

LAUDERDALE CITY COUNCIL MEETING AGENDA

TUESDAY, JANUARY 9, 2001

CITY HALL, 5:00 P.M.

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 MEETING TO ORDER AT 5:00 P. M.

2. ROLL:

Councilmembers:

Gower _____ Christensen _____
Gill-Gerbig _____ Hawkinson _____
Mayor Dains _____

Staff:

Getschow _____ Goyette _____ Bownik _____
Hinrichs _____ Hughes _____

3. APPROVAL OF THE AGENDA

4. 2001 GOAL SETTING SESSION (5:00 p.m. to 7:30 p.m.)

5. APPROVAL

- A. Approval of minutes of 12/12/00 City Council Meeting
- B. Approval of claims totaling \$ 98,297.76

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA

Any member of the public may speak at this time on any item NOT on the agenda. In consideration of the public attending the meeting for specific items on the agenda, 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 under Additional Items 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 Council's 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.

7. CONSENT

- A. Approval of Resolution 010901A: A Resolution Authorizing Certain Restrictions Be Recorded on the Deed for the Lauderdale Community Park Pursuant to a DNR Outdoor Recreation Grant
- B. Approval of 2001 Investment Policy
- C. Resolution 010901B: Approval of Investment Institutions for 2001
- D. Approval of 2001 Licenses
- E. Approval of the Mileage Reimbursement Amount for 2001

8. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/ CITIZENS ADDRESSING STREET AND UTILITY IMPROVEMENTS

9. INFORMATIONAL PRESENTATIONS

10. 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. Public Hearing on the 2001 Street and Utility Improvements

11. ACTION

- A. Resolution 010901C: Resolution Ordering the 2001 Street and Utility Improvements and Ordering the Preparation of Plans
- B. Appointment of the Refuse Collection Task Force
- C. Resolution 010901D: Resolution Adopting 2001 Fee Schedule
- D. 2001 Appointments
- E. City Administrator Performance Evaluation
- F. 2001 Staff Compensation

12. REPORTS

13. ITEMS REMOVED FROM THE CONSENT AGENDA

14. ADDITIONAL ITEMS

15. SET AGENDA FOR NEXT MEETING

16. ADJOURNMENT

**Lauderdale City Council
Meeting Minutes
December 12, 2000**

1. The meeting was called to order at 7:30 P.M.

2. ROLL

Council present: Gill-Gerbig, Christensen, Hawkinson, and Mayor Dains

Council absent: Gower

Staff present: City Administrator Getschow

3. APPROVAL

A. Approval of Agenda. Motion by Hawkinson, second by Gill-Gerbig to approve the agenda. Roll: Yes: all. Motion carried.

B. Approval of Minutes. Motion by Gill-Gerbig, second by Christensen to approve the minutes of the November 28, 2000 regular City Council meeting "as amended" in 9A regarding the wetland permit for the Children's Home Society. Roll: Yes: all. Motion carried.

Motion by Hawkinson, second by Gill-Gerbig to approve the minutes of the December 5, 2000 Truth-In-Taxation Public Hearing. Roll: Yes: all. Motion carried

C. Approval of Claims totaling \$ 38,714.76. Motion by Hawkinson, second by Gill-Gerbig to approve the claims totaling \$38,714.76. Roll: Yes: all. Motion carried.

4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS ITEMS NOT ON THE AGENDA

A. Gail Strain, 1805 Fulham Street. Gail Strain addressed the City Council regarding issues with a construction project that she has undertaken through a Ramsey County loan program. She requested information regarding the history of building inspections in the City of Lauderdale, along with current Building Code information as it relates to the remodeling project.

She also addressed the fire inspection and billing process that occurs through the City of Lauderdale and the City of Falcon Heights.

5. CONSENT

6. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/
CITIZEN'S ADDRESSING THE 2000 STREET AND UTILITY
IMPROVEMENTS

A. *Only December Meeting.* The Mayor announced that this the only regular City Council meeting in December.

7. INFORMATIONAL PRESENTATIONS

8. PUBLIC HEARINGS

9. ACTION

A. *Approval of Resolution 121200A: A Resolution Adopting the City of Lauderdale 2001 Budget and 2001 Tax Levy.* The Mayor summarized the presentation of the December 5, 2000 Truth-In-Taxation (TNT) Public Hearing and stated this budget has been discussed at the Council level since August. At the September meeting, the Council approved a preliminary levy \$488,406 for 2000, a 0% increase from the 2000 levy. This will have the effect of decreasing the city tax rate for 2001 by at least 5%. This is the budget and levy now being considered for final approval.

Motion by Gill-Gerbig, second by Hawkinson to approve Resolution 121200A, adopting the City of Lauderdale budget for 2001 and certifying the 2001 payable property tax levy to Ramsey County. Roll: Yes: all. Motion carried.

B. *2000 Budget Transfers.* The City Administrator stated that the 2000 fiscal year is almost complete and now is the time to complete the budgeted transfers for the year based upon earlier budgeting, year-end projections, and capital projects. The recommended 2000 transfers are:

\$ 7,500	from	101-45400	to	201-45600
\$ 55,000	from	101-45400	to	401-48401
\$ 20,000	from	101-45400	to	402-48000
\$ 35,000	from	101-45400	to	403-48403
\$ 5,000	from	101-45400	to	407-48407
\$250,000	from	301-47100	to	405-48500

\$ 55,000	from	401-48401	to	410-48408	<i>2000 St/Util Project Fund</i>
\$ 35,000	from	403-48403	to	410-48408	
\$ 5,000	from	407-48407	to	410-48408	
\$250,000	from	405-48500	to	410-48408	
\$ 21,099	from	406-48406	to	101-45400	<i>Fulham St Project Fund</i>
\$ 19,244	from	408-48406	to	101-45400	<i>33rd Avenue Project Fund</i>

Motion by Christensen, second by Hawkinson to approve the 2000 Budget transfers as listed. Roll: Yes: all. Motion carried.

C. Approval of Resolution 121200B: A Resolution Authorizing Certain Restrictions Be Recorded on the Deed for the Lauderdale Community Park Pursuant to the DNR Outdoor Recreation Grant. As a result of receiving the DNR Outdoor Recreation grant in 1998, the City is required to comply with certain provisions before the grant is closed out and finalized. This resolution sets forth these provisions that then must be recorded with the deed of the park property.

Motion by Hawkinson, second by Christensen to approve Resolution 121200B: A Resolution Authorizing Certain Restrictions Be Recorded on the Deed for the Lauderdale Community Park Pursuant to the DNR Outdoor Recreation Grant. Roll: Yes: all. Motion carried.

D. Approval of Resolution 121200C: A Resolution Appointing a Lauderdale Data Compliance Official. The Administrator stated that Minnesota State Statutes now requires that cities appoint a city employee to act as its data practices compliance official. That employee shall receive questions or concerns