

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:30 P.M. TUESDAY, MAY 23, 2017**  
**LAUDERDALE CITY HALL, 1891 WALNUT STREET**

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the Standing Rules of Order and Business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. **CALL THE MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVALS**
  - a. Agenda
  - b. Minutes of the May 9, 2017 City Council Meeting
  - c. Claims Totaling \$21,067.09
4. **CONSENT**
  - a. Quarterly Investment Report
  - b. April Financial Report
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
  - a. City Council Updates
7. **PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.

  - a. Variance Request for Front Yard Deck at 1714 Malvern Street
8. **DISCUSSION / ACTION ITEM**
  - a. City Website Address
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
  - a. Variance Request for a Fence at 1821 Lake Street
  - b. League of Women Voters Housing Report – June 27
12. **WORK SESSION**
  - a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting, this portion of the meeting will be limited

to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address, and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

Your participation, as prescribed by the Robert's Rules of Order and the standing rules of order and business of the City Council, is welcomed and your cooperation is greatly appreciated.

b. Community Development Update

13. **CLOSED SESSION**

a. City Administrator Performance Review

14. **ADJOURNMENT**

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

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May 9, 2017

**Roll Call**

Mayor Gaasch called the Regular City Council meeting to order at 7:33 p.m.

Councilors present: Jeff Dains, Kelly Dolphin, Roxanne Grove, Andi Moffatt, and Mayor Mary Gaasch.

Councilors absent: None.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant to the City Administrator; and Miles Cline, Deputy City Clerk.

**Approvals**

Mayor Gaasch asked if there were any changes to the meeting agenda. Administrator Butkowski stated that Senator Marty would not be able to make it due to the legislative session running late. Butkowski proceeded to add an informational presentation from St. Anthony Police Officer Kiel Rushton. Councilor Dains moved and Councilor Grove seconded the motion to approve the agenda as amended. Motion carried unanimously.

Councilor Grove moved to approve the minutes of the April 25, 2017 City Council meeting. Councilor Dains seconded the motion and it carried unanimously.

Councilor Moffatt moved and seconded by Councilor Grove to approve the claims totaling \$94,418.93. Motion carried unanimously.

**Consent**

Councilor Dains moved and seconded by Councilor Grove to approve the Consent Agenda thereby approving the agreement with OPG-3 and the Performance Agreement with Dawn Pape.

**Informational Presentations / Reports**

a. Officer Kiel Rushton – Street Racing on Highway 280

Officer Rushton approached the Council to discuss street racing along Highway 280. He explained that it is a large network of individuals whom have grown in size and sophistication, and their maneuverability has made it difficult for both dispatchers and officers to respond in a timely manner. Lauderdale Resident Grace Dyrud explained dispatching issues she has encountered reporting the street racing. Rushton expressed to the Council that he will work with Police Chief Mangseth to resolve the dispatch issues between Hennepin and Ramsey County. Rushton also stated that he will be issuing citations to those individuals caught participating in these activities in the upcoming weekend as he would be on duty in Lauderdale. He also highlighted efforts area departments have made to deter the racing.

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MEETING MINUTES  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

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May 9, 2017

b. Eureka! Recycling Year End Report Chris Goodwin

Goodwin addressed the Council to give a synopsis of recycling in Lauderdale for 2016. He explained the breakdown of materials processed and general trends happening in the industry. He shared that Lauderdale has a very high participation rate and invited residents to tour the facility if they would like to learn more about recycling.

**Discussion/Action Items**

A. Comprehensive Plan Steering Committee Appointments

A number of residents showed interest in being part of the Comprehensive Plan Steering Committee. Staff recommended that the following individuals be appointed by the Council: Dave Greenlund, Daniel Gumnit, John Hamre, Kendra Kauppi, Zak Knudson, Kathy Lerfald, Brian Malzer, Bob Milligan, Jess Winkelaar, and Zach Zehrer. Councilor Dolphin moved to approve the Comprehensive Plan Steering Committee as presented. This was seconded by Councilor Grove and carried unanimously.

**Set Agenda for Next Meeting**

Administrator Butkowski stated the next meeting would include the City Administrator's annual review, the Quarterly Investment Report, and a variance request from the owner of 1714 Malvern Street.

**Work Session**

A. Opportunity for the Public to Address the City Council

Mayor Gaasch opened the floor to anyone in attendance that would like to address the Council. There being none, the floor was closed.

B. Community Park Lighting Options

Butkowski stated that residents living near Community Park expressed concerns regarding the brightness of the new light near the dog park. After speaking with Xcel Energy, they presented the City with a few options that may help resolve the issue. The Council discussed the options and unanimously decided to lower the wattage of the bulb from 400 watts to 250 watts to reduce the glow. This will reduce slightly the area covered by the light as well. There was no cost for the bulb switch. Council directed staff to carry out their decision.

C. Community Development Update

Butkowski mentioned that there have been issues of disorderly behavior and littering at Community Park. Butkowski spoke with St. Anthony Police and they will make contact with the disruptive individuals in the upcoming weeks. Butkowski mentioned investigating the hut built in the Nature Area; it is situated in a drainage area.

LAUDERDALE CITY COUNCIL  
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1891 Walnut Street  
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May 9, 2017

**Adjournment**

There being no further items on the agenda, Councilor Dains moved and seconded by Councilor Grove to adjourn the meeting at 9:00 p.m. Motion carried unanimously.

Respectfully submitted,



Heather Butkowsky  
City Administrator



CITY OF LAUDERDALE  
LAUDERDALE CITY HALL  
1891 WALNUT STREET  
LAUDERDALE, MN 55113  
651-792-7650  
651-631-2066 FAX

### **Request for Council Action**

**To:** Mayor and City Council  
**From:** City Administrator  
**Meeting Date:** May 23, 2017  
**Subject:** List of Claims

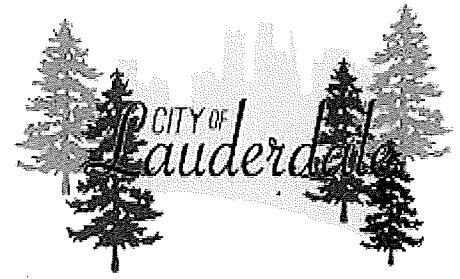
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The claims totaling \$21,067.09 are provided for City Council review and approval that includes check numbers 25354 to 25374.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: heather.butkowski  
 Printed: 5/19/2017 4:32 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association PR Batch 51000.05.2017 PERA Coordinated PR Batch 51000.05.2017 PERA Coordinated	05/19/2017 PR Batch 51000.05.2017 PER PR Batch 51000.05.2017 PER	1,028.26 891.16
Total for this ACH Check for Vendor 43:				1,919.42
ACH	44	Minnesota Department of Revenue PR Batch 51000.05.2017 State Income Tax	05/19/2017 PR Batch 51000.05.2017 Stat	633.77
Total for this ACH Check for Vendor 44:				633.77
ACH	45	ICMA Retirement Corporation PR Batch 51000.05.2017 Deferred Comp PR Batch 51000.05.2017 Deferred Comp	05/19/2017 PR Batch 51000.05.2017 Def PR Batch 51000.05.2017 Def	1,036.99 865.98
Total for this ACH Check for Vendor 45:				1,902.97
ACH	46	Internal Revenue Service PR Batch 51000.05.2017 Federal Income Tax PR Batch 51000.05.2017 FICA Employee Portio PR Batch 51000.05.2017 Medicare Employer Po PR Batch 51000.05.2017 FICA Employer Portio PR Batch 51000.05.2017 Medicare Employee Pc	05/19/2017 PR Batch 51000.05.2017 Fed PR Batch 51000.05.2017 FIC PR Batch 51000.05.2017 Mec PR Batch 51000.05.2017 FIC PR Batch 51000.05.2017 Mec	1,397.72 1,088.72 254.64 1,088.72 254.64
Total for this ACH Check for Vendor 46:				4,084.44
Total for 5/19/2017:				8,540.60
25354	34	AFSCME MN Council 5 PR Batch 51000.05.2017 Union Dues	05/23/2017 PR Batch 51000.05.2017 Unio	194.96
Total for Check Number 25354:				194.96
25355	15 39156	Be There Pest Control LLC Quarterly Pest Control	05/23/2017	100.00
Total for Check Number 25355:				100.00
25356	33 042017	City of Falcon Heights April Fire Calls	05/23/2017	2,059.57
Total for Check Number 25356:				2,059.57
25357	36 0222810 0222856 0222879 0222925 0222967	City of Roseville April IT Services April Phone Services May IT Services May Phone Services Adobe Subscription	05/23/2017	492.33 94.24 492.33 94.24 31.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 25357:	1,204.14
25358	25	County of Ramsey	05/23/2017	
		PR Batch 51000.05.2017 Life Insurance	PR Batch 51000.05.2017 Life	310.08
		PR Batch 51000.05.2017 Long Term Disability	PR Batch 51000.05.2017 Lon	93.64
		PR Batch 51000.05.2017 Short Term Disability	PR Batch 51000.05.2017 Sho	64.45
	RISK-001852	HR Admin Fee		25.00
			Total for Check Number 25358:	493.17
25359	38	Croix Oil Company Inc.	05/23/2017	
	462571	April Fuel		28.13
	462571	April Fuel		28.14
	462571	April Fuel		131.28
	462850	April Fuel		44.34
	462850	April Fuel		9.50
	462850	April Fuel		9.51
			Total for Check Number 25359:	250.90
25360	157	Dama M.P. Inc	05/23/2017	
		Residential Key Boxes		264.00
			Total for Check Number 25360:	264.00
25361	60	G & K Services Inc	05/23/2017	
	2277524-04	April Uniforms		46.00
	2277524-04	April Uniforms		46.00
			Total for Check Number 25361:	92.00
25362	9	Genuine Parts Company Inc	05/23/2017	
	761365	Garage Air Compressor		13.49
	762574	Grease Cart		36.90
			Total for Check Number 25362:	50.39
25363	65	Integra Telecom Holdings Inc	05/23/2017	
	14650468	Fax Line		51.28
			Total for Check Number 25363:	51.28
25364	134	Katrina Joseph	05/23/2017	
	0064	April Legal Services		925.00
			Total for Check Number 25364:	925.00
25365	28	Mike McPhillips Inc	05/23/2017	
	47225	Spring Street Sweeping		3,750.00
			Total for Check Number 25365:	3,750.00
25366	94	Minnesota Clerks & Finance Officers Assoc	05/23/2017	
	HB2017	Membership - HB		40.00
			Total for Check Number 25366:	40.00
25367	95	Minnesota County/City Managers Associati	05/23/2017	
	HB2017	MCMA Membership - HB		117.48
			Total for Check Number 25367:	117.48



