity) and at the local level (i.e. Roseville and my immediate neighborhood). I've also had a life-long interest in politics, especially as it relates to the state and local level, and history (relevant in this case to the impact that the concept of human rights has had to the evolution of our society and nation).

Government often has the most impact on an individual's life at the local level, and as such I feel in serving on this committee can directly help people, which is my ultimate goal for all volunteer activities.

What is your view of the role of this Commission/ Board?: Serve in an advisory capacity to the city council on human rights issues, act as a general community liaison, provide direct an additional means for public engagement with the city of Roseville, provide leadership on human rights issues, and drive related engagement with various local groups to include student engagement.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: I've been a Roseville resident since April of 2003 and I plan to continue raise my family in the area for many years to come. I've come to appreciate all that Roseville has to offer its citizens -- and I want to contribute.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §12.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Preferred Email Address

Home Phone :

Work Phone :

Cell Phone:

Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 10/8/2012 3:57:19 PM

Attachment B

October 22, 2012

Human Rights Commission – Council Rankings

Roe	Becker	Barsamian	
Johnson	Wiger	Hartz Rump	
McGehee	Becker	Wiger	
Pust	Becker		
Willmus	Hartz Rump	Wiger	
Grefenberg	Becker	Johnson	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: Oct. 22, 2012
Item No.: 12.e

Department Approval



City Manager Approval



Item Description: Approve Presumptive Penalty – Rainbow Foods Liquor Store Alcohol Compliance Failure

Background

On March 26th, 2012, all businesses with a liquor license in the City of Roseville were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year. The letter included notice of recent changes to Roseville City Ordinances regarding mandatory liquor licensee training programs and penalties for noncompliance. Also in the letter were instructions for the City of Roseville mandatory liquor licensee training program and the name of a police contact should a business need additional information on the licensee program. Training was to be completed by every employee prior to the employee selling or serving alcohol and documentation of this training was to be completed and kept on file by the business.

Compliance Failure

On Friday, August 31, 2012, an 18-year old underage alcohol compliance checker entered the Rainbow Foods Liquor Store located at 1201 Larpenteur Avenue, Roseville, Minnesota to conduct an alcohol compliance check. The underage checker entered the liquor store, went to the beer cooler, removed a six pack of Bud Light Beer and approached the cashier. The liquor store cashier asked to see the compliance checker's driver's license which she produced and handed to the cashier. The cashier looked at the license and returned it to the compliance checker and finalized the sale of Bud Light Beer. A plain clothing police officer then administratively cited the seller for the violation and released her. When the officer questioned the cashier about the sale, the cashier said the buyer was 21 years old because she checked her identification. When the compliance checker showed the cashier her driver's license a second time, the cashier looked at the driver's license and said she thought the buyer was 21 on February 14, 2012. The cashier went onto say she had read the license wrong and said she (the checker) turned 18 on February 14, 2012. On September 4, 2012, Rainbow Food Liquor Store was mailed a letter requesting documentation of a City of Roseville approved liquor licensee training program. This documentation was to be received by the police department no later than September 18, 2012. On September 10, 2012, Rainbow Foods Liquor Manager – Susan Quinn provided Lt. Lorne Rosand with server training documents from an on-line alcohol server training company (SureSellNow) that wasn't on the list of city authorized trainers. This is Rainbow Food Liquor Stores first liquor compliance failure/violation in the last thirty six (36) months.

Staff Recommendation

Issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a one thousand dollar (\$1,000.00) fine and a zero (0) day suspension.

Council Action Requested

Allow the Roseville Police Department to issue and administer the presumptive penalty as set forth in Section 302.15, of the Roseville City Code or other action as determined by the Roseville City Council.

Discuss violation of City Code Section 302.08, *Manager and Server Training*. Failure to comply with this provision in its entirety is sufficient grounds for denial or nonrenewal of a requested license in 2013.

40
41
42
43

At a December 12, 2011 Council Meeting, Council fined Smash Burger Restaurant an additional \$1000.00 beyond the presumptive civil penalty for selling alcoholic beverage to a person under the age of 21-years. The additional \$1000.00 fine was for failing to provide current *Manager and Server Training* to its employee(s).

Prepared by: Lt. Lorne Rosand

Attachments:

- A: Police Report
- B: Letter announcing compliance checks
- C: Notification of failure and investigation
- D: Rainbow Liquor employee training documents
- E: Letter announcing Council Meeting



ROSEVILLE POLICE DEPARTMENT

INCIDENT REPORT

ICR# 12023569	AGENCY ORI# MN0620800	JUVENILE:																														
INCIDENT	Reported: 08-31-2012 1441 Committed Start: Committed End: Title: Alcohol Compliance Failure How Received: None Selected Short Description: Sale to under age 21 person during compliance check. Summary: Alcohol compliance failure. Location(s) Rainbow Foods Address: 1201 LARPENTEUR AVE W City: Roseville State: MN Zip: 55113 Country: USA																															
OFFICERS	Officer Assigned: Rosand, Lorne (Administrative Action) Badge No: 3 Primary: No																															
NAMES	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Involvement: Suspect</td> <td style="width: 33%;">Name: Johnson, Shelley Marie</td> <td style="width: 33%;">DOB:</td> </tr> <tr> <td>Age:</td> <td>Sex:</td> <td>Race:</td> </tr> <tr> <td>Address:</td> <td>City: ROSEVILLE</td> <td>State: MN Zip: 55113 Country:</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Involvement: Mentioned</td> <td style="width: 33%;">Name: Quinn, Susan Rae</td> <td style="width: 33%;">DOB: 1</td> </tr> <tr> <td>Age:</td> <td>Sex:</td> <td>Race:</td> </tr> <tr> <td>Address:</td> <td>City: ST PAUL</td> <td>State: MN Zip: 55117 Country:</td> </tr> <tr> <td colspan="3">Phone: (Work) (651)489-5050 Email: (Work)Susan.Quinn@roundys.com</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Involvement: Mentioned</td> <td style="width: 33%;">Name: Rainbow Foods</td> <td style="width: 33%;"></td> </tr> <tr> <td>Address: 1201 Larpenteur Ave</td> <td>City: Roseville</td> <td>State: MN Zip: 55113 Country: USA</td> </tr> <tr> <td colspan="3">Phone: (Business) (651)488-1825</td> </tr> </table>		Involvement: Suspect	Name: Johnson, Shelley Marie	DOB:	Age:	Sex:	Race:	Address:	City: ROSEVILLE	State: MN Zip: 55113 Country:	Involvement: Mentioned	Name: Quinn, Susan Rae	DOB: 1	Age:	Sex:	Race:	Address:	City: ST PAUL	State: MN Zip: 55117 Country:	Phone: (Work) (651)489-5050 Email: (Work)Susan.Quinn@roundys.com			Involvement: Mentioned	Name: Rainbow Foods		Address: 1201 Larpenteur Ave	City: Roseville	State: MN Zip: 55113 Country: USA	Phone: (Business) (651)488-1825		
Involvement: Suspect	Name: Johnson, Shelley Marie	DOB:																														
Age:	Sex:	Race:																														
Address:	City: ROSEVILLE	State: MN Zip: 55113 Country:																														
Involvement: Mentioned	Name: Quinn, Susan Rae	DOB: 1																														
Age:	Sex:	Race:																														
Address:	City: ST PAUL	State: MN Zip: 55117 Country:																														
Phone: (Work) (651)489-5050 Email: (Work)Susan.Quinn@roundys.com																																
Involvement: Mentioned	Name: Rainbow Foods																															
Address: 1201 Larpenteur Ave	City: Roseville	State: MN Zip: 55113 Country: USA																														
Phone: (Business) (651)488-1825																																
EVIDENCE	BarCode: 12-10424 Item Type: Alcohol Bin: A34 Value: Description: Six pack of Bud Light cans Location Address: 1201 LARPENTEUR AVE W City: Roseville State: MN Zip: 55113 Country: USA																															

Supplemental Report

ICR: 12023569

09-04-2012 0900

Title: Alcohol Compliance Check

Created By: Greg Levendoski

On 08-31-12 XXXXX XXXXX (XXXXXXXXXXXX) acted as my underage alcohol buyer. XXXXX viewed the underage buyer video prior to the beginning of compliance checks. I had officer Reski take a digital photograph and search XXXXX finding only one photo DL which is attached to this report.

At approx. 1020 hours XXXXX walked into the business of Rainbow Foods and went to the liquor side of the business. XXXXX went to the cooler area and grabbed one six pack of Bud Light beer. XXXXX walked up to the check out area and the clerk asked to see her drivers license. XXXXX stated she handed the clerk her drivers license she looked at it for a few seconds and handed it back and rang the sale through. XXXXX came out the

doors of the business holding a bag with the beer in it and waved to me to come to her location. XXXXX went back into the business with me and pointed out the clerk that sold her the beer moments ago.

I identified myself as a Roseville police officer and asked the clerk for her ID. (The clerk was ID via her MN photo DL as Shelley Marie Johnson dob . Johnson stated to me "I checked, She is 21" I had XXXXX show her drivers license to Johnson. Johnson looked at it again and said "I thought it said 21 as of 02-14-2012, I read it wrong it says age 18 02-14-2012". I also pointed out to Johnson that right above the photo in red is says under 21.

I advised Johnson's manager of what happened who I verbally ID as Sue Quinn. I asked both of them if they had any questions for me at this time and both stated "No".

I propertied the Bud Light beer into property locker #11

I cited Johnson with an administrative citation # 22120 for selling alcohol to an underage person.

Supplemental Report

ICR: 12023569

09-05-2012 1505

Title: Training Records Request

Created By: Lorne Rosand

On Tuesday, September 4, 2012, I sent the attached letter to Rainbow Foods Liquor Store Manager Sue Quinn.

In this letter, I request Quinn to provide me with alcohol server training records for Shelley Johnson as well as all employees authorized to sell liquor at this establishment. Quinn was given until Tuesday, September 18, 2012 to provide me with all alcohol server training records.

Report is for informational purposes.

Supplemental Report

ICR: 12023569

09-05-2012 1504

Title: Administrative Citation Paid

Created By: Lorne Rosand

On Tuesday, September 4, 2012, I learned Shelley Johnson had paid her administrative fine of \$250.00 reference cite number 22120.

Report is for informational purposes.

Supplemental Report

ICR: 12023569

09-14-2012 1105

Title: Server Training Records

Created By: Lorne Rosand

On Monday, September 10, 2012 at approximately 1045 hours, I met with Susan Quinn who is the Rainbow Liquor Store Manager reference alcohol server training certificates.

Quinn provided me with eight employee alcohol server documents. Quinn said all of her employees were current. Upon reviewing the server documents, I noted the alcohol server training was completed by a company called SURESELL located in Cedar Park Texas.

Upon inspection of the completion and expiration dates of each of these nine certificates, I noted:

- two certificates were current
- three certificates were expired - to include violator server Shelly Johnson
- three certificates were completed POST violation - after August 31, 2012

I advised Quinn of my observations and the fact 6 of the 8 liquor store employees were in violation of liquor server training requirements (302.08C) on the date (August 31st) of violation. Quinn asked when annual server training requirements went into effect. I explained city code required alcohol server training as long as I had been charged with alcohol compliance check and was in fact written into code. Quinn said she wasn't aware of "annual" server training.

Upon closer inspection of Rainbow's Liquor Store alcohol server training records on Thursday, September 13, 2012, I noted the training indicates "PLYMOUTH MN." When I checked the SureSell web site - www.suresellnow.com I learned the training the Rainbow Liquor Store employees had taken was specific to Plymouth Minnesota not Roseville Minnesota. It appears the city of Plymouth has a 3-year annual server training requirement.

SureSell is **not** a city approved alcohol server trainer thus all of the Rainbow Liquor Store employees are without current alcohol server training.

I telephoned Quinn and informed her of my findings. Quinn assured me she would have all of her liquor store employees alcohol server trained by using the city's alcohol server training packet.

Report is for informational purposes.



Date

Business

Address

Roseville, MN 55113

ATTN: MANAGER

Please thoroughly review the following information as it pertains to alcohol compliance checks conducted by the Roseville Police Department, relative to your establishment.

The City of Roseville began alcohol compliance checks on licensed alcoholic beverage sellers in 1997. At that time, the compliance rate was only 70%. Nearly 30% of our licensees failed those compliance checks. Our goal is to achieve 100% compliance. We need your cooperation to make that happen.

The Roseville Police Department conducts yearly compliance checks to insure licensed alcoholic beverage sellers in the City of Roseville are complying with State law and Roseville Code Provisions relating to the selling of alcoholic beverages.

Please review the following relating to sales of alcohol to underage persons:

Minnesota Statute Chapter 340A.503 PERSONS UNDER 21; ILLEGAL ACTS.

Subdivision 1. Consumption.

(a) It is unlawful for any:

(1) retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414, to permit any person under the age of 21 years to drink alcoholic beverages on the licensed premises or within the municipal liquor store;

Subdivision 2. Purchasing. It is unlawful for any person:

(1) to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age;

The City of Roseville has passed Chapter 302, Roseville's Liquor Control Ordinance. The Roseville Police Department encourages you to become familiar with the Liquor Control Ordinance. It can be obtained at the Roseville City Hall or in the city code at www.ci.roseville.mn.us.

The civil penalties for underage alcoholic beverage sales are set forth in the Roseville City Code. Presumptive penalties are set forth in § 302.15 of the Code. These penalties vary depending upon whether it is a first time violation, a second time violation, a third time violation, etc.

The Roseville Police Department has worked with City alcoholic beverage licensees to promote training for both servers and managers to prevent sales of alcohol to underage persons, and to prevent other violations of the Liquor Control Ordinance. All licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, must complete a city approved or city provided liquor licensee training program. Free training packets are available from the City. Contact Kelly Roberto of the Roseville Police Department at kelly.roberto@ci.roseville.mn.us to receive a packet or the names of approved trainers.

Both the City's approval and the required training shall be completed:

1. Prior to licensure or renewal for licensees and managers, or
2. Prior to serving or selling for any employee or agent, and
3. Every year thereafter.

Your business must maintain documentation that you have properly trained every employee that sells or serves alcohol, and produce such documentation upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city. The City will not maintain these records for you. Additional penalties may be assessed if you are unable to provide documentation or it is determined the employee did not under-go the required training.

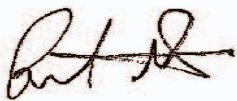
The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine and a one day suspension.

These penalties are civil in nature. Please be aware criminal penalties may also be imposed for violations of the Liquor Control Ordinance.

The Roseville Police Department will conduct two compliance checks in 2012 beginning this spring. Please remind your employees of their legal and moral responsibility not to sell or serve alcoholic beverages to anyone under the age of 21.

Once again, we encourage you to review Roseville City Code, Chapter 302, to insure that you have familiarized yourself with the local regulations applicable to your establishment. If you have any questions, please contact Lt. Lorne Rosand at 651-792-7211.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Mathwig", with a stylized flourish at the end.

Rick Mathwig
Chief of Police



September 4, 2012

Sue Quinn
Rainbow Foods
1201 Larpenteur Avenue
Roseville Minnesota 55113

Sue Quinn – Liquor Store Manager;

The City of Roseville has an ordinance prohibiting the sale of any alcoholic beverage to persons under the age of 21 years. A copy of Roseville Code 302 has been enclosed for your review. Please note Section 302.15 of code where minimum penalties are stipulated.

On August 31, 2012, a Rainbow Food employee named Shelley Johnson sold an alcoholic beverage to a minor in violation of the attached code. Our records indicate that this is your first violation in the previous thirty-six (36) months. Therefore, pursuant to Section 302.15 of Roseville City Code, the presumptive penalty for a first violation for sale of an alcoholic beverage to a person under the age of twenty-one is a minimum penalty of a \$1,000.00 fine and a one (1) day suspension.

This incident is currently under investigation by the Roseville Police Department. You are being asked to provide a training certificate documenting Shelley Johnson has completed a city approved liquor license training program. **I must receive a copy of Johnson's training certification from you by Tuesday, September 18, 2012. Failure to provide this training certification may result in additional penalties because of non compliance. You are also being mandated to provide server training records for all employees who are authorized to serve liquor at your establishment. These server training documents are also due by Tuesday, September 18, 2012.**

When a violation occurs, the police department provides information to the City Council, which either will assess the presumptive penalty set forth above or depart upward or downward based on extenuating or aggravating circumstances. The information set forth in this letter regarding the failed compliance check will be passed on to the City Council, as well as information regarding your participation in the manager and server training program and the history of compliance checks at your establishment. Once the date of the Council meeting is established, I will send you notice.

A representative of your establishment may appear at the Council meeting to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at that meeting, the City Council will act without any input from your establishment.

Finally, please be advised that if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me during normal business hours at my desk telephone number of 651-792-7211.

Sincerely,

Lorne R. Rosand
Lieutenant
Roseville Police Department

Enclosure

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager

Rainbow Liquor Store **CURRENT** Alcohol Server Training Employees

Responsible Beverage Server Training - Plymouth, MN

Nicole Proulx

has met all training requirements and successfully completed the above course and/or exam.

Date of Completion: 06-15-2012

Expiration Date: 06-15-2015

Rhianm Eltsie

Authorized Signature

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

Responsible Beverage Server Training - Plymouth, MN

Christopher Bengtson

has met all training requirements and successfully completed the above course and/or exam.

Date of Completion: 03-14-2012

Expiration Date: 03-14-2015



Authorized Signature

Rainbow Liquor Store
EXPIRED Alcohol Server
Training Employees

Responsible Beverage Server Training - Plymouth, MN

Shelley Johnson

has met all training requirements and successfully completed the above course and/or exam.

Date of Completion: 09-14-2010

Expiration Date: 09-13-2013

Rhianam Eltsite

Authorized Signature

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

Responsible Beverage Server Training - Plymouth, MN

Erik Shaw

has met all training requirements and successfully completed the above course and/or exam.

Date of Completion: 11-15-2011

Expiration Date: 11-14-2014

Rhianm Eltiste

Authorized Signature

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

Responsible Beverage Server Training - Plymouth, MN

Daniel O'Brien

has met all training requirements and successfully completed the above course and/or exam.

Date of Completion: 05-07-2010

Expiration Date: 05-06-2013

Rhianm Eltiste

Authorized Signature

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

Rainbow Liquor Store
Alcohol Server Training
Employees Who
Completed Server
Training **POST Violation**
– August 31, 2012

Responsible Beverage Server Training - Plymouth, MN

Susan Quinn

has met all training requirements and successfully completed the above course and/or exam.

Date of Completion: 09-06-2012

Expiration Date: 09-06-2015

Rhianam Eltiste

Authorized Signature

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

Responsible Beverage Server Training - Plymouth, MN

Anthony Hyland

has met all training requirements and successfully completed the above course and/or exam.

Date of Completion: 09-06-2012

Expiration Date: 09-06-2015

Rhianon Eltsie

Authorized Signature

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

Responsible Beverage Server Training - Plymouth, MN

Ruth Giefer

has met all training requirements and successfully completed the above course and/or exam.

Date of Completion: 09-07-2012

Expiration Date: 09-07-2015

Rhianm Eltiste

Authorized Signature



September 17, 2012

Susan Quinn – General Manager
Rainbow Foods Liquor Store
1201 Larpenteur Avenue
Roseville Minnesota 55113

Susan Quinn;

Reference Roseville PD Case File 12-023569: August 31, 2012 Rainbow Foods Liquor Store Alcohol Compliance Failure.

On Monday, October 22, 2012, the Roseville City Council will discuss the August 31, 2012 alcohol compliance failure at Rainbow Foods Liquor Store. Staff has recommended Council impose the presumptive penalty of a \$1000.00 fine and zero (0) day liquor license suspension.

A representative of your establishment may appear at the time of the council discussion to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at this meeting, the City Council will act without any input from your establishment.

