City of ROSEVILLE Minnesota, USA

City Council Agenda

Monday, July 19, 2010
6:00 p.m.
City Council Chambers
(Times are Approximate)

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

Voting & Seating Order for July: Roe, Pust, Johnson, Ihlan, Klausing

6:02 p.m. **2. Approve Agenda**

6:05 p.m. **3. Public Comment**

6:10 p.m. **4. Council Communications, Reports, Announcements and Housing and Redevelopment Authority Report**

6:15 p.m. **5. Recognitions, Donations, Communications**

a. Proclaim September 24, 2010 Golden K Kiwanis Peanut Day

6:20 p.m. **6. Approve Minutes**

a. Approve Minutes of July 12, 2010 Meeting

6:25 p.m. **7. Approve Consent Agenda**

a. Approve Payments

b. Approve Business Licenses

c. Approve St. Rose of Lima Catholic Church One-Day Gambling License

d. Receive 2nd Quarter Financial Report

e. Accept Roseville Fire Relief Association's Request to Defer any Increase

f. Approve a Declaration of Intent to Reimburse City Purchases with Bonds

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

9. General Ordinances for Adoption

10. Presentations

6:45 p.m. a. Joint Meeting with the Human Rights Commission

11. Public Hearings

12. Business Items (Action Items)

7:25 p.m. a. Consider City Abatement for Unresolved Violations of City Code at 1430 County Road C

7:35 p.m. b. Consider City Abatement for Unresolved Violations of City Code at 2390 Cohansey

7:45 p.m. c. Consider Reappointment of Susan Elkins to Housing and Redevelopment Authority

13. Business Items – Presentations/Discussions

7:55 p.m. a. Continue Discussion on the 2011 Priority-Based Budgeting

8:25 p.m. **14. City Manager Future Agenda Review**

8:30 p.m. **15. Councilmember Initiated Items for Future Meetings**

16. Adjourn

Some Upcoming Public Meetings………

Tuesday	Jul 20	6:00 p.m.	Housing & Redevelopment Authority
Thursday	Jul 22	5:00 p.m.	Grass Lake Water Management Organization
Monday	Jul 26	6:00 p.m.	City Council Meeting
Tuesday	Jul 27	6:30 p.m.	Public Works, Environment & Transportation Commission
Tuesday	Aug 3	~~6:30 p.m.~~ 8:00 p.m.	Parks & Recreation Commission *(Night to Unite until 8:00 p.m.)*
Wednesday	Aug 4	6:30 p.m.	Planning Commission
Monday	Aug 9	6:00 p.m.	City Council Meeting
Tuesday	Aug 10	6:30 p.m.	Human Rights Commission

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

Date: 7/19/10
Item: 5.a

City of ROSEVILLE Minnesota, USA

Proclamation

Golden K Kiwanis Peanut Day
September 24, 2010

Whereas, The North Suburban Gold K Kiwanis Club, headquartered in Roseville, is an organization dedicated to helping community youth educationally and spirituality; and

Whereas, The Gold K Kiwanis Club is also committed to other community services; and

Whereas, In order to raise funds for its many and varied programs, the North Suburban Golden K Kiwanis Club has requested a day be set aside in Roseville for the distribution of peanuts.

Now, Therefore Be It Resolved, That the City Council of the City of Roseville hereby proclaims Friday, September 24, 2010 as ROSEVILLE GOLDEN K KIWANIS PEANUT DAY.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 19th day of July 2010.

____
Mayor Craig D. Klausing

Date: 7/19/10
Item: 6.a

7/12/10 Minutes

No Attachment

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 7/19/2010
Item No.: 7.a

Department Approval

City Manager Approval

Item Description: Approval of Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	$787,753.00
59093-59144	$84,657.46
Total	$872,410.46