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
25368	18 P35593	Minnesota Equipment Inc Tractor Tire	05/23/2017	133.00
Total for Check Number 25368:				133.00
25369	158	Sonja Sponheim PS - Cancellation Refund PS - Cancellation Refund	05/23/2017	1.43 20.00
Total for Check Number 25369:				21.43
25370	91 042017	Suburban Ace Hardware Blade	05/23/2017	6.99
Total for Check Number 25370:				6.99
25371	4 17091 17091	The Neighborhood Recycling Company Inc April Revenue Sharing April Recycling Contract	05/23/2017	-570.13 2,396.16
Total for Check Number 25371:				1,826.03
25372	3 330417064	US National Equipment Finance Inc May Copier Contract	05/23/2017	149.00
Total for Check Number 25372:				149.00
25373	90 9784858053 9784858053 9784858053	Verizon Wireless April Cell Phone April Cell Phone April Cell Phone	05/23/2017	16.25 16.26 32.51
Total for Check Number 25373:				65.02
25374	74 544660231 544678626 544869587 544992960 545358087 545358087 545358087 545358087	Xcel Energy Larpenteur Bridge Lights 2430 Larpenteur Avenue W Larpenteur Avenue April Street Lighting 1885 Fulham Street 1917 Walnut Street 1885 Fulham Street 1917 Walnut Street	05/23/2017	38.70 45.80 45.05 463.01 27.60 41.06 34.16 36.75
Total for Check Number 25374:				732.13
Total for 5/23/2017:				12,526.49
Report Total (25 checks):				21,067.09

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent   X    
Public Hearing         
Discussion         
Action         
Resolution         
Work Session       

Meeting Date   May 23, 2017  

ITEM NUMBER   1Q17 Investment Report  

STAFF INITIAL       AB      

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Following is the First Quarter Investment Report.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council acknowledges the investment report for January—March 2017.

**COUNCIL ACTION:**



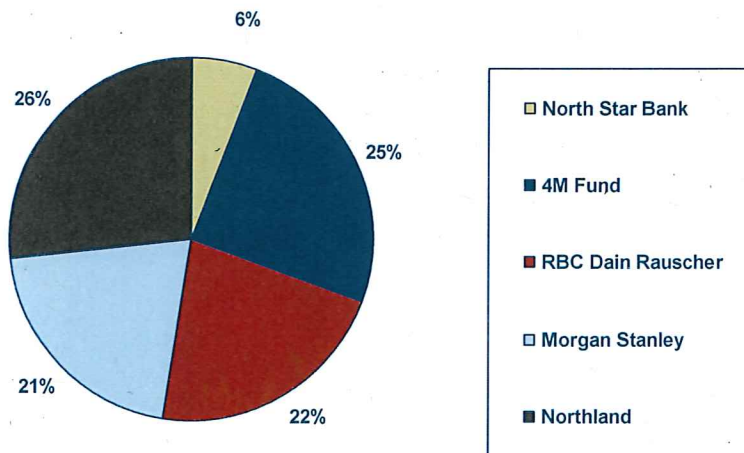
**First Quarter 2017  
Investment Report**

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# INVESTMENTS

As of March 31, 2017, the City had the following amounts with official depositories:

North Star Bank	\$ 177,285
4M Fund	726,274
RBC Dain Rauscher	648,000
Morgan Stanley	610,423
Northland	803,410
<b>TOTAL</b>	<b>\$ 2,965,392</b>



## DEPOSITORIES AND INVESTMENT TYPES

North Star Bank		
Checking Account	\$	177,285
4M Fund		
Joint Powers Investment	\$	726,274
RBC Dain Rauscher		
Certificates of Deposit	\$	648,000 (4)
Northland		
Money Market Account	\$	3,410
Certificates of Deposit	\$	800,000 (8)
Morgan Stanley		
Money Market Account	\$	10,423
Certificates of Deposit	\$	600,000 (6)

The City's Investment Policy sets some perimeters for investments, such as no more than 60% of the investment portfolio, or \$2,000,000 (whichever is less) shall be invested with any one investment company. No investments shall be made with a term over ten years unless with prior approval from the City Council.

## **INVESTMENT TERM**

Liquid assets are money market accounts.

1-5 Years are made up of certificate of deposit and US Government Instrumentality Securities.

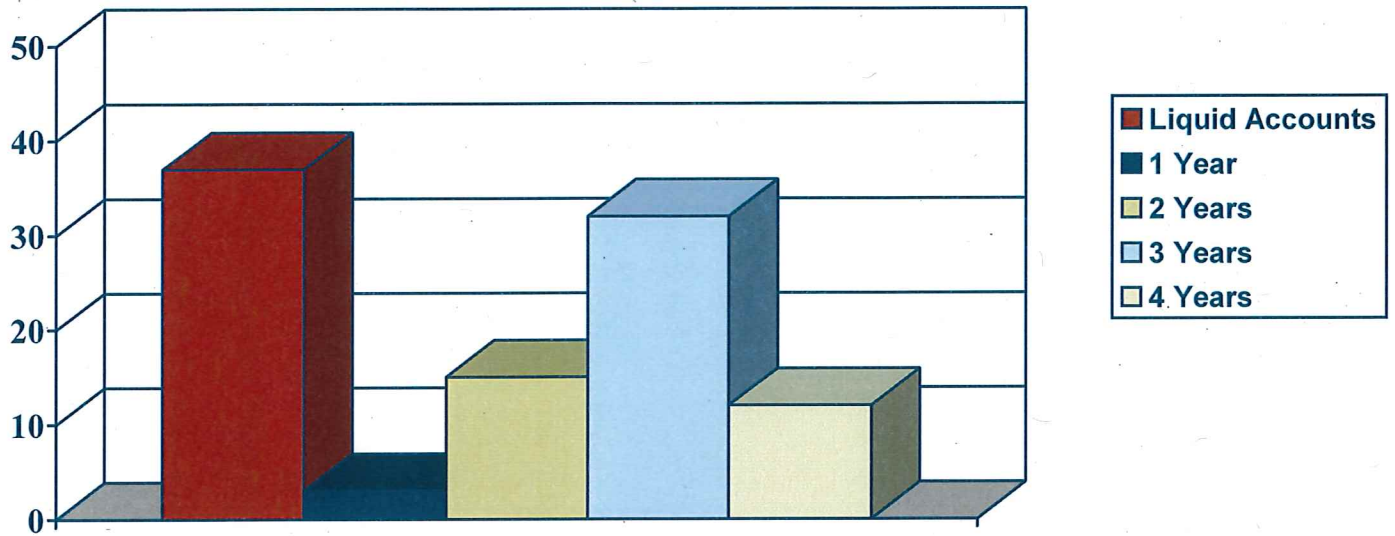
6-10 Years are US Government Instrumentality Securities.