Summary of Violation:

- March 26, 2012: All businesses with a liquor license in the City of Roseville were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year.
- August 31, 2012: A Rainbow Food Liquor Store employee sold an underage compliance checker an alcoholic beverage. The Rainbow Food Liquor Store employee seller looked at the compliance checker's drivers license and sold her a six pack of Bud Light Beer. The employee server was administratively cited for the violation.
- September 4, 2012: The Rainbow Food Liquor Store seller/violator paid a \$250.00 administrative fine to the City of Roseville for violating city code.
- September 10, 2012: Rainbow Food Liquor Store provides server training documentation showing the offending seller wasn't current with her annual alcohol server training. Further research indicates the alcohol server training provided by Rainbow Liquor Store was from a web based training company not currently authorized by the city of Roseville to train.

Roseville City Council will consider staff recommendation specific to this violation at its regular meeting scheduled for Monday, October 22, 2012. Council discussion of this violation will occur during the "Business Actions" segment of the meeting.

Finally, please be advised if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me at my desk telephone number of 651-792-7211 during normal business hours.

Sincerely,

Lorne Rosand
Lieutenant

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager
Roseville City Council

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: Oct. 22, 2012
Item No.: 12.f

Department Approval



City Manager Approval



Item Description: **Approve Presumptive Penalty — Love From Minnesota Compliance Failure**

Background

On March 26th, 2012, all businesses with a liquor license in the City of Roseville were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year. The letter included notice of recent changes to Roseville City Ordinances regarding mandatory liquor licensee training programs and penalties for noncompliance. Also in the letter were instructions for the City of Roseville mandatory liquor licensee training program and the name of a police contact should a business need additional information on the licensee program. Training was to be completed by every employee prior to the employee selling or serving alcohol and documentation of this training was to be completed and kept on file by the business.

Compliance Failure

On Friday, August 31, 2012, an 18-year old underage alcohol compliance checker entered the Love from Minnesota off-sale liquor establishment located at 2465 Fairview Avenue, Roseville, Minnesota to conduct an alcohol compliance check. The underage checker entered the liquor store, picked up a six pack of Bud Light Beer from a display and went to the checkout counter. At the checkout counter, the cashier asked the compliance checker for her identification and it was provided. The cashier looked at the photo identification and eventually returned it to the compliance checker. The cashier was having difficulty ringing up the sale and contacted the manager to assist. The manager never asked the compliance checker for her identification and completed the sale. The compliance checker paid for the purchase with two \$5.00 currency notes and received change. A plain clothing police officer then administratively cited the seller for the violation and released him. As the administrative citation was being written, the seller acknowledged he realized he had made a "mistake" moments after the compliance checker exited the business. On September 4, 2012, Love from Minnesota was mailed a letter requesting documentation of a City of Roseville approved liquor license training program. This documentation was to be received by the police department no later than September 18, 2012. On September 6, 2012, Love from Minnesota owner – Steven Chinander provided Lt. Lorne Rosand with employee alcohol server training records indicating all of his employees assigned to the liquor store were current with their alcohol server training. This is Love from Minnesota's first liquor compliance failure/violation in the last thirty six (36) months.

Staff Recommendation

Issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a one thousand dollar (\$1,000.00) fine and a zero (0) day suspension.

Council Action Requested

Allow the Roseville Police Department to issue and administer the presumptive penalty as set forth in Section 302.15, of the Roseville City Code or other action as determined by the Roseville City Council.

Prepared by: Lt. Lorne Rosand

Attachments:

- A: Police Report
- B: Letter announcing compliance checks
- C: Notification of failure and investigation
- D: Letter announcing Council Meeting



ROSEVILLE POLICE DEPARTMENT

INCIDENT REPORT

ICR# 12023570	AGENCY ORI# MN0620800	JUVENILE:													
INCIDENT	Reported: 08-31-2012 1444 Committed Start: Committed End: Title: Alcohol Compliance Failure How Received: None Selected Short Description: Sale to under age 21 person during cokpliance check. Summary: Alcohol compliance failure. Location(s) Love From Minnesota Address: 2465 FAIRVIEW AVE N City: Roseville State: MN Zip: 55113 Country: USA														
OFFICERS	Officer Assigned: Rosand, Lorne (Administrative Action) Badge No: 3 Primary: No														
NAMES	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> Involvement: Mentioned Age: 6 Address: Phone: (Business) (621)236-7224 </td> <td style="width: 33%; vertical-align: top;"> Name: Schaeppi, Kimberly Lynn Sex: Race: City: Oakdale State: MN </td> <td style="width: 33%; vertical-align: top;"> DOB: Height: Weight: Zip: 55128 Country: USA </td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> Involvement: Suspect Age: Address: Phone: (Home) 3 </td> <td style="width: 33%; vertical-align: top;"> Name: Hueller, Thomas Charles Sex: Race: City: ST PAUL State: MN </td> <td style="width: 33%; vertical-align: top;"> DOB: 02-27-1949 Height: Weight: Zip: 55117 Country: </td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> Involvement: Mentioned Address: 2465 Fairview Avenue North Phone: (Business) (651)697-7007 </td> <td style="width: 33%; vertical-align: top;"> Name: Love from Minnesota City: Roseville State: MN Zip: 55113 Country: USA </td> <td style="width: 33%;"></td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> Involvement: Owner Age: Address: 110 Bank Street 109 Phone: (Cell) (651)592-8699 Phone: (Work) (651)639-1413 Email: (Work)schinander@lovefrommn.com </td> <td style="width: 33%; vertical-align: top;"> Name: Chinander, Steven James Sex: Race: City: Minneapolis State: MN Zip: 55414 Country: USA </td> <td style="width: 33%; vertical-align: top;"> DOB: 1 Height: Weight: </td> </tr> </table>			Involvement: Mentioned Age: 6 Address: Phone: (Business) (621)236-7224	Name: Schaeppi, Kimberly Lynn Sex: Race: City: Oakdale State: MN	DOB: Height: Weight: Zip: 55128 Country: USA	Involvement: Suspect Age: Address: Phone: (Home) 3	Name: Hueller, Thomas Charles Sex: Race: City: ST PAUL State: MN	DOB: 02-27-1949 Height: Weight: Zip: 55117 Country:	Involvement: Mentioned Address: 2465 Fairview Avenue North Phone: (Business) (651)697-7007	Name: Love from Minnesota City: Roseville State: MN Zip: 55113 Country: USA		Involvement: Owner Age: Address: 110 Bank Street 109 Phone: (Cell) (651)592-8699 Phone: (Work) (651)639-1413 Email: (Work)schinander@lovefrommn.com	Name: Chinander, Steven James Sex: Race: City: Minneapolis State: MN Zip: 55414 Country: USA	DOB: 1 Height: Weight:
Involvement: Mentioned Age: 6 Address: Phone: (Business) (621)236-7224	Name: Schaeppi, Kimberly Lynn Sex: Race: City: Oakdale State: MN	DOB: Height: Weight: Zip: 55128 Country: USA													
Involvement: Suspect Age: Address: Phone: (Home) 3	Name: Hueller, Thomas Charles Sex: Race: City: ST PAUL State: MN	DOB: 02-27-1949 Height: Weight: Zip: 55117 Country:													
Involvement: Mentioned Address: 2465 Fairview Avenue North Phone: (Business) (651)697-7007	Name: Love from Minnesota City: Roseville State: MN Zip: 55113 Country: USA														
Involvement: Owner Age: Address: 110 Bank Street 109 Phone: (Cell) (651)592-8699 Phone: (Work) (651)639-1413 Email: (Work)schinander@lovefrommn.com	Name: Chinander, Steven James Sex: Race: City: Minneapolis State: MN Zip: 55414 Country: USA	DOB: 1 Height: Weight:													
EVIDENCE	BarCode: 12-10425 Item Type: Alcohol Bin: A34 Value: Description: Six pack of bottle beer Bud light Location Address: 2465 FAIRVIEW AVE N City: Roseville State: MN Zip: 55113 Country: USA														

Supplemental Report

ICR: 12023570

09-04-2012 0853

Title: Alcohol Compliance Check

Created By: Greg Levendoski

On 08-31-2012 XXXXX XXXXX acted as my underage alcohol buyer. XXXXX viewed the underage video prior to beginning of the compliance checks. I had Officer Reski search and take a photograph of XXXXX and I photo copied her Driver License which are attached with this report.

At approx. 1330 hours XXXXX Walked into the business of Love from Minnesota and grabbed a six pack of

Bud Light and walked up to the check out area of the store and placed the beer on the counter. The clerk later Id as (Thomas Charles HUELLER dob). asked XXXXX for her drivers license. XXXXX handed him her MN photo DL. XXXXX told me Hueller looked at it and did not know how to run the beer through so then he called up the manager to help him. XXXXX said the manager did not look at her driver license just rang the sale through. XXXXX paid with two five dollar bills and then waved to me to come into the store and pointed out the clerk to me. I identified myself as a Roseville police officer and told him he just sold alcohol to underage person 18 year of age. Hueller told me "I only work part time and knew I made a mistake after she walked out of the store". I showed Hueller XXXXX's Driver license showing him the under 21 in red at the top of the picture on the DL. and showed him what an adult 21 and over looks like. I had Hueller call up his manager and I explained everything to her also.

I verbally ID the store manager as: Kimberly Lynn Schaeppi
Phone

mn 55128

I cited Hueller with an administrative citation # 22121 for selling alcohol to an underage person.

I proprieted one six pack of Bud light bottles PL #11.

Nothing further.

Supplemental Report

ICR: 12023570

09-05-2012 1503

Title: Training Records Request

Created By: Lorne Rosand

On Tuesday, September 4, 2012, I sent the attached letter to Love from Minnesota Store Manager Kimberly Schaeppi.

In this letter, I request Schaeppi to provide me with alcohol server training records for Thomas Hueller as well as all employees authorized to sell liquor at this establishment. Schaeppi was given until Tuesday, September 18, 2012 to provide me with all alcohol server training records.

Report is for informational purposes.

Supplemental Report

ICR: 12023570

09-05-2012 1501

Title: Administrative Citation Paid

Created By: Lorne Rosand

On Wednesday, September 5, 2012, I received notification that Thomas Hueller had paid his administrative citation (22121) fine of \$250.00.

Report is for informational purposes.

Supplemental Report

ICR: 12023570

09-06-2012 1350

Title: Supplement Report

Created By: Lorne Rosand

On Thursday, September 6, 2012 at approximately 1335 hours, I received a telephone call from a man who identified himself as Steven Chinander. Chinander said he was the owner of Love from Minnesota and was calling in reference to the letter his manager had received from me reference the sale of alcohol to a underage person on August 31, 2012.

Chinander requested a copy of the city's MANAGER SERVER TRAINING PROGRAM mentioned in my letter. I e-mailed Chinander a copy of the manager server training program as a PDF.

When I asked Chinander specifically about his employee(s) receiving some type of city approved alcohol server training, Chinander seemed unaware the city required annual alcohol server training.

Report is for informational purposes.

Supplemental Report

ICR: 12023570

09-13-2012 1147

Title: Training Records Received

Created By: Lorne Rosand

On or about September 11, 2012, I received employee server training records from Love from Minnesota business owner Steven Chinander.

I reviewed all nine of the server training record documents and found all nine of his server employees are current with their training to include Thomas Hueller. Hueller is the employee who sold to a underage compliance check on August 31, 2012.

Report is for informational purposes.



Date

Business

Address

Roseville, MN 55113

ATTN: MANAGER

Please thoroughly review the following information as it pertains to alcohol compliance checks conducted by the Roseville Police Department, relative to your establishment.

The City of Roseville began alcohol compliance checks on licensed alcoholic beverage sellers in 1997. At that time, the compliance rate was only 70%. Nearly 30% of our licensees failed those compliance checks. Our goal is to achieve 100% compliance. We need your cooperation to make that happen.

The Roseville Police Department conducts yearly compliance checks to insure licensed alcoholic beverage sellers in the City of Roseville are complying with State law and Roseville Code Provisions relating to the selling of alcoholic beverages.

Please review the following relating to sales of alcohol to underage persons:

Minnesota Statute Chapter 340A.503 PERSONS UNDER 21; ILLEGAL ACTS.

Subdivision 1. Consumption.

(a) It is unlawful for any:

(1) retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414, to permit any person under the age of 21 years to drink alcoholic beverages on the licensed premises or within the municipal liquor store;

Subdivision 2. Purchasing. It is unlawful for any person:

(1) to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age;

The City of Roseville has passed Chapter 302, Roseville's Liquor Control Ordinance. The Roseville Police Department encourages you to become familiar with the Liquor Control Ordinance. It can be obtained at the Roseville City Hall or in the city code at www.ci.roseville.mn.us.

The civil penalties for underage alcoholic beverage sales are set forth in the Roseville City Code. Presumptive penalties are set forth in § 302.15 of the Code. These penalties vary depending upon whether it is a first time violation, a second time violation, a third time violation, etc.

The Roseville Police Department has worked with City alcoholic beverage licensees to promote training for both servers and managers to prevent sales of alcohol to underage persons, and to prevent other violations of the Liquor Control Ordinance. All licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, must complete a city approved or city provided liquor licensee training program. Free training packets are available from the City. Contact Kelly Roberto of the Roseville Police Department at kelly.roberto@ci.roseville.mn.us to receive a packet or the names of approved trainers.

Both the City's approval and the required training shall be completed:

1. Prior to licensure or renewal for licensees and managers, or
2. Prior to serving or selling for any employee or agent, and
3. Every year thereafter.

Your business must maintain documentation that you have properly trained every employee that sells or serves alcohol, and produce such documentation upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city. The City will not maintain these records for you. Additional penalties may be assessed if you are unable to provide documentation or it is determined the employee did not under-go the required training.

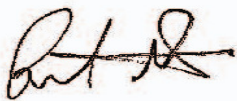
The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine and a one day suspension.

These penalties are civil in nature. Please be aware criminal penalties may also be imposed for violations of the Liquor Control Ordinance.

The Roseville Police Department will conduct two compliance checks in 2012 beginning this spring. Please remind your employees of their legal and moral responsibility not to sell or serve alcoholic beverages to anyone under the age of 21.

Once again, we encourage you to review Roseville City Code, Chapter 302, to insure that you have familiarized yourself with the local regulations applicable to your establishment. If you have any questions, please contact Lt. Lorne Rosand at 651-792-7211.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Mathwig", with a stylized flourish at the end.

Rick Mathwig
Chief of Police



September 4, 2012

Kimberly Schaeppi
Love from Minnesota
2465 Fairview Avenue North
Roseville Minnesota 55113

Kimberly Schaeppi - Manager;

The City of Roseville has an ordinance prohibiting the sale of any alcoholic beverage to persons under the age of 21 years. A copy of Roseville Code 302 has been enclosed for your review. Please note Section 302.15 of code where minimum penalties are stipulated.

On August 31, 2012, a Love from Minnesota employee named Thomas Hueller sold an alcoholic beverage to a minor in violation of the attached code. Our records indicate that this is your first violation in the previous thirty-six (36) months. Therefore, pursuant to Section 302.15 of Roseville City Code, the presumptive penalty for a first violation for sale of an alcoholic beverage to a person under the age of twenty-one is a minimum penalty of a \$1,000.00 fine and a one (1) day suspension.

This incident is currently under investigation by the Roseville Police Department. You are being asked to provide a training certificate documenting Thomas Hueller has completed a city approved liquor license training program. **I must receive a copy of Hueller's training certification from you by Tuesday, September 18, 2012. Failure to provide this training certification may result in additional penalties because of non compliance. You are also being mandated to provide server training records for all employees who are authorized to serve/sell liquor at your establishment. These server training documents are also due by Tuesday, September 18, 2012.**

When a violation occurs, the police department provides information to the City Council, which either will assess the presumptive penalty set forth above or depart upward or downward based on extenuating or aggravating circumstances. The information set forth in this letter regarding the failed compliance check will be passed on to the City Council, as well as information regarding your participation in the manager and server training program and the history of compliance checks at your establishment. Once the date of the Council meeting is established, I will send you notice.

A representative of your establishment may appear at the Council meeting to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at that meeting, the City Council will act without any input from your establishment.

Finally, please be advised that if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me during normal business hours at my desk telephone number of 651-792-7211.

Sincerely,

Lorne R. Rosand
Lieutenant
Roseville Police Department

Enclosure

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager



September 17, 2012

Steven Chinander - Owner
Love from Minnesota
2465 Fairview Avenue
Roseville Minnesota 55113

Steven Chinander;

Reference Roseville PD Case File 12-023570: August 31, 2012 Love from Minnesota Alcohol Compliance Failure.

On Monday, October 22, 2012, the Roseville City Council will discuss the August 31, 2012 alcohol compliance failure at Love from Minnesota. Staff has recommended Council impose the presumptive penalty of a \$1000.00 fine and zero (0) day liquor license suspension.

A representative of your establishment may appear at the time of the council discussion to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at this meeting, the City Council will act without any input from your establishment.

Summary of Violation:

- March 26, 2012: All businesses with a liquor license in the City of Roseville were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year.
- August 31, 2012: A Love from Minnesota employee sold an underage compliance buyer a six pack of Bud Light Beer. The Love from Minnesota employee seller looked at the compliance checker's drivers license and sold her a six pack of beer. The employee server was administratively cited for the violation.
- September 5, 2012: The Love from Minnesota seller/violator pays a \$250.00 administrative fine to the City of Roseville for violating city code.
- September 6, 2012: Love from Minnesota provides server training documentation showing the offending seller and all employees authorized to sell alcohol are current with their alcohol employee server training.

Roseville City Council will consider staff recommendation specific to this violation at its regular meeting scheduled for Monday, October 22, 2012. Council discussion of this violation will occur during the "Business Actions" segment of the meeting.

Finally, please be advised if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me at my desk telephone number of 651-792-7211 during normal business hours.

Sincerely,

Lorne Rosand
Lieutenant

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager
Roseville City Council

REQUEST FOR COUNCIL ACTION

Date: Oct. 22, 2012

Item No.: 12.g

Department Approval



City Manager Approval



Item Description: **Approve Presumptive Penalty — Cedarholm Golf Course Alcohol Compliance Failure**

Background

On March 26th, 2012, all businesses with a liquor license in the City of Roseville were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year. The letter included notice of recent changes to Roseville City Ordinances regarding mandatory liquor licensee training programs and penalties for noncompliance. Also in the letter were instructions for the City of Roseville mandatory liquor licensee training program and the name of a police contact should a business need additional information on the licensee program. Training was to be completed by every employee prior to the employee selling or serving alcohol and documentation of this training was to be completed and kept on file by the business.

Compliance Failure

On Thursday, August 30, 2012, an 18-year old underage alcohol compliance checker entered the Cedarholm Golf Course Clubhouse located at 2323 North Hamline Avenue, Roseville, Minnesota to conduct an alcohol compliance check. The underage checker entered the clubhouse and asked an employee for a Budweiser Beer. The clubhouse employee sold the compliance checker a single can of Budweiser Beer for \$3.00. The clubhouse employee never asked for identification from the compliance checker, accepted the checker's \$5.00 currency note and provided \$2.00 change. A plain clothing police officer then administratively cited the seller for the violation and released him. On September 4, 2012, Cedarholm Golf Course was mailed a letter requesting documentation of a City of Roseville approved liquor licensee training program. This documentation was to be received by the police department no later than September 18, 2012. On September 10, 2012, Cedarholm Golf Course Clubhouse Manager – Roxann Maxey informed Lt. Rosand she was unable to produce any employee alcohol server training records. This is Cedarholm Golf Course first liquor compliance failure/violation in the last thirty six (36) months.

Staff Recommendation

Issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a one thousand dollar (\$1,000.00) fine and a one (1) day suspension.

Council Action Requested

Allow the Roseville Police Department to issue and administer the presumptive penalty as set forth in Section 302.15, of the Roseville City Code or other action as determined by the Roseville City Council.