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

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

Accounts Payable
Checks for Approval

User: mjenson
Printed: 07/14/2010 - 11:39 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	07/06/2010	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 06/1 Payroll	4,265.22
0	07/06/2010	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 6/1 Payroll	30,054.34
0	07/06/2010	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 6/1 Payroll	39,866.72
0	07/06/2010	General Fund	211600 - PERA Employers Share	PERA-ACH	Overpayment	-17.30
0	07/06/2010	General Fund	211000 - Deferered Comp.	Great West- ACH	Payroll Deduction for 6/1 Payroll	8,919.08
0	07/06/2010	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 6/1 Payroll	44,553.57
0	07/06/2010	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 6/1 Payroll	24,736.08
0	07/06/2010	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 6/1 Payroll	24,736.08
0	07/06/2010	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 6/1 Payroll	19,257.06
0	07/06/2010	Water Fund	Water - Roseville	City of Roseville- ACH	May Water	755.15
0	07/06/2010	General Fund	Postage	Pitney Bowes - Monthly ACH	Postage June 2010	3,000.00
0	07/06/2010	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	104.00
0	07/06/2010	General Fund	209001 - Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	178.01
0	07/06/2010	Information Technology	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	23.30
0	07/06/2010	Telecommunications	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	387.75
0	07/06/2010	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	1,454.00
0	07/06/2010	Recreation Fund	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	135.29
0	07/06/2010	P & R Contract Mantenance	Sales Tax	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	23.00
0	07/06/2010	P & R Contract Mantenance	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	113.63
0	07/06/2010	License Center	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	493.00
0	07/06/2010	Sanitary Sewer	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	3.22
0	07/06/2010	Water Fund	State Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	3.39
0	07/06/2010	Water Fund	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	6.02
0	07/06/2010	Golf Course	State Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	5,917.20
0	07/06/2010	Storm Drainage	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	27.20
0	07/06/2010	Solid Waste Recycle	Sales Tax	MN Dept of Revenue-ACH	Sales/Use Tax-May 2010	27.99
0	07/06/2010	Recreation Fund	Credit Card Fees	US Bank-ACH	May Terminal Charges	165.09
0	07/06/2010	Sanitary Sewer	Credit Card Service Fees	US Bank-ACH	May Terminal Charges	787.04
0	07/06/2010	Golf Course	Credit Card Fees	US Bank-ACH	May Terminal Charges	632.64
0	07/06/2010	Sanitary Sewer	Credit Card Service Fees	Applied Merchant Services-ACH	May UB Payments.com Charges	315.18
0	07/06/2010	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 6/10 Payroll	20,539.31
0	07/06/2010	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 6/15 Payroll	31,457.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	07/06/2010	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 6/15 Payroll	41,917.36
0	07/06/2010	Internal Service - Interest	Investment Income	RVA- ACH	May Interest	702.45
0	07/06/2010	General Fund	Motor Fuel	MN Dept of Revenue-ACH	Fuel Tax May 2010	198.64
0	07/06/2010	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 06/15 Payroll	4,426.75
0	07/06/2010	General Fund	211000 - Deferred Comp.	Great West- ACH	Payroll Deduction for 6/15 Payroll	8,709.00
0	07/06/2010	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 6/15 Payroll	48,085.36
0	07/06/2010	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 6/15 Payroll	25,672.52
0	07/06/2010	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 6/15 Payroll	25,672.52
0	07/06/2010	Water Fund	State Sales Tax Payable	MN Dept of Revenue-ACH	June Sales/Use Tax-Accelerated	22,827.00
0	07/06/2010	General Fund	Postage	Pitney Bowes - Monthly ACH	Postage June 2010 Second	3,000.00
0	07/06/2010	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 6/29 Payroll	20,145.81
0	07/06/2010	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 06/29 Payroll	4,355.36
0	07/06/2010	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 6/29 Payroll	30,717.28
0	07/06/2010	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 6/29 Payroll	40,830.18
0	07/06/2010	General Fund	211000 - Deferred Comp.	Great West- ACH	Payroll Deduction for 6/29 Payroll	8,759.00
0	07/06/2010	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 6/29 Payroll	46,780.19
0	07/06/2010	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 6/29 Payroll	25,726.15
0	07/06/2010	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 6/29 Payroll	25,726.15
0	07/06/2010	Workers Compensation	Parks & Recreation Claims	SFM-ACH	June Work Comp Claims	874.19
					Check Total:	648,045.66
0	07/07/2010	General Fund	Vehicle Supplies	Kath Fuel Oil Service, Inc.	2010 Blanket PO For Vehicle Repairs	27.75
0	07/07/2010	Recreation Fund	Operating Supplies	Sysco Mn	Popcorn	41.96
0	07/07/2010	General Fund	Operating Supplies	Sysco Mn	Napkins	38.82
0	07/07/2010	Golf Course	Merchandise For Sale	Sysco Mn	Items for Resale	307.58
0	07/07/2010	Golf Course	Operating Supplies	Sysco Mn	Condiments	191.00
0	07/07/2010	General Fund	Training	John Jorgensen	K9 USPCA Certification Reimbursement	100.00
0	07/07/2010	Recreation Fund	Professional Services	Caitlin Bean	Assistant Dance Instructors	112.00
0	07/07/2010	General Fund	Training	Thomas Gray	USPCA Certification Reimbursement	100.00
0	07/07/2010	License Center	Transportation	Bridget Koeckeritz	Mileage Reimbursement	123.00
0	07/07/2010	Recreation Fund	Professional Services	Julie Risinger	Assistant Dance Instructor	80.00
0	07/07/2010	Recreation Fund	Professional Services	Mari Marks	Assistant Dance Instructor	70.00
0	07/07/2010	Recreation Fund	Professional Services	Rebecca Fandrich	Assistant Dance Instructor	77.00
0	07/07/2010	Recreation Fund	Operating Supplies	Jill Anfang	July 4th Supplies Reimbursement	171.90
0	07/07/2010	Sanitary Sewer	Sanitary Sewer	City of Maplewood	Sanitary Sewer & Storm Drainage 2nd Qtr	38,547.70
0	07/07/2010	Storm Drainage	Storm Drainage Fees	City of Maplewood	Sanitary Sewer & Storm Drainage 2nd Qtr	2,822.71
0	07/07/2010	Recreation Fund	Printing	Roseville Area Schools	May School Fliers	391.50
0	07/07/2010	Recreation Fund	Printing	Roseville Area Schools	May School Fliers	391.50
0	07/07/2010	Recreation Fund	Printing	Roseville Area Schools	May School Fliers	1,392.00
0	07/07/2010	Recreation Fund	Printing	Roseville Area Schools	May School Fliers	391.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	07/07/2010	Recreation Fund	Printing	Roseville Area Schools	May School Fliers	522.00
0	07/07/2010	License Center	Rental	Gaughan Properties	Motor Vehicle Rent-Aug 2010	4,452.00
0	07/07/2010	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	186.00
0	07/07/2010	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	1,059.48
0	07/07/2010	Community Development	Transportation	Thomas Paschke	Mileage Reimbursement	45.00
0	07/07/2010	General Fund	Vehicle Supplies	Napa Auto Parts	2010 Blanket PO For Vehicle Repairs	114.25
0	07/07/2010	General Fund	Vehicle Supplies	Napa Auto Parts	2010 Blanket PO For Vehicle Repairs	80.94
0	07/07/2010	General Fund	Vehicle Supplies	Napa Auto Parts	2010 Blanket PO For Vehicle Repairs	48.69
0	07/07/2010	General Fund	Vehicle Supplies	Napa Auto Parts	2010 Blanket PO For Vehicle Repairs	23.13
0	07/07/2010	Water Fund	Professional Services	Elecsys International Corp.	UMS Software Support Fee-Aug 2010	93.65
0	07/07/2010	Water Fund	Use Tax Payable	Elecsys International Corp.	Sa;esUse Tax	-6.02
0	07/07/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2010 Blanket PO For Vehicle Repairs	100.07
0	07/07/2010	Recreation Fund	Operating Supplies	Stitchin Post	Run for the Roses T-Shirts	1,784.00
0	07/07/2010	Telecommunications	Printing	Greenhaven Printing	July/August Newsletter	6,027.75
0	07/07/2010	Telecommunications	Use Tax Payable	Greenhaven Printing	Sales/Use Tax	-387.75
0	07/07/2010	Workers Compensation	Professional Services	SFM Risk Solutions	Work Comp Administration	95.50
0	07/07/2010	General Fund	Contract Maintenance	City of St. Paul	Radio Service & Maintenance May 2010	277.71
0	07/07/2010	Information Technology	Contract Maintenance	Electro Watchman, Inc.	Security City Hall	320.63
0	07/07/2010	Recreation Fund	Operating Supplies	Ancom Technical Center	UHF 16Ch Portable	200.39
0	07/07/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2010 Blanket PO For Vehicle Repairs	33.36
0	07/07/2010	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quin	Legal Services Thru May 31-Vehicle Forf.	1,540.00
0	07/07/2010	General Fund	Utilities	Xcel Energy	Civil Defense	64.83
0	07/07/2010	General Fund	Utilities	Xcel Energy	Fire #1	394.55
0	07/07/2010	Golf Course	Utilities	Xcel Energy	Golf	466.59
0	07/07/2010	P & R Contract Mantenance	Utilities	Xcel Energy	P&R	3,400.19
0	07/07/2010	General Fund	Utilities	Xcel Energy	Fire Station #2	197.60
0	07/07/2010	Sanitary Sewer	Utilities	Xcel Energy	Sewer	725.05
0	07/07/2010	Recreation Fund	Utilities	Xcel Energy	Skating	11,593.84
0	07/07/2010	General Fund	Utilities	Xcel Energy	Street Light	413.67
0	07/07/2010	Storm Drainage	Utilities	Xcel Energy	Storm Water	91.61
0	07/07/2010	General Fund	Utilities	Xcel Energy	Traffic Signal	1,364.59
0	07/07/2010	General Fund	Utilities	Xcel Energy	Street Light	11,911.49
0	07/07/2010	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	33,994.04
0	07/07/2010	General Fund	Employee Recognition	Awards By Hammond	Plaque	79.09
0	07/07/2010	Golf Course	Operating Supplies	MTI Distributing, Inc.	Positioner	245.71
0	07/07/2010	Golf Course	Operating Supplies	MTI Distributing, Inc.	Fungicide	406.47
0	07/07/2010	General Fund	Vehicle Supplies	MacQueen Equipment	Blanket PO For Vehicle Repairs-Credit	-124.49
0	07/07/2010	General Fund	Vehicle Supplies	Midway Ford Co	2010 Blanket PO For Vehicle Repairs	338.78
0	07/07/2010	General Fund	Vehicle Supplies	Midway Ford Co	2010 Blanket PO For Vehicle Repairs	243.82
0	07/07/2010	General Fund	Vehicle Supplies	Midway Ford Co	2010 Blanket PO For Vehicle Repairs	243.82
0	07/07/2010	General Fund	Motor Fuel	Yocum Oil Company, Inc.	2010 Blanket PO for fuel	9,578.80
0	07/07/2010	General Fund	Operating Supplies City Garage	Eagle Clan Enterprises, Inc	Tiolet Tissue, Roll Towels	209.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	07/07/2010	General Fund	Clothing	Streicher's	Parka, Trousers	132.00
0	07/07/2010	General Fund	Clothing	Streicher's	Shirt	33.00
0	07/07/2010	General Fund	Operating Supplies	Streicher's	Drug Test Kits	107.90
0	07/07/2010	General Fund	Operating Supplies	Streicher's	External Assault Shell	164.99
0	07/07/2010	General Fund	Operating Supplies	Streicher's	Barrier Tape	30.96
0	07/07/2010	General Fund	Vehicle Supplies	MacQueen Equipment	2010 Blanket PO For Vehicle Repairs	1,410.26
					Check Total:	139,707.34
59093	07/07/2010	General Fund	Operating Supplies	Alert All Corp.	Coloring Books, Fire Safety Checklists	1,168.95
59093	07/07/2010	General Fund	209001 - Use Tax Payable	Alert All Corp.	Sales/Use Tax	-75.20
					Check Total:	1,093.75
59094	07/07/2010	General Fund	Operating Supplies	Batteries Plus, Inc.	9V Batteries	38.22
59094	07/07/2010	General Fund	Operating Supplies	Batteries Plus, Inc.	Lithium Batteries	25.59
					Check Total:	63.81
59095	07/07/2010	General Fund	Vehicle Supplies	Bauer Built, Inc.	Firehawk GT BLK 99V	674.89
					Check Total:	674.89
59096	07/07/2010	General Fund	Conferences	BCA/Criminal Justice Training	Death Investigation Conference	200.00
					Check Total:	200.00
59097	07/07/2010	General Fund	Vehicle Supplies	Boyer Trucks, Corp.	2010 Blanket PO For Vehicle Repairs	139.49
					Check Total:	139.49
59098	07/07/2010	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivable	Pawn America Transaction Fees May 2010	2,341.00
					Check Total:	2,341.00
59099	07/07/2010	General Fund	Contract Maintenance Vehicles	Clarey's Safety Equipment Inc	RAE Monitor	834.59
59099	07/07/2010	General Fund	Contract Maintenance Vehicles	Clarey's Safety Equipment Inc	Radiator Belt	82.99
					Check Total:	917.58
59100	07/07/2010	Recreation Fund	Professional Services	Joseph Dodge	Dance Instruction	150.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	150.00
59101	07/07/2010	General Fund	Operating Supplies	Fitzco Inc	Evidence Pack	88.84
					Check Total:	88.84
59102	07/07/2010	General Fund	Op Supplies - City Hall	Gertens Greenhouses	Nursery Items	375.13
					Check Total:	375.13
59103	07/07/2010	General Fund	Other Improvements	HealthEast Vehicle Services	Data 911 Installation	518.17
59103	07/07/2010	General Fund	Other Improvements	HealthEast Vehicle Services	Data 911 Installation	518.17
59103	07/07/2010	General Fund	Other Improvements	HealthEast Vehicle Services	Data 911 Installation	632.40
59103	07/07/2010	General Fund	Other Improvements	HealthEast Vehicle Services	Data 911 Installation	518.17
59103	07/07/2010	General Fund	Other Improvements	HealthEast Vehicle Services	Data 911 Installation	518.17
59103	07/07/2010	General Fund	Other Improvements	HealthEast Vehicle Services	Computer, Siren, Antenna Installation	3,894.83
					Check Total:	6,599.91
59104	07/07/2010	Singles Program	Operating Supplies	Jean Hoffman	Singles Suppleis Reimbursement	25.00
					Check Total:	25.00
59105	07/07/2010	Sanitary Sewer	Professional Services	Impact Proven Solutions	Mail Prep-Water Bills	633.63
59105	07/07/2010	Water Fund	Professional Services	Impact Proven Solutions	Mail Prep-Water Bills	633.63
59105	07/07/2010	Storm Drainage	Professional Services	Impact Proven Solutions	Mail Prep-Water Bills	633.64
					Check Total:	1,900.90
59106	07/07/2010	General Fund	Printing	Impressive Print	Envelopes	2,885.63
59106	07/07/2010	General Fund	Operating Supplies	Impressive Print	Busines Cards	37.41
59106	07/07/2010	General Fund	Operating Supplies	Impressive Print	Busines Cards	37.40
59106	07/07/2010	General Fund	Printing	Impressive Print	Busines Cards	240.47
59106	07/07/2010	General Fund	Operating Supplies	Impressive Print	Busines Cards	85.50
					Check Total:	3,286.41
59107	07/07/2010	Recreation Fund	Professional Services	Island Lake Golf & Training Ce	Adult Golf Classes	1,500.00
					Check Total:	1,500.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
59108	07/07/2010	General Fund	Contract Maint. - City Hall	ISS Facility Services-Minneapo	Janitorial Service-City Hall	4,090.88
59108	07/07/2010	Recreation Fund	Contract Maintenance	ISS Facility Services-Minneapo	Janitorial Service-Skating Center	798.23
59108	07/07/2010	General Fund	Contract Maint. - City Hall	ISS Facility Services-Minneapo	Janitorial Service-Fire Station 1	399.11
59108	07/07/2010	Recreation Fund	Contract Maintenence	ISS Facility Services-Minneapo	Janitorial Service-Nature Center	598.67
59108	07/07/2010	License Center	Professional Services	ISS Facility Services-Minneapo	Janitorial Service-License Center	498.89
59108	07/07/2010	General Fund	Op Supplies - City Hall	ISS Facility Services-Minneapo	Cleaning Supplies	174.37
					Check Total:	6,560.15
59109	07/07/2010	General Fund	Training	Sandy Klabechek	Training Expenses Reimbursement	20.36
					Check Total:	20.36
59110	07/07/2010	Recreation Fund	Professional Services	Casey Kohs	Assistant Dance Instructor	70.00
					Check Total:	70.00
59111	07/07/2010	General Fund	Operating Supplies	Language Line Services	Interpretation Service	59.44
					Check Total:	59.44
59112	07/07/2010	General Fund	Vehicle Supplies	Larson Companies	2010 Blanket PO For Vehicle Repairs	95.74
59112	07/07/2010	General Fund	Vehicle Supplies	Larson Companies	2010 Blanket PO For Vehicle Repairs	505.54
59112	07/07/2010	General Fund	Vehicle Supplies	Larson Companies	2010 Blanket PO For Vehicle Repairs	23.25
					Check Total:	624.53
59113	07/07/2010	General Fund	Operating Supplies	LexisNexis OCC. Health Solutio	Person Searches, Comprehensive Reports	33.10
					Check Total:	33.10
59114	07/07/2010	Community Development	Advertising	Lillie Suburban Newspaper Inc	Notices	18.60
					Check Total:	18.60
59115	07/07/2010	Recreation Fund	Operating Supplies	Menards	Youth Garden Supplies	117.78
59115	07/07/2010	Recreation Fund	Operating Supplies	Menards	Youth Garden Supplies	117.78
					Check Total:	235.56
59116	07/07/2010	Recreation Fund	Professional Services	Megan Miner	Assistant Dance Instructor	116.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	116.00
59117	07/07/2010	General Fund	Operating Supplies	MN Chiefs of Police Assoc	Permits to Acquire	112.75
					Check Total:	112.75
59118	07/07/2010	Workers Compensation	Insurance	MN Dept of Labor and Industry	Special Comp Fund Assessment	1,760.00
					Check Total:	1,760.00
59119	07/07/2010	General Fund	Operating Supplies	MN Dept of Public Safety	Police License Plates	5.00
					Check Total:	5.00
59120	07/07/2010	General Fund	Operating Supplies	Moore Fun, Inc.	Slides, Bouncers	267.19
					Check Total:	267.19
59121	07/07/2010	Police Forfeiture Fund	Professional Services	Motorola, Inc.	XLT 5000 Mobile	4,183.85
					Check Total:	4,183.85
59122	07/07/2010	Recreation Fund	Operating Supplies	New Brighton Parks/Recreation	Senior Trolley Trip	467.97
59122	07/07/2010	Recreation Fund	Transportation	New Brighton Parks/Recreation	Senior Trolley Trip	297.92
					Check Total:	765.89
59123	07/07/2010	Police Forfeiture Fund	Professional Services	P-J Distributing Company	Laser Lab Model	397.21
59123	07/07/2010	Police Forfeiture Fund	Use Tax Payable	P-J Distributing Company	Sales/Use Tax	-1.39
					Check Total:	395.82
59124	07/07/2010	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	148.86
					Check Total:	148.86
59125	07/07/2010	Police Forfeiture Fund	Professional Services	The Photographer's Guild	Official Police Dept Photo	98.33
					Check Total:	98.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
59126	07/07/2010	Police - DWI Enforcement	Professional Services	Pommer Company	Laser Plaque	79.17
					Check Total:	79.17
59127	07/07/2010	Golf Course	Operating Supplies	Precision Turf & Chemical, Inc	Turf Rally, Greens Grade	392.23
					Check Total:	392.23
59128	07/07/2010	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	15,509.78
					Check Total:	15,509.78
59129	07/07/2010	Community Development	Professional Services	Ramsey County Prop Rec & Rev	Abstract Recording Fee 2005	92.00
					Check Total:	92.00
59130	07/07/2010	General Fund	Professional Services	Regents of the University of M	K9 Health Care	732.39
					Check Total:	732.39
59131	07/07/2010	Solid Waste Recycle	Professional Services	The Retrofit Companies Inc	Battery Recyling	199.70
					Check Total:	199.70
59132	07/07/2010	Police Forfeiture Fund	Professional Services	Ben Rezny	Training Expenses Reimbursement	139.77
					Check Total:	139.77
59133	07/07/2010	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	20.00
					Check Total:	20.00
59134	07/07/2010	Recreation Fund	Professional Services	Melissa Schuler	Assistant Dance Instructor	70.00
					Check Total:	70.00
59135	07/07/2010	Recreation Fund	Fee Program Revenue	Steven Shiek	Softball Tournament Refund	125.00
59135	07/07/2010	Recreation Fund	Collected Insurance Fee	Steven Shiek	Softball Tournament Refund	10.00
					Check Total:	135.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
59136	07/07/2010	General Fund	Contract Maintenance	Sprint	Monthly Access Charge	39.99
					Check Total:	39.99
59137	07/07/2010	Information Technology	Computer Equipment	St. Croix Solutions	VS4-ADV-C vSphere 4 Advanced Proc	14,720.00
59137	07/07/2010	Information Technology	Contract Maintenance	St. Croix Solutions	Platinum Support/Subscription	11,631.20
					Check Total:	26,351.20
59138	07/07/2010	General Fund	Operating Supplies	Stop Tech, LTD., Inc.	Stop Sticks	518.29
59138	07/07/2010	General Fund	209001 - Use Tax Payable	Stop Tech, LTD., Inc.	Sales/Use Tax	-33.34
					Check Total:	484.95
59139	07/07/2010	General Fund	Professional Services	Sympro, Inc.	Annual Maintenance	2,900.00
					Check Total:	2,900.00
59140	07/07/2010	Water Fund	Hydrant Meter Deposits	T. A. Schifsky & Sons, Inc.	Meter Deposit Refund	1,100.00
59140	07/07/2010	Water Fund	Water - Roseville	T. A. Schifsky & Sons, Inc.	Less Water Charges	-4.40
59140	07/07/2010	Water Fund	State Sales Tax Payable	T. A. Schifsky & Sons, Inc.	Less Tax	-0.29
59140	07/07/2010	Water Fund	Miscellaneous Revenue	T. A. Schifsky & Sons, Inc.	Less Meter Rental	-40.00
					Check Total:	1,055.31
59141	07/07/2010	General Fund	Vehicle Supplies	Tri State Bobcat	2010 Blanket PO For Vehicle Repairs	515.27
59141	07/07/2010	General Fund	Vehicle Supplies	Tri State Bobcat	2010 Blanket PO For Vehicle Repairs	84.85
					Check Total:	600.12
59142	07/07/2010	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	235.13
59142	07/07/2010	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	90.84
					Check Total:	325.97
59143	07/07/2010	General Fund	Clothing	Uniforms Unlimited, Inc.	Rain Coat	73.68
59143	07/07/2010	General Fund	Clothing	Uniforms Unlimited, Inc.	Pants, Rain Coat	179.13
59143	07/07/2010	General Fund	Clothing	Uniforms Unlimited, Inc.	Name Bar	7.47
59143	07/07/2010	General Fund	Clothing	Uniforms Unlimited, Inc.	Embroidery	3.74
					Check Total:	264.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
59144	07/07/2010	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	433.72
					Check Total:	433.72
					Report Total:	872,410.46