11-15 Years are US Government Instrumentality Securities.

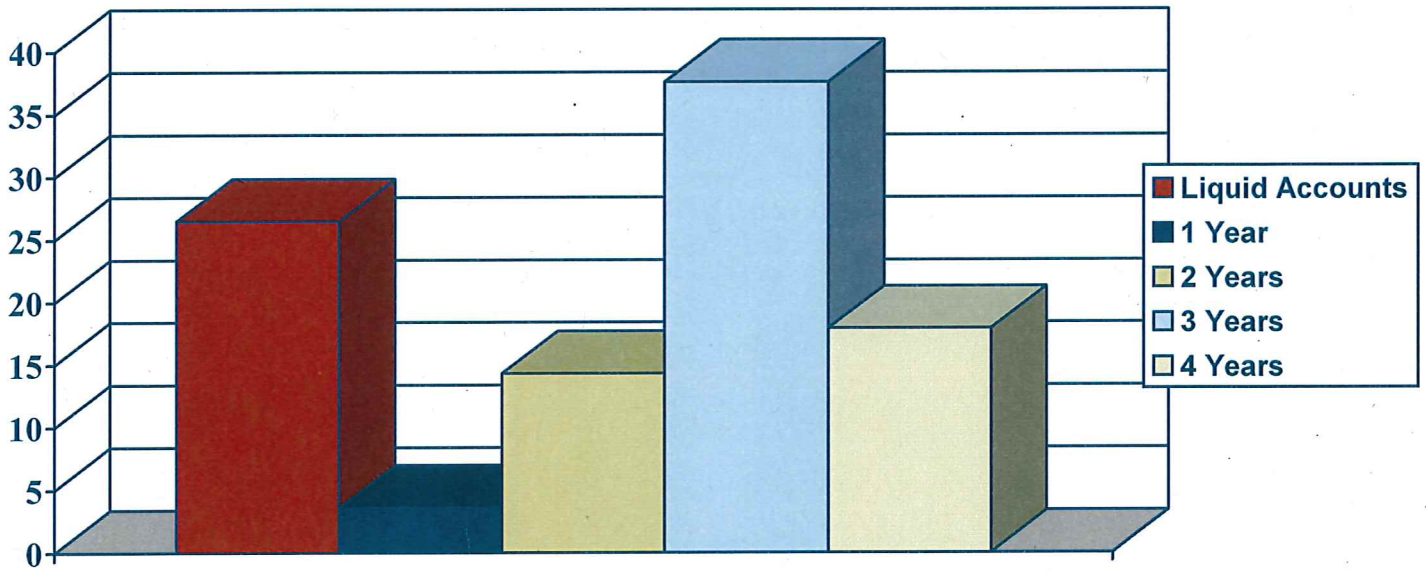
15+ Years are US Government Instrumentality Securities and bonds.

US Government Instrumentality Securities are financial intermediaries established by the federal government to fund loans to certain groups of borrowers, such as homeowners, farmers and students. Most active issuers are Federal Home Loan Bank, Federal National Mortgage Association (Fannie Mae) and Tennessee Valley Authority. Maturities range from three months to 30 years with fixed interest rates.

2016

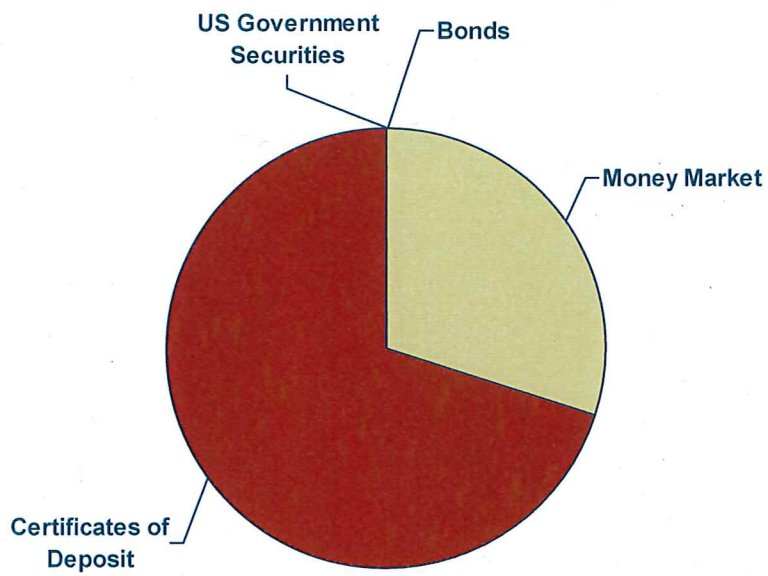


2017



## INVESTMENT TYPES

Money Market	\$	740,107
Bonds		0
Certificates of Deposit		2,048,000
US Government Securities		0