Discuss violation of City Code Section 302.08, *Manager and Server Training*. Failure to comply with this provision in its entirety is sufficient grounds for denial or nonrenewal of a requested license in 2013.

At a December 12, 2011 Council Meeting, Council fined Smash Burger Restaurant an additional \$1000.00 beyond the presumptive civil penalty for selling alcoholic beverage to a person under the age of 21-years. The additional \$1000.00 fine was for failing to provide current *Manager and Server Training* to its employee(s).

Prepared by: Lt. Lorne Rosand

Attachments:

- A: Police Report
- B: Letter announcing compliance checks
- C: Notification of failure and investigation
- D: Letter announcing Council Meeting



ROSEVILLE POLICE DEPARTMENT

INCIDENT REPORT

ICR# 12023466	AGENCY ORI# MN0620800	JUVENILE:	
INCIDENT	Reported: 08-30-2012 1548 Committed Start: 09-03-2012 1000 Committed End: 09-03-2012 Title: Alcohol Compliance Failure How Received: None Selected Short Description: Sale to under age 21 person compliance check Summary: Alcohol Compliance Check Failure. Location(s) Cedarholm Golf Course Address: 2323 HAMLINE AV N City: Roseville State: MN Zip: 55113 Country: USA		
	Officer Assigned: Rosand, Lorne (Administrative Action) Badge No: 3 Primary: No		
NAMES	Involvement: Mentioned Name: McDonagh, Sean Harkin DOB: Age: Sex: Race: Height: Weight: Address: City: ARDEN HILLS State: MN Zip: 55112 Country: Phone: (Home) _____		
	Involvement: Suspect Name: Moren, Jakob John DOB: Age: Sex: Race: Height: 0 Weight: 0 Address: City: Maple Grove State: Zip: 55369 Country:		
EVIDENCE	Involvement: Mentioned Name: Cedarholm Golf Course Address: 2323 Hamline Avenue North City: Roseville State: MN Zip: 55113 Country: USA Phone: (Business) (651)633-8337		
	Involvement: Mentioned Name: Anfang, Jennifer Ann DOB: Age: Sex: Race: Height: Weight: Address: City: MAPLE GROVE State: MN Zip: 55369 Country: USA		
EVIDENCE	Involvement: Mentioned Name: Maxey, Roxann Lynn DOB: 04-10-1977 Age: Sex: Race: Height: Weight: Address: City: BROOKLYN PARK State: MN Zip: 55428 Country: USA		
	BarCode: 12-10423 Item Type: Alcohol Bin: A42 Value: Description: One can of Budweiser Beer Location Address: City: State: Zip: Country:		

Supplemental Report

ICR: 12023466

09-03-2012 1229

Title: Alcohol Compliance Check

Created By: Greg Levendoski

On 08-30-12 XXXXXXXXXXX XXXXX (XXXXXXXXXXXX) acted as my underage alcohol buyer. XXXXX viewed the the underage buyer instructional video prior to beginning checks. I searched XXXXX and noted he only had one valid MN photo ID. which stated he was under 21 years of age. I took a photograph of XXXXX,

I then provided Maxey with a paper copy of the **City of Roseville Manager and Server Approved Training Program**.

I instructed both McDonagh and Maxey that any Cedarholm Golf Clubhouse employee/manager who serves alcohol needs to at a minimum review and sign off on the city approved training to become compliant with city code. Maxey said she would have all employees who serve/sell alcohol to complete this mandatory training soon.

Report is for informational purposes.



Date

Business

Address

Roseville, MN 55113

ATTN: MANAGER

Please thoroughly review the following information as it pertains to alcohol compliance checks conducted by the Roseville Police Department, relative to your establishment.

The City of Roseville began alcohol compliance checks on licensed alcoholic beverage sellers in 1997. At that time, the compliance rate was only 70%. Nearly 30% of our licensees failed those compliance checks. Our goal is to achieve 100% compliance. We need your cooperation to make that happen.

The Roseville Police Department conducts yearly compliance checks to insure licensed alcoholic beverage sellers in the City of Roseville are complying with State law and Roseville Code Provisions relating to the selling of alcoholic beverages.

Please review the following relating to sales of alcohol to underage persons:

Minnesota Statute Chapter 340A.503 PERSONS UNDER 21; ILLEGAL ACTS.

Subdivision 1. Consumption.

(a) It is unlawful for any:

(1) retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414, to permit any person under the age of 21 years to drink alcoholic beverages on the licensed premises or within the municipal liquor store;

Subdivision 2. Purchasing. It is unlawful for any person:

(1) to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age;

The City of Roseville has passed Chapter 302, Roseville's Liquor Control Ordinance. The Roseville Police Department encourages you to become familiar with the Liquor Control Ordinance. It can be obtained at the Roseville City Hall or in the city code at www.ci.roseville.mn.us.

The civil penalties for underage alcoholic beverage sales are set forth in the Roseville City Code. Presumptive penalties are set forth in § 302.15 of the Code. These penalties vary depending upon whether it is a first time violation, a second time violation, a third time violation, etc.

The Roseville Police Department has worked with City alcoholic beverage licensees to promote training for both servers and managers to prevent sales of alcohol to underage persons, and to prevent other violations of the Liquor Control Ordinance. All licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, must complete a city approved or city provided liquor licensee training program. Free training packets are available from the City. Contact Kelly Roberto of the Roseville Police Department at kelly.roberto@ci.roseville.mn.us to receive a packet or the names of approved trainers.

Both the City's approval and the required training shall be completed:

1. Prior to licensure or renewal for licensees and managers, or
2. Prior to serving or selling for any employee or agent, and
3. Every year thereafter.

Your business must maintain documentation that you have properly trained every employee that sells or serves alcohol, and produce such documentation upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city. The City will not maintain these records for you. Additional penalties may be assessed if you are unable to provide documentation or it is determined the employee did not under-go the required training.

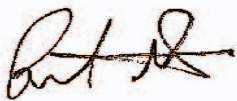
The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine and a one day suspension.

These penalties are civil in nature. Please be aware criminal penalties may also be imposed for violations of the Liquor Control Ordinance.

The Roseville Police Department will conduct two compliance checks in 2012 beginning this spring. Please remind your employees of their legal and moral responsibility not to sell or serve alcoholic beverages to anyone under the age of 21.

Once again, we encourage you to review Roseville City Code, Chapter 302, to insure that you have familiarized yourself with the local regulations applicable to your establishment. If you have any questions, please contact Lt. Lorne Rosand at 651-792-7211.

Sincerely,



Rick Mathwig
Chief of Police



September 4, 2012

Roxann Maxey
Cedarholm Golf Course
2323 North Hamline Avenue
Roseville Minnesota 55113

Roxann Maxey and/or General Manager:

The City of Roseville has an ordinance prohibiting the sale of any alcoholic beverage to persons under the age of 21 years. A copy of Roseville Code 302 has been enclosed for your review. Please note Section 302.15 of code where minimum penalties are stipulated.

On August 30, 2012, a Cedarholm Golf Course employee named Jakob Moren sold an alcoholic beverage to a minor in violation of the attached code. Our records indicate that this is your first violation in the previous thirty-six (36) months. Therefore, pursuant to Section 302.15 of Roseville City Code, the presumptive penalty for a first violation for sale of an alcoholic beverage to a person under the age of twenty-one is a minimum penalty of a \$1,000.00 fine and a one (1) day suspension.

This incident is currently under investigation by the Roseville Police Department. You are being asked to provide a training certificate documenting Jakob Moren has completed a city approved liquor license training program. **I must receive a copy of Moren's training certification from you by Tuesday, September 18, 2012. Failure to provide this training certification may result in additional penalties because of non compliance. You are also being mandated to provide server training records for all employees who are authorized to serve liquor at your establishment. These server training documents are also due by Tuesday, September 18, 2012.**

When a violation occurs, the police department provides information to the City Council, which either will assess the presumptive penalty set forth above or depart upward or downward based on extenuating or aggravating circumstances. The information set forth in this letter regarding the failed compliance check will be passed on to the City Council, as well as information regarding your participation in the manager and server training program and the history of compliance checks at your establishment. Once the date of the Council meeting is established, I will send you notice.

A representative of your establishment may appear at the Council meeting to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at that meeting, the City Council will act without any input from your establishment.

Finally, please be advised that if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me during normal business hours at my desk telephone number of 651-792-7211.

Sincerely,

Lorne R. Rosand
Lieutenant
Roseville Police Department

Enclosure

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager



September 17, 2012

Roxann Maxey – Clubhouse Manager
Cedarholm Golf Course
2323 North Hamline Avenue
Roseville Minnesota 55113

Roxann Maxey;

Reference Roseville PD Case File 12-023466: August 30, 2012 Cedarholm Golf Course Alcohol Compliance Failure.

On Monday, October 22, 2012, the Roseville City Council will discuss the August 30, 2012 alcohol compliance failure at Cedarholm Golf Course. Staff has recommended Council impose the presumptive penalty of a \$1000.00 fine and one (1) day liquor license suspension.

A representative of your establishment may appear at the time of the council discussion to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at this meeting, the City Council will act without any input from your establishment.

Summary of Violation:

- March 26, 2012: All businesses with a liquor license in the City of Roseville were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year.
- August 30, 2012: A Cedarholm Golf Course employee sells an underage compliance buyer an alcoholic beverage. The Cedarholm Golf Course employee server never requested the compliance checker's drivers license and sold him a Budweiser Beer. The employee seller/server was administratively cited for the violation.
- September 10, 2012: Cedarholm Golf Course Clubhouse management is unable to provide police alcohol server training documentation.

Roseville City Council will consider staff recommendation specific to this violation at its regular meeting scheduled for Monday, October 22, 2012. Council discussion of this violation will occur during the "Business Actions" segment of the meeting.

Finally, please be advised if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me at my desk telephone number of 651-792-7211 during normal business hours.

Sincerely,

Lorne Rosand
Lieutenant

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager
Roseville City Council

REQUEST FOR COUNCIL ACTION

Date: October 22, 2012
Item No.: 13.a

Department Approval



City Manager Approval



Item Description: Discussion regarding the redevelopment of the Hagen Property at 2785 Fairview Ave. into market-rate apartments and the use of Twin Lakes TIF funds to assist in the project.

BACKGROUND

The Hagen property, located at 2785 Fairview Ave, currently contains a multi-tenant trucking terminal. In 2009, the City purchased approximately 2.05 acres of the property for future Twin Lakes right-of-way. The City has been approached by representatives of the property and a developer regarding the redevelopment of the remaining 5.83 acres of the Hagen property into 215 market rate rental apartments.

The developers, Twin Lakes Apartments, LLC, are proposing to construct three apartment over a three-year period beginning in the Spring of 2013. They are proposing to have 1, 2, and 3 bedroom units with high quality finish and amenities. The development will be served with underground parking for the tenants and a 4,500 square foot office/clubhouse. Preliminary renderings and drawings of the site are included in Attachment C.

As part of the discussion with staff, the developers have identified a financing gap and have applied for TIF assistance. Staff has worked with Twin Lakes Apartments, LLC to determine if TIF is needed and if the project is eligible to receive assistance under the Twin Lakes Public Financial Participation Framework. Review of the information indicates that the project will qualify for assistance under the City guidelines. (See Attachment D).

The developer estimates that the total project cost for the development will be approximately \$32.6 million. To fund the project, the developers will be bringing in \$7.4 million of their own equity and a \$23 million mortgage. The remaining amount of (approximately \$2.3 million) is the gap in funding the project.

Mikaela Huot, the City's TIF consultant from Springsted, has prepared a detailed memo regarding the project and the financing gap. As can be seen from the memo, (Attachment E) Springsted has determined that the project would not be able to proceed without TIF assistance and meets the required "but-for" test.

The Springsted memo provides analysis showing that based on the proposed development and schedule as well as conservative assumptions about the market value increase, the property will go from the current assessed value of \$2.4 million to \$21.8 million. This development will generate up to \$4.4 million in gross tax increment over the remaining lifetime of the district.

Staff has indicated that the City will only consider TIF financing in the form of pay-as-you-go assistance and not as a City bond obligation. Additionally, staff has indicated that only 80% of the potential TIF revenue will be pledged to the project in order to help fund other projects within Twin Lakes and for TIF District administrative costs. As a result, the amount of assistance the can be pledged for the project is a TIF note of \$2.2 million.

The developer has indicated that if TIF funding is secured, they will begin site preparation and construction of the first apartment building in the Spring of 2013. The developer will be present at the City Council meeting to answer any questions about the proposed development.

In regards to the overall status of TIF 17, the Twin Lakes TIF District, staff has been working with Springsted to characterize the current status of the district. That work is ongoing, but staff is able to share a few observations. Currently, TIF 17 does not have any significant balance of funds. Phase I and II of the Twin Lakes Parkway utilized the majority of the TIF 17 balance. Both Phase I and II of the Twin Lakes Parkway have been paid off and there are not further obligations for those projects. Without any other development occurring, TIF 17 is expected to only bring in about \$65,000 annually until 2031. It should be noted that the Wal-Mart project will be bringing in about \$170,000 annually in TIF revenue once it open. In addition, the Hagen property will generate an additional \$50,000 annually in TIF revenue for the City until 2031 (this is the 20% that the City is retaining).

By allocating TIF dollars to the proposed apartment development, the City will not be undermining the financial integrity of the TIF district. In fact, the constructed apartment development will add TIF funds that can be utilized elsewhere in the district.

POLICY OBJECTIVE

Redevelopment of Twin Lakes has been a high priority for the City for many years. The proposed multi-family housing development helps the area achieving a mix of uses.

FINANCIAL IMPACTS

The TIF assistance proposed for the Hagen property development will be solely paid from the taxes paid by the development property owner. They will receive 80% of the TIF revenue from the taxes paid, while the City will receive 20% of the TIF revenue to utilize within the district.

STAFF RECOMMENDATION

Staff believes that the proposed apartment development on the Hagen Property is very desirable and consistent with the vision of Twin Lakes. Staff proposes that the City provide TIF assistance to the proposed project under the following terms:

- TIF assistance in the amount of up to \$2,200,000 as a pay- as-you-go TIF note for reimbursement for TIF eligible costs over a period of 17 years.
- The developer will only be able to collect 80% of the TIF revenue generated. The remaining 20% of TIF revenue generated by this project will be retained by the City for other uses in the TIF District and for administrative expenses for maintaining the TIF District.
- TIF eligible costs include Infrastructure (roads, utilities, etc.), environmental remediation and engineering costs, site prep, demolition, and grading, and underground structured parking.

Staff would recommend that the City Council direct staff to negotiate a TIF development agreement with the developer for approval by the City Council.

69 **REQUESTED COUNCIL ACTION**

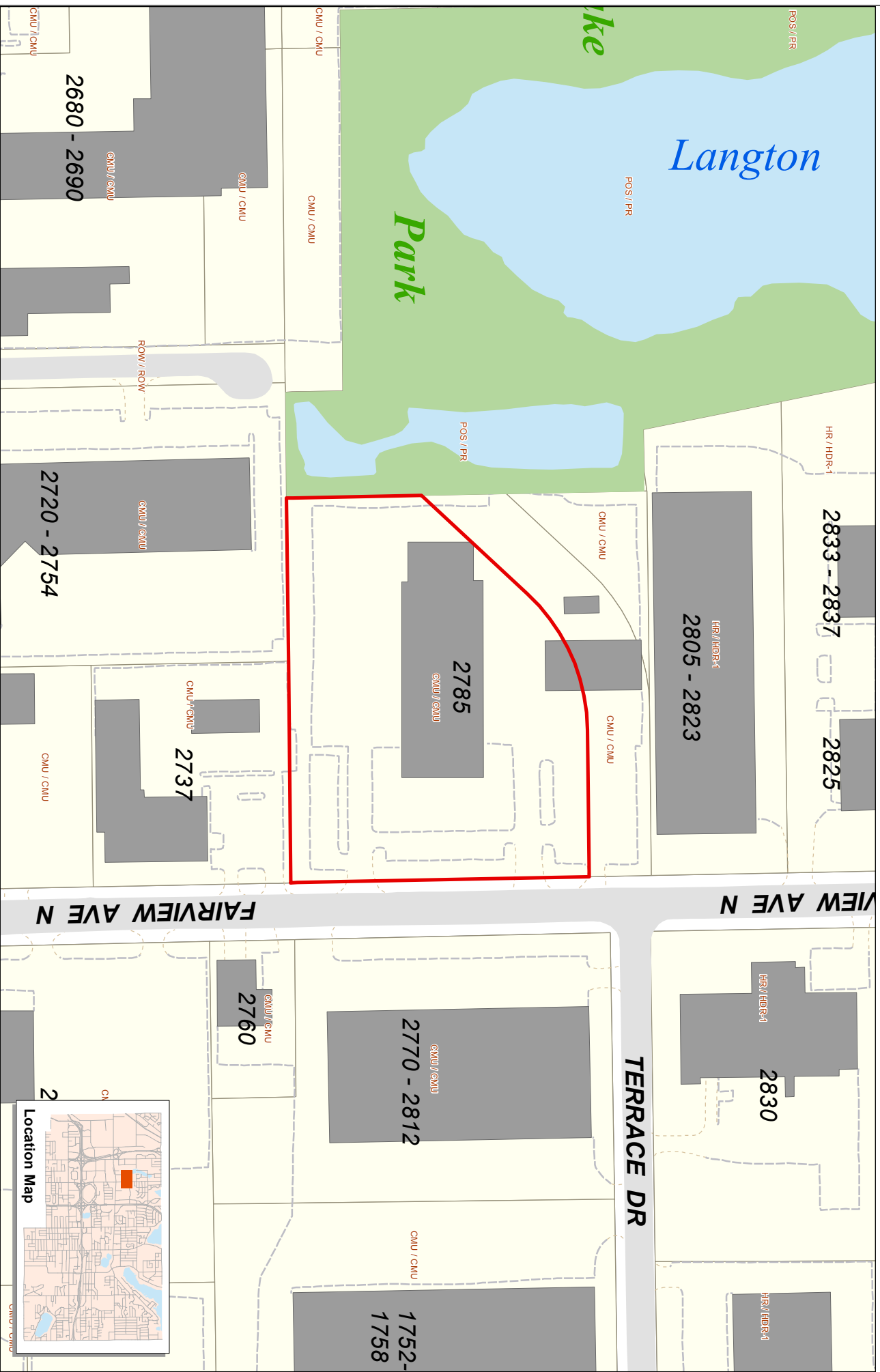
70 No final decisions are expected at this time. However, if it is felt that the project is desirable, the City
71 Council should direct staff to create a draft TIF Development Agreement for City Council consideration
72 at a future meeting.