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 07/19/10
Item No.: 7.b

Department Approval

City Manager Approval

Item Description: Approval of 2010/2011 Business Licenses

BACKGROUND

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

Veterinarian Examination & Inoculation Center License

Banfield dba The Pet Hospital #1971
2480 Fairview Avenue
Roseville, MN 55113

Cigarette/Tobacco Products License

Now & Later/Clark
2719 Lexington Avenue
Roseville, MN 55113

Gasoline Station License

Now & Later/Clark
2719 Lexington Avenue
Roseville, MN 55113

Massage Therapy Establishment License

American Academy of Acupuncture and Oriental Medicine
1925 W County Road B-2
Roseville, MN 55113

Optimal Wellness Services dba Mind, Body & Soul Wellness
2201 Lexington Avenue N
Roseville, MN 55113

Stephen's Hair Salon
1125 W County Road B
Roseville, MN 55113

Massage Therapist License
Bangwu Zhang
At American Academy of Acupuncture and Oriental Medicine
1925 W County Road B-2
Roseville, MN 55113

POLICY OBJECTIVE
Required by City Code

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

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

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

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

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

Veterinarian Examination & Inoculation Center License Application

Business Name A Caring Doctor (Minnesota), P.A. Banfield, The Pet Hospital 19

Business Address 2480 Fairview Ave; Roseville, MN 5513-2699

Business Phone 651 639 4200 Fax 503 922-6534

Email Address destini.kauble@banfield.net

Person to Contact in Regard to Business License:

Name Destini Kauble

Address ATTN: Tax Dept, PO Box 13998, Portland OR 97213-0998

Phone 503-922 5534

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2010, and ending June 30, 2011, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required	Fee
Veterinarian Examination & Inoculation Center	$80.00

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.

Signature Destini Kauble

Date 6/25/10

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

ROSEVILLE

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

Cigarette/Tobacco Products License Application

Business Name: Now + Later / CLARK

Business Address: 2719 Lexington Ave, Roseville, MN 55113

Business Phone: 651-483-0075 / 651-500-9625

Email Address: mtanhuynh@gmail.com

Person to Contact in Regard to Business License:

Name: Michael Huynh

Address: ____________________

Phone: ____________________

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2010, and ending June 30, 2011, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required	**Fee**
Cigarette/Tobacco Products	$200.00

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.

Signature: MTanHuynh

Date: 6/30/10

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

ROSEVILLE

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

Gasoline Station License Application

Business Name Now + Later / CLARK

Business Address 2719 Lexington Ave

Business Phone 651 - 483 - 0075

Email Address

Person to Contact in Regard to Business License:

Name Michael Huynh

Address

Phone

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2010, and ending June 30, 2011, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required	**Fee**
Gasoline Station	$130.00

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.

Signature [signature]

Date 6/30/10

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

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

ROSEVILLE

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

Massage Therapy Establishment License Application

Business Name American Academy of Acupuncture and Oriental Medic

Business Address 1925 W. Co. Rd B2 Roseville, MN 55113

Business Phone (651) 631-0204

Email Address tcmhealth@aol.com

Person to Contact in Regard to Business License:

Legal Name Changzhen Gong

Address 1925 W. Co. Rd B2 Roseville, MN 55113

Phone (651) 631-0204 Date of Birth

Drivers License Number

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2010, and ending June 31, 2011, 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 6-28-2010

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

ROSEVILLE

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

Massage Therapy Establishment License Application

Business Name Optimal Wellness Services (DBA Mind Body + Soul Wellness)

Business Address 2201 Lexington Ave N, Roseville, MN 55113

Business Phone 651-330-0022

Email Address

Person to Contact in Regard to Business License:

Legal Name Michele Schramm

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, 2010, and ending June 31, 2011, 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 Michele Schramm

Date 7/1/10

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

ROSEVILLE

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

Massage Therapy Establishment License Application

Business Name Stephen's Hair Salon

Business Address 1125 W CO Rd B Rosevillemn 55113

Business Phone 651 487 6818

Email Address Foilcut@aol.com

Person to Contact in Regard to Business License:

Legal Name Stephen Amadick

Address

Phone e of Birth

Drivers License Number

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2010, and ending June 31, 2011, 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 07.03.2010

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

ROSEVILLE

Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7034

Massage Therapist License

New License ____________ Renewal X

For License year ending June 30 ____________

1. Legal Name Bangwu Zhang
2. Home Address
3. Home Telepho
4. Date of Birth
5. Drivers License Numbe
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 X If yes, list each name along with dates and places wbre used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
AAAoM 1925 West county Road B-2 Roseville. MN. 55113

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

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

License fee is 75.00
Make checks payable to City of Roseville

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 07/19/10
Item No.: 7.c

Department Approval

City Manager Approval

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

BACKGROUND

St. Rose of Lima Church has applied for an Exemption from Lawful Gambling Licensing Requirements to conduct lawful gambling activities on September 24 & 25, 2010 at St. Rose of Lima Catholic School located at 2072 Hamline Ave North.

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

COUNCIL ACTION REQUESTED

Motion approving St. Rose of Lima Church request to conduct bingo, raffles, pull-tabs and tipboards on September 24 & 25, 2010 at St. Rose Catholic School located at 2072 Hamline Ave North.

Minnesota Lawful Gambling

LG220 Application for Exempt Permit

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

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

ORGANIZATION INFORMATION

Check # ____________ $ ________

Organization name: **Saint Rose of Lima Catholic Church**

Previous gambling permit number

Type of nonprofit organization. Check one.

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other nonprofit organization

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

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

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

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

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

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

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

☒ **IRS - proof previously submitted to Gambling Control Board**
If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

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

Saint Rose of Lima parking lot

Address (do not use PO box)	City	Zip Code	County
2072 Hamline Ave N.	Roseville	55113	Ramsey

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

Sept 24, 2010 through Sept 25, 2010. Raffle drawing Sept 24, 2010 8:30 pm

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

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

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

Also complete Page 2 of this form.

Print Form

Reset Form

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

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

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

Signature of city official receiving application
Shelly [signature]

Title ACCTG TECH Date 7/13/10

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

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

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

____

Title____________ Date___/___/___

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

____
Signature of township official acknowledging application

Title____________ Date___/___/___

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature [signature] Date 7/12/10

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

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

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

Financial report and recordkeeping required

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

Questions?
Call the Licensing Section of the Gambling Control Board at 651-639-4076.

Print Form Reset Form

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 7/19/10
Item No.: 7.d

Department Approval

City Manager Approval

Item Description: 2010 2nd Quarter Financial Report

BACKGROUND

In an effort to keep the Council informed on the City's fiscal condition, a comparison of the 2010 revenues and expenditures for the period ending June 30, 2010 (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 2010 revenues and expenditures for the fiscal period ending June 30, 2010 for the City's core programs and services (unaudited).

	2010 Budget	2010 Actual	% Actual	% Norm.	Diff.
Revenues					
General property taxes	$ 11,398,295	$ 5,425,000	47.6%	50.9%	-3.3%
Intergovernmental revenue	884,000	153,814	17.4%	16.7%	0.7%
Licenses & permits	1,442,400	444,981	30.9%	42.0%	-11.2%
Charges for services	15,302,050	5,858,695	38.3%	31.5%	6.8%
Fines and forfeits	288,770	93,777	32.5%	38.1%	-5.7%
Cable franchise fees	326,650	92,574	28.3%	28.7%	-0.3%
Rentals / Lease	287,465	213,506	74.3%	58.6%	15.7%
Donations	-	190	0.0%	30.4%	-30.4%
Interest earnings	382,795	-	0.0%	0.0%	n/a
Miscellaneous	339,500	191,252	56.3%	27.4%	29.0%
Total Revenues	$ 30,651,925	$ 12,473,788	40.7%	38.2%	2.5%

	2010 Budget	2010 Actual	% Actual	% Norm.	Diff.
Expenditures					
General government	$ 1,726,895	$ 802,678	46.5%	50.0%	-3.5%
Public safety	7,948,425	3,795,894	47.8%	45.3%	2.5%
Public works	2,619,585	1,095,222	41.8%	45.3%	-3.4%
Information technology	1,000,700	535,387	53.5%	48.7%	4.8%
Communications	327,650	187,567	57.2%	60.5%	-3.2%
Recreation	3,689,500	1,556,669	42.2%	43.4%	-1.2%
Community development	1,260,295	733,785	58.2%	46.1%	12.1%
License Center	1,085,375	481,119	44.3%	37.6%	6.8%
Sanitary Sewer	4,417,300	1,671,859	37.8%	40.8%	-2.9%
Water	5,993,150	2,008,224	33.5%	30.0%	3.5%
Storm Drainage	1,510,875	385,373	25.5%	11.8%	13.7%
Golf Course	383,300	131,533	34.3%	38.9%	-4.5%
Recycling	449,000	240,646	53.6%	62.6%	-9.0%
Total Expenditures	$ 32,412,050	$ 13,625,955	42.0%	40.6%	1.4%

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.

General Fund Summary

The following table depicts the 2010 financial activity for the General Fund for the fiscal period ending June 30, 2010 (unaudited).

	2010 Budget	2010 Actual	% Actual	% Expect.	Diff.
Revenues					
General property taxes	$ 9,569,735	$ 5,425,000	56.7%	61.5%	-4.8%
Intergovernmental revenue	884,000	153,814	17.4%	16.7%	0.7%
Licenses & permits	267,400	52,703	19.7%	14.8%	5.0%
Charges for services	930,000	526,300	56.6%	52.9%	3.7%
Fines and forfeits	288,770	93,404	32.3%	38.1%	-5.8%
Donations	-	-	0.0%	0.0%	n/a
Interest earnings	200,000	-	0.0%	0.0%	n/a
Miscellaneous	155,000	119,364	77.0%	10.0%	67.0%
Total Revenues	$ 12,294,905	$ 6,370,586	51.8%	53.1%	-1.3%
Expenditures					
General government	$ 1,726,895	$ 802,678	46.5%	50.0%	-3.5%
Public safety	7,948,425	3,795,894	47.8%	45.3%	2.5%
Public works	2,619,585	1,095,222	41.8%	45.3%	-3.4%
Other	-	-	n/a	n/a	n/a
Total Expenditures	$ 12,294,905	$ 5,693,794	46.3%	46.0%	0.4%

Comments:

General Fund revenues and expenditures were near expected levels.

The primary concerns for the General Funds' financial condition include the potential for declining interest earnings due to the continued economic downturn, and the increasing reliance on property taxes to fund operations. The City should also be concerned about the General Fund's overall reserve level which has dropped to 31% of the annual operating budget. This is well below the 50% amount prescribed by Council-adopted policies and industry-recommended standards.

Information Technology Fund Summary

The following table depicts the 2010 financial activity for the Information Technology Fund for the fiscal period ending June 30, 2010 (unaudited).