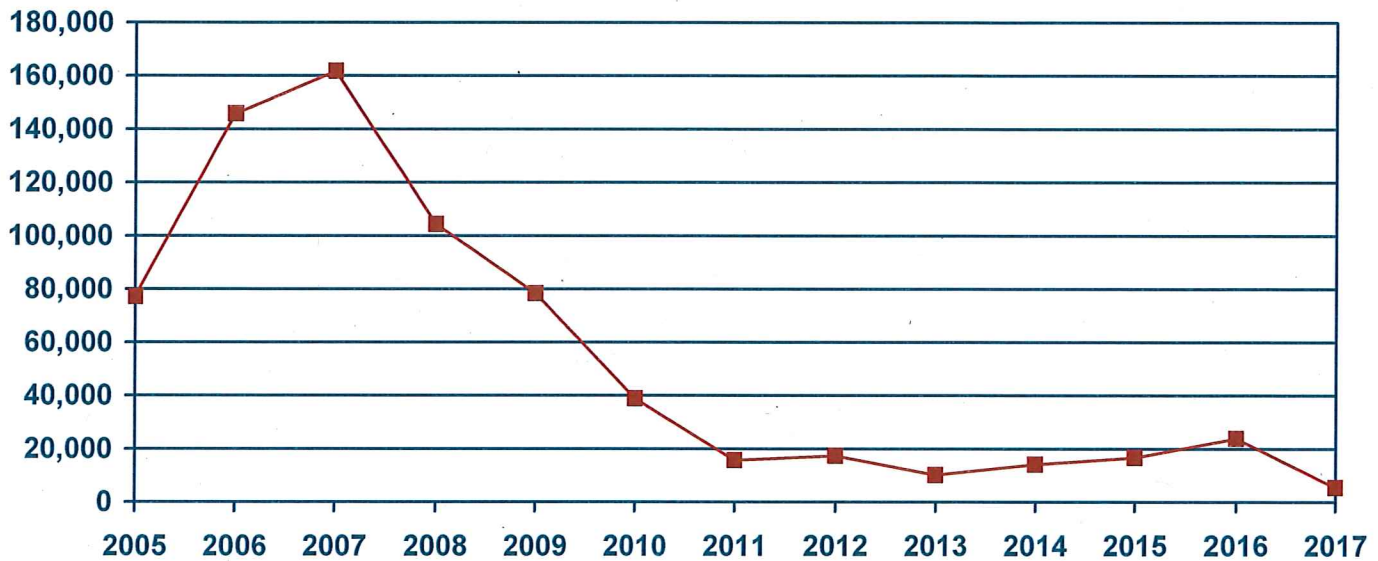


## Investment Schedule

<i>Maturity Date</i>	<i>Type</i>	<i>Interest Rate</i>	<i>Investment Broker</i>	<i>Amount</i>	<i>Bank</i>
1/4/2021	CD	2.00%	Northland	\$100,000	Medallion Bank
12/30/2019	CD	1.70%	Morgan Stanley	\$100,000	Wells Fargo
10/28/2019	CD	2.00%	RBC	\$200,000	Capital One Glen Allen
10/28/2019	CD	2.00%	RBC	\$200,000	Capital One McLean
4/15/2019	CD	1.20%	Northland	\$100,000	Ally Bank
3/4/2019	CD	1.20%	Northland	\$100,000	Key Bank
2/26/2019	CD	1.25%	Northland	\$100,000	BMW Bank
12/21/2018	CD	1.50%	Morgan Stanley	\$100,000	Discover Bank
11/5/2018	CD	1.65%	RBC	\$148,000	American Express Centurion
11/5/2018	CD	1.50%	Morgan Stanley	\$100,000	Goldman Sacks
7/2/2018	CD	1.40%	Morgan Stanley	\$100,000	Wells Fargo
6/29/2018	CD	1.40%	Northland	\$100,000	Comenity Bank
3/13/2018	CD	1.30%	Northland	\$100,000	JP Morgan
3/5/2018	CD	1.30%	Northland	\$100,000	Goldman Sacks
12/22/2017	CD	1.05%	RBC	\$100,000	World's Foremost Bank
6/30/2017	CD	1.10%	Northland	\$100,000	Synovus Bank
5/30/2017	CD	1.10%	Morgan Stanley	\$100,000	Ally Bank
5/30/2017	CD	1.05%	Morgan Stanley	\$100,000	Discover Bank
				<u>\$2,048,000</u>	

The following chart shows the interest earnings since 2005 with 2007 being our best year with earnings of \$161,884. The gradual increase in interest rates later in the year helped make 2016 the best interest investment year since 2010. Investment interest in 2017 is expected to exceed 2016.

## INTEREST EARNINGS



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                   
Discussion                       
Action                            
Resolution                       
Work Session                 

Meeting Date                      May 23, 2017  

ITEM NUMBER                      April Financial Report  

STAFF INITIAL                      AB  

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Every month I provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for April 2017.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council acknowledges the city's financial report for April 2017.

**COUNCIL ACTION:**

# General Ledger

## Cash Balances

User: heather.butkowski  
 Printed: 5/19/2017 10:26:39 AM  
 Period 04 - 04  
 Fiscal Year 2017



Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-2,273,514.88	117,133.74	116,586.48	-2,272,967.62
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	6,819.77	5,562.22	6,116.32	6,265.67
Cash	227-00000-000-10100	94,719.34	162.78	5,152.27	89,729.85
Cash	401-00000-000-10100	104,372.03	181.00	4,779.00	99,774.03
Cash	403-00000-000-10100	431,935.30	784.99	0.00	432,720.29
Cash	404-00000-000-10100	280,655.31	510.06	0.00	281,165.37
Cash	405-00000-000-10100	34,017.42	61.82	0.00	34,079.24
Cash	414-00000-000-10100	177,354.14	322.32	0.00	177,676.46
Cash	602-00000-000-10100	962,649.22	12,520.69	16,158.23	959,011.68
Cash	603-00000-000-10100	351,978.90	3,806.83	4,675.71	351,110.02
<b>Current Assets</b>		<b>171,086.55</b>	<b>141,046.45</b>	<b>153,468.01</b>	<b>158,664.99</b>
Petty Cash	101-00000-000-10200	300.00	0.00	0.00	300.00
<b>Petty Cash</b>		<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>
Investments - Fair Value Adj	101-00000-000-10410	2,788,107.11	5,173.49	100,000.00	2,693,280.60
<b>Investments</b>		<b>2,788,107.11</b>	<b>5,173.49</b>	<b>100,000.00</b>	<b>2,693,280.60</b>
<b>Grand Total</b>		<b><u>2,959,493.66</u></b>	<b><u>146,219.94</u></b>	<b><u>253,468.01</u></b>	<b><u>2,852,245.59</u></b>

# General Ledger

## Revenue vs Expense

User: heather.butkowski  
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 Period 04 - 04  
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
<b>101</b>	<b>General Fund</b>					
	Revenue					
	Taxes	708,333.00	0.00	-0.07	708,333.07	0.00
	Licenses and Permits	29,750.00	2,498.05	14,967.80	14,782.20	50.31
	Intergovernmental Revenues	539,016.00	0.00	5,000.00	534,016.00	0.93
	Charges for Services	11,025.00	908.63	5,072.73	5,952.27	46.01
	Fines and Forfeits	45,000.00	3,199.26	7,556.97	37,443.03	16.79
	Miscellaneous Revenue	2,900.00	947.48	2,270.44	629.56	78.29
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>1,336,024.00</b>	<b>7,553.42</b>	<b>34,867.87</b>	<b>1,301,156.13</b>	<b>2.61</b>
	Expense					
	Personal Services	360,611.00	27,811.36	114,125.15	246,485.85	31.65
	Supplies	21,050.00	4,030.99	6,158.76	14,891.24	29.26
	Other Services and Charges	906,364.00	72,392.65	283,781.46	622,582.54	31.31
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	48,000.00	0.00	0.00	48,000.00	0.00
	<b>Expense</b>	<b>1,336,025.00</b>	<b>104,235.00</b>	<b>404,065.37</b>	<b>931,959.63</b>	<b>30.24</b>
<b>101</b>	<b>General Fund</b>	<b>-1.00</b>	<b>-96,681.58</b>	<b>-369,197.50</b>	<b>369,196.50</b>	<b>36,919,750.00</b>

# General Ledger

## Revenue vs Expense



User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue					
	Taxes	20,000.00	5,550.85	5,550.85	14,449.15	27.75
	Miscellaneous Revenue	<u>25.00</u>	<u>11.37</u>	<u>24.62</u>	<u>0.38</u>	<u>98.48</u>
	Revenue	20,025.00	5,562.22	5,575.47	14,449.53	27.84
	Expense					
	Personal Services	7,943.00	614.99	2,459.88	5,483.12	30.97
	Supplies	600.00	0.00	600.00	0.00	100.00
	Other Services and Charges	2,400.00	767.93	767.93	1,632.07	32.00
	Capital Outlay	<u>5,000.00</u>	<u>4,733.40</u>	<u>4,733.40</u>	<u>266.60</u>	<u>94.67</u>
	Expense	15,943.00	6,116.32	8,561.21	7,381.79	53.70
226	Communications	4,082.00	-554.10	-2,985.74	7,067.74	-73.14

# General Ledger

## Revenue vs Expense

User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	<b>Recycling Revenue</b>					
	Intergovernmental Revenues	6,000.00	0.00	0.00	6,000.00	0.00
	Miscellaneous Revenue	<u>37,350.00</u>	<u>162.78</u>	<u>996.57</u>	<u>36,353.43</u>	<u>2.67</u>
	<b>Revenue</b>	<b>43,350.00</b>	<b>162.78</b>	<b>996.57</b>	<b>42,353.43</b>	<b>2.30</b>
	<b>Expense</b>					
	Personal Services	21,260.00	1,635.81	6,543.28	14,716.72	30.78
	Supplies	350.00	0.00	0.00	350.00	0.00
	Other Services and Charges	35,000.00	3,516.46	5,449.11	29,550.89	15.57
	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>Expense</b>	<b>56,610.00</b>	<b>5,152.27</b>	<b>11,992.39</b>	<b>44,617.61</b>	<b>21.18</b>
227	<b>Recycling</b>	<b>-13,260.00</b>	<b>-4,989.49</b>	<b>-10,995.82</b>	<b>-2,264.18</b>	<b>82.92</b>

# General Ledger

## Revenue vs Expense



User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
401	General Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	500.00	181.00	348.21	151.79	69.64
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>500.00</b>	<b>181.00</b>	<b>348.21</b>	<b>151.79</b>	<b>69.64</b>
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	4,779.00	4,779.00	-4,779.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>0.00</b>	<b>4,779.00</b>	<b>4,779.00</b>	<b>-4,779.00</b>	<b>0.00</b>
401	General Capital Projects	500.00	-4,598.00	-4,430.79	4,930.79	-886.16



# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
403	Street Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	3,500.00	784.99	1,629.74	1,870.26	46.56
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	3,500.00	784.99	1,629.74	1,870.26	46.56
	Expense					
	Capital Outlay	40,000.00	0.00	0.00	40,000.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	40,000.00	0.00	0.00	40,000.00	0.00
403	Street Capital Projects	-36,500.00	784.99	1,629.74	-38,129.74	-4.47

# General Ledger

## Revenue vs Expense



User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	<b>Park Capital Projects</b>					
	<b>Revenue</b>					
	Miscellaneous Revenue	2,000.00	510.06	1,020.84	979.16	51.04
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>2,000.00</b>	<b>510.06</b>	<b>1,020.84</b>	<b>979.16</b>	<b>51.04</b>
	<b>Expense</b>					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	8,000.00	0.00	0.00	8,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>
404	<b>Park Capital Projects</b>	<b>-6,000.00</b>	<b>510.06</b>	<b>1,020.84</b>	<b>-7,020.84</b>	<b>-17.01</b>

# General Ledger

## Revenue vs Expense

User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
405	Rosehill Tax Increment Revenue	0.00	61.82	129.99	-129.99	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources					
	<b>Revenue</b>	<b>0.00</b>	<b>61.82</b>	<b>129.99</b>	<b>-129.99</b>	<b>0.00</b>
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
405	Rosehill Tax Increment	0.00	61.82	129.99	-129.99	0.00

# General Ledger

## Revenue vs Expense

User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	<b>Development</b>					
	<b>Revenue</b>					
	Miscellaneous Revenue	500.00	322.32	647.52	-147.52	129.50
	Other Financing Sources	<u>38,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>38,000.00</u>	<u>0.00</u>
	<b>Revenue</b>	<b>38,500.00</b>	<b>322.32</b>	<b>647.52</b>	<b>37,852.48</b>	<b>1.68</b>
	<b>Expense</b>					
	Other Services and Charges	10,000.00	0.00	0.00	10,000.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>Expense</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>
414	<b>Development</b>	<b>28,500.00</b>	<b>322.32</b>	<b>647.52</b>	<b>27,852.48</b>	<b>2.27</b>

# General Ledger

## Revenue vs Expense

User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
415	Housing Redevelopment					
	Revenue					
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
415	Housing Redevelopment	0.00	0.00	0.00	0.00	0.00

# General Ledger Revenue vs Expense

User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
602	Sanitary Sewer Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	267,814.00	10,867.89	72,978.01	194,835.99	27.25
	Miscellaneous Revenue	7,000.00	1,739.73	3,474.83	3,525.17	49.64
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>274,814.00</b>	<b>12,607.62</b>	<b>76,452.84</b>	<b>198,361.16</b>	<b>27.82</b>
	Expense					
	Personal Services	65,837.00	4,072.75	10,831.38	55,005.62	16.45
	Supplies	1,300.00	29.01	94.83	1,205.17	7.29
	Other Services and Charges	191,231.00	12,143.40	63,197.98	128,033.02	33.05
	Capital Outlay	0.00	0.00	-3,380.90	3,380.90	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>258,368.00</b>	<b>16,245.16</b>	<b>70,743.29</b>	<b>187,624.71</b>	<b>27.38</b>
602	Sanitary Sewer	16,446.00	-3,637.54	5,709.55	10,736.45	34.72

# General Ledger

## Revenue vs Expense

User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
603	Storm Water Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	84,000.00	3,185.23	36,839.66	47,160.34	43.86
	Miscellaneous Revenue	1,500.00	636.94	1,269.76	230.24	84.65
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>85,500.00</b>	<b>3,822.17</b>	<b>38,109.42</b>	<b>47,390.58</b>	<b>44.57</b>
	Expense					
	Personal Services	56,496.00	4,017.82	10,622.16	45,873.84	18.80
	Supplies	700.00	29.01	94.84	605.16	13.55
	Other Services and Charges	16,150.00	644.22	4,250.25	11,899.75	26.32
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>73,346.00</b>	<b>4,691.05</b>	<b>14,967.25</b>	<b>58,378.75</b>	<b>20.41</b>
603	Storm Water	12,154.00	-868.88	23,142.17	-10,988.17	190.41

# General Ledger

## Revenue vs Expense



User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
999	<b>Fund</b>					
	<b>Revenue</b>					
	Taxes	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Expense</b>					
	Personal Services	0.00	0.00	-14,077.88	14,077.88	0.00
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	-33,123.94	33,123.94	0.00
	<b>Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>-47,201.82</b>	<b>47,201.82</b>	<b>0.00</b>
999	<b>Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>47,201.82</b>	<b>-47,201.82</b>	<b>0.00</b>



# General Ledger Revenue vs Expense

User: heather.butkowski  
 Printed: 5/19/2017 10:29:35 AM  
 Period 04 - 04  
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		1,804,213.00	31,568.40	159,778.47	1,644,434.53	0.0886
Expense Total		1,798,292.00	141,218.80	467,906.69	1,330,385.31	0.2602
Grand Total		5,921.00	-109,650.40	-308,128.22	314,049.22	-52.0399

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing   X    
Discussion   X    
Action   X    
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date   May 23, 2017    
ITEM NUMBER   1714 Malvern Variance    
STAFF INITIAL   Jim    
APPROVED BY ADMINISTRATOR \_\_\_\_\_

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

See attached memo.

**OPTIONS:**

**STAFF RECOMMENDATION:**

MEMO

DATE: MAY 23, 2017  
TO: MAYOR AND COUNCIL  
FROM: JIM BOWNIK  
RE: VARIANCE APPLICATION FOR 1714 MALVERN STREET

**APPLICANT, PROPERTY OWNER, AND LOCATION**

Jeremy Dugger  
1714 Malvern Street  
Lauderdale, MN 55113

**PROPOSAL & VARIANCE REQUEST**

The applicant is proposing to construct a deck attached to the front of a single-family home. The home is situated 30 feet from the front property line, which is the required front-yard setback distance. The deck is proposed to project 7.5 feet into the front-yard setback area. Thus, the applicant is requesting a 7.5-foot variance to the front-yard setback requirements.

**POLICIES AND PROCEDURES FOR VARIANCE APPROVAL**

In reviewing this variance request, the Council should consider the Zoning Ordinance requirements as well as relevant State Statutes. These requirements are outlined on the attached Variance Checklist.

Here is the general order of procedure.

- 1) Staff presentation.
  - Apply the Practical Difficulties Test
- 3) Public Hearing.
- 4) Approve or deny the variance, adding any conditions as necessary.

**PRACTICAL DIFFICULTY TEST**

The municipal variance standard requires the City to apply a three-factor test for "practical difficulties" consisting of (1) reasonableness, (2) uniqueness, and (3) essential character.

A variance should be granted if strict enforcement of the municipal variance standard as applied to a particular piece of property would cause the landowner a "practical difficulty." The landowner is generally entitled to the variance if and only if the applicant meets the statutory three-factor test for practical difficulty. If the applicant does not meet all three factors of the statutory test, then a variance should not be granted.

- 1) **The property in question cannot be put to a reasonable use if used under conditions allowed by the official controls:**
  - In general, one can conclude that "reasonable use" can be achieved without a variance. However, since the principal structure is currently situated at the front-

yard setback distance of 30 feet, constructing a deck of any size on the front of the house would encroach into the front setback area.

**2) The plight of the landowner is due to circumstances unique to the property not created by the landowner:**

- The existing home was constructed in 2012 by the current owner of the property. The applicant constructed the new home in compliance with the setback regulations. Now the applicant would like to add a deck to the front of the house.

**3) The variance, if granted, will not alter the essential character of the locality:**

- Granting this variance request does not appear to impact the essential character of the neighborhood.

**ESTABLISHING THE FINDINGS OF FACT (Based on Answers to Questions on the Variance Checklist)**

The applicant has described the proposed project and why a variance is requested in the attached letter and provided the following answers to the questions in the Variance Checklist:

A) How does the proposal put your property to use in a reasonable manner?

The applicant says the deck will improve curb appeal and provide opportunities to interact with neighbors.

B) What are the unique circumstances to the property not created by the landowner?

The applicant says a large Maple tree in the front yard limits where the deck can be built considering he does not want the deck to be shaded by the tree.

C) How will a variance, if granted, not alter the essential character of the locality?