73

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

Attachments: A: Map of Hagen Property
B: Aerial of Hagen Property
C: Graphics of proposed apartment building
D: Twin Lakes Financial Framework Worksheet
E: Springsted memo dated October 16, 2012

Attachment A for Hagen Property (2785 Fairview Ave)



ROSEVILLE

Prepared by:
Community Development Department
Printed: July 18, 2012

Site Location

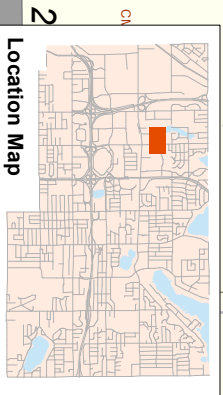
Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (7/2/2012)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

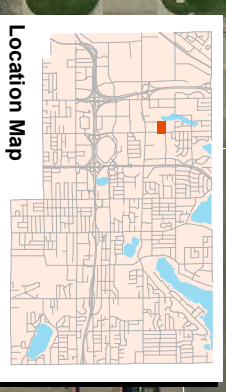
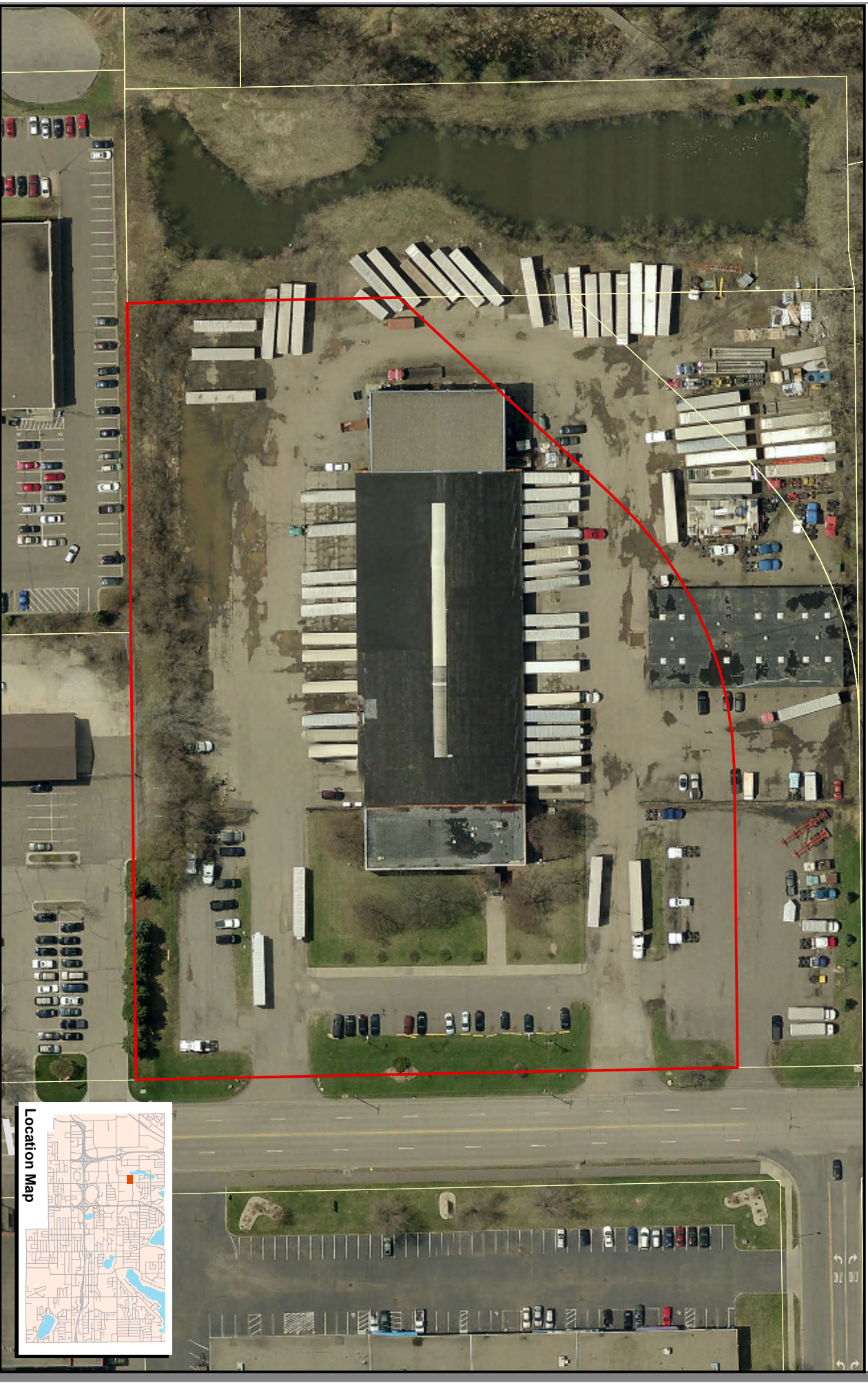
This map is neither a verified, recorded map nor a survey, and is not intended to be used as such. This map is a compilation of records, information and data collected in various City, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes 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 navigation, tracking or any other purpose requiring accurate measurement of distance or direction or in the depiction of geographic features. Errors or discrepancies are noted on the map contact (916) 222-3811. The following disclaimer is provided pursuant to California Statutes, § 6300, Subd. 21 (2005): "The City of [City Name] and its employees or agents, or third parties, shall not be liable for any damages, including reasonable attorneys' fees, arising out of the use or access of use of data provided."



A vertical scale bar with markings at 0, 100, and 200 Feet.

mapdoc: planning commission location.mxd

Attachment B for Hagen Property (2785 Fairview Ave)



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, and is not a warranty of accuracy. 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 purposes requiring accurate measurement of distance or direction or precision in the depiction of geographic features. (If errors or discrepancies are discovered, 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.

Data Sources

* Ramsey County GIS Base Map (7/2/2012)
* Aerial Data: Pictometry (4/2011)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

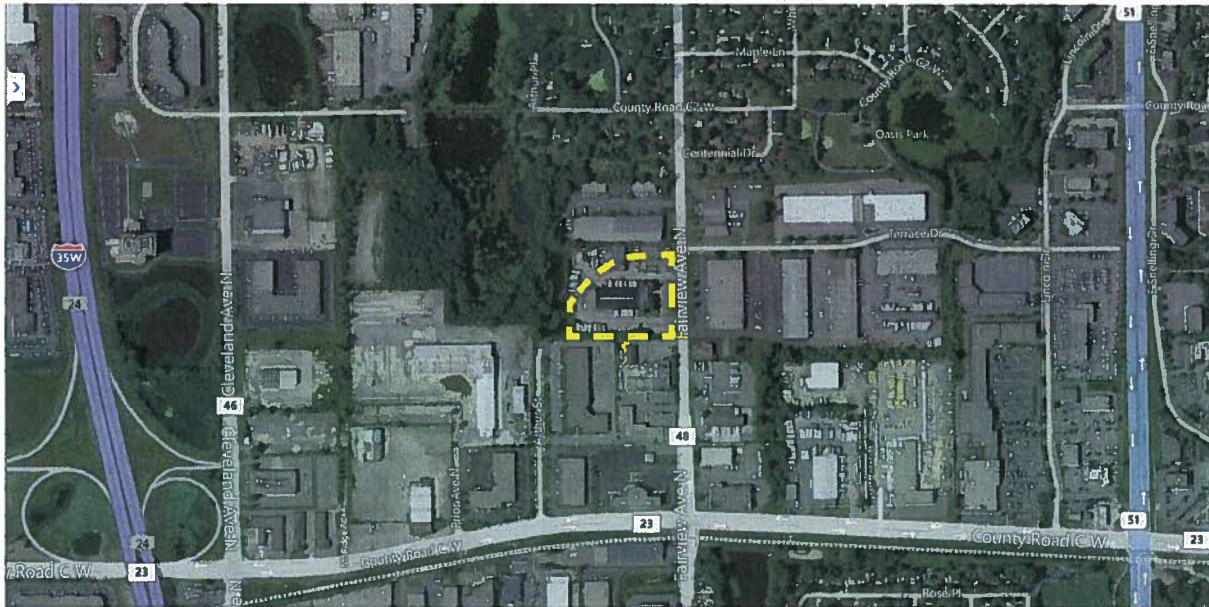


Prepared by:

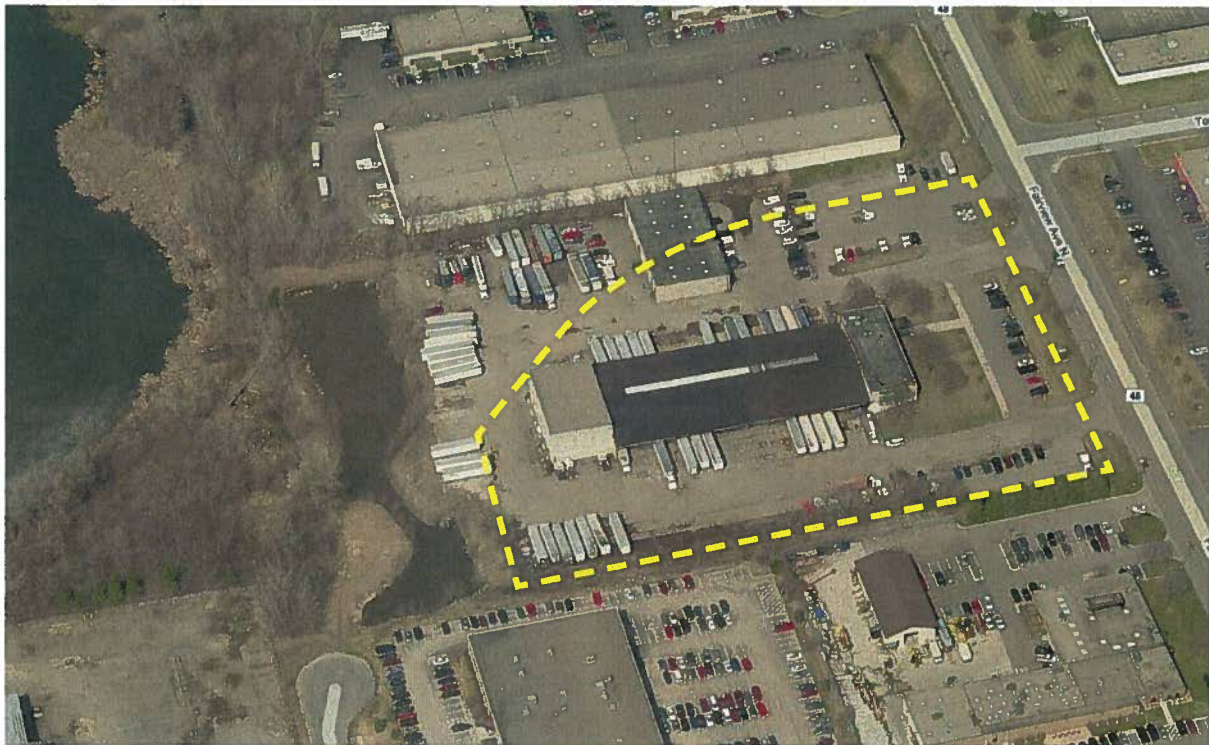
Community Development Department
Printed: July 18, 2012

Site Location





Site Location



Current Site Conditions

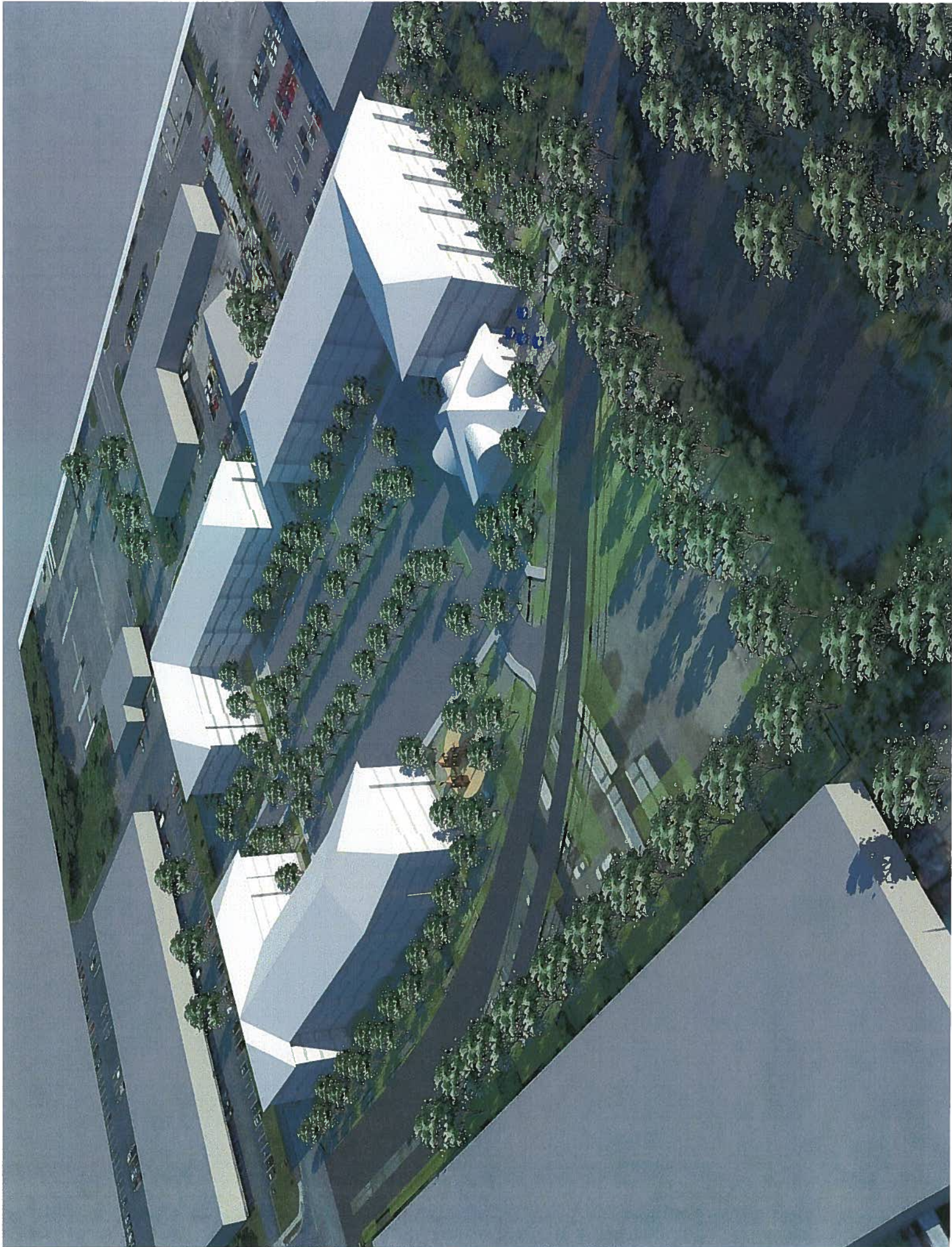
Please note that these massings are for discussion purposes. The articulation does not yet represent any actual design intent - it is purely to suggest that the exterior will be articulated in some manner.



View looking North West



View looking South East



Twin Lakes Public Financial Participation Framework

Introduction

Since 1988, the City of Roseville has worked to spark investment in the 275-acre Twin Lakes Redevelopment Area. The City initiated the creation of a Master Plan for the area, which has been updated several times since its inception. Over time, the importance of this project has become deeply rooted within the community, which is demonstrated by the adoption of Twin Lakes Master Plan into the City's Comprehensive Plan.



Twin Lakes Redevelopment Area

During the initial phases of redevelopment activities, public financial participation is often requested by developers to assist in offsetting the increased development costs associated with development on these more complicated sites. With limited financial resources and community expectations high, the City of Roseville has established a Public Financial Participation Framework to identify objectives and criteria by which to consider future financial requests for projects within the Twin Lakes Redevelopment Area.

The following framework, which has been developed with consideration to community goals articulated through the Imagine Roseville 2025 process, the Twin Lakes Master Plan (2001), and the Twin Lakes Design Principles, describes general policies that the City of Roseville will use when considering if to participate, what type of activities to assist with, and parameters of participation. These policies are intended to clarify what is within the realm of consideration when public financial participation is considered for elected officials, city staff, the public, and the development community.

Twin Lakes Public Financial Participation Determination

For all projects requesting financial assistance, the requestor must demonstrate (to be verified by the City) that the project is unlikely to proceed without the infusion of City funds. Beyond need, developers must demonstrate how their project will advance the city's overarching objectives. On the following page are eight community objectives and twenty-three scoring criteria by which to measure potential achievement of these objectives. The objectives include a mix of uses, enhanced aesthetics, environmental quality and sustainability, relationship to parks, transit and transportation options, diverse employment opportunities, diverse tax base, and diverse housing options. In order for the City to consider financial assistance for an individual project, the project must work toward achieving one-third of scoring criteria (eight criteria) within at least four of the objective categories.

Objectives and Scoring Criteria**1. Mix of Uses**

- ☒ Overall Use Mix: Contributes toward the desired mix of uses within the project area described in the Twin Lakes Master Plan
- ☐ Needed Services: Provides a needed service in Roseville.
- ☒ Community Spaces: Incorporates community spaces, such as plazas and greenspaces, into the project that are open for use by the general public

2. Enhanced Aesthetics

- ☒ Blight Elimination: Removes, prevents, or reduces blight or other adverse conditions of the property
- ☒ Urban Design: Achieves a walkable, pedestrian friendly environment, creates a strong “public realm,” and internalizes parking to the project as indicated in the Twin Lakes Design Principles
- ☒ Building Quality: Uses high quality, long-lasting building and construction materials
- ☒ Structured Parking: Replaces large, surface-parking lots with parking structures integrated into the overall project design

3. Environmental Quality and Sustainability

- ☒ Environmental Remediation: Cleans up existing soil and groundwater contamination
- ☐ Green Building: Is designed to a LEED-Silver rating or higher
- ☒ Green Infrastructure: Uses innovative stormwater management techniques, such as rain gardens/bioretention, porous pavement, or underground holding chambers
- ☐ Environmental Preservation: Preserves or improves quality of wetlands, wildlife habitats, or other natural areas inside or outside of parks.

4. Relationship to Parks

- ☒ Park Connections: Provides connectivity to the neighboring parks
- ☐ Buffers: Offers a buffer between the adjacent park and the new land uses
- ☐ Mitigates Environmental Impacts: Addresses environmental impacts related to park resources

5. Transit and Transportation Options

- ☒ Multimodal Transportation: Integrates bus, bicycle, and pedestrian connections into the project
- ☐ Transportation Demand Management: Works to reduce the number of trips to the project area by implementing various transportation demand options

6. Diverse Employment Opportunities

- ☐ Job Creation: Creates or retains a wide-range of professional-level, family-sustaining jobs
- ☐ Businesses Attraction/Retention: Attracts or retains competitive and financially strong businesses to Roseville

7. Diverse Tax Base

- ☒ Tax Base: Diversifies the overall tax base of the City
- ☐ Enhanced Tax Base: Maximizes tax-base potential within the redevelopment area

8. Diverse Housing Choices

- ☒ Unmet Housing Markets: Provides housing options not currently realized in the Roseville market (e.g. market-rate apartments, mid-sized single-family homes)
- ☐ Affordable Housing: Provides affordable housing opportunities.

Priority Funding Activities

The following is a list of activities, fundable under state statute, in which the City may consider financial participation.

- Cleanup of environmental contamination
- Construction of public infrastructure (e.g. utilities, roads, and sidewalks)
- Streetscaping
- Public, structured parking facilities
- Site improvements (e.g. soil correction)
- Land acquisition (e.g. right-of-way acquisition)
- Others on a case-by-case basis

General Financial Participation Parameters

If it is determined that the City will financially participate in a project, the following are the general parameters by which a development agreement will be negotiated.

Grants

- The City will apply for available regional, state, and federal grant funds to offset city costs associated with City-led project elements.
- The City will consider applying for regional, state, and federal grant funds to assist developer costs for projects that provide a demonstrated community benefit.
- If limited funds available, City will give priority to City-led elements.

Tax Increment Financing (TIF)

- Pay-as-you-go Financing: Initial financing of eligible improvements will be the responsibility of the developer with the City repaying the developer for eligible costs as revenue is generated (Developer-led project elements)
- Upfront Capitalization: Upfront financing for public improvements (City-led project elements)
- Financing Terms: Minimum financing for the shortest terms for the project to proceed.



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

MEMORANDUM

TO: Pat Trudgeon, Community Development Director

FROM: Mikaela Huot, Vice President/Consultant

DATE: October 16, 2012

SUBJECT: Financial Analysis of Proposed Twin Lakes Apartments, LLC Housing Project

The City of Roseville has asked Springsted to evaluate the tax increment financing (TIF) request submitted by Twin Lakes Apartment LLC (the developer) for the proposed development of a multi-phase housing project consisting of approximately 215 units in 3 buildings with separate amenity facility. We have reviewed the project assumptions and general rationale for TIF assistance submitted by the developer. It is our understanding that the developer is in the process of assembling financing for the project, had received a preliminary financing letter from Multifamily Capital Funding LLC in November 2011 and is currently working on updated financing commitments necessary to proceed with the project. The initial letter had indicated that any project funding would be at least partially contingent on City tax increment financing assistance and that a TIF Note is necessary to provide sufficient cash flow to meet the annual debt service coverage requirements in the operating proforma.