	2010 Budget	2010 Actual	% Actual	% Expect.	Diff.
Revenues					
Charges for services	$ 669,145	$ 307,032	45.9%	40.9%	4.9%
General property taxes	50,000	-	0.0%	0.0%	0.0%
Rentals / Lease	287,465	181,448	63.1%	59.1%	4.0%
Miscellaneous	75,000	-	0.0%	11.5%	-11.5%
Total Revenues	$ 1,081,610	$ 488,479	45.2%	42.2%	3.0%
Expenditures					
Information technology	1,000,700	535,387	53.5%	48.7%	4.8%
Other	-	-	n/a	n/a	n/a
Total Expenditures	$ 1,000,700	$ 535,387	53.5%	48.7%	4.8%

Comments:

Information Technology revenues and expenditures were near expected levels.

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. In addition, the Fund has no cash reserves rendering it unable to provide for any new initiatives. A computer replacement charge to other funds may be recommended with the 2011 Budget to improve the Fund's financial stability.

Communications Fund Summary

The following table depicts the 2010 financial activity for the Communications Fund for the fiscal period ending June 30, 2010 (unaudited).

		2010 Budget		2010 Actual	% Actual	% Expect.	Diff.
Revenues							
Cable franchise fees	$	326,650	$	92,574	28.3%	28.7%	-0.3%
Interest earnings		1,000		-	0.0%	0.0%	0.0%
Miscellaneous		-		-	n/a	n/a	n/a
Total Revenues	$	327,650	$	92,574	28.3%	28.6%	-0.3%
Expenditures							
Communications	$	327,650	$	187,567	57.2%	60.5%	-3.2%
Other		-		-	n/a	n/a	n/a
Total Expenditures	$	327,650	$	187,567	57.2%	60.5%	-3.2%

Comments:

Communications Fund revenues and expenditures were near expected levels.

The Communications Fund is currently in excellent financial condition with a cash reserve of $276,000 or 92% of the annual operating budget. However, the uncertainty of future cable franchise fees, such as the abolishment of local franchising authority, may warrant the development of a contingency plan in the event this revenue stream ceases.

Recreation Fund Summary

The following table depicts the 2010 financial activity for the Recreation Fund for the fiscal period ending June 30, 2010 (unaudited).

	2010 Budget	2010 Actual	% Actual	% Expect.	Diff.
Revenues					
General property taxes	$ 1,828,560	$ -	0.0%	0.0%	0.0%
Charges for services	1,854,440	840,201	45.3%	50.5%	-5.2%
Rentals / Lease	-	32,058	0.0%	56.2%	-56.2%
Donations	-	190	0.0%	15.9%	-15.9%
Interest earnings	6,500	-	0.0%	0.0%	0.0%
Miscellaneous	-	35,958	0.0%	59.3%	-59.3%
Total Revenues	$ 3,689,500	$ 908,406	24.6%	25.0%	-0.4%
Expenditures					
Recreation	3,689,500	1,556,669	42.2%	43.4%	-1.2%
Other	-	-	n/a	n/a	n/a
Total Expenditures	$ 3,689,500	$ 1,556,669	42.2%	43.4%	-1.2%

Comments:

Recreation Fund revenues and expenditures are near expected levels.

The Recreation Fund is currently in fair financial condition with a cash reserve of $449,000 or 12% of the annual operating budget. The Council-adopted policy recommends a reserve level of 25%. Additional reserves will be needed to ensure program stability. Absent the elimination of some non-fee programs, additional property taxes remain the most viable option for improving the overall condition.

Community Development Fund Summary

The following table depicts the 2010 financial activity for the Community Development Fund for the fiscal period ending June 30, 2010 (unaudited).

	2010 Budget	2010 Actual	% Actual	% Expect.	Diff.
Revenues					
Licenses & permits	$ 1,175,000	$ 392,278	33.4%	49.9%	-16.5%
Charges for services	-	132,272	0.0%	0.0%	n/a
Fines and forfeits	-	373	0.0%	0.0%	n/a
Interest earnings	15,295	-	0.0%	0.0%	0.0%
Miscellaneous	70,000	8,693	12.4%	38.5%	-26.1%
Total Revenues	$ 1,260,295	$ 533,616	42.3%	48.9%	-6.6%
Expenditures					
Community development	1,260,295	733,785	58.2%	46.1%	12.1%
Other	-	-	n/a	n/a	n/a
Total Expenditures	$ 1,260,295	$ 733,785	58.2%	46.1%	12.1%

Comments:

Community Development Fund revenues are near expected levels, but lower than 2009 or 2008. Expenditures were higher than normal due to the expenditure related to a $124,000 grant from the Met Council.

The Community Development Fund is currently in good financial condition with a cash reserve of $339,000 or 28% of the annual operating budget. However the City needs to remain mindful of current economic conditions and the viability of redevelopment opportunities. A sustained slowdown in housing and/or commercial development will impact the Fund's ability to sustain current staffing and service levels.

License Center Fund Summary

The following table depicts the 2010 financial activity for the License Center Fund for the fiscal period ending June 30, 2010 (unaudited).

	2010 Budget	2010 Actual	% Actual	% Expect.	Diff.
Revenues					
Charges for services	$ 1,085,375	$ 449,140	41.4%	42.6%	-1.2%
Miscellaneous	-	-	n/a	n/a	n/a
Total Revenues	$ 1,085,375	$ 449,140	41.4%	42.6%	-1.2%
Expenditures					
License Center operations	1,085,375	481,119	44.3%	37.6%	6.8%
Other	-	-	n/a	n/a	n/a
Total Expenditures	$ 1,085,375	$ 481,119	44.3%	37.6%	6.8%

Comments:

License Center Fund revenues are near expected levels but down significantly from 2007 due to the continued downturn in the local economy. New and used car sales have decreased which in turn results in less titling fees at the License Center. In addition, consumer demand for passports has also waned due to reduced travel to other countries. Expenditures are near expected levels thanks to a reduction in hours and wages from part-time employees as well as leaving a budgeted full-time position vacant.

The License Center Fund is currently in good financial condition with a cash reserve of $335,000 or 34% of the annual operating budget. However the City needs to stay cognizant of increased competition from other area licensing centers, as well as new federal or state mandates that could result in higher operating costs. A sustained economic downturn also poses a risk.

Sanitary Sewer Fund Summary

The following table depicts the 2010 financial activity for the Sanitary Sewer Fund for the fiscal period ending June 30, 2010 (unaudited).

	2010 Budget	2010 Actual	% Actual	% Expect.	Diff.
Revenues					
Charges for services	$ 3,694,675	$ 1,266,240	34.3%	26.5%	7.7%
Interest earnings	100,000	-	0.0%	0.0%	0.0%
Miscellaneous	-	-	n/a	n/a	n/a
Total Revenues	$ 3,794,675	$ 1,266,240	33.4%	25.9%	7.4%
Expenditures					
Sanitary Sewer operations	4,417,300	1,671,859	37.8%	40.8%	-2.9%
Other	-	-	n/a	n/a	n/a
Total Expenditures	$ 4,417,300	$ 1,671,859	37.8%	40.8%	-2.9%

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 $2.5 million or 71% of the annual operating budget. An internal loan has been made to the Water Fund to cover that fund's prior-period operating losses.

Water Fund Summary

The following table depicts the 2010 financial activity for the Water Fund for the fiscal period ending June 30, 2010 (unaudited).

	2010 Budget	2010 Actual	% Actual	% Expect.	Diff.
Revenues					
Charges for services	$ 5,517,080	$ 1,680,467	30.5%	24.0%	6.5%
Interest earnings	2,000	-	0.0%	0.0%	0.0%
Miscellaneous	2,000	-	0.0%	322.8%	-322.8%
Total Revenues	$ 5,521,080	$ 1,680,467	30.4%	24.1%	6.4%
Expenditures					
Water operations	5,993,150	2,008,224	33.5%	30.0%	3.5%
Other	-	-	n/a	n/a	n/a
Total Expenditures	$ 5,993,150	$ 2,008,224	33.5%	24.8%	8.7%

Comments:

Water Fund revenues and expenditures are near expected levels.

The Water Fund is currently in poor financial condition with no cash reserves. Although a positive operating surplus was realized in 2007 and 2008, 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.

Storm Sewer Fund Summary

The following table depicts the 2010 financial activity for the Storm Sewer Fund for the fiscal period ending June 30, 2010 (unaudited).

	2010 Budget	2010 Actual	% Actual	% Expect.	Diff.
Revenues					
Charges for services	$ 792,535	$ 316,639	40.0%	15.7%	24.2%
Interest earnings	50,000	-	0.0%	0.0%	0.0%
Miscellaneous	35,000	2,835	8.1%	31.5%	-23.4%
Total Revenues	$ 877,535	$ 319,474	36.4%	14.8%	21.6%
Expenditures					
Storm Drainage operations	1,510,875	385,373	25.5%	11.8%	13.7%
Other	-	-	n/a	n/a	n/a
Total Expenditures	$ 1,510,875	$ 385,373	25.5%	11.8%	13.7%

Comments:

Storm Sewer Fund revenues and expenditures are higher than expected levels. Expenditures were higher due to the timing of a sewer lining project that was mostly completed in the 2nd quarter. Revenues were higher due to the timing of collections that resulted in one additional month being counted in the 2nd quarter compared to prior years.

The Storm Sewer Fund is currently in excellent financial condition with a cash reserve of $2.4 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.

Golf Course Fund Summary

The following table depicts the 2010 financial activity for the Golf Course Fund for the fiscal period ending June 30, 2010 (unaudited).

	2010 Budget	2010 Actual	% Actual	% Expect.	Diff.
Revenues					
Charges for services	$ 372,800	$ 171,277	45.9%	36.9%	9.0%
Interest earnings	8,000	-	0.0%	0.0%	0.0%
Miscellaneous	2,500	3,291	131.6%	50.3%	81.3%
Total Revenues	$ 383,300	$ 174,567	45.5%	35.8%	9.7%
Expenditures					
Golf Course operations	383,300	131,533	34.3%	38.9%	-4.5%
Other	-	-	n/a	n/a	n/a
Total Expenditures	$ 383,300	$ 131,533	34.3%	38.9%	-4.5%

Comments:

Golf Course Fund revenues and expenditures were near expected levels. Revenues and expenditures can fluctuate greatly from year to year depending on the length of the golfing season and the number of paid rounds.

The Golf Course Fund is currently in good financial condition with a cash reserve of $394,000 or 114% 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.

Recycling Fund Summary

The following table depicts the 2010 financial activity for the Recycling Fund for the fiscal period ending June 30, 2010 (unaudited).

	2010 Budget	2010 Actual	% Actual	% Expect.	Diff.
Revenues					
Intergovernmental revenue	$ 65,000	$ 34,672	53.3%	43.9%	9.5%
Charges for services	386,000	169,128	43.8%	54.7%	-10.9%
Miscellaneous	-	21,111	n/a	n/a	n/a
Total Revenues	$ 451,000	$ 224,910	49.9%	44.6%	5.3%
Expenditures					
Recycling operations	449,000	240,646	53.6%	62.6%	-9.0%
Total Expenditures	$ 449,000	$ 240,646	53.6%	62.6%	-9.0%

Comments:

Recycling Fund revenues and expenditures were near expected levels.

The Recycling Fund is currently in poor financial condition, with virtually no cash reserves. A significant rate increase was made in 2010 to replenish reserves that had been spent to offset the unexpected loss of revenue sharing monies.

Final Comments

The City's overall financial condition remains strong; however a couple of concerns should be noted. First, a sustained economic downturn will result in lower investment earnings and lower licenses and permit revenues. In addition, the City's cash reserve levels in key operating units and asset replacement funds are below recommended levels and should be addressed with future budgets.

POLICY OBJECTIVE

The information presented above satisfies the reporting requirements in the City's Operating Budget Policy.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

No formal Council action is requested. The financial report is presented for informational purposes only.

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 07/19/10
Item No.: 7.e

Department Approval

City Manager Approval

Item Description: Receive Letter from the Fire Relief Association Deferring any Pension Plan Benefit Increase

BACKGROUND

On October 23, 2006 the City Council passed resolution #10442 authorizing a new Fire Relief Pension Plan which called for future benefit increases to be based on the same cost-of-living adjustment provided to Social Security recipients, subject to some conditions.

The Plan specified that the increase would be calculated every two years and averaged over that 2-year period. It was understood that future benefit increases shall be withheld if it is demonstrated through an actuarial analysis that the Pension Plan's unfunded liability is less than 70%. The last increase was granted in 2008.

Attached is a letter from the Roseville Fire Relief Association, along with selected statements from the most recent actuarial analysis. The actuarial suggests that the pension be increased as follows:

- Increase the monthly benefit from $30 to $31 per year of service
- Increase the lump-sum benefit from $3,000 to $3,100 per year of service

Averaged over a 2-year period, the additional benefit amounts to 1.7% increase over the 2008 amount. However, the Association is deferring their request for an increase due to current City budget challenges.