The applicant says construction of a deck on the front of the house would be in character with other houses and decks in the neighborhood.

D) How is granting of a variance in harmony with the purposes and intent of the Zoning Ordinance?

The applicant says construction of a deck will not project the building itself closer to the street or traffic.

E) How are the terms of a variance consistent with the Comprehensive Plan?

It will not impede the orderly development and improvements of other properties in the neighborhood.

## **STAFF REVIEW**

Final inspections have not been completed for the plumbing and building permits pulled for the construction of the house. Additionally, a concrete or bituminous driveway for the garage has not been installed per city code. Staff suggests that the work needed to complete the home be done before projects needing a variance begin. Thus, staff recommend the City Council consider the following conditions when granting the variance:

- Require the property owner to schedule and complete the necessary inspections for the permits related to the construction of the house and perform any corrective action required by the building official.
- Require the property owner to complete application for and installation of a driveway per city code.
- Require the applicant to obtain a building permit within six months of the adoption of a resolution approving the variance request.
- Require the applicant to complete the project within one year from the date a building permit is issued.

If approval is conditioned on the above, staff recommends the plumbing and building permits be finalized and the driveway improvements completed before a building permit is issued for the deck.

## **ENCLOSURES**

A) Original variance application, site plan and variance checklist.

## **PUBLIC HEARING**

Adjacent property owners received notice of tonight's public hearing.

## **CITY COUNCIL ACTION OPTIONS**

- 1) Motion to approve the variance, with conditions as note above, and direct staff to prepare a resolution of approval with findings of fact for the next meeting.
- 2) Motion to approve the variance without conditions and direct staff to prepare a resolution of approval with findings of fact for the next meeting.
- 3) Motion to deny the variance and direct staff to prepare a resolution of denial with findings of fact for the next meeting.
  - If the variance is denied, state the rationale for the denial in the motion.

# City of Lauderdale

MAIN 651-792-7650

## LAND USE APPLICATION

Date: 3-30-17

### Fee Escrow Type of Request

\$100 \$ 0  Lot Consolidation/Division  
\$150 \$ 0  Variance  
\$200 \$ 0  Conditional Use  
\$500 \$1,000  Zoning Amendment  
\$500 \$1,000  Subdivision  
\$500 \$1,000  PUD

### Description of Request

Addition of Front deck <sup>within</sup> ~~outside~~  
current setback requirements

### Applicant Information

Name: Jeremy Dugger  
Address: 1714 Malvern St  
C, S, Z: Lauderdale MN 55113  
Phone: (612) 781 0703  
Email: dugg0009@gmail.com  
Signature: [Signature]

### Owner Information (if different)

Name: Same  
Address: \_\_\_\_\_  
C, S, Z: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

By signing above, the applicant agrees to pay the application fee and deposit an escrow fee to cover the city's consultants' costs associated with reviewing the associated request. Prior to having the request considered by the city, the applicant must deposit an escrow fee in an amount that is estimated to cover the city's consultants' costs as determined by the city administrator. If the city's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The city shall use the applicant's fees to cover the city's actual consultants' costs in reviewing the request regardless of the city's action on the applicant's request. If the applicant's escrow fees exceed the city's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

**Review Timeline:** All applications, other than concept plans, must be complete before being formally reviewed. Minnesota Statute provides 15 days to determine the application's completeness. Completeness depends on whether or not the checklist items are fulfilled.

**Checklist:** Please review the checklist for the type of application you are applying for.

### **For Office Use Only**

PIN#: \_\_\_\_\_  
Date of Complete Application: 4-10-17 Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Escrow Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Escrow Returned: \_\_\_\_\_  
PC Recommendation: (approve/deny) Meeting Date: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_ CC Action: (approved/denied) Meeting Date: \_\_\_\_\_  
Conditions? \_\_\_\_\_

3/30/17

This letter is being submitted to answer questions regarding the variance request to build a front porch at 1714 Malvern St. The need for this variance request is due to the encroachment of the front setback requirement. The existing statute allows for the use of existing decks on adjacent properties within the setback calculation. Though the adjacent property to the north (1716 Malvern St) does have a semi-covered deck which extends within the prescribed front setback, the adjacent property to the south (1706 Malvern St) does not have a deck.

The proposal for consideration is to construct a 7'6" deep by 18' long deck on the northern end of the existing enclosed front porch. The southern most area of the deck may have a cover (but not enclosed) up to 6' from the southern most deck joist. This is meant to provide minimal shelter from rain while entering/exiting the building. This cover will not be attached to the existing roof and will be fully supported by the deck itself. The deck and subsequent landscaping will require no more than a single step from the deck surface to grade. The building at 1716 Malvern St includes a deck that extends approximately 8 feet into the front setback area. The building at 1706 Malvern St includes a landing and set of stairs that also extend approximately 8' into the front setback.

This proposal is reasonable in both size and scope when comparing nearby recent construction on this block. This deck is conservative in size, and will help to improve curb appeal and general image of the neighborhood. The 3 properties at the north end of this block have either considerably larger decks or have been granted front setback building variances.

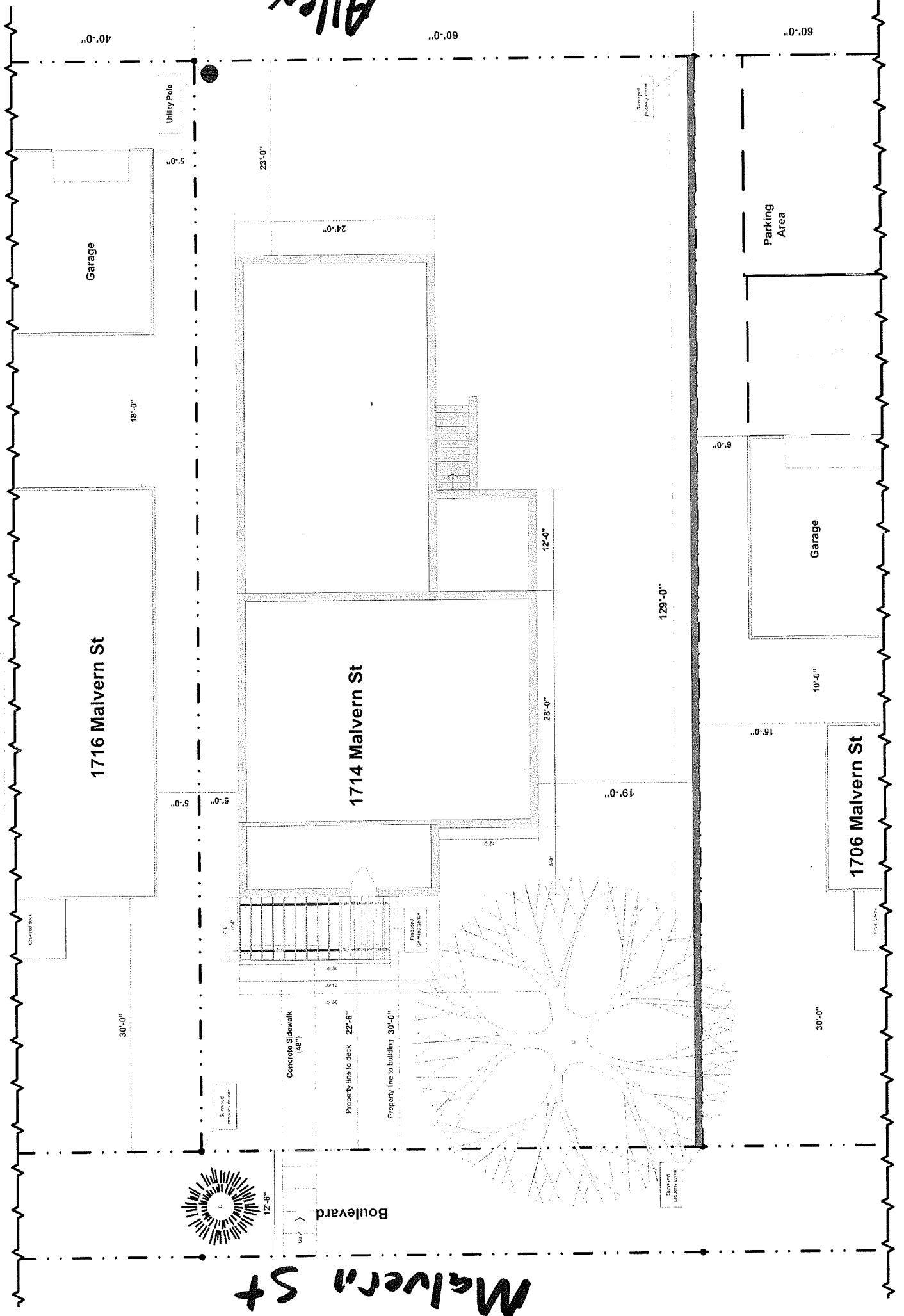
The unique circumstances to the property with respect to this variance request are with the large Maple tree in the front yard. There was an initial idea of placing the deck within a nook of the building to the south. The large tree would leave the deck in perpetual shade in the summer and would not allow for the plethora of herbs/vegetables that have been grown in proposed area. If the deck to south were constructed, there would still need to be a variance request in order to add deck space connecting the front door and the rest of the deck.