Based on this information, the City could be justified in making a "but for" finding that the anticipated development would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future. We recommend, however, that the City also consider an appropriate level of TIF assistance for reimbursement of certain eligible project costs based on the developer's information. The purpose of this memo is to outline our analysis of the project including review of the developer's request for assistance, tax increment revenue projections, review of the developer's project proforma and outline of proposed Development Agreement business points.

Background of TIF District No. 17

The City of Roseville has previously established Tax Increment Financing (Redevelopment) District No. 17, known as Twin Lakes for the redevelopment of certain properties into a mixed-use project. Based on establishing dates of the district, the following applies when considering future projects proposed within the boundaries of the existing district:

- First increment collection in 2006
- Final increment collection in 2031
 - o Assuming full 25+ years
- Frozen tax rate of 102.078%
 - o As provided by Ramsey County
 - o Constant during remaining term of TIF District

When considering future redevelopment projects that occur within the existing TIF District No. 17, the City will need to verify that the projects would qualify as eligible projects within the redevelopment district and that there is sufficient budget authority to use tax increment dollars to finance the identified project costs. Because this proposed project includes the redevelopment of certain properties within the TIF District, and tax increment revenues are proposed to be used to clean up the project site and further the redevelopment objectives of the city and TIF District, it would be a qualifying project within the district. In addition, the proposed project costs, as further described, would be within the existing budget authority of the TIF Plan for TIF District No. 17.

Developer Request for Tax Increment Financing Assistance

The developer, Twin Lakes Apartment LLC, submitted a request for TIF assistance with the purpose of TIF to finance extraordinary costs associated with redeveloping the project site and subsequently constructing the proposed project. The developer has requested tax increment assistance for financing a portion of the costs associated with construction of the project. City staff, Springsted and the developer have met to discuss the preliminary project review. From those discussions the developer has adjusted some of the initial cost assumptions and the updated TIF eligible cost amount is \$3,780,000 which includes structured (underground) parking, infrastructure, roads and utilities, environmental/engineering and site preparation/drainage. The updated total estimated sources and uses of funds are equal to \$32,642,000. Based on the developer's application and total estimated project costs, the City could consider tax increment assistance for financing of the following extraordinary project costs (not including acquisition) associated with the redevelopment project:

Project Costs	Estimated Amount
Infrastructure, Roads & Utilities	\$250,000
Environmental/Engineering	\$290,000
Site Preparation/drainage	\$140,000
Structured Parking	\$3,100,000
Total	\$3,780,000

There are generally two ways in which assistance can be provided for most projects, either upfront or on a pay-as-you-go basis. With upfront financing, the City would finance a portion of the developer's initial project costs through the issuance of bonds or as an internal loan. Future tax increment would be collected by the City and used to pay

debt service on the bonds or repayment of the internal loan. With pay-as-you-go financing, the developer would finance all project costs upfront and would be reimbursed over time for a portion of those costs as revenues are available.

Pay-as-you-go-financing is generally more acceptable than upfront financing for the City because it shifts the risk for repayment to the developer. If tax increment revenues are less than originally projected, the developer receives less and therefore bears the risk of not being reimbursed the full amount of their financing. With bonds, the City would still need to make debt service payments and would have to use other sources to fill any shortfall of tax increment revenues. With internal financing, the City risks not repaying itself in full if tax increment revenues are not sufficient. Typically in either case of upfront financing, there is a shortfall payment guarantee with the developer. The developer has requested financial assistance as pay-as-you-go through a developer note.

Tax Increment Analysis

In order to estimate the amount of TIF revenues generated by the proposed development, certain assumptions were made based on the value of the project, construction schedule, and anticipated financing terms.

- Estimated base value (1 parcel) as of Jan. 1, 2011
 - o 04.29.23.31.0023 (EMV of \$2,357,200)
 - currently classified as commercial-industrial
 - anticipated to be reclassified as rental following development
- Estimated incremental market value upon completion
 - o \$90,000 per unit (preliminary assessor's estimate)
 - o 215 rental apartment units
 - o \$19,350,000 estimated market value
- Increment based on new building value only
- Construction commences in spring 2013 and is completed in summer 2015 (3 phases)
 - o Phase 1: 73 units
 - 60% assessed in January of 2014 for taxes payable in 2015
 - 100% assessed in January of 2015 for taxes payable in 2016
 - o Phase 2: 65 units
 - 25% assessed in January of 2014 for taxes payable in 2015
 - 100% assessed in January of 2015 for taxes payable in 2016
 - o Phase 3: 77 units
 - 50% assessed in January of 2015 for taxes payable in 2016
 - 100% assessed in January of 2016 for taxes payable in 2017
- Annual market value inflator
 - o Scenario 1: 0%
 - o Scenario 2: 1.5%
- Present value (discount) rate of 4.5%
- Tax rates (frozen rate), class rates and future market values remain constant

- 80% increment pledged to developer
- Maximum term of redevelopment district (26 total years)
 - o Approximately 17 years remaining following construction

Tax Increment Revenue Estimates

The developer's initial request for assistance was in an amount greater than what was projected to be available from the district over the remaining term. Based on the assumptions outlined above, the projected tax increment revenues to be generated from the project are shown in the chart on the following page. The estimated present value of available revenues may range from \$1,984,992 to \$2,195,915, depending on the annual market value inflator.

	Scenario 1	Scenario 2
Annual Market Value Inflator	0%	1.5%
Total Gross Tax Increment	\$3,960,851	\$4,443,701
City Retainage (20%)	\$792,164	\$888,738
Net Amount Remaining (80%)	\$3,168,687	\$3,554,963
Present Value – City Retainage	\$496,240	\$548,977
Present Value – Remaining 80%	\$1,984,992	\$2,195,915

Developer Proforma But-For Analysis

In approving a TIF district and project, the City must make several findings, including the “but for” test: that the proposed development would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future. The developer has provided a “but-for” argument stating that the developer's lender has indicated that financial assistance from the City is necessary to provide sufficient project cash flow and market returns to investors that will achieve project feasibility. The developer states the assistance is necessary to construct the project as proposed based on current financial indicators. Based on the developer's stated position relative to the need for tax increment financing assistance, the City could make its “but for” finding and provide tax increment assistance.

We recommend, however, that the City also consider an appropriate level of TIF assistance for the project based on the information submitted by the developer. The City's position relative to the use of tax increment has typically been to finance extraordinary costs and level the playing field of potential redevelopment sites. The level of assistance is in part dictated by the ‘extraordinary’ costs of the project. Initial discussions about the project indicate the assistance would be provided as reimbursement to assist the developer with extraordinary redevelopment costs of the project site.

Following thorough evaluation of the project, the City will be prepared to make an informed “but-for” decision based on the likelihood of the project needing assistance, as well as the appropriate level of assistance. The “but-for” test is

used to determine whether a project is likely to proceed as proposed without the use of public dollars. To complete this analysis we constructed and examined two ten-year project proformas, one showing a result if the developer receives the requested TIF assistance and one showing a result without assistance. Our analysis of the proforma included a review of the development budget, projected operating revenues and expenditures, and the project's capacity to support annual debt service on the first mortgage and notes.

Springsted performed an analysis using the Rate of Return on Equity (ROE) and Internal Rate of Return (IRR) mechanisms to estimate the proposed project's rate of return. The rate of return on equity is an annual test and considers the before-tax cash flow as a measure of the equity invested to determine the developer's return. The internal rate of return measures the average annual yield on an investment, generally over a longer period of time, which in this case is 10 years. The internal rate of return measurement is typically what is used by public agencies to determine the need for a subsidy.

Generally, should the rates of return lie below a reasonable range without assistance; we could assume the project as proposed would not move forward without assistance. Should the returns lie within a reasonable range with the assistance, we could assume the amount of assistance tested is appropriate for the project. All such estimates should be viewed as general indicators of performance and not exact forecasts. The number of current and future variables affecting these estimates and actual results are great.

The 'with assistance' scenario assumes the developer receives tax increment assistance from the city in the form of a pay-as-you-go note. Sources would include first mortgage and equity. Any city assistance would be provided as reimbursement for certain project costs and not upfront. The developer has indicated it would leverage the city assistance in the form of a TIF Note to receive additional funding from its lending institute with annual tax increment revenues available for repayment of the loan.

In the 'without assistance' scenario it is assumed to be the same project, but privately financed without any tax increment assistance. To make up the gap we have assumed the developer would either provide increased equity and/or receive additional bank financing to close the financing gap. The likelihood of these scenarios ('without assistance') will ultimately be determined by the marketability of the project.

Based on the developer's project assumptions, Springsted has estimated the IRR in the 'with assistance' scenario to be 10.45% with a ROE of 2.11%. Our analysis has determined that without assistance, with increased bank financing and same amount of equity, the projected IRR would be -4.59% and ROE would be 0.06%. In addition the debt service coverage ratio would be 1.00 upon project stabilization. Should the first mortgage amounts remain the same and equity be increased to fill the gap, the projected IRR would be 3.30% and ROE would be 1.42%. The developer has indicated the 'without assistance' scenarios would not be feasible based on the projected returns.

In addition to the rate of return analysis described above, we also reviewed the debt service coverage ratios of the proposed project operating proforma, as compared to the initial information provided to us. The developer 'with

assistance' scenario includes debt coverage of 1.10 upon project stabilization. The proforma analysis described previously has indicated that any TIF assistance would be used to provide sufficient cash flow to meet the annual debt service coverage requirements in the operating proforma. The 'without assistance' assumes additional equity to meet the targeted debt coverage ratio of 1.10 and calculates modest returns to the developer that are below market, thus causing the project to be infeasible.

There is no set IRR benchmark that dictates whether a project needs TIF assistance or not. There are general market indicators that determine a project should be "doable" with a 10-year average return of 10-20%. However this is only an indicator and may or may not apply for each individual project, especially in today's market, and there may be other factors impacting the developer's ability to proceed. The developer has stated that the project will not occur without TIF assistance. Therefore, the City should view the IRR calculations as one factor in arriving at a decision for this particular project.

Draft Business Points

Should the Council choose to move forward with the project, it would enter into a Development Agreement with the developer, Twin Lakes Apartments LLC. The Agreement would include the requirements of each party and the provisions of tax increment assistance. Based on initial discussions with city staff and the developer, we recommend the City consider the following terms for inclusion in the agreement:

- Type of Assistance
 - o Pay-as-you-go for reimbursement of certain eligible costs
- Maximum Amount of Assistance
 - o \$2,200,000
- Maximum Term of Assistance
 - o 17 years
- City Retained Amount
 - o 20%: pooling and administrative
- Amount Pledged to Developer
 - o 80%
- Eligible Project Costs for Reimbursement
 - o Extra ordinary Redevelopment Costs
 - Demolition/Site work
 - Structured Parking
 - Road/Utility Costs
- Construction schedule
 - o For each phase
 - o Commence
 - o Complete
- Minimum Assessed Valuations

Conclusion

The developer has indicated that the assistance is necessary for the project to proceed and would use a City TIF Note to provide the project with sufficient annual cash flow to meet the minimum debt service coverage requirements. The developer provided terms in the revised information showing a debt service coverage ratio of 1.10 assuming a stabilized project and a project return on equity of 2.11%. As we had indicated earlier in this memo, based on current assumptions it would take the full remaining term of the district to meet the request.

In some cases, there may be opportunities to fill a portion of the gap by other means – thereby reducing the required TIF assistance and/or term. For example, a developer fee may be reduced and/or partially deferred to be paid from future cashflows, if supported. However in this case the stated developer fee is modest. Rental rates might also be able to be increased by more than a proposed inflation rate if the project proves successful, which could have a fairly significant impact on the projected rates of return. However the market will ultimately dictate what the rental rates will be for this project. A decrease in project costs and/or operating costs may also have a positive impact on the projected returns. Lastly, a reduction in the TIF note interest rate (from 4.5%) may also be considered.

Although we calculated the projected revenues for the remaining term of the district, the City could consider providing assistance for a shorter term and/or smaller overall amount, based on identified TIF-eligible project costs that meet the City's public purpose and objectives. In addition, the developer has indicated it is in the process of receiving a letter of commitment from its lender that will provide additional details on the project financing. We recommend the city consider this letter when reviewing the request and determining the need for financial assistance. Thank you for the opportunity to be of assistance to the City of Roseville. Please contact me at (651) 223-3036 or mhuot@springsted.com with any questions or comments.

Projected Tax Increment Report

City of Roseville, Minnesota
 Tax Increment Financing (Redevelopment) District No. 17
 Twin Lakes Apartments Project - construction commences 2013
 Scenario 1- \$90K per unit EMV with 0% annual MV inflator

Annual Period Ending (1)	Total Estimated Market Value (2)	Total Net Tax Capacity (3)	Less: Original Net Tax Capacity* (4)	Less: Fiscal Disp. @ 0.0000% (5)	Retained Captured Net Tax Capacity (6)	Times: Tax Capacity Rate** (7)	Annual Gross Tax Increment (8)	Less: State Aud. Deduction 0.360% (9)	Annual Net Tax Increment (10)	Less: Adm./Pooling Retainage 20.00% (11)	Annual Net Revenue (12)	P.V. Annual Net Rev. To 02/01/13 4.50% (13)	P.V. Annual Retainage To 02/01/13 4.50% (14)
12/31/12		46,394	46,394	0	0	102.078%	0	0	0	0	0	0	0
12/31/13	2,463,900	46,394	46,394	0	0	102.078%	0	0	0	0	0	0	0
12/31/14	2,463,900	46,394	46,394	0	0	102.078%	0	0	0	0	0	0	0
12/31/15	7,868,400	113,950	46,394	0	67,556	102.078%	68,960	248	68,712	13,742	54,970	48,882	12,220
12/31/16	18,348,900	244,957	46,394	0	198,563	102.078%	202,689	730	201,959	40,392	161,567	137,486	34,372
12/31/17	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	160,265	40,066
12/31/18	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	153,363	38,340
12/31/19	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	146,759	36,689
12/31/20	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	140,439	35,109
12/31/21	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	134,392	33,598
12/31/22	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	128,605	32,151
12/31/23	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	123,067	30,766
12/31/24	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	117,767	29,441
12/31/25	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	112,696	28,174
12/31/26	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	107,843	26,960
12/31/27	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	103,199	25,799
12/31/28	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	98,755	24,688
12/31/29	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	94,502	23,625
12/31/30	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	90,433	22,608
12/31/31	21,813,900	288,269	46,394	0	241,875	102.078%	246,901	889	246,012	49,202	196,810	86,539	21,634
							\$3,975,164	\$14,313	\$3,960,851	\$792,164	\$3,168,687	\$1,984,992	\$496,240

*Base value assumed to be current land value - value captured as tax increment will be incremental new value of building(s) only. Estimated to be \$90,000/unit for 215 units

**Frozen TIF total tax capacity rate per Ramsey County Records

Proposed 2012 tax rate	134.912%
-------------------------------	-----------------

Projected Tax Increment Report

City of Roseville, Minnesota
 Tax Increment Financing (Redevelopment) District No. 17
 Twin Lakes Apartments Project - construction commences 2013
 Scenario 2 - \$90K per unit EMV with 1.5% annual MV inflator

Annual Period Ending (1)	Total Estimated Market Value (2)	Total Net Tax Capacity (3)	Less: Original Net Tax Capacity* (4)	Less: Fiscal Disp. @ 0.0000% (5)	Retained Captured Net Tax Capacity (6)	Times: Tax Capacity Rate** (7)	Annual Gross Tax Increment (8)	Less: State Aud. Deduction 0.360% (9)	Annual Net Tax Increment (10)	Less: Adm./Pooling Retainage 20.00% (11)	Annual Net Revenue (12)	P.V. Annual Net Rev. To 02/01/13 4.50% (13)	P.V. Annual Retainage To 02/01/13 4.50% (14)
12/31/12		46,394	46,394	0	0	102.078%	0	0	0	0	0	0	0
12/31/13	2,463,900	46,394	46,394	0	0	102.078%	0	0	0	0	0	0	0
12/31/14	2,463,900	46,394	46,394	0	0	102.078%	0	0	0	0	0	0	0
12/31/15	7,868,400	113,950	46,394	0	67,556	102.078%	68,960	248	68,712	13,742	54,970	48,882	12,220
12/31/16	18,429,968	245,970	46,394	0	199,576	102.078%	203,723	733	202,990	40,598	162,392	138,188	34,547
12/31/17	22,134,459	292,276	46,394	0	245,882	102.078%	250,991	904	250,087	50,017	200,070	162,919	40,729
12/31/18	22,429,517	295,964	46,394	0	249,570	102.078%	254,756	917	253,839	50,768	203,071	158,242	39,561
12/31/19	22,729,001	299,708	46,394	0	253,314	102.078%	258,578	931	257,647	51,529	206,118	153,700	38,425
12/31/20	23,032,978	303,507	46,394	0	257,113	102.078%	262,456	945	261,511	52,302	209,209	149,287	37,322
12/31/21	23,341,514	307,364	46,394	0	260,970	102.078%	266,393	959	265,434	53,087	212,347	145,001	36,250
12/31/22	23,654,678	311,279	46,394	0	264,885	102.078%	270,389	973	269,416	53,883	215,533	140,839	35,210
12/31/23	23,972,540	315,252	46,394	0	268,858	102.078%	274,445	988	273,457	54,691	218,766	136,796	34,199
12/31/24	24,295,169	319,285	46,394	0	272,891	102.078%	278,562	1,003	277,559	55,512	222,047	132,868	33,217
12/31/25	24,622,638	323,378	46,394	0	276,984	102.078%	282,740	1,018	281,722	56,344	225,378	129,054	32,263
12/31/26	24,955,019	327,533	46,394	0	281,139	102.078%	286,981	1,033	285,948	57,190	228,758	125,349	31,337
12/31/27	25,292,386	331,750	46,394	0	285,356	102.078%	291,286	1,049	290,237	58,047	232,190	121,751	30,437
12/31/28	25,634,813	336,030	46,394	0	289,636	102.078%	295,655	1,064	294,591	58,918	235,673	118,255	29,564
12/31/29	25,982,377	340,375	46,394	0	293,981	102.078%	300,090	1,080	299,010	59,802	239,208	114,861	28,715
12/31/30	26,335,154	344,785	46,394	0	298,391	102.078%	304,591	1,097	303,494	60,699	242,795	111,563	27,891
12/31/31	26,693,223	349,261	46,394	0	302,867	102.078%	309,160	1,113	308,047	61,609	246,438	108,360	27,090
							\$4,459,756	\$16,055	\$4,443,701	\$888,738	\$3,554,963	\$2,195,915	\$548,977

*Base value assumed to be current land value - value captured as tax increment will be incremental new value of building(s) only. Estimated to be \$90,000/unit for 215 units

**Frozen TIF total tax capacity rate per Ramsey County Records

Proposed 2012 tax rate	134.912%
-------------------------------	-----------------

REQUEST FOR COUNCIL ACTION

Date: October 22, 2012
Item No.: 13.b

Department Approval

City Manager Approval

W. Mahnen

Item Description: Neighborhood and Community Engagement Task Force

BACKGROUND

The Human Rights Commission created a neighborhood and community engagement task force in the spring of 2011. The purpose of the task force was to recommend ways that the city could enhance community involvement. A committee of residents met throughout the year to develop recommendations to the City Council

POLICY OBJECTIVE

Discuss how city government relates to neighborhoods and how citizens can have an effective voice at City Hall.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Receive Neighborhood and Community Engagement Task Force Report.

REQUESTED COUNCIL ACTION

Receive Neighborhood and Community Engagement Task Force Report.