POLICY OBJECTIVE

The Plan allows for a more consistent review process for granting future benefit increases and is tied to a well-established and generally-accepted index.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

For informational purposes only. No Council action is required.

Prepared by: Chris Miller, Finance Director
Attachments: A: Letter from the Roseville Fire Relief Association deferring their request for a pension benefit increase.

Attachment A

Roseville
Firefighter's Relief Association
2660 Civic Center Drive
Roseville, MN 55113

Roseville Firefighter's Relief Association

Relief Association
RESOLUTION 2010-02

CITY OF ROSEVILLE
RESOLUTION 2006-10442

REQUEST FOR BENEFIT INCREASE

7/19/2010 Council Meeting

Roseville
Firefighter's Relief Association
2660 Civic Center Drive
Roseville, MN 55113

HISTORY

At the October 23, 2006 Roseville City Council meeting the council pasted resolution 10442. This resolution provided a benefit increase to the Relief Association and it also granted the policy for the Relief Association to return every two years as request a benefit increase based the Social Security Cost of Living Allowance (COLA).

Excerpts from that resolution;

> *For the year 2008 and beyond, increases in the monthly and lump-sum benefits shall equal to the same cost of living adjustment provided Social Security recipients.*
>
> *Future benefits increases shall be withheld if it is demonstrated through an actuarial analysis that the Pension Plan's unfunded liability is less than 70%.*

As we exercise this resolution the Relief Association is well aware of the current City Budget shortfall. The Trustees of this association have recommend to defer this request, and not ask for a increase in benefits at this time.

Signed:

James Tschida, President

Jim Bodsgard, Treasurer

ROSEVILLE FIREFIGHTERS' RELIEF ASSOCIATION
January 1, 2010 Actuarial Valuation

Estimated Cost of Benefit Increases

Monthly benefit multiplier:	$30	$31
Benefit effective January 1:	2010	2010
A. Actuarial accrued liability (AAL)		
1. Active members	$2,263,316	$2,338,760
2. Vested terminated members	303,797	313,924
3. Retired members	5,479,501	5,662,151
4. Spouses receiving benefits	605,080	625,249
5. Children receiving benefits	0	0
6. Disabled members receiving benefits	0	0
7. Total actuarial accrued liability	8,651,694	8,940,084
B. Special fund assets	6,784,350	6,784,350
C. Unfunded actuarial accrued liability	1,867,344	2,155,734
D. Credit for surplus	0	0
E. Amortization payment		
1. Amortization period	11	11
2. Payment	214,102	247,168
F. Normal cost	119,704	123,694
G. Annual contribution payable:	2011, 2012	2011, 2012
1. Preliminary contribution 1 (D. + E. + F.)	333,806	$370,862
2. Admin expense (previous year x 1.035)	19,578	19,578
3. Annual contribution (1.+ 2.)	353,384	390,440
4. Estimated State Aid	(143,353)	(143,353)
5. Estimated municipal contribution (3. + 4.)	210,031	247,087
H. Funded ratio	78%	76%

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION
(COLA) Pension Benefit Increase Formula Calculation
as Per City Council 2006 Resolution 10442

		Monthly	Lump Sum
2009	Pay Rate for year	$ 30.00	$ 3,000

		Monthly	Lump Sum
2010	(01-01-10 Actuarial Prepared, Received 04-19-10)		
	Pay Rate for 1st 6 months (Jan-Jun)	$ 30.00	$ 3,000

Pay Rate for 2nd 6 months (Jul-Dec)

Social Security Index Increase
(COLA) based on (CPI-W)

2009	2010	Two Year Average	times	Previous Yr Rate	Equals	$ Increase in Benefits	Monthly	Lump Sum
* 5.8%	* 0.0%	2.9%	x	$ 30.00	=	$ 0.87		
						Rounded =	$ 1.00	$ 100
New Pay Rate for Jul-Dec							$ 31.00	$ 3,100

* ok per SS Admin.

CKM

Attachment B

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

* * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 23rd day of October, 2006 at 6:00 p.m.

The following members were present: Kough, Maschka, Ihlan, Pust and Klausing, and the following were absent: none.

Member Klausing introduced the following resolution and moved its adoption:

RESOLUTION 10442

RESOLUTION AUTHORIZING A NEW FIRE RELIEF PENSION PLAN BENEFIT FOR THE FISCAL YEAR OF 2007 AND BEYOND

WHEREAS, The City of Roseville recognizes the valuable contributions by Roseville Firefighters and has therefore established a Fire Relief Pension Plan, and;

WHEREAS, Eligible members in the Fire Relief Pension Plan are currently entitled to a monthly benefit in the amount of $27 per month per year of service in the form of a monthly annuity, and;

WHEREAS, Eligible members in the Fire Relief Pension Plan are currently entitled to elect a one-time lump-sum payout in the amount of $2,700 per year of service in lieu of a monthly annuity, and;

WHEREAS, the City of Roseville and Roseville Fire Relief Association have mutually agreed to a revised Plan benefit.

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

1) Beginning November 1, 2006, the monthly benefit shall be $29 per month per year of service for those that elect a monthly annuity; and $2,900 per year of service for those that elect a one-time lump-sum payout.

2) Beginning January 1, 2008 and each year thereafter, increases in the monthly and lump-sum benefits shall equate to the same cost of living adjustment provided to Social Security recipients.

3) Future benefit increases shall be withheld if it is demonstrated through an actuarial analysis that the Pension Plan's unfunded liability is less than 70%.

The motion for the adoption of the foregoing resolution was duly seconded by Member Ihlan and upon a vote being taken thereon, the following voted in favor thereof: Kough, Maschka, Ihlan, Pust and Klausing and the following voted against the same: none.

WHEREUPON, said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 23rd day of October, 2006 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day of October, 2006.

Christopher K. Miller,
Interim City Manager

(Seal)

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 07/19/10
Item No.: 7.f

Department Approval

City Manager Approval

Item Description: Adopt a Resolution Acknowledging the City's Intent to Issue Equipment Certificates

BACKGROUND

From time to time, the City has used short-term borrowing to finance the acquisition of equipment or the construction of facilities. The City exercised this financing option as recent as 2008 with the installation of the Arena geothermal refrigeration system. IRS regulations permit the City to 'reserve' the right to reimburse itself with bonds for capital expenditures that have been made or committed. This is especially helpful in situations where a City is still considering the impacts of paying for a capital item with cash versus spreading out the impact over a longer period of time.

By previous action, the City Council has directed Staff to move forward with the replacement of a Fire Department Engine at an estimated cost of approximately $500,000. This vehicle will be purchased with the use of installment payments over the next few months.

In looking at the City's long-term Financial Plan, Capital Investment Plan, and recognizing the on-going restrictions placed upon the City with State-imposed levy limits, it would be prudent to preserve the City's right to pay for this Fire vehicle Equipment Certificates. This would provide the City with an opportunity to redirect the $500,000 in committed cash to other capital or operational needs.

Under IRS Regulations if the City intends to reimburse itself for capital expenditures through some future debt instrument it must declare such intent by resolution. The attached resolution was prepared by the City's Bond Counsel. This resolution does NOT bind the City to issuing the Certificates. We have approximately 18 months to make that eventual decision.

POLICY OBJECTIVE

Adopting the attached resolution to fund the Fire Department vehicle as described above is required under IRS Regulations.

FINANCIAL IMPACTS

Assuming the City issues $500,000 in equipment certificates to pay for the vehicle and amortized the debt over a 5-year period, the impact would be as follows:

Avg. Valued Home @ $223K	5-Year Payback Schedule
Current taxes	$ 613
Additional taxes	5
Total taxes	618
% Increase	.88 %

The Council is reminded that these taxpayer impacts would be <u>in addition</u> to any added impacts from other property tax levy increases that will be needed for the City's operating and capital replacement budgets.

STAFF RECOMMENDATION

Staff recommends the Council approve the attached resolution declaring the City's intent to issue equipment certificates to reimburse itself for the costs associated with the 2010 purchase of a Fire Department vehicle.

REQUESTED COUNCIL ACTION

Motion to approve the attached resolution declaring the City's intent to issue equipment certificates to reimburse itself for the costs associated with the 2010 purchase of a Fire Department vehicle.

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution declaring the City's intent to issue equipment certificates.

RESOLUTION NO. ________
RESOLUTION ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED by the City Council (the "Council") of the City of Roseville, Minnesota (the "City"), as follows:

1. Recitals.

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

(b) The Regulations generally require that the City (as the issuer of or the primary obligor under the bonds) make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

(c) The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

(d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the Finance Director to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

(a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

(b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

(c) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect that reimbursement bonds will be issued to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

(d) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. If the City is acting as the issuer of the reimbursement bonds, the designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted on July 19, 2010, by the City Council of the City of Roseville, Minnesota.

CERTIFICATION

The undersigned, being the duly qualified and acting Manager of the City of Roseville, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on July 19, 2010. The Council meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held.

Councilmember __________________ moved the adoption of the Resolution, which motion was seconded by Councilmember ______________________. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the Manager of the City of Roseville, Minnesota, on July 19, 2010.

____

William J. Malinen
City Manager
City of Roseville, Minnesota

EXHIBIT A
Declaration of Official Intent

The undersigned, being the duly appointed and acting Finance Director of the City of Roseville, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the City as follows:

1. The undersigned has been and is on the date hereof duly authorized by the City Council of the City to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

- 2010 Purchase of a Fire Department Vehicle - $600,000.

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued after the date of payment of such costs. As of the date hereof, the City reasonably expects that $600,000 is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: July 19, 2010.

____
Christopher K. Miller
Finance Director
City of Roseville, Minnesota

REQUEST FOR COUNCIL ACTION

Date: July 19, 2010
Item No.: 10.a

Department Approval

City Manager Approval

WJ Malinen

Item Description: Human Rights Commission Meets with the City Council

BACKGROUND

Each year, the Human Rights Commission meets with the City Council to discuss topics of mutual interest.

In 2009, the Council expanded the responsibilities of the HRC. The Commission took this responsibility seriously. They worked with a consultant to identify goals and to develop strategic plans.

Prepared by: **Carolyn Curti, HRC Staff Liaison**
Attachments: A: HRC Strategic Plan 2009
B: RHRC Report

CITY OF ROSEVILLE
HUMAN RIGHTS COMMISSION

Strategic Plan and Commission Initiatives for 2009

1) Board Training and Development

A. Parliamentary Procedures, Decorum and public meeting/hearing procedures, rules
B. Mission Statement
C. By-Laws and Standing Rules

2) Outreach

A. Establish Partnerships with neighboring Cities and Sponsor and Co-sponsor various initiatives relative to our purpose and mission.
B. Establish a youth Human Rights Committee.
C. Continue and build and expand on current race and diversity dialogues.
D. Begin the process to have all meetings/hearings live on channel 16.

3) Fostering community through inclusive, welcoming, responsive neighborhoods and city government

A. Develop a process to assess city government activities, programs and services for accessibility so that city activities, programs and services may be understandable and responsive to a diverse citizenry.
B. Develop a process to monitor statistical and other data trends. Use the information to create a set of recommendations for the City Council. The purpose of the set of recommendations is to encourage mutual understanding among our citizens about the community's diversity.
C. Develop programs and recommendations for the Council to encourage and assist in the development of neighborhood groups, forums, and networks in order to provide residents with a sense of belonging and facilitate effective citizen engagement.

4) Review Various Sources for Additional Funds

Adopted August 11, 2009

Roseville Human Rights Commission

Training and Planning Session - 2009

Planning Workshop Agenda:

Day 1: Saturday, November 7th

9:00 INTRODUCTIONS

- **Group and facilitators introduction**
- **Agenda Review**

9:30 VISION OF SUCCESS:

"What do we want to see happen in the community as a result of our actions?"

10:30 CURRENT REALITY:

" What is our Current Reality?"

11:30 COMMITMENT

"What are we committed to?"

11:45 KEY ACTIONS

" What specific actions we can take to accomplish our Strategic Goals and support our Commitment?"

Day 2: Tuesday, November 10th

6:45 TRAINING

"How can we run more effective meetings?"

7:45 REVIEW OF DAY 1

8:00 CALENDAR OF ACTIONS

- **Divide in Subgroups : "Which group of Actions would you like to work on?"**
- **Structure Plan: " What would be the Victory for your group?"; "What would be a lunch activity?"**
- **Present to the whole group : align activities on a timeline**

8:30 ADJOURN

Vision of Success

Greater outreach (use Interpreters)

We are connected to other Groups (churches, Police, City, Rotary, Schools, etc.)

Ongoing Community Dialog

Be active and impactful positively

Specific tasks to widen Comfort levels among groups – Define US in other way than race

Plan of Action for engaging people at Neighborhood Level

Marginalized are asked to express, provide input and give suggestions

Place (room) at a table is created for all: It's a SAFE place here (Commission)

Community is engaged; Direct Interaction with Community (esp. young people)

Caused a reduction in hate graffiti.