This front deck proposal is within the intent of the ordinance whereas it does not project the building itself nearer to the street and traffic. It will merely provide an area for some limited patio furniture and allow for greater ability to interact and host conversations with neighbors.

  
Jeremy Dugger

# Proposed Site Layout

SCALE: 1:64





Google Maps 1714 Malvern St

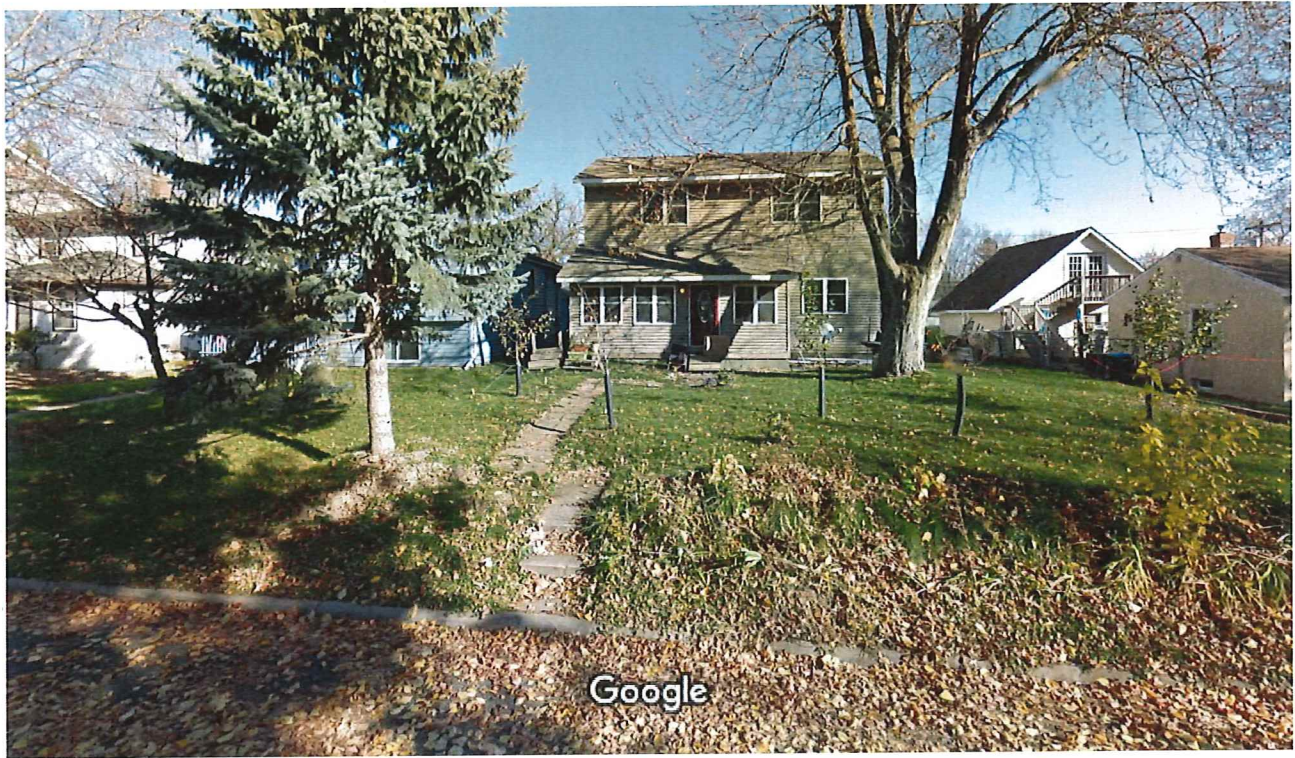


Image capture: Nov 2016 © 2017 Google

Lauderdale, Minnesota

Street View - Nov 2016



# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion   X   \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date   May 23, 2017  

ITEM NUMBER   City Web Address  

STAFF INITIAL   HB  

APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Currently, the City's web address is [www.ci.lauderdale.mn.us](http://www.ci.lauderdale.mn.us). City's and county's traditionally have had addresses that follow this "locality based domain name." The delegated authority for the "ci....mn.us" extension is the State of Minnesota but maintenance of the names is handled through a third party.

Metro-inet, the consortium of cities that use Roseville for IT services, are moving away from this format. One reason is that it is cumbersome for IT staff to manage as all domain changes have to be requested via a mailed letter; IT staff are not able to make changes to where the web traffic is directed themselves. The other reason is that the addresses can become a little long or unwieldy. Roseville IT is asking each city to consider changing their web address.

A number of cities in the consortium have. Here are a few that no longer use a locality based domain name:

- [Www.falconheights.org](http://Www.falconheights.org)
- [Www.cityofardenhills.org](http://Www.cityofardenhills.org)
- [Www.littlecanadamn.org](http://Www.littlecanadamn.org)
- [Www.cityvadnaisheights.com](http://Www.cityvadnaisheights.com)
- [Www.savmn.org](http://Www.savmn.org)

Staff are in favor of making the change to something that is a little easier to recite on the phone and would be more memorable from a branding perspective. One simple option would be [www.lauderdalemn.org](http://www.lauderdalemn.org) but we can also be more creative.

At this meeting staff is looking for feedback on whether to change the web address, and if so, to what.

### STAFF RECOMMENDATION:

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Closed Session   X  

Meeting Date   May 23, 2017  

ITEM NUMBER   Performance Evaluation  

STAFF INITIAL   AB  

APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council last formally evaluated my job performance in January 2015. My employment agreement was signed in 2015 and extended through the end of 2016 with an automatic two year extension if neither side provided notice of their intent to terminate the contract.

The last eighteen months has had more twists and turns than I could have imagined. I would like to continue in the role and look forward to strategic planning about the future of the City.

I think the open discussion evaluation format has worked in the past. I included a copy of the evaluation form I created for staff for your use or to generate ideas for discussion. I am happy to talk to Councilors in advance of the meeting as well.

### OPTIONS:

### STAFF RECOMMENDATION:

**CITY OF LAUDERDALE  
JOB PERFORMANCE EVALUATION FORM  
PERFORMANCE REVIEW**

Employee Name \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Review Period \_\_\_\_\_  
 Reviewed by \_\_\_\_\_

This review is                      Probationary                      Step increase                      X                      Annual

**PURPOSE**

The purpose of conducting a performance evaluation is to enhance the overall quality of service to the community, improve productivity, and foster employee development. The performance evaluation is designed to:

- Generate continuous, two-way communication between employee and supervisor as a shared responsibility
- Evaluate employee performance in relation to City and department goals and expectations
- Recognize achievements, accomplishments and contributions of employees
- Identify areas for employee training and development
- Provide a basis for planning future performance

**PERFORMANCE LEVEL DEFINITIONS**

These definitions are intended as guidelines to assist the supervisor in selecting a rating and maintaining consistency.

**Exceeds Expectations**

Employees in this group consistently exceed performance expectations. Performance contributions are definitely above that expected of employees. Errors are infrequent and of minor consequence. This individual's performance stands out from the norm of other employees in similar positions or in the same profession.

**Meets Expectations**

Employees fully achieve expectations in this category and contribute to the ongoing success of the organization. Employee is qualified, competent and valued, and errors are within acceptable limits, in terms of both frequency and consequence.

**Needs Improvement**

Performance at this level is below expectations and is unacceptable. Although some aspects of performance may meet expectations, the work in general is below the level expected of a proficient employee. A work plan for bringing performance to an acceptable level must be clearly outlined to the employee in writing at the time the evaluation is provided to the employee.