Prepared by: Carolyn Curti, Communications Specialist

Attachments: A: Neighborhood and Community Engagement Task Force Report (DRAFT)

FINAL REPORT
AND RECOMMENDATIONS

ROSEVILLE
NEIGHBORHOOD &
COMMUNITY ENGAGEMENT
TASK FORCE

A Project of the
Roseville Human Rights Commission

OCTOBER 15, 2012

Roseville Neighborhood & Community Engagement Task Force

Final Recommendations

Contents

Task force members	3
Our Charge.....	4
What Is Civic Engagement and Why Address It?	4
Our Core Values	5
Our Process	6
Our Community	6
Our Opportunity.....	6
Areas for Recommendations.....	7
Recommendations At-A-Glance.....	8
Detailed Recommendations	10
Related Comprehensive Plan Policies	21
Conclusion	23
Items for Future Consideration	23
Appendix A – Tapping Volunteers for Results.....	24
Appendix B - Core Values for the Practice of Public Participation	28
Appendix C – Minneapolis Core Principles of Community Engagement.....	29
Appendix D - Community Forum Feedback	30

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Task force members

Gary Grefenberg

Co-Chair and member of
Human Rights Commission

Kaying Thao

Co-Chair and member of
Human Rights Commission

Judy Berglund

League of Women Voters

Shannon Cunningham

At-Large

James DeBenedet

Public Works, Environment
& Transportation Commission

Randall Doneen

Parks & Recreation Commission

Megan Dushin

At-Large

John Gisselquist

Planning Commission

Theresa Gardella

At-Large

Jim Lewis

At-Large

Rita Mix

At-Large

Kathy Ramundt

At-Large

Greg Simbeck

Parks & Recreation Commission

Peter Strohmeier

Planning Commission

This listing is for identification purposes only, and does not imply that each Commission listed supports every recommendation.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

“No man is an island” and “Together we are more” are sentiments that if understood and realized can raise the quality of a community’s common life. The first reminds us we do not exist independent of one another. The other implies that a higher level of satisfaction in community occurs when we work cooperatively toward civic ideals. Unique among creatures, we have the capacity to increasingly advance our quality of life.

When human societies first formed they devised compacts or covenants, sometimes unwritten, carrying the idea that privileges and protections, both personal and property, entail the reciprocal responsibility of individuals to contribute to the general welfare of others. What follows is motivated by the belief that our citizens are gifted with the knowledge, skills and heart-felt desire to make Roseville an even greater place to live.

Our Charge

The Neighborhood and Community Engagement Task Force was established by the Human Rights Commission in pursuance of its charge from the Roseville City Council to *“increase the sense of community by reaching out to all members of the community and ensuring that our city government and its activities, programs, and services are accessible, understandable, and responsive to all.”* (City Code, Chapter 204.03)

We recognize and acknowledge that our work builds upon solid foundations set in place by our predecessors, especially the City Council, Imagine Roseville 2025, and the 2030 Comprehensive Plan. Council meetings and procedures, the availability of city-sponsored communication vehicles, such as the City’s web site and City News, already provide opportunities for civic engagement. The purpose of this report is to build on those foundations and make recommendations to the Roseville City Council for enhancing and increasing civic engagement within all sectors of Roseville’s diverse community.

What Is Civic Engagement and Why Address It?

Civic engagement or civic participation has been defined as *“Individual and collective actions designed to identify and address issues of public concern. Civic engagement can take many forms— individual volunteerism, volunteering on city commissions and committees, involvement with neighborhood groups or other non-profit civic organizations, and/or organizational involvement for electoral participation. It can include efforts to directly address an issue, work with others in a community to solve a problem or interact with the institutions of representative democracy.”* (American Psychological Association, <http://www.apa.org/education/undergrad/civic-engagement.aspx>)

The engagement of citizens creates more effective government and more sound decisions. Civically-engaged citizens have a stronger sense of community and knowledge of established community networks and resources; they can help the city get information out quickly,

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

efficiently and economically; and they have a valuable role informing the City of relevant issues. As a recent article published in the League of Minnesota Cities magazine stated, “*Cities across Minnesota are taking a new look at roles for volunteers and engaged citizens. As budgets get tighter, and new revenue opportunities are few and far between, the effective engagement of volunteers can be a great way to bring in new resources.*” (Tapping Volunteers for Results, Minnesota Cities, November-December 2011, *see Appendix A.*)

Civic engagement is especially relevant in an inner-ring suburb such as Roseville, which has the best of urban life and suburban living. Like many other inner-ring suburbs, Roseville faces the challenges of rapid change, urban sprawl, and the growing anonymity of urban culture. These challenges can be met with a strong civic engagement infrastructure.

Our Core Values

Early in our process we adopted the recommended International Association for Public Participation’s (IAP2) core values to guide our work (*see Appendix B*). These core values were made available to the Task Force by the League of Minnesota Cities, and are as follows:

Public participation...

1. Is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Includes the promise that the public’s contribution will influence the decision.
3. Promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision-makers.
4. Seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Seeks input from participants in designing how they participate.
6. Provides participants with the information they need to participate in a meaningful way.
7. Communicates to participants how their input affected the decision.

The Task Force added an additional core value:

8. Taskforce participants will be open-minded toward the involvement of others and towards the input of staff, city commissions, and those experienced in public policy and civic engagement.

These core values should be useful to the City in assessing the value of these recommendations and future efforts at increasing civic engagement in Roseville.

Roseville Neighborhood & Community Engagement Task Force

Final Recommendations

Our Process

The Human Rights Commission intended to form a task force with a diversity of perspectives reflecting our community (age, gender, and ethnicity). In the end, approximately half of the Task Force members were appointed City Commissioners and half were at-large members. We met monthly for well over a year, with subcommittees meeting in between to study specific issues and questions. We held one city-wide community forum entitled “Neighbor-to-Neighbor” (*see Addendum*), and one meeting with the City Manager and a Planning Department staff member who subsequently attended another Task Force session and provided commentary and suggestions. The meeting notes developed by the Forum’s small groups are incorporated into the Addendum.

Our Community

- Almost one third of our residents rent their homes.
9,211 rent and 23,023 own
- We have more citizens over 65 than under 18.
18.6% aged 17 and under and 20.1% aged 65 and over
- We are ethnically diverse.
19.7% non-white and 81.3% white

Our Opportunity

Roseville’s most important resource is its people - diverse and highly educated, concerned about their neighbors and willing to be involved in their community. Roseville also has a high proportion of talented retirees who now have the time and energy to contribute to their community, and a desire to be useful to future generations. As government gets increasingly complex, costly, and at times combative, Roseville has a unique opportunity to enlist this energy and benefit from this experience by providing opportunities for effective and meaningful engagement in response to these challenges, thus developing common ground and shared responsibility for a civil society.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Areas for Recommendations

During the past sixteen months of meetings, study, and discussion, nine main areas for recommendations have emerged in the work of the Neighborhood and Community Engagement Task Force. They are as follows:

1. Integrate citizen engagement into City Hall culture.
2. Increase effective public participation in City Council and Commissions.
3. Engage Roseville renters and non-single family homeowners.
4. Provide public participation support, training, and resources.
5. Enhance print communications and dissemination.
6. Enhance website and electronic communications.
7. Enhance overall city communication.
8. Foster and support vibrant neighborhoods.
9. Improve notification process.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Recommendations At-A-Glance

1) Integrate Citizen Engagement into City Hall Culture

- 1.1 Policy Intent or Practice: The city should work to enrich and strengthen civic engagement at-city hall, and encourage employees and elected officials to appreciate civic engagement as an asset.

2) Increase Effective Public Participation in City Council and Commissions

- 2.1 Policy Intent or Practice: The city should foster public participation at both the council and commission level.
- 2.2 Policy Intent or Practice: The city should widely publicize openings on all commissions and ad hoc groups and encourage all residents to apply.
- 2.3 Policy Intent or Practice: The city should develop and enforce an absence policy for commissioners.

3) Engage Roseville Renters and Non-Single-Family Homeowners

- 3.1 Policy Intent or Policy: The city should engage renters as it does homeowners.

4) Provide Public Participation Support, Training, and Resources

- 4.1 Policy Intent or Practice: The city should sponsor administrative supports to foster more effective volunteerism and public participation.
- 4.2 Policy Intent or Practice: The city should invest in civic engagement training for public officials and city staff to foster a climate of public participation.
- 4.3 Policy Intent or Practice: The city should develop educational and informational resources for citizens to learn how best to participate in civic issues.

5) Enhance Print Communications and Dissemination

- 5.1 Policy Intent or Practice: The city should continue to disseminate information via printed material, keeping in mind that many residents rely solely on print media for news and information.
- 5.2 Policy Intent or Practice: The city should include pertinent information and stories related to civic engagement and neighborhoods in its print communications, the Roseville City News.

6) Enhance Website and Electronic Communications

- 6.1 Policy Intent or Practice: The city should continuously improve its website to make it most user-friendly, thereby fostering civic engagement.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

6.2 Policy Intent or Practice: The city should maximize two-way communications technologies (Web 2.0) to facilitate timely public participation and engagement.

6.3 Policy Intent or Practice: The city should enhance access to City Council and commission agenda items, minutes, and recorded meetings through its (and/or North Suburban CTV's) website.

6.4 Policy Intent or Practice: The city should foster direct and efficient email communication with public officials.

7) Enhance Overall City Communication

7.1 Policy Intent or Practice: The city should go beyond the legal requirements for public notification on issues critical to Roseville's development (refer to Recommendation 9: "Improve Notification Processes" for suggested criteria).

7.2 Policy Intent or Practice: The city should emphasize communications utilizing existing systems more proactively and effectively with the intention of engaging residents.

8) Foster and Support Vibrant Neighborhoods

8.1 Policy Intent or Practice: The city should continue to support residents' efforts to create neighborhoods as a means to build community.

8.2 Policy Intent or Practice: The city should support neighborhoods in developing neighborhood networks and associations.

8.3 Policy Intent or Practice: The city should increase access to public participation events and facilitate *meetings at the neighborhood level*.

9) Improve Notification Process

9.1 Policy Intent or Practice: The city should expand the notification radius and methods to take into account developments that have great impact and/or involve issues of probable concern.

Roseville Neighborhood & Community Engagement Task Force

Final Recommendations

Detailed Recommendations

1) Integrate Citizen Engagement into City Hall Culture

1.1 Policy Intent or Practice: The City should work to enrich and strengthen civic engagement at city hall, and encourage employees and elected officials to appreciate civic engagement as an asset.

Rationale: Demonstrating a commitment to civic engagement dispels public cynicism and connects citizens more closely to their government, while also allowing them more resources for authentic grass roots neighborhood planning and community building.

We recommend the City:

- a) Continue its practice of forming resident task forces to assess significant issues and make recommendations to the city council or city manager. In particular, consider establishing a residents' task force to assess and make recommendations regarding the transparency and accessibility of the Council's budgeting process.
 - i. Make the budget process more transparent and understandable to residents, and utilize other resources such as a Roseville U course on budgeting, neighborhood workshops, and/or webinars to engage residents in budgeting well before the budget is finalized. (Also see Recommendation 6.1 d, below.)
 - ii. See Edina Civic Engagement web page *Public Participation in the Budgeting Process*.
- b) Host two or three general community meetings per year in various locations (outside of city hall) to talk with citizens about issues of concern, update citizens on upcoming events and development proposals, and build trusting relationships within the community. We encourage the city to seek cosponsors for such meetings if there are neighborhood associations in those areas.
- c) Recognize and reach out to the changing demographics of Roseville (increasing communities of color, aging population, and other marginalized groups) in order to understand how best to keep them informed and involved.
- d) Sponsor an annual training/conference on the latest trends, technologies and tools used to engage citizens. City staff and residents should jointly plan and publicize the event, and be encouraged to participate.

2) Increase Effective Public Participation in City Council and Commissions

2.1 Policy Intent or Practice: The City should foster public participation at both the council and commission level.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Rationale: Making public meetings more accessible and understandable to the community demonstrates the City's commitment to civic engagement, which in turn enables the community to better value and trust their public officials, elected and appointed.

We recommend the City:

- a) Schedule occasional city council and commission meetings in neighborhoods provided that meeting locations are well publicized, ADA-compliant, and accommodate cable television coverage.
- b) Formalize the current mayor's practices of recognizing members of the public in city council meetings and asking if there is any public comment after each substantive decision item is presented by staff and prior to discussion and final vote. This will help ensure that future mayors and councils follow this example of inviting public participation.
- c) Have commission meetings follow these same rules and procedures as the city council, and as described above.

2.2 Policy Intent or Practice: The city should widely publicize openings on all commissions and ad hoc groups and encourage residents to apply.

Rationale: Recruiting participation in governing and advisory bodies from the community ensures greater likelihood of having such groups reflect the communities they serve.

We recommend the City:

- a) Fully utilize existing print and electronic means to announce openings on city commissions and task forces. Such means include but are not limited to the Roseville City News, Roseville Patch, Roseville Review, Roseville Issues Forum, and the neighborhood network NextDoor.
- b) Pursue outreach efforts aimed at underrepresented groups.

2.3 Policy Intent or Practice: The City should develop and enforce an absence policy for commissions.

Rationale: This will ensure that commission positions are effectively being utilized and available to those who not only wish to serve but will make available the required time.

We recommend the City:

- a) Request staff report to the City Council when any commissioner misses more than four meetings in a rolling twelve month period.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

3) Engage Roseville Renters and Non-Single Family Homeowners

3.1 Proposed Intent or Policy: The city should engage renters as it does homeowners.

Rationale: According to the 2010 census, almost 1/3 of Roseville residents are renters and pay for city services through their rent, yet appear underrepresented in civic engagement efforts. Other communities, such as Hopkins, have programs targeted specifically to engage renters in city government (for more information about Hopkins' Engaging Raspberry Renters program, go to <http://hopkins.patch.com/topics/Engaging+Raspberry+Renters>).

We recommend the City:

- a) Include renters/leaseholders (both residential and business) and residents of co-ops and assisted living facilities in any communications initiatives (such as the recent adoption of Nextdoor, a neighborhood networking tool) to facilitate their engagement.
- b) Include renters/leaseholders (both residential and business) and residents of co-ops and assisted living facilities in the notifications process pertaining to zoning changes and planning issues (as with property owners).

4) Provide Public Participation Support, Training, and Resources

4.1 Policy Intent or Practice: The City should make available administrative support to foster more effective volunteerism and public participation.

Rationale: Without administrative supports such as volunteer coordination and administration (note-taking and meeting coordination), citizens' efforts are less efficient and satisfactory. Providing this minimal support would alleviate many frustrations and make citizen participation more effective, and would also provide opportunities for city staff and engaged citizens to dialogue and develop a shared perspective.

We recommend the City:

- a) Create and promote more volunteer opportunities for citizens to actively contribute to the Roseville community.
- b) Create a new city executive position to support volunteerism and effective public engagement across all departments. This position would direct and coordinate volunteer opportunities and neighborhood and community relations; he/she could develop procedures and methods to provide clear and consistent two-way communication between city government and residents and businesses (improve communication and find opportunities for more effective civic engagement). We recommend that this position report to the City Manager and Council.
- c) Provide opportunities for City staff, council members, and commissioners to discuss key issues with citizens, including the City's progress on increasing civic

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

engagement (such as occurred at the March 13, 2012 Task Force meeting with City Manager Bill Malinen and City Planner Bryan Lloyd).

4.2 Policy Intent or Practice: The City should invest in civic engagement training for public officials and city staff to foster a climate of public participation.

Rationale: The more public officials understand the importance of civic engagement in achieving city goals and gain skills in public participation, the more effective their leadership will be.

We recommend the City:

- a) Offer periodic (annual at a minimum) training to city officials and staff on civic engagement principles and best practices, including leadership and public participation.

4.3 Policy Intent or Practice: The City should develop educational and informational resources for citizens to learn how best to participate in civic issues.

Rationale: The more people know about the process of city government (i.e., how to find the schedule of meetings, agendas, minutes; how and when to contact city staff, council members, and/or commissioners; how to speak during public comment or hearing, etc.), the more likely they are to get involved and stay involved, and share constructive and relevant comments.

We recommend the City:

- a) Expand on the information available to citizens re: how a city council and/or commission meeting is run and what procedures citizens need to know in order to testify. This may be in the form of a “how-to” video tutorial sharing some basic information, such as how to sign up for email alerts, how to locate the agenda on the city’s website, how to prepare your comments for public testimony, etc.
- b) Expand on its successful Roseville U program by offering:
 - i. Collaborative workshops specifically focused on civic engagement for residents both new to and seasoned in public participation. The “How-to” material suggested above could be repurposed for this format.
 - ii. A “graduate” course that focuses entirely on the city’s budgeting process, as this is critical information for engaged citizens to understand.
 - iii. More flexible scheduling or informal one evening seminars so that individuals who can’t make the full seven-week commitment can still participate.
- c) Compile and publish a directory of existing resources to educate citizens on how to effectively participate in city government decisions that affect them.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

5) Enhance Print Communications and Dissemination

5.1 Policy Intent or Practice: The City should continue to disseminate information via printed material and other means, keeping in mind that many residents rely solely on print media for news and information.

Rationale: At our community forum, we heard from many Roseville residents that they do not have access to computers or the internet and rely on printed mail communications.

We recommend the City:

- a) Continue to disseminate Roseville City News and ensure all residents including renters and those living in non-single family homes receive the paper.
- b) Print any electronic updates pertaining to City Council decisions in Roseville City News so that people without email are able to access this information.
- c) Work with Nextdoor.com or other appropriate non-profits to find ways to include residents without computer access in community-building and communications.

5.2 Policy Intent or Practice: The City should include pertinent information and stories related to civic engagement and neighborhoods in its print communication.

Rationale: In doing so, we increase the value of the city's investment in this resource.

We recommend the City:

- a) Include information related specifically to neighborhoods and their activities in the Roseville City News.
- b) Include information related specifically to commission activities and civic engagement opportunities in the Roseville City News.
- c) Invite volunteer residents to advise city staff on items of interest for City News and possibly other communications such as the biweekly electronic newsletter. For instance, the City should consider establishing a Residents' News Advisory Committee to serve in this capacity.

6) Enhance Website and Electronic Communications

6.1 Policy Intent or Practice: The City should continuously improve its website to make it more user-friendly, thereby fostering civic engagement.

Rationale: Content can be difficult to find. For instance, if one is interested in online news such as The Patch but don't know its name, they need go through the Resource Directory (which is only found when clicking on over 25 alphabetically ordered options in the pull down menu under "For Residents") and even then if they type "news" to

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

search the directory, they come up blank. The site should instead be oriented towards browsing for meaningful and relevant content.

We recommend the City:

- a) Improve the organization and presentation of content so the website is easy to use.
- b) Improve the search feature to yield more relevant keyword matches.

6.2 Policy Intent or Practice: The city should maximize two-way communications technologies (Web 2.0) to facilitate timely public participation and engagement.

Rationale: Several neighboring cities make investments in civic-engagement-focused media. For example, Edina offers a Citizen Engagement blog titled Speak Up Edina (speakupedina.org) as well as a Facebook page, Twitter account, and YouTube channel. Many other cities offer any combination of these Web 2.0 tools, such as St. Louis Park, Minnetonka, and Hopkins.

The City's Comprehensive Plan also lists two-way communication as a goal; see the Plan's "Housing and Neighborhoods," Chapter 6, page 6-2.

We recommend the City:

- a) Make use of existing electronic communications channels and networks (website, email alerts, Roseville Community Forum, Nextdoor, Patch, etc.) to connect with and actively engage Roseville citizens with an emphasis on two-way communication.
- b) Explore new media channels (Facebook, YouTube, blogging, etc.) to connect with and actively engage Roseville citizens with an emphasis on two-way communication.
- c) Create an area of the website (or web-based communications) focused specifically on public engagement information and resources for citizens, including two-way communication (see Edina's Citizen Engagement blog as an example).