We are still here!

Label Free Commission (model)

Discussion is happening with all / between all diverse groups over "Common Ground".

We have "Overarching" educational/outreach Process (from the forum)

Data Base to help us do our job

PART I: Vision of Success

"What do we want to see happen in the Community as a Result of our Actions?"

- **The participants were asked to brainstorm individually, select top 3-5 ideas from their list to share with the whole group.**
- **The ideas were recorded on a flipchart in the circle to demonstrate focus.**

PART II: Current Reality

"What is our Current Reality?"

- **What are some Strengths that we have as a group and individuals in relation to our work on the commission?**
- **What are some Weaknesses of our group?**
- **Assuming Success for what we set ourselves to accomplish, what are the benefits of the success to us and the community? What are the dangers?**

STRENGTHS:	BENEFITS:
○ Common Values ○ Support from Council (commitment) ○ Diverse Background ○ Representative of Community ○ Expertise and Skills at the table ○ Good Chair and City Council (leadership) ○ Respect ○ Broad Brush ○ Listen and Act ○ Have clout (ability to be heard)	○ Stronger Community ○ Move ahead/accomplish things efficiently and effectively ○ Proud to live in Roseville ○ One Voice: "Group Harmony"(extending to community) ○ Responsive Community and Civically Engaged Neighborhoods ○ Group: Individual sense of accomplishments
WEAKNESSES:	**DANGERS:**
○ Our message Delivery ○ Spectrum missing ○ Current structure for decision making ○ Different Directions (different commitments) ○ Knowledge of Commission ○ Base of Understanding (MN HRC) ○ Common Rules ○ Time ○ Lost in Process/ Bugged down	○ Bite off too much ○ Loose control of message ○ May not be prepared ○ Don't grow with the change ○ Sustain "after" success ○ Complacency /self-satisfaction ○ Diminished Consistency and capacity ○ Get sloppy by forgetting history & culture

PART III: Commitment

"What do we hear US as a Group Committing to?

Shared Commitment

Create Data Base to assist with decision making and measuring results.

Establish Plan of Action for civically engaging neighborhoods to connect people through new and existing partnerships.

Be Open to learning about each other and building stronger relationships.

***Dedication to the Role of upholding the MN Human Rights ACT*.**

PART IV: Key Actions

"What specific actions we can take to accomplish our Strategic Goals and support our Commitment?" *(in one year period of time)*

- **Strategic Goals Review and Mission Review**
- **Working in small groups, brainstorm specific actions individually, discuss in the small group and share the ideas with the whole group.**
- **Combine similar ideas, identify common theme.**

At this point the group decided to review current Mission and change/adjust it to reflect current group's purpose. The time didn't allow for it to happen during this session. Recommendation is to review the mission in the near future.

THEMES EMERGED:

PLAN ACTION

DATA BASE

Communication

PART V: Creating Calendar of Action

- **Self Select on what subgroup/committee you would like to work**
- **Define Victory/Success for your topic**
- **Identify Launch activity**
- **Arrange actions on a time line (ad more if needed)**
- **Discuss approximate budget**
- **Name your Group**
- **Report to the whole commission**

(Summary on page 8)

PART V: Coordination and Next Steps

To help the Commission wrap –up the process, here are suggested final steps:

- ✓ Does the Victory for your Team reflect the Commitment?
- ✓ Does the Victory for your Team support the Strategic Goals for the Commission?
- ✓ How does this work reflect on the Commission's Mission? (Note: Mission needs to be reviewed)
- ✓ Do we need to adjust time line?
- ✓ What budget adjustments/allocations we need to make?
- ✓ Who will be assigned as an overall Coordinator?
- ✓ How are the team members and teams going to communicate?
- ✓ What are our Roles in bringing this plan forward?
- ✓ What are our Responsibilities for accomplishing these goals?

The overall coordination of the designed plan should be assigned to one individual; it is also recommended that each team has a lead person for a particular project or a period of time.

Human Rights Commission 2009 – 2010 Calendar of Actions

Team Name & Members	Launch	Nov-Dec 2009	Jan-Mar 2010	Apr –June 2010	July-Sept	Oct-Dec	Budget	Victory
"Visions of Success" (Thelma, Liz, David)	Adopt Agenda Format	Establish & Adopt Standing Rules	- Develop Opportunities for Comm. to interact - Transition Plan for new HRC Chair &Vice Chair - Develop Orientation Process	- New Comm. Orientation - Enhance HRC Website – allow access to comm.			Request Assessment from City Staff (Website)	Establishment of Strategic Plans: Subcommittees, Ad Hoc Committees or Standing Committees: a)Com. Dialog; b)HR Essays; c)Public Forums; d)Education Forums
"Program Planners" (Gary, Marie)	Seek Funding for Civic Engagement Activities (Grant due Dec.31)	- Seek additional funding & expertise (including City & neighborhood resources) to develop a plan for Civic Engagement at a neighborhood level	- Number sections of Roseville (assign a commissioner to represent it)	- Create partnerships in planning - Create Space (quick response) - Add more places at the table (more outreach) - Develop a Plan for Civic Engagement	-Channel 16 -Session to increase awareness of MN HR issues		$1,5 K GRANT + Commission time & availability	More Community Dialogs Neighborhood Events Planned and/or DONE
"Data Geeks" (Peg, Barb)	Conduct Scan of available data	Police Data	Housing Data	- School Data - Park and Rec Data	- MN Student Survey Data - Census Data	Report top 10 to City Council	Data from Dept City and School Tracking System (Data Base)	10 Traceable Data Elements to inform and report HR issues


our Strategic Goals
Support our Commitment?
Team NAME
Launch
Nov.-Dec. 2009
Jan-Feb 2010
March-Apr 2010
May-June 2010
July-Aug 2010
Sept-Oct 2010
November 2010
Budget Resources
Victory
Data Geeks
Police Data
Housing Data
School Data
Park & Rec Data
MN Student Survey Data
Census Data
10 Trackable Data Elements
6 Arrange cards

REQUEST FOR COUNCIL ACTION

Date: 7-19-10
Item No.: 12.a

Department Approval | City Manager Approval

Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violations of City Zoning Ordinance at 1430 County Road C.**

BACKGROUND

- The subject property is a commercial property.
- The current owner is MT Holdings II LLC, of Shoreview, Minnesota.

  - Current violations include:

    - Failure to maintain required vegetative screening to residential homes.

- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

<u>City Abatement:</u>

An abatement would encompass the following:

- Planting of approximately 30 trees - $8,500.00
  - <u>Total:</u> Approximately - $8,500.00

In the short term, costs of the abatement will be paid out of the Community Development budget. The property owner will then be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B. Costs will be reported to Council following the abatement.

STAFF RECOMMENDATION

Staff recommends that the Council direct Community Development staff to abate the above referenced zoning ordinance nuisance violation at 1430 County Road C.

REQUESTED COUNCIL ACTION

Direct Community Development staff to abate the zoning ordinance violation at 1430 County Road C by hiring general contractors to plant approximately 30 trees to screen the adjacent residential homes.

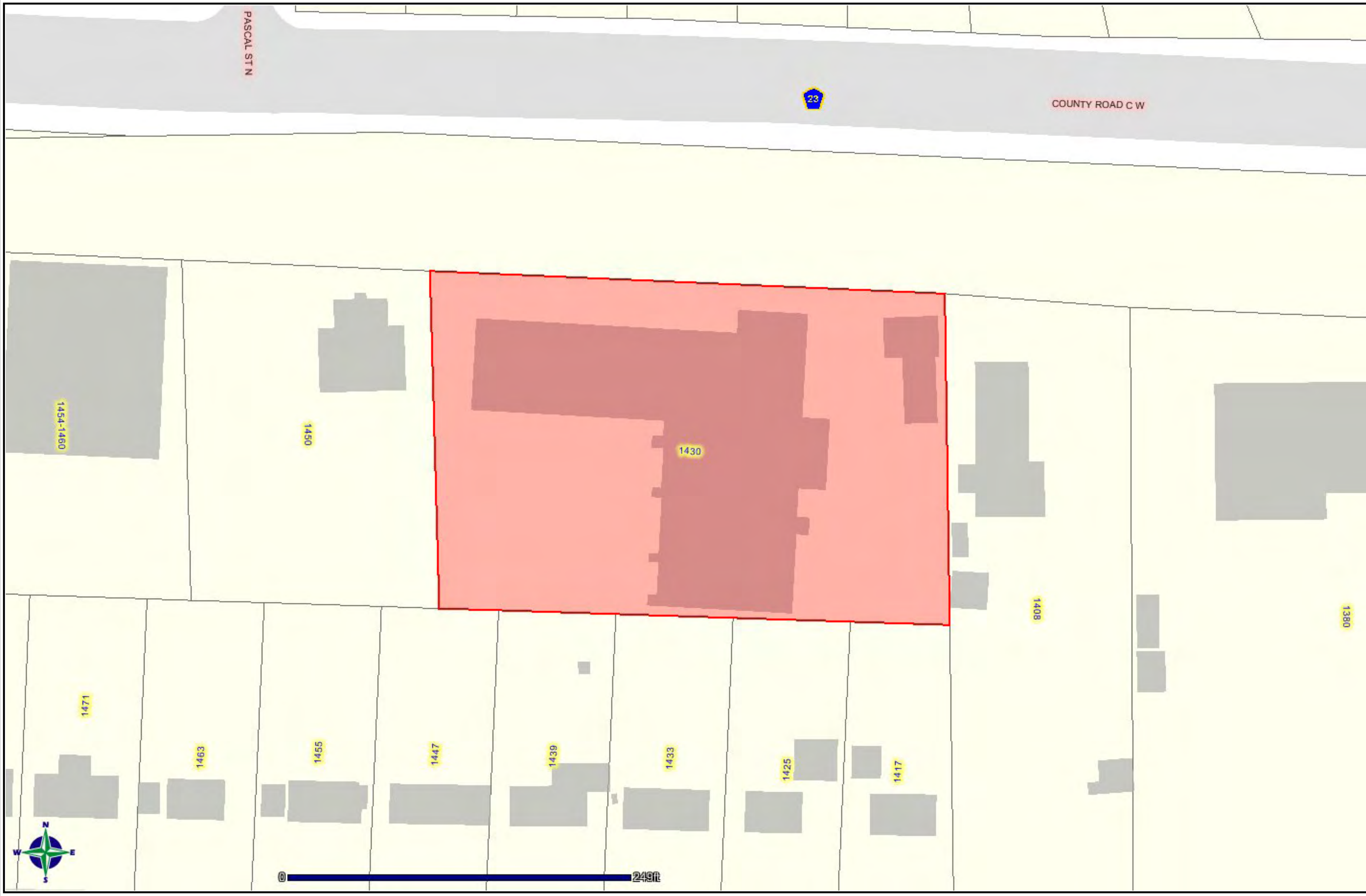
The property owner will then be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B.

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 1430 County Road C

1430 County Road C

Location Map



DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.
SOURCES: City of Roseville and Ramsey County, The Lawrence Group;June 4, 2010 for City of Roseville data and Ramsey County property records data, June 2010 for commercial and residential data, April 2009 for

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 7-19-10
Item No.: 12.b

Department Approval | City Manager Approval

Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 2390 Cohansey Street**

BACKGROUND

- The subject property is a single-family detached home.
- The current owners are Ryan and Heidi Myrold.
- Current violation includes:
  - Deteriorated fence around swimming pool (violation of City Code Section 906.05.C).
  - Deteriorated soffits on the home (violation of City Code Section 906.05.C).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Repair and repaint fence around swimming pool:
  - Approximately - $2,500.00
- Repair and repaint soffits on the home:
  - Approximately - $2,500.00

Total: Approximately - $5,000.00

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

STAFF RECOMMENDATION

Staff recommends that the Council direct Community Development staff to abate the above referenced public nuisance violations at 2390 Cohansey Street.

REQUESTED COUNCIL ACTION

Direct Community Development staff to abate the public nuisance violations at 2390 Cohansey Street by hiring general contractors to repair and repaint the soffits on the home and the fence around the swimming pool.