**Unsatisfactory**

Performance at this level is unacceptable. The work is below the level expected of a proficient employee. A work plan for bringing performance to an acceptable level must be clearly outlined to the employee in writing at the time the evaluation is provided to the employee.

**PERFORMANCE MEASURES**

**1. Job Knowledge.** Full understanding of concepts, procedures and tasks relevant to the job; grasp of developments in the field.

Unsatisfactory _____	Needs Improvement _____	Meets Expectations _____	Exceeds Expectations _____
Demonstrated lack of skills and knowledge to do the job; resources are used ineffectively; cannot or will not perform essential job functions; detracts from productivity of work unit; completely unaware of developments in the field.	Given the level of experience, job knowledge is somewhat weak; has difficulty following instructions; requires more assistance/direction than others; does not understand or accept how their role impacts the City or dept as a whole	Knowledgeable in all facets of the job; performs routine work without instruction and follow-up; work seldom needs correction; work is accurate, thorough and done properly the first time.	Has knowledge beyond usual scope of job and responsibilities; performs out of the ordinary tasks with minimal instruction; stays updated on current developments in the field; requires little or no supervision or assistance.

**Accomplishments / Developmental Needs:**

**2. Dependability.** Commitment to service, ability to work under pressure, attendance, promptness, and availability for call-back as needed.

Unsatisfactory _____	Needs Improvement _____	Meets Expectations _____	Exceeds Expectations _____
Responsiveness, attendance and punctuality are unacceptable; misses deadlines; does not follow instructions or respond to directions well; blames external circumstances; hinders work unit.	Requires monitoring to produce standard quantity; sometimes unreliable; regularly absent or tardy.	Work output meets job standards; handles normal workload; consistently reliable; attendance record satisfactory; observes break and lunch schedules in accordance with dept policies; prompt in keeping appointments; ready to work at prescribed times; seldom absent or tardy.	Turns out a high volume of work; performs well under pressure; always on time; willing to work outside of normal business hours whenever necessary; able to multi-task; assignments often submitted prior to deadline.

**Accomplishments / Developmental Needs:**

3. **Motivation.** Initiative, drive and energy to get things done; ability and willingness to take action, where appropriate, without being told.

Unsatisfactory _____	Needs Improvement _____	Meets Expectations _____	Exceeds Expectations _____
Resists taking on additional responsibilities and training/education opportunities; does not take independent actions; shows little or no desire to improve performance.	Lacks drive; does not seek out opportunities for professional development; sometimes requires excessive supervision or direction.	Self-motivated; takes initiative to perform routine work activities with minimal supervision; takes responsibility for performing all areas of work; demonstrates energy and enthusiasm.	Demonstrates initiative to assure non-routine and out of the ordinary tasks are completed; progressive; presents new ideas; accepts new methods and procedures; motivates others; leads by example.

**Accomplishments / Developmental Needs:**

4. **Planning & Time Management.** The ability to anticipate needs, forecast conditions, set goals, schedule work, meet deadlines, and measure results.

Unsatisfactory _____	Needs Improvement _____	Meets Expectations _____	Exceeds Expectations _____
Loses significant time through inefficient planning and organization; has difficulty integrating changes into existing plans; does not set measurable, realistic goals and objectives.	Sometimes unprepared; occasionally misses deadlines; has difficulty prioritizing and works slowly; does just enough to get by; time management problems negatively affect others.	Consistently meets deadlines; plans and organizes workload; end result usually meets established goals/objectives; good use of time and resources.	Often completes work prior to deadlines; strives to improve upon existing methods; future oriented; well prepared; flexible and able to adjust priorities; time and resources used to a high degree of effectiveness.

**Accomplishments / Developmental Needs:**

5. **Innovative Decision Making/Creative Problem Solving.** The ability to think through a problem, evaluate relevant facts, and reach sound conclusions.

Unsatisfactory _____	Needs Improvement _____	Meets Expectations _____	Exceeds Expectations _____
Identifies problems at the last minute; poor information gathering and analytical skills; often displays poor judgment; does not contribute new ideas; uncomfortable with change.	Regularly falls short in evaluating facts and solving problems; does not always make sound conclusions; judgment has caused problems on occasion; avoids making decisions.	Uses appropriate decision making process for assigned duties; exhibits good judgment and common sense to attain required work standards; understands routine problems.	Exhibits strong ability to resolve problems and make decisions; considers alternatives and their impact before making a decision; other staff seeks him/her out for advice or problem solving.

**Accomplishments / Developmental Needs:**

6. **Customer Service.** The ability to assess and appropriately respond to internal and external customer needs.

Unsatisfactory _____	Needs Improvement _____	Meets Expectations _____	Exceeds Expectations <input checked="" type="checkbox"/>
Unable to handle difficult or emotional customers; responses frequently delayed or remain unfulfilled; occasionally rude; does not use customer feedback to improve service; moody	Occasionally brash toward others; requires excessive help and direction; frequently not as helpful and supportive as necessary for the position.	Communicates in a professional and courteous manner with customers and staff, in person and on the phone; approachable; accepts constructive feedback; maintains confidentiality as appropriate.	Exceeds standards for helpful and supportive service; seeks information not readily available in order to provide better service; uses customer feedback to improve service.

**Accomplishments / Developmental Needs:**



7. **Teamwork.** The ability to interact with others and understand one's role in accomplishing group goals. Willingness to share ideas and information and to support decisions made by others. Sensitivity to others' needs.

Unsatisfactory _____	Needs Improvement _____	Meets Expectations _____	Exceeds Expectations _____
Working relationships are frequently strained; possessive about work; displays negative/rude behavior; will not assist co-workers when needed; uncooperative when working in group situations.	Can be a negative influence on work unit; sometimes puts self-interest above that of group; uncooperative at times; tends to argue or is more impatient than others in the work group; regularly disrupts morale with petty complaints or offensive behavior.	Supports organizational/departmental goals and policies; works to maintain respectful and positive working relationships; shares information willingly; seeks suggestions from others and volunteers input; encourages others to take an active, positive role in the organization.	Actively supports organizational or departmental goals and policies; addresses conflict in a timely fashion; tactful; offers constructive criticism; shares information in a timely manner; volunteers to assist even if something is not in their job description.

**Accomplishments / Developmental Needs:**

8. **Communication.** The ability to gain mutual understanding and to convey thoughts, ideas, direction, etc. verbally, in writing and through effective listening.

Unsatisfactory _____	Needs Improvement _____	Meets Expectations _____	Exceeds Expectations _____
Very poor verbal, written and listening skills; frequently fails to keep others adequately informed and too often does not select or use appropriate communication methods.	Communications are often poorly organized, vague, or incomplete, causing misunderstandings or mistakes; written, oral and/or listening skills need improvement.	Communications are generally clear, concise and well-organized; listens to others; seeks clarification when necessary; respects and values others' opinions.	Ideas, opinions and instructions are clearly and concisely communicated; has above average oral and written communication skills; alert and sensitive listener.

**Accomplishments / Developmental Needs:**

9. **Work Rules/Safety.** Adhering to and enforcing organization policies, procedures, rules and standards; observing safety rules.

Unsatisfactory _____	Needs Improvement _____	Meets Expectations _____	Exceeds Expectations _____
Regularly ignores proper safety procedures; creates unsafe working conditions for self and others; has failed to report potentially unsafe conditions.	Has problems adhering to City policies, procedures; violates safety rules or has to be cautioned about performing unsafe acts; often complains about work rules.	Usually carries out City's established policies, procedures; promotes safety; points out hazards to co-workers; willingly attends safety training; operates and maintains equipment as appropriate.	Consistently adheres to and enforces City policy, procedures; observes safety rules; points out hazards to co-workers; looks for opportunities to improve safety.

**Accomplishments / Developmental Needs:**

**OVERALL RATING (Tab through the rating area and place an X in the appropriate space.)**

\_\_\_\_\_  
 Unsatisfactory      Needs Improvement      Meets Expectations      Exceeds Expectations

**REVIEWER'S OVERALL COMMENTS**

**EMPLOYEE'S COMMENTS (Please attach an additional sheet, if necessary)**

**GOALS AND OBJECTIVES for the next review period (these can be professional development goals, goals for dept, etc.)**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_