6.3 Policy Intent or Practice: The City should enhance access to City Council and commission agenda items, minutes, and recorded meetings through its website and CTV cable television.

Rationale: Increasingly residents have come to rely upon cable television broadcasts and the city web site to be informed on city issues. These vehicles provide access to government, and with relatively minor adjustments can become even more useful to Roseville citizens.

We recommend the City:

- a) Publish approved city council and commission meeting minutes on the city website in a timely manner, such as within one week of approval. If public meeting minutes

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

are not approved in a timely manner, such as within one month, publish draft minutes on its website until minutes are finalized.

- b) Offer the full text of meeting agendas in the body of email alerts and meeting notices rather than requiring the extra step to click a link to learn of the full agenda.
- c) Include a link to the specific recorded televised city meeting on the same page as the meeting minutes and/or agenda. Currently it takes at least 8 clicks through 2 different websites to access a specific recording, and these links are difficult to find.
- d) Ensure online video streaming is optimized for citizens at average connectivity.

6.4 Policy Intent or Practice: The City should foster direct and efficient email communication with public officials.

Rationale: Citizens are more apt to contact public officials if provided a direct email address. Although the current online communication form allows citizens without email to make contact, it has its drawbacks: 1) citizens cannot send attachments with their emails, 2) citizens cannot retain a record of communications sent, 3) public officials cannot receive email immediately (esp. difficult over the weekend) and thereby cannot respond as efficiently and easily; and 4) staff time is spent forwarding messages unnecessarily.

We recommend the City:

- a) Create and publish public, city-domain email addresses for city council members and commissioners to directly receive email from and send email to citizens on public matters without requiring city staff to manually forward such messages. (The online contact form may still be useful for individuals without email.)
- b) Automatically forward messages sent to the City Council's single email account to these new public addresses for council members.
- c) Create a group email account for each commission and automatically forward messages sent to each commission to the respective commission members.

7) Enhance Overall City Communication

7.1 Policy Intent or Practice: The City should go beyond the legal requirements for public notification and provide information on issues critical to Roseville's development (see Recommendation 9: "Improve Notification Processes" for suggested criteria).

Rationale: Many residents feel that the legal requirement of public notification is insufficient to provide information on significant issues before the City. The City should exceed these requirements on issues critical to Roseville's development.

We recommend the City:

- a) Organize/host an open house or community meeting for projects that pose issues of substantial community or neighborhood-wide impact to engage in dialogue

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

before the Council or any commission takes any formal action. This would allow the city to explain the project, answer any questions, identify pros and cons, and get a feel for residents' viewpoints.

- b) Aggressively communicate these open house opportunities in local media, as well as through existing communications systems and networks.
- c) Encourage staff to consult with community and neighborhood leaders on issues critical to Roseville's development.

7.2 Policy Intent or Practice: The City should emphasize communications utilizing existing systems more proactively and effectively with the intention of engaging residents.

Rationale: When residents receive information in a timely manner and in clear understandable language, they are better able to process and provide feedback on how they would like their city to be run, and the City is better able to respond to citizen concerns.

We recommend the City:

- a) Connect Nextdoor neighborhood leads to facilitate communication between them on issues of city-wide significance. This will need the cooperation of Nextdoor.
- b) Use neighborhood networks such as homeowner associations, SWARN (Solidarity of West Area of Roseville Neighbors), the Lake McCarron's Neighborhood Association, and possibly the City's Neighborhood Watch block captain system to supplement existing information systems and to invite residents' responses.
- c) Create and publish a policy for staff to respond to residents' requests and comments within 2 business days, and where applicable, inform residents of any relevant Roseville mailing (or emailing) lists they can join for updates on issues of concern.
- d) Reinstate the "Welcome Packet" for new residents of Roseville and incorporate information needed to foster volunteerism and effective civic engagement. If printing costs are prohibitive, the city might offer these resources online and provide a postcard to new residents inviting them to visit the web link or request a printed packet.

8) Foster and Support Vibrant Neighborhoods

8.1 Policy Intent or Practice: The City should support residents' efforts to build community within their neighborhood.

Rationale: Vibrant neighborhoods — neighborhoods where residents know each other, can support one another, and feel invested in their city — are a critical aspect of a healthy

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

city. Assisting neighborhoods in this important task benefits civic governance as well as its citizens.

We recommend the City:

- a) Support the creation of resident-defined neighborhoods. The City, in asking residents to adopt NextDoor.com as their online neighborhood networking tool, established neighborhood boundaries.
- b) Evaluate the success of Nextdoor.com and include goal-related metrics such as its overall effectiveness in building community. Solicit input from residents on their satisfaction with the tool as it pertains to community building within pre-defined neighborhoods.
- c) Provide materials to support neighborhood gatherings throughout the year, similar to the Night to Unite materials offered through the Neighborhood Watch Program.
- d) Create a neighborhood profile column in the City News. Solicit content from residents and neighborhood groups.
- e) Explore opportunities to use Cable 16 to promote neighborhoods.

8.2 Policy Intent or Practice: The City should support residents in developing more formalized neighborhoods and/or neighborhood organizations.

Rationale: By recognizing neighborhoods and neighborhood organizations, the city reinforces the value of neighbors working together to achieve common goals. Providing infrastructure and technical assistance to these groups also enables their success and provides another effective way for the city to disseminate and gather information.

We recommend the City:

- a) Provide residents wishing to formalize their neighborhood or neighborhood organization with the following:
 - i. Definition of a neighborhood, network, and association.
 - ii. Example of forming a neighborhood, network, or association.
 - iii. Clear process to formalize a neighborhood, network, or association.
 - iv. Recognition of neighborhoods, networks, and associations.
 - 1. A page on city's website with the neighborhood's name, boundaries, characteristics, events, and contact person. (Example at <http://www.stlouispark.org/wolfe-park.html>).
 - 2. Signage in the physical neighborhood.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

- b) By utilizing various neighborhood networks and organizations to disseminate information relevant to the city and its neighborhoods, the City will assist these groups in providing value to their members and neighbors.

8.3 Policy Intent or Practice: The City should facilitate meetings at the neighborhood level.

Rationale: Many residents are interested in neighborhood issues which may not have city-wide impact, and are interested in knowing their neighbors and working on issues of neighborhood significance. By providing assistance to interested neighbors the City can play a critical role in building strong neighborhoods and thus a vibrant community.

We recommend the City:

- a) Compile, maintain, and make readily available a list of meeting places for Roseville residents to use when organizing neighborhood meetings.

9) Improve the Notification Process

9.1 Policy Intent or Practice: The city should expand the notification area and methods for developments that have greater impact and/or involve issues of probable concern.

Rationale: With numerous developments that have a greater impact on the community than the 500-foot notification area, a large number of residents have been noticeably upset at the city's lack of attention to notifying the community. Although the city has followed city and state requirements for notifying the public, many feel those requirements are insufficient.

We recommend the City:

- a) Expand the notification radius for projects reaching a threshold of having significant impact, based on those proposals that meet certain criteria. We recognize developing such criteria is challenging and therefore recommend the following as a starting point:
 - i. Environmental impact including any use that will generate air emissions beyond normal heating and cooling or restaurant exhaust; and noise that may be heard beyond a 500 foot radius or at any distance from the property before 7:00 am or after 5:00 pm weekdays or anytime on weekends and holidays; any proposal requiring a mandatory Environmental Assessment Worksheet (EAW) or a proposal that would require an EAW on its own if an Alternative Urban Area-wide Review (AUAR) had not been prepared.
 - ii. Any proposal requiring a change to the Comprehensive Plan or an interpretation of the intent of the Comprehensive Plan.
 - iii. Any proposal requiring a rezoning for a site of more than one acre.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

- iv. Any subdivision creating more than 20 residential lots or more than 40 residential dwelling units.
- b) Require notification for such proposals be provided to any established neighborhood organization any part of which falls within 500 feet of the proposal and to all residents and businesses within 1500 feet of the proposal and solicit their input. Highway and freeway rights of way shall not be included in the measured radius and the city will liberally interpret this notice criteria.
- c) Work with governing associations of condominiums and townhomes to notify residents, and advise neighborhood groups and associations of pending development issues as soon as legally-allowable and solicit their input.
- d) Co-host (with the proper) informal public communications meetings in the community to display renderings, drawings and maps of the proposal and set aside time to respond to residents' questions and concerns. These should include site plans, landscaping plans, lighting plans with off-site impacts shown, and in the case of buildings higher than 35 feet, site cross-section drawings showing the relationship of the proposed buildings to existing adjacent buildings.
- e) Provide administrative and communications supports for the above mentioned information meetings, such as maintaining an attendance list and taking notes; providing information on the proposed schedule, future public meetings, and review and decision processes; and informing the public on how to access staff reports and other information regarding the proposal.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Related Comprehensive Plan Policies

The following Comprehensive Plan policies – if fully implemented – will help to ensure civic engagement:

Land Use

Comprehensive Plan Chapter 4, Pages 4-2 through 4-3

Goal #1: Maintain and improve Roseville as an attractive place to live, work, and play by providing sustainable land-use patterns, land-use changes, and new developments that contribute to the preservation and enhancement of the community's vitality and sense of identity.

Policy 1.1: Promote and provide for informed and meaningful citizen participation in planning and review processes.

Goal #5: Create meaningful opportunities for community and neighborhood engagement in land use decisions.

Policy 5.1: Utilize traditional and innovative ways to notify the public, the community, and neighborhoods about upcoming land use decisions as early as possible in the review process.

Policy 5.2: Require meetings between the land-use applicant and affected persons and/or neighborhoods for changes in land –use designations and projects that that have significant impacts, prior to submittal of the request to the City.

Policy 5.3: Provide for and promote opportunities for informed citizen participation at all levels in the planning and review processes at both the neighborhood and community level. Policy 5.4: Ensure adequate and diverse representation of the appropriate stakeholders in land-use studies and advisory bodies.

Goal #8: Promote a sense of community by encouraging neighborhood identity efforts within the community.

Policy 8.1: Seek opportunities to plan, design, and develop inter--and intra—generational, multipurpose neighborhood gathering places.

Housing and Neighborhoods

Comprehensive Plan Chapter 6, Pages 6.1 through 6.2

Introduction: Neighborhoods are the building blocks of the larger community, and many people identify with the social and physical aspects of their neighborhood. Because of the share community connections within neighborhoods, they often foster grass-roots civic discourse...

Goal #3: Encourage the development of neighborhood identities that build a sense of community and foster neighborhood interaction, as appropriate.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Policy 3.1: Foster the creation of individual neighborhood identities through the promotion of each neighborhood's unique attributes and amenities.

Policy 3.2: Assist residents in developing and maintaining neighborhood organizations and forums.

Policy 3.3: Create two-way paths of communication with existing neighborhood organizations regarding overall city-wide information and as well as specific issues of concern and interest to individual neighborhoods.

Policy 3.4: Encourage neighborhood-based planning processes that rely heavily on resident participation.

Policy 3.5: Consider involvement of neighborhood residents in further development of area plans for the 16 planning districts (Land Use Chapter 4) within the framework of the Roseville 2025 Vision and the Comprehensive Plan.

Policy 3.6: Partner with neighborhood organizations to provide forums for residents to participate in the achievement of the housing and neighborhood goals.

Using the Plan

Chapter 11, Community Engagement Section, Page 11-2

Civic participation is vital to democracy. It takes many forms: individual volunteerism, volunteering on city commissions and committees, involvement with neighborhood and other nonprofit organizations, and participation in elections and governmental processes.

When residents are actively involved, civic decisions themselves are more likely to reflect and serve the needs of the community. And the built environment that results from public decisions made to benefit the community as a whole will decrease isolation and increase the vitality of public life.

Without public acceptance and engagement in the Comprehensive Plan, it will not have much of an impact in guiding Roseville's future.

Public participation and engagement is a community standard that this plan values. As indicated in the Imagine Roseville 2025 Final Report, Roseville residents are invested in their community and Roseville has a strong inclusive sense of community. The City values community input and will utilize all input when making decisions. To this end, the City will encourage diverse representation on all city commissions and advisory bodies. The importance of community engagement is reflected throughout the Comprehensive Plan, primarily in the Land Use Chapter and the Housing and Neighborhoods Chapter, and public participation will continue to be a major underpinning of future public policy decisions...

In addition to the Comprehensive Plan, Roseville has other examples of community-based planning, Vista 2000, Imagine Roseville 2025, the Twin Lakes Master Plan, and the Parks and Recreation Master Plan. All these documents reflect the hard work and commitment of Roseville residents to their community, and all these plans draw from resident aspirations for their

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

community. These plans should continue to be utilized by the staff and Council as important statements regarding the community's goals and objectives.

When plans are altered, all interested citizens should be educated about the need for the alteration and opportunities for public comment should be made available. To engage the community, their input must be actively sought and their advice heard. If a conflict is reached, staff should consider possible alternatives before bringing issues to the Council for approval or dispute resolution.

Conclusion

As a group we have heard from many individuals and neighborhoods. We have reviewed efforts in other Minnesota suburban communities, specifically Edina, Hopkins, and St. Louis Park. We encourage all residents and Council Members to look at the websites of these three cities in particular to see how they have encouraged and implemented strategies for effective civic engagement.

We are making no claims that these are all the possible ideas or strategies, but they reflect those of basic categories, some large and some small. We are aware that the implementation of some of these ideas will have a budgetary impact. We hope that the City Council will take the time to prioritize the suggestions, establishing a cost impact at the same time. **We would like to take part in this process.** The Task Force is willing to chart the priorities according to the Council's wishes, suggesting that the items then come forward to the Council on a periodic basis for progress updates. We feel that such action would provide confirmation of the work of the Task Force members and a commitment on the part of the Council to support effective civic engagement in Roseville.

Items for Future Consideration

1. Monitor progress on our recommendations based on city council priorities.
2. Monitor the implementation and effectiveness of the Civic Engagement elements in the Imagine Roseville 2025 Plan and the 2030 Roseville Comprehensive Plan.
3. Assess the effectiveness of these recommendations as they relate to minority or marginalized communities, and if needed evaluate additional recommendations based on diversity of Roseville's population.

Roseville Neighborhood & Community Engagement Task Force

Final Recommendations

Appendix A – Tapping Volunteers for Results

Tapping Volunteers for Results
By Mary Quirk

Volunteers can help a city accomplish goals while also bringing a new energy and sense of community. During these hard economic times, cities are relying on volunteers more than ever. Here are a few tips to help make your new or growing volunteer program a success.

Cities across Minnesota are taking a new look at roles for volunteers and engaged citizens. As budgets get tighter, and new revenue opportunities are few and far between, the effective engagement of volunteers can be a great way to bring in new resources.

Cities have historically involved volunteers in a variety of ways, but media reports and studies show that cities are now relying on volunteers even more than they have in the past. A recent survey by the Minnesota Association for Volunteer Administration (MAVA) found that over 50 percent of nonprofit and governmental organizations reported an increased reliance on volunteers since the economic downturn. (For full survey results, visit www.mavanetwork.org/shiftingenv.)

Noting this trend, the League of Minnesota Cities chose “Effective Use of Volunteers” as the topical category for this year’s City of Excellence Awards. The quality of the entries for this award clearly indicates a vital and growing role for volunteers in cities (see page 8).

Determine Readiness to Start

So, should your city seek to expand volunteer involvement? Most likely yes, but it depends on three factors:

1. Do you have a vision for how volunteer talent can bring value to the city?
2. Are you ready to invest resources in a volunteer program?
3. Are you ready to offer the updated forms of volunteer engagement that today’s volunteers expect?

Also, as you build your program, keep this caveat in mind: volunteers can be critical to supporting an organization when budgets are tight, but they do not replace paid employees. Be careful not to fall into that trap.

Plan First

Initiating a volunteer program is best done with a vision for what the volunteers will accomplish, along with the proper investment of resources. But volunteers are free, aren’t they? Just put up a flyer and start recruiting? No. To be successful, engaging volunteers will require time, financial

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

resources, and careful planning. (See the sidebar on page 5 for steps to grow a volunteer program.)

Meet the Expectations of Today's Volunteers

In addition to planning and investment, you need to understand and offer the types of opportunities today's volunteers seek. The days of volunteer engagement being limited to routine tasks—like stuffing envelopes or picking up trash—are over. The true keys to success for a volunteer program today are an updated understanding of what volunteers expect and a willingness to involve volunteers in high-impact, meaningful ways. The Wayzata volunteer program is a perfect example. This program started in 2010 with three initiatives—the Adopt-a-Garden Initiative, Senior Initiative, and City Hall/Public Works Administrative Initiative. Not only are volunteers involved in all three initiatives, they are the managers of the initiatives. To update how you involve volunteers, follow these pointers:

- Understand today's volunteers' deep-seated need to have impact and use that understanding in all facets of how you involve them as volunteers.
- Focus on learning the prospective volunteer's passions, mutually designing his or her volunteer role.
- Offer a wide choice of volunteer opportunities in all aspects of the organization's operations.
- Include some short-term and seasonal volunteer positions to align with current volunteer availability.
- Offer skills-based volunteer opportunities to tap citizens' willingness to volunteer their workplace skills.
- Move volunteers into project leadership roles and positions of higher responsibility.
- Reinvigorate volunteer recruitment through social media, electronic communication, partnerships with schools and employment agencies, and use of your organization's networks.
- Reframe volunteer recognition to respond to the value current volunteers place on having impact and on being lifelong learners.
- Create systems to monitor changes in volunteer expectations and adapt to the changing needs of volunteers.

Reach out for Diversity

As communities become more culturally diverse, your volunteer program should reflect that diversity. Reach out to engage people from all the various cultures and backgrounds represented in your city. MAVA offers the following tips, based on research of volunteerism in immigrant communities:

- Focus on creating relationships and trust first.
- Learn the cultural history and background of the immigrant communities you seek to involve as volunteers.
- Find volunteer opportunities that engage and benefit the collective, family-centered system that is prevalent in immigrant communities.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

- Assess practices and systems that may cause barriers to fully engaging immigrant volunteers. These might include excessive paperwork and reference requirements.
- Build on the talents of immigrant volunteers.

Brooklyn Park's community engagement initiative, which has been in action for two years, has had great success in involving residents of various cultural backgrounds. The key to the city's success has been simply inviting participation. This may sound simple, but staff actually spent many hours—including nights and weekends—to personally contact and invite immigrant residents to be involved. They did this because other immigrant volunteers advised that many immigrants would only attend events if invited personally.

Their hard work has paid off. "Through our initiative we not only have increased civic participation," says Denise Rene Wollenburg, the city's community relations coordinator, "but that participation reflects the full diversity of Brooklyn Park, one of the most diverse cities in our state with over 21 percent of our population being foreign-born."

Fit it Together

The City of Red Wing is another example of a city putting all the pieces together for a successful volunteer program. In 2009, former Red Wing Mayor Donna Dummer attended a MAVA workshop because the city was ramping up its volunteer program, and she wanted to learn everything she could about engaging volunteers. Two years later, Minnesota Public Radio interviewed Dummer about the city's success in involving volunteers to "make Red Wing look spiffy." It's not surprising that the city is held up as an example because the city leaders took the right steps—they studied best practices, planned their vision, invested in the project, and worked to meet the expectations of today's volunteers. That's a recipe for a successful volunteer program in any city.

10 Steps to Start or Expand a Volunteer Program

1. Obtain buy-in. A successful volunteer program starts with support from the entire organization.
2. Identify what volunteers will do. Gather staff and ask: "What are you doing in your job that a volunteer could do?" and "What dreams do we have for the city that volunteers could help us realize?"
3. Develop resources and staffing for the volunteer program. Place someone (paid or volunteer) in the position to lead the volunteers. Resources are also needed for recognition and other expenses such as mileage.
4. Provide training for the person leading the volunteer program. Volunteer management has evolved into a field with a knowledge base of best practices. For local workshops, check with your local volunteer center or the Minnesota Association for Volunteer Administration. Visit www.mavanetwork.org to learn more.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

5. Design the structure of the volunteer program.

- Take the initial ideas for volunteer positions and draft position descriptions.
- Develop interview questions to learn what a volunteer has to offer the organization.
- Outline the training volunteers will need.
- Decide on policies for the program.
- Figure out what supervision and support volunteers will need and who will provide that.
- Determine the goals of the program and how success will be evaluated.
- Develop systems to track and evaluate volunteer hours and other data.

6. Address risk management. What risks to the organization are created by having volunteers? What are the risks to the volunteers? (See page 6 for more about managing risk.)

7. Determine whether there are legal issues to address. Make sure your city understands and complies with any state or federal laws related to using volunteers.

8. Design volunteer recruitment.

- Draft a recruitment message that states the need the volunteers will address, how they will make an impact, and the benefits they will receive from volunteering.
- Identify the profile of a volunteer who would be ideal for each position and think about where you might come into contact with people who match the profile.
- Ask other staff and board members to work their networks to find volunteers. Once you have volunteers, ask them to help recruit more volunteers. The number one reason volunteers get involved is because they were personally asked.
- Make a list of places to post the volunteer position(s). Find places to post on the Internet such as your local volunteer center, **www. VolunteerMatch.org**, **www.Idealist.org**, and websites that your target volunteer population would use.
- Look for opportunities for speaking engagements and media attention to promote your volunteer needs.

9. Recognize the volunteers. Recognition is the number one practice of volunteer management that leads to retention of volunteers, according to a report by the Urban Institute. Build a culture of recognition that includes regular personal thank yous and sincerely letting the volunteers know the difference they make. (To access the Urban Institute report, visit **www.urban.org/ publications/411005.html**.)

10. Let stockholders know what happened. Keep the community informed of the success and vital difference volunteers make. This will springboard into new ideas on how to involve volunteers.

Mary Quirk is executive director of the Minnesota Association for Volunteer Administration. Phone: (651) 255-0469. E-mail: mquirk@mavanetwork.org. Minnesota Cities, November – December 2011 (p.4-5)

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Appendix B - Core Values for the Practice of Public Participation

Core Values for the Practice of Public Participation (As Adopted by the Civic Engagement Task Force on May 7, 2011)

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.
8. Participants will be open-minded toward the involvement of others and towards the input of staff, city commissions, and professionals.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Appendix C – Minneapolis Core Principles of Community Engagement

Core Principles of Community Engagement As adopted by the Minneapolis City Council in December 2007

- 1. Right to be involved:** Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- 2. Contribution will be thoughtfully considered:** Public participation includes the promise that the public's contribution will be thoughtfully considered.
- 3. Recognize the needs of all:** Public participation promotes sustainable decisions by recognizing and communicates the needs and interests of all participants, including decision-makers.
- 4. Seek out involvement:** Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- 5. Participants design participation:** Public participation seeks input from participants in designing how they participate.
- 6. Adequate information:** Public participation provides participants with the information they need to participate in a meaningful way.
- 7. Know effect of participation:** Public participation communicates to participants how their input affected the decision.

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Appendix D - Community Forum Feedback Sponsored by the Task Force

Feedback from One Table at Community Forum

September 14, 2011

Note-taker, Megan Dushin

Theme	Main Point	Supporting Discussion
Neighborhood involvement	Organizing when there's a common threat is easy - people are motivated, committed, vocal, visible. Without a threat is more difficult	3 participants from Cty C2 issue - mtg since 3/2011 and even weekly over summer to organize. • Went door-to-door to collect phone/email and spread the word • Made Facebook page and entire Website to share info and recruit emails • Created email list • Printed signs and posted on lawns
	Roseville University and Police Citizen's Academy well liked among those who've enrolled	
	Citizenry "appears empty" in Roseville - people less engaged than back in the 50s	
	Aging people sometimes don't have energy to get involved in neighborhood development	One side of the complex had organized the Nat'l Night Out 2 yrs in a row and this year there was none because the other side wasn't contributing.
	Roseville University and Police Citizen's Academy well liked among those who've enrolled	

Roseville Neighborhood & Community Engagement Task Force

Final Recommendations

	Review current literature on this - there must be suggestions out there on how to get people more involved in their neighborhood	
Communications	City website helpful for C2 issue.	• learned of council member emails • able to email council in one click • city engineer answered questions on website • showed both sides of the issue
	Not all people have computers or email (feel left out)	
	More relevant political news such as summaries of Council meetings needed in Roseville papers (Review and City News)	• One person said she knows more about what's happening in Falcon Heights than Roseville. • City News poorly written and edited, one person commented. • Consider surveying readers to see if they read it, why / why not, etc.
Health & safety, Demographics	Apathy among citizens might improve with better communications	People don't know who their council members are. They're not interested in reading Roseville City News about water purity or utility services • Some aging neighbors in one person's complex are found yelling for help in their apartments/condos but no one is on call to respond. (She's a nurse so she's responded, but sees this need in Roseville.) Need some communication system to know that everyone's OK. • Another person said they have a
	Need for elderly care watch program in Roseville with aging population (i.e., block nurse program similar to one in St. Paul)	

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Government decisions

May even want to form a
Special Commission on the
aging population in
Roseville to address the
various issues

It's not clear how
government makes
decisions - suspicious

volunteer "care committee" in their
complex. Mostly people over 55 in
their building. That seems to work
well.

- Young people do not want to get
involved w/ aging people.
- Job Corps or Senior Companion
Program?

- The C2 group met with retired
Planning Commissioner to get some
consultation advice on how
government makes decisions.
- Even still, it appears people make up
their minds before public hearings and
proceed regardless - "it doesn't matter
what you do"
- City politics appears cliquish- "it's all
in who you know."

Roseville Neighborhood & Community Engagement Task Force Final Recommendations

Notes from the Public Forum (My Table) At the September 14, 2011, Community Forum

Small group gets involved. These same people are on multiple committees.

People who are functional maybe too busy to get involved.

There are different levels of involvement.

Mobility issues can deter involvement.

Neighborless people coming & going.

Neighborhood identity can be of varying degrees.

Homemakers of Roseville still exist. Assisted by U of M extension.

Walkers & Dog Walkers could form a group.

City has many ways to culturally get involved such as libraries, Roseville Players, the choir & dance club.

Community events bring people together.

Simple things can unite people.

Positive points for Roseville U & the City's website.

Greater need for transparency.

The group has had fair dealings with City Government.

How do we do a better job of engaging renters?

Roseville has received some favorable press as of late (Parks Master Plan, coverage of the single hauler issue).

Senior Resource Guide would be a good idea. Same with a general Resource Guide.

REQUEST FOR COUNCIL ACTION

Date: 10/22/12

Item No.: 13.c

Department Approval

City Manager Approval



Item Description: Discuss and Adopt Exhibit A to the Professional Services Policy and
Authorize the City Manager to Use the Six (6) Criteria and Guidelines for
Seeking a New Contract for Legal Services

BACKGROUND

In 2009, the City of Roseville revised a Professional Services Policy to include the use of a 'Best Overall Value Selection Process' for services contracted by the City. In an effort to appropriately use the selection process a draft of general guidelines have been created for your review. Additionally, the City's contract for legal services is expiring at the end of 2012. City Staff will use the Best Overall Value Process for seeking legal services in 2013 – 2015. The addition to the Professional Services Policy will guide our selection process and outline six (6) criteria in the Best Overall Value Process:

- Cost
- Past Performance Information
- Project Capability
- Risk Assessment
- Value Added
- Interview

POLICY OBJECTIVE

Amend the Professional Services Policy to include general guidelines and evaluation criteria to the Best Overall Selection Process (Exhibit A).

BUDGET IMPLICATIONS

None.

STAFF RECOMMENDATION

The purpose of this discussion is to review the guidelines for a basic framework so we can start to solicit proposals for legal services (recognizing these guidelines can be amended or modified as we move forward). Staff recommends that the Council adopt Exhibit A to the Professional Services Policy and authorize the City Manager to use the six (6) aforementioned criteria and guidelines for seeking a new contract for legal services.

REQUESTED COUNCIL ACTION

Discuss and Adopt Exhibit A to the Professional Services Policy and authorize the City Manager to use the six (6) criteria and guidelines for seeking a new contract for legal services.

29

30

Prepared by: William J. Malinen, City Manager
Attachments: A: Professional Services Policy Including Exhibit A

Adopted 8/17/09

CITY OF ROSEVILLE

Professional Services Policy

Background

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

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

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

Purpose

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

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

Policy

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

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

Selection of firms shall be through a competitive process, using a "best overall value" ([Appendix A](#)) approach whenever applicable and appropriate.

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

The City Council should be represented in the interviews and evaluation of candidate firms for Civil Attorney services, including the determination of evaluation criteria.

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

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

BEST OVERALL VALUE SELECTION PROCESS

DRAFT

GENERAL GUIDELINES

The Guidelines listed below should serve to provide uniformity to the Best Overall Value Selection Process. The City solicits contracts for a variety of services and a level of discretion is necessary, however, the following guidelines should be followed to maintain the integrity of the Best Value process.

I. Evaluation Groups

The City Manager shall approve the evaluation group comprised of staff with direct involvement with the services being sought. Most evaluation groups will consist of a Department Head, Project Leader, and two or three users of the service.

II. Criteria

Each Evaluation Group shall use the same criteria for evaluating proposals. The proposals that score the highest based on the first five (5) criteria below will receive an interview. The Evaluation Group will determine the weight of each criterion according to the services being sought. *For all contracts, Overall Cost will be weighted at a minimum of 30% the of total points awarded.

The six (6) criteria for evaluating Best Value are:

Cost
Past Performance Information
Project Capability
Risk Assessment
Value Added
Interview

III. Rank

Best Overall Value looks at the quality of responses and determines whether or not the response is dominant. Proposals with dominant responses will rank higher. Rank will be determined using a combination of the score of each proposal and performance in the interview. The contract will be awarded to the proposal ranking the highest.

REQUEST FOR COUNCIL ACTION

Date: 10/22/2012

Item No.: 13.d

Department Approval

City Manager Approval

WJ Malinen

Item Description: Discuss City Manager Evaluation Process

BACKGROUND

On August 20, 2012 the Council expressed interest in discussing the City Manager evaluation process prior to year's end. Attachments include the City Manager Evaluation Form (Attachment A) and a list of City Manager Participants (Attachment B). A Closed Executive Session is tentatively scheduled for November 19 at 5:00 p.m.

POLICY OBJECTIVE

Annual Performance Evaluation for City Manager.

BUDGET IMPLICATIONS

None.

STAFF RECOMMENDATION

Discuss City Manager Evaluation Process for completion before 2013.

REQUESTED COUNCIL ACTION

Discuss City Manager Evaluation Process for completion before 2013.

Prepared by: William J. Malinen, City Manager
Attachments: A: City Manager Evaluation Form
B: City Manager Participants

**PERFORMANCE EVALUATION
for
CITY MANAGER BILL MALINEN**

Evaluation Period: January 2012 through December 2012

I. ORGANIZATIONAL AND HUMAN RESOURCES MANAGEMENT

RESPONSIBILITY

- Plans and organizes the work that goes into providing services established by past and current decisions of the Council.
- Plans and organizes work that carries out policies adopted by the Council and developed by Staff.
- Plans and organizes responses to public requests and complaints or areas of concern brought to the attention of the Staff by Council and Staff.
- Evaluation and knowledge of current technology.
- Selecting, leading, directing, and developing staff members.

PERFORMANCE STANDARD

Rating Key: <u>NA</u>	1	2	3	4	5
<u>Not Able to</u>	Below		Meets		Exceeds
<u>Evaluate</u>	Expectations		Expectations		Expectations

- | | | |
|----|-------|---|
| 27 | _____ | Recruits and employs well qualified persons |
| 28 | _____ | Utilizes subordinates' skills effectively when delegating |
| 29 | _____ | Clearly defines and follows up on delegated responsibilities |
| 30 | _____ | Appropriately utilizes employees |
| 31 | _____ | Uses supervisory techniques that are supportive and motivational. |
| 32 | _____ | Manages compensation and benefit plans well |
| 33 | _____ | Encourages and facilitates training and professional development |
| 34 | _____ | Encourages the city staff to work as a team |
| 35 | _____ | Encourages creativity and innovation in problem |
| 36 | _____ | Exhibits a thorough knowledge of city operations |

Calculated Rating: _____ (sum of the responses divided by the number of responses)

Additional Comments:

43
44 **II. FISCAL AND BUSINESS MANAGEMENT**

45
46 RESPONSIBILITY

- 47
48 • Plans and organizes the preparation of an annual budget with documentation, etc., that
49 conforms to guidelines adopted by the Council.
50 • Plans, organizes, and administers the adopted budget with approved revenues and
51 expenditures.
52 • Plans, organizes, and supervises most economic utilization of manpower, materials, and
53 machinery.
54 • Plans and organizes a system of reports for Council that provide the most up-to-date data
55 available concerning expenditures and revenue.
56 • Directs maintenance of City-owned facilities, buildings, and/or equipment.
57

58 PERFORMANCE STANDARD

59
60 Rating Key: NA 1 2 3 4 5
61 Not Able to Below Meets Exceeds
62 Evaluate Expectations Expectations Expectations
63

- 64 _____ Manages budget preparation thoroughly and effectively
65 _____ Persistently pursues cost-effective measures
66 _____ Provides financial reporting that is timely and readily understandable
67 _____ Efficiently manages physical facilities
68 _____ Develops and follows a sustainable financial plan
69 _____ Provides a recommended budgets that reflect the City's priorities
70 _____ Is well-informed about City financial matters.

71
72 Calculated Rating: _____ (sum of the responses divided by the number of responses)
73

74 Additional Comments:
75
76

77 **III. RELATIONSHIP WITH MAYOR AND COUNCIL**

78
79 RESPONSIBILITY

- 80
- 81 • Maintains effective communication, both verbal and written, with Council.
 - 82 • Maintains availability to Council, either personally or through designated subordinates.
 - 83 • Establishes and maintains a system of reporting to Council current plans and activities of
 - 84 the Staff.
 - 85 • Plans and organizes materials for presentations to the Council, either verbally or written, in
 - 86 the most concise, clear, and comprehensive manner possible.
- 87

88 PERFORMANCE STANDARD

89

90 Rating Key: NA	1	2	3	4	5
91 Not Able to	Below		Meets		Exceeds
92 Evaluate	Expectations		Expectations		Expectations

93

- 94 _____ Provides materials, reports, and presentations that are clear and concise
- 95 _____ Provides information and background as required by the Council
- 96 _____ Communicates with the Council in a timely, forthright, and open manner
- 97 _____ Keeps Council Members well informed and involved on matters of City concern
- 98 _____ Responds to Council Member requests promptly and completely
- 99 _____ Provides thoroughly researched recommendations
- 100 _____ Treats Council Members with respect and professionalism
- 101 _____ Remains open and accessible to all members of the City Council
- 102 _____ Provides timely attention to Council initiated agenda items
- 103 _____ Implements policies in accordance with the intent of the Council
- 104 _____ Is well informed regarding matters under consideration by the Council

105

106 Calculated Rating: _____ (sum of the responses divided by the number of responses)

107

108 Additional Comments:

109

110

111
112 **IV. LONG-RANGE PLANNING AND STRATEGIC PLAN**
113

114 RESPONSIBILITY
115

- 116 • Maintains knowledge of new technologies, systems, methods, etc., in relation to City
117 services.
118 • Keeps Council advised of new and impending legislation and developments in the area of
119 public policy.
120 • Plans and organizes a process of program planning in anticipation of future needs and
121 problems.
122 • Establishes and maintains an awareness of developments occurring within other cities or
123 other jurisdictions that may have an impact on City activities.
124 • Plans, organizes, and maintains a process for establishing community goals to be approved
125 or adopted by Council and monitoring and status reporting.
126

127 PERFORMANCE STANDARD
128

129 Rating Key: NA 1 2 3 4 5
130 Not Able to Below Meets Exceeds
131 Evaluate Expectations Expectations Expectations
132

- 133 _____ Operates from a well-constructed, long-range strategic plan
134 _____ Ensures that staff members carry out annual operational plans
135 _____ Uses an adequate on-going performance measurement process
136 _____ Evaluates program and personnel based on strategic planning
137 _____ Involves staff and the community in ongoing strategic planning efforts
138 _____ Fully and clearly understands the City's vision documents and strategic plans

139
140 Calculated Rating: _____ (sum of the responses divided by the number of responses)
141

142 Additional Comments:
143
144

V. RELATIONSHIP WITH THE PUBLIC AND PUBLIC RELATIONS

RESPONSIBILITY

- Plans, organizes, and maintains training of employees in contact with the public, either by phone or in person.
- Ensures that an attitude and feeling of helpfulness, courtesy, and sensitivity to public perception exists in employees coming in contact with the public.
- Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.
- Establishes and maintains a liaison with private, non-governmental agencies, organizations, and groups involved in areas of concern that relate to services or activities of the City.

PERFORMANCE STANDARD

Rating Key: NA	1	2	3	4	5
Not Able to	Below		Meets		Exceeds
Evaluate	Expectations		Expectations		Expectations

- | | |
|-------|--|
| _____ | Ensures timely, credible, and effective contacts with the media |
| _____ | Ensures that communications are varied and consistently well-received |
| _____ | Maintains a good image for the city |
| _____ | Provides and ensures prompt responses and follow up to public requests |
| _____ | Ensures that City information is readily accessible to the public |
| _____ | Routinely attends community events and meets with community groups |

Calculated Rating: _____ (sum of the responses divided by the number of responses)

Additional Comments:

176 **VI. INTERGOVERNMENTAL RELATIONS**

177
178 RESPONSIBILITY

- 179
- 180 • Maintains awareness of developments and plans in other jurisdictions that may relate to or
 - 181 affect City government.
 - 182 • Establishes and maintains a liaison with other governmental jurisdictions in those areas of
 - 183 service that improve or enhance the City's programs.
 - 184 • Maintains communications with governmental jurisdictions with which the City is involved
 - 185 or interfaces.
- 186

187 PERFORMANCE STANDARD

188

189 Rating Key: NA	1	2	3	4	5
190 Not Able to	Below		Meets		Exceeds
191 Evaluate	Expectations		Expectations		Expectations

192

- 193
- 194 _____ Maintains sufficient activity with municipal and professional organizations
- 195 _____ Is regarded as leader by peer municipal officials
- 196 _____ Brings forward good ideas from other jurisdictions for consideration
- 197 _____ Has a positive relationship with surrounding city leadership
- 198 _____ Works constructively and cooperatively with other agencies and jurisdictions

199

200 Calculated Rating: _____ (sum of the responses divided by the number of responses)

201

202 Additional Comments:

203

204

VII. PROFESSIONAL SKILLS AND DEVELOPMENT

PERFORMANCE STANDARD

Rating Key:	NA	1	2	3	4	5
	Not Able to	Below		Meets		Exceeds
	Evaluate	Expectations		Expectations		Expectations

- | | |
|-------|--|
| _____ | Leads by example |
| _____ | Exhibits enthusiasm for his/her job |
| _____ | Is a good listener |
| _____ | Is true to his/her word |
| _____ | Is accessible to the staff, the Council, and the public |
| _____ | Pursues and reports on his/her own training and professional development |
| _____ | Exhibits adaptability and positive response to constructive criticism |
| _____ | Exhibits a high personal standard of professionalism |

Calculated Rating: _____ (sum of the responses divided by the number of responses)

Additional Comments:

City Manager Review November 2012 Participants

5 City Council
6 Department Heads
5 Administration Employees
23 City Supervisors
2 City Attorneys
6 City Management Peers
8 Other (Government, Education, and Community)

Date: October 22, 2012

Item: 13.e

City Manager Report On
Annual ICMA Conference

No Attachment