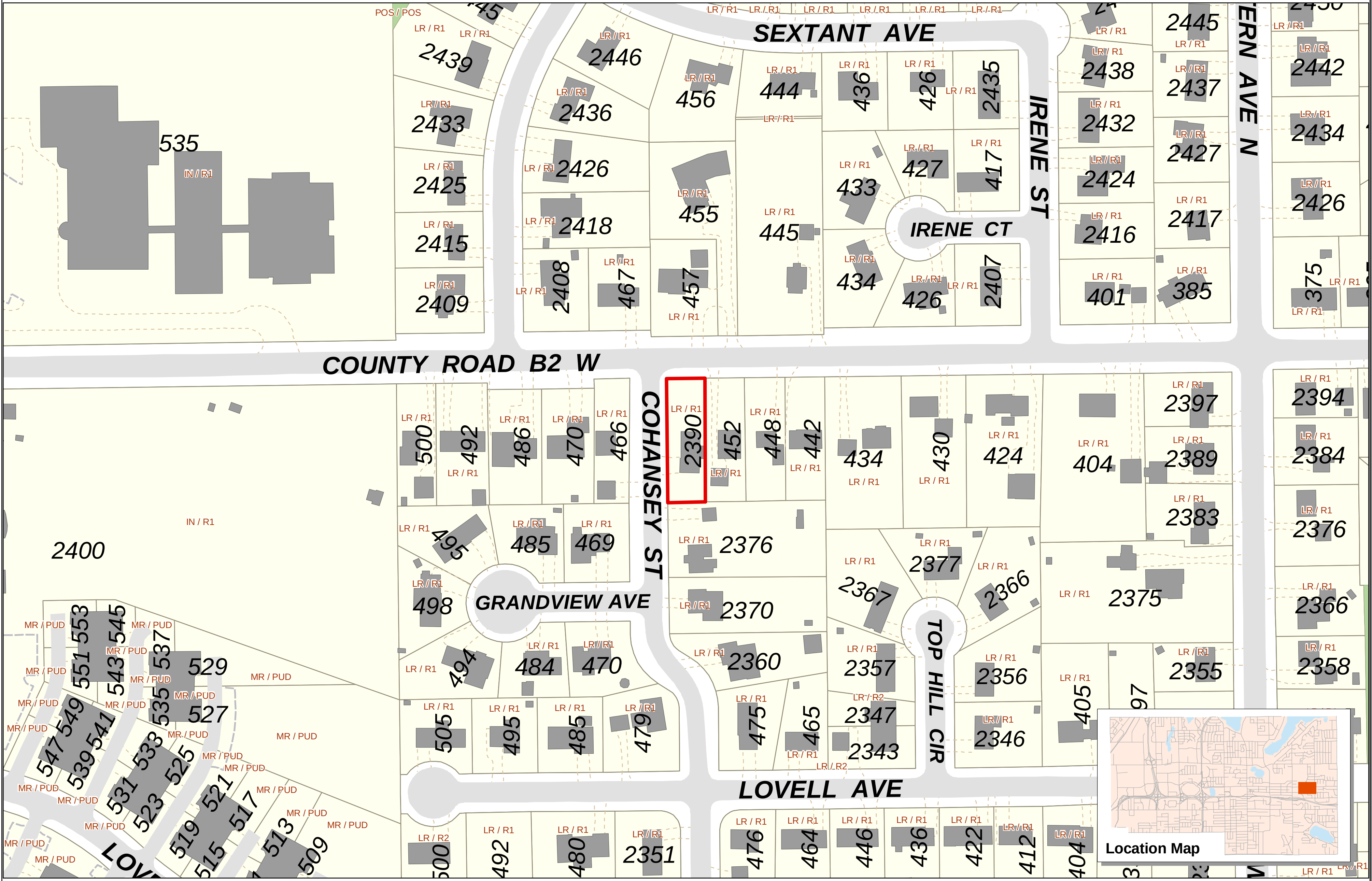
The property owner will then be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B.

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 2390 Cohansey

Attachment A

2390 Cohansey St N



ROSEVILLE

Prepared by:
Community Development Department
Printed: June 16, 2010

Site Location

LR / R1 Comp Plan / Zoning Designations

Data Sources
* Ramsey County GIS Base Map (6/1/2010)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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

0 100 200 Feet

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mapdoc: planning_commission_location.mxd

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 7/19/10
Item: 12.c

Department Approval | City Manager Approval

Item Description: Consider Appointment to Roseville Housing and Redevelopment Authority

BACKGROUND

In February 2010 the City Council updated procedures to reappoint a member of the Roseville Housing and Redevelopment Authority (RHRA). No later than 60 days prior to the expiration, the Mayor either reappoints or declares a vacancy. The City Council votes to approve the Mayor's reappointment. If the Council does not approve the reappointment, a vacancy is declared.

Susan Elkins' term expires in September 2010. She is interested in being reappointed. Staff reviewed Elkins' attendance. She attended 11 of the past 12 meetings. Staff also contacted the RHRA Chair Dean Maschka, and he recommends Elkins' reappointment.

Mayor Klausing reappoints Elkins to another term, subject to council approval.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Approve Mayor Craig Klausing's recommendation to reappoint Susan Elkins, subject to Council approval, to a five-year term on the Housing and Redevelopment Authority beginning September 24, 2010 to September 23, 2015.

REQUESTED COUNCIL ACTION

Approve Mayor Craig Klausing's recommendation to reappoint Susan Elkins to a five-year term on the Housing and Redevelopment Authority beginning September 24, 2010 to September 23, 2015.

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 7/19/2010
Item No.: 13.a

Department Approval

City Manager Approval

Item Description: Continue Discussion on the 2011 Priority-Based Budgeting Process

BACKGROUND

At the June 7, 2010 meeting, the Council agreed to a budget program ranking methodology to be used in establishing the 2011 Budget. The methodology is as follows:

> 5 - Items in this category, if not funded, are those that could potentially compromise the physical well-being of individuals or property. Examples are the inability of police or fire to respond to calls.
>
> 4 - Items in this category, if not funded, are those that could result in substantial increases in the financial burden on the community in subsequent years. Examples of this would be a failure to repair a street or replace a capital asset.
>
> 3 - Items in this category, if not funded, are those that could impede the city's ability to provide the type of services that contribute to the quality of life. Examples of this would be funding for the cultural or social events.
>
> 2 - Items in this category, if not funded, are those that wouldn't likely affect individuals in the community, but would impede the ability of the city to fulfill its mission. An example of this would be reduced office maintenance.
>
> 1 - Items in this category, if not funded, are those that would have little or no impact either on the community, or the city's ability to fulfill its mission. An example of this would be deferred mowing.

On July 17, 2010, the Council discussed the list of tax-supported programs and further refined the ranking process. During the discussion, the Council requested that Staff provide a brief description of each program. Those descriptions are presented below.

City Council

City Council: Business Meetings - City Council salaries and cost of City audit.

City Council: Community Support/Grants - Annual Grants to NWYFS and Roseville Senior Program.

City Council: Intergovernmental Affairs / Memberships - Annual memberships: League of Minnesota Cities; Ramsey County League of Local Governments, Suburban Rate Authority; and National League of Cities

City Council: Recording Secretary – Contract for recording and preparation of city council meeting minutes.

Advisory Commissions

Human Rights Commission – Expenses related to hosting a forum, member training, essay contest member conference attendance and other misc expenses

Ethics Commission - Expenses related to annual Ethics Training and other misc expenses.

Administration & Legal

Administration: Customer Service - Time spent responding to phone, email and in person inquiries.

Administration: Council Support - Time spent preparing City Council packets; preparing official documents; Codification of Ordinances; and Administrative support of Ethics and Human Rights Commissions.

Administration: Records Management/Data Practices - Administration of city-wide electronic Records Management system to collect, archive, and retrieve records. Administration of city-wide Data Practices procedures to assure privacy of certain data and appropriate dissemination of public information.

Administration: General Communications - Provide public information via *Roseville City News*; website; news releases, and other materials. Educate the public via tapes/dvds and special events.

Administration: Human Resources - Administration of human capital; benefits and wellness; compensation; employee/labor bargaining and relations; employee training and development; communications; and, legal compliance and record keeping.

Administration: Organizational Management - Time spent planning, leading, and organizing the City and department; participating in general training or meetings, conducting performance evaluations, etc.

Elections

Elections - Administration and clerical support for the education, recruitment and training of judges and staff; absentee and Election Day voter support; and precinct preparation. Election Day supplies and annual maintenance fees.

Legal

Civil Attorney – Annual retainer plus out-of-pocket expenses.

Prosecuting Attorney – Annual retainer plus out-of-pocket expenses.

Special Services - Contingency amount budgeted for legal suits and/or other actions.

Finance, Central Services, Insurance

Banking & Investment Management - Manage the City's investment portfolio and banking relationships including buying and selling investments, transferring cash among city accounts.

Budgeting / Financial Planning – Coordinate the City's Budget and capital planning function including; the preparation of the annual budget and CIP, and regular preparation of materials for the City Council, City Manager, and Department Heads.

Business Licenses - Process all tasks related to the issuance of business licenses including; application review and submittals to the City Council.

Cash Receipts - Process all tasks related to the cash receipts function including; entering cash receipts, balancing the cash drawer, etc.

Contract Administration - Assist in the coordination of IT JPA's, wireless lease agreements and License Center lease.

Contractual Services (RVA, Cable) - Provide contractual accounting-related services to the Roseville Visitor's Association, and Cable Commission.

Debt Management - Coordinate the City's debt management function including the issuance of all debt including conduit financing offerings.

Economic Development - Assist in the City's Economic Development function.

Accounts Payable - Process all tasks related to the accounts payable function including; processing invoices, issuing 1099's and sales tax filings.

Gen. Ledger, Fixed Assets, Financial Reporting - Process all tasks related to the general accounting and financial reporting functions including; journal entries, financial statement preparation, bank reconciliation, etc.

Lawful Gambling - Process all tasks related to the issuance of lawful gambling licenses including; application review and submittals to the City Council.

Payroll - Process all tasks related to the payroll function including; entering timesheets, managing benefit withholdings, general processing, federal and state reporting, etc.

Reception Desk - Process all tasks related to the receptionist function including; answering phones, directing lobby traffic, issuing pet licenses, etc.

Risk Management - Coordinate the City's risk management function including; property/liability, serving as Chair of the Safety Committee, and serving as the City's Agent of Record.

Utility Billing - Process all tasks related to the utility billing function including; entering meter reads, processing invoices, and servicing accounts.

Workers Compensation Administration - Administer the City's workers compensation program including managing First Report of Injury forms, and claims administration.

Organizational Management – Time spent planning, leading, and organizing the department; participating in general training or meetings, conducting performance evaluations, etc.

Central Services – Includes all general City Hall copier supplies (paper, toner, etc.), letterhead and envelopes, and postage machine lease payments.

General Insurance - The General Fund's share of the City's workers compensation and property/casualty insurance costs.

Police

Admin: Response to Public Requests - The foremost function of the police department is to serve and protect the public. Background checks through the Minnesota Bureau of Criminal of Apprehension (BCA) for new hires, gun purchase permits, clearance letters, investigations, business licensing: performed by front office staff trained by the BCA. Copies of police reports are available to the public upon request. The police counter front window is covered Monday-Friday, 8:00 to 4:30 to serve the public. There is also a 24 x 7 x 365 entry available to the public.

Admin: Police Records / Reports - Approximately 25,000 police reports are written by Patrol annually. Record Technicians review and code all reports and then enter the reports into the records management system. Staff scans any media pertaining to the reports and files a hard copy of 25,000 reports. Copies of police reports are available to the public upon request. Police reports are also forwarded to the City/County Attorneys and the Court.

Admin: Community Liaison - National & Family Night Out, Citizens Academy, Neighborhood Block Watch, volunteer Citizens Park Patrol, Shop with a Cop, Senior Safety Camp, Bike Rodeos, Crime Free Multi-Housing, crime alerts, business/residential premise safety reviews, and statistical crime reporting.

Admin: Organizational Management - Personnel supervision, strategic planning, budget planning/management, grant procurement/management, internal investigations, compliance with data practices and state statutes, web site maintenance, policy and procedure development, union deliberation, tactile planning (SWAT) and training.

Patrol: 24x7x365 First Responder - 24 hour day/seven days week patrol entire City; first responder on the scene of all 911 calls.

Patrol: Public Safety Promo/Community Interaction - Volunteer Reserve Officer unit, volunteer Citizen's Emergency Response Team (CERT), Explorer's, Officer Friendly, Bike Rodeos, Citizens Academy, Shop with a Cop, and participation in many community events. Patrol by district to become familiar to residents.

Patrol: Dispatch - Dispatch through Ramsey County Sheriff's Office – 24 x 7 x 365 days/year; billed by number of calls for service.

Patrol: Police Reports (by Officers) - Approximately 25,000 police reports are written by Patrol annually. All reports are reviewed by a sergeant and then the records technicians for thoroughness and accuracy. A good percentage of incidents require all officers involved write a report on the incident—the first officer on the scene generates the original report and other officers called to the scene generate a supplemental report under the same case number.

Patrol: Animal Control - The Patrol Division holds the primary responsibility for animal control in the City unless a part-time Community Service Officer is available.

Patrol: Organizational Management - Personnel supervision, training, compliance with ordinances and statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency; define/establish/attain overall goals and objectives. Sworn officers are mandated by the state to attend several trainings on a regularly scheduled basis—many civil judgments across county (deliberate indifference), constitutional violations.

Investigations: Crime Scene Processing - On scene collection of evidence; secured filing of evidence in police department; submission of evidence to BCA and courts. May include the writing of search warrants, getting judicial approval of warrant and then execution of said warrant (may include SWAT).

Investigations: Public Safety Promo/Community Interaction - Officer Friendly, Bike Rodeos, Citizens Academy, Shop With A Cop, "lemonade stand," focused Rosedale surveillance, and participation in many community events. Assist with crime alerts to notify community of criminal activity. Investigation of all major cases that continues until the case is closed. Under contract, the school district pays 2/3 salary of a detective to act as school liaison officer at RAHS during the school year.

Investigations: Response to Public Requests - To function efficiently the police department needs to see active and continual collaboration with the public, the State, County, other city departments, other law enforcement agencies, the courts, local businesses, the schools, vendors, and unions. Investigation of all major cases (incidents) by the department's detectives that occur in the City of Roseville; investigation continues until case is cleared.

Investigations: Criminal Prosecutions - Present and forward cases to City/County Attorney, Probation, Child Protection, and other law enforcement/public safety agencies.

Investigations: Organizational Management - Personnel supervision, training, compliance with ordinances and statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency; define/establish/attain overall goals and objectives. Reviewing cases to determine which cases require follow-up or review by detectives based on solvability and case load. Coordination and supervision of major investigations and crime scenes.

Community Services: Community Services – Salary of two part-time temporary CSO's and annual community service officer budget that includes the cost of the City's contract with Brighton Vet Clinic—takes in strays and attempts to find owner, also disposes of dead animals.

Emergency Management: Emergency Management - City-wide emergency siren maintenance, cost of training for designated emergency manager, and cost to support the Department's volunteer reserve officer program.

Lake Patrol – Lake Patrol - Ramsey County Sheriff's Office to patrol Lake Owasso (water issues only).

Fire

Admin: Fire Administration and Planning - Administrative staff time related to department operations, planning, payroll processing, budgets, meeting, state, local, and federal requirements.

Admin: Emergency Management - Fire Department staff time for planning and operations related to City wide emergency management.

Admin: Organizational Management - Fire Department staff time related to daily department operations.

Prevention: Fire Administration and Planning - Full-time administrative and prevention personnel time for daily operations, personnel management, and planning.

Prevention: Fire Prevention - Prevention staff to perform prevention, plan review, inspections, fire investigations.

Fire Fighting/EMS: Fire Administration and Planning - Full-time administrative and operational personnel time for daily operations, personnel management, and planning.

Fire Fighting/EMS: Fire Suppression/Operations - On-duty staffing available to provide fire related response- General supplies, and equipment- Firefighter uniforms- Vehicle replacement.

Fire Fighting/EMS: Emergency Medical - On-duty staffing available to provide EMS response- General supplies, and equipment- Firefighter uniforms- Vehicle replacement.

Fire Fighter Training: Training - Firefighting, EMS, HAZ MAT, OSHA, leadership, rescue, vehicle operations, vehicle driving, equipment operations, report writing, new hire training, all areas of department training.

Public Works

Admin: Project Delivery – Planning, designing, organizing & managing engineering resources to ensure successful completion 2.5-4.0 million of projects. Construction staking, administration, and inspection of construction process.

Admin: Street Lighting – Maintain 1300+ street lights & traffic signals, electrical costs for lighting. Manage contract maintenance.

Admin: Permitting – Issue ROW & erosion permits, review plans, inspection, coordinate with applicants. Take corrective action, as needed. Planning & building permit review.

Admin: General Engineering/Customer Service – Assist customers (phone, walk-up, online) with inquiries regarding public utilities, property lines, past & future projects, city services. Design, maintain, and update the City's organized collection of maps using computer hardware, software, geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information

Admin: Storm Water Management – Customer service, engineering, review, and management/coordination of stormwater issues and outside agencies involved in Storm Water Management.

Admin: Organizational Management – Supervise PW Staff, develop and manage the budget. General oversight & planning of the department. Prepare for, participate in, and follow up to Council & Commission meetings.

Streets: Pavement Maintenance – Preventative maintenance & repair of all City pavement to achieve an average condition rating of 75-80. Crackseal and sealcoat on a regular schedule to ensure safe & adequate transportation, and to extend life of the pavement in the most cost effective manner.

Streets: Winter Road Maintenance – Keeping roads and streets accessible through the winter is a priority for the City. Full plow after 2 or more inches, ice control as needed to keep roads safe.

Streets: Traffic Management & Control – Design, fabrication, installation and maintenance of City traffic control signs for City streets and parking lots. Street & parking lot striping, including crosswalks, arrows, lane markings, school & parking lots to ensure compliance.

Streets: Streetscape and ROW Maintenance – Regular tree-trimming program to ensure visibility and clearance for safety. Mowing, watering, weeding, picking trash, tree maintenance in all streetscape areas. Mowing & weeding ROW areas.

Streets: Pathways & Parking Lots – Maintain pathways & parking lots to ensure safety to all users and achieve an average pavement condition of 75-80. Sustain an aesthetically pleasing appearance through repairs & various types of sealants. Repair quickly to avoid higher costs or injury.

Streets: Organizational Management –
Supervise/oversee street staff, street purchases, manage budget, departmental planning of street division to maintain services.

Street Lighting: Street Lighting – Maintain /replace as needed.

Bldg Maintenance: Custodial services – Provide cleaning of City buildings & contract maintenance to medium level, order supplies, resolve issues to ensure buildings are kept clean and acceptable.

Bldg Maintenance: General Maintenance – Oversee two-person contract custodial staff, HVAC management & monitoring, maintenance, manage summer seasonals.

Bldg Maintenance: Organizational Management – Supervision, budgetary control, planning, leading, and organizing.

Central Garage: Vehicle Repair - Maintenance & repair of City fleet to maintain safe, working condition, minimize downtime, and regular scheduled maintenance and repairs.

Central Garage: Organizational Management - Budgetary control, supervision, and organizing workplan for fleet maintenance division

Parks & Recreation

Admin: Personnel Management – Personnel Management includes direct staffing costs to process and track bi-weekly payroll for 25 FTE employees and over 300 part-time seasonal staff. Personnel Management is responsible for the training and development of 25 FTE employees. Personnel Management includes promoting employment opportunities, recruiting qualified candidates, processing needed personnel paperwork, training to insure high level of delivery and responsibility, supervising to assure quality experiences and services and policy and procedure adherence and evaluating to manage professional and community expectations.

Admin: Financial Management – preparing, executing and monitoring all aspects of the department budgets including revenues and expenses whereby more than 50% is generated through non-tax dollar revenue. Include: planning and coordinating outside funding, administer financial matters on a continual bases. Financial Management involves intensive monitoring of 68 program budgets, 11 facility budgets and 8 event budgets. Financial Management includes the costs to supervise both expense and revenue budgets, to develop annual budgets and to report budget outcomes. Financial Management also includes staffing costs to process, track and report daily cash receipts and credit transactions.

Admin: Planning & Development – Includes: reporting for information and decision making, research, policy development and execution, short term and long term planning, best practice/accreditation maintenance, and special and routine projects and committees. Develop goals and activities, conduct program research and development, legal and legislative work, analyze and plan for program and facility needs, prepare for capital improvements, etc. Planning and Development expenses are connected to department wide and community based policy relations, research and reporting and project management. Often times these projects are at the request of Council, Commission or Administration or involve improved department operations.

Admin: Community Services – includes department customer service, make presentations to local groups, participate with and support more than 20 affiliated groups, resident communications of offerings, special event support and guidance, incorporating technology into operations including website updates and timely e-mail responses. Community Services covers a range of community wide benefits from staff involvement with community organizations and agencies to providing excellent customer service, to offering a wide range of community events to producing communication materials that promote recreational opportunities and facilities and educate and inform the community to serving the community using current technology based tools for registration and communication.

Admin: Citywide Support – Includes projects, tasks, time spent not directly related to parks and recreation, i.e. department head meetings, city council meetings, community presentations, commission support, attending meetings and serving on city committees, coordinating with other city departments, etc. City-Wide Support includes personnel costs for staff involved in inter-department meetings and projects and community programs and events that involve multi city operations.

Skating Center: OVAL – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The OVAL portion reflects the cost of building maintenance, ice and equipment maintenance, personnel management and building and grounds maintenance. Also included in this budget are the costs of personnel, financial management, programs, event and overall facility management of the OVAL for the winter ice season and summer skate park.

Skating Center: Arena – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Indoor Arena portion reflects the cost of building maintenance, ice and equipment maintenance and personnel management. Also included in this budget are the costs of personnel, financial management, programs, event and overall facility management of the year round operation of the Arena.

Skating Center: Banquet Area – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Banquet Area portion reflects the cost of personnel management, program/event management and financial management. The amount reflected in the Banquet portion includes the cost of equipment and building maintenance for the estimated 50,000 users of the banquet facility at the Skating Center. Also included in this budget are the costs of personnel, equipment and supplies and overall facility management to host weddings, class reunions and hundreds of community group meetings and events.

Skating Center: Department wide Support – The amount in this portion of the Skating Center budget reflects the time spent by Skating Center staff working in other areas of the Parks and Recreation Department, i.e. parks and grounds, golf course, recreation, etc.

Programs: Program Management - Recreation Program Management involves all direct costs necessary to provide Roseville with 1850 recreation programs, events and opportunities annually. Program Management services all sectors of the community from the very young to older adults; provides opportunities in the arts, athletics, enrichment, wellness and leisure; and involves individuals, families and groups. Recreation Program Management includes all development, implementation and evaluation responsibilities including planning, communications and promotions, supervision and post program evaluations and reporting.

Programs: Personnel Management - Personnel Management is responsible for the training and development of part-time seasonal staff. Over 300 part-time seasonal employees deliver front line recreation services as activity leaders, customer service representatives and facility managers. Personnel Management includes promoting employment opportunities, recruiting qualified candidates, processing needed personnel paperwork, training to insure high level of delivery and responsibility and supervising to assure quality experiences and recreation services.

Programs: Facility Management - Includes the costs to facilitate current community programming at the following facilities: Brimhall and Central Park Community Gymnasiums, Gymnastic Center, Fairview Community Center, Harriet Alexander Nature Center, ballfields, picnic shelters and the Muriel Sahlin Arboretum. Facility Management provides oversight and direct management for eleven community resources. Facility Management includes direct costs for: scheduling usage, part-time seasonal staffing to supervise facility use, provides needed resources to maintain clean, safe and desirable community facilities.

Programs: Volunteer Management - The cost to recruit, train, supervise, communicate and recognize the current level of volunteers. Volunteer Management is responsible for recruitment, training and development of parks and recreation volunteer team. Over 3,000 volunteer experiences annually account for 30,000 hours of community service as sport coaches, park maintenance, facility support, event support, activity leaders, advisors and advocates. Volunteer Management encompasses all aspects of the volunteer experience from promotion and communication to recruitment and training to supervision and support to recognition and appreciation.

Programs: Organizational Management - Includes a compilation of program liability insurance and credit card/on-line fees, direct costs for providing credit card use, online services and insurance coverage for recreation programs, facilities, events and services.

Maintenance: Grounds Maintenance - Grounds maintenance activities include all maintenance and management of activities performed on all City parkland areas, i.e. mowing/trimming, landscape repair/maintenance and construction, pathways maintenance, etc.. This does not include athletic field areas, Muriel Sahlin Arboretum, Harriet Alexander Nature Center, Cedarholm GC and the Roseville Skating Center.

Maintenance: Facility Maintenance - Facility and Equipment Maintenance includes all maintenance and management of activities performed on all City park facilities, i.e. play equipment, athletic fields, hard surface courts, Muriel Sahlin Arboretum, HANC, park shelters, park ice rinks, wading pool, etc. This does not include the Roseville Skating Center and Cedarholm Golf Course.

Maintenance: Natural Resources Maintenance - Natural Resources activities include implementation and management of the City Diseased and Hazard Tree program and all natural resource implementation and management activities.

Maintenance: Department wide support Maintenance - Department-wide support is maintenance for recreation and includes all direct activities and management of those activities to support 1850 Roseville Parks and Recreation Programs and activities and numerous affiliated group efforts.

Maintenance: City wide Support - City-Wide Support includes all activities and management for city-wide events the Parks and Recreation Department Planning and Maintenance Division supports such as National Night Out, Election Support, Roseville Home and Garden Fair, etc. This also includes support for various City committees such as The Development Review Committee, Safety Committee, etc.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff recommends that the Council conduct a preliminary ranking of programs based on the agreed-upon methodology.

REQUESTED COUNCIL ACTION

Conduct a preliminary ranking of budget programs.

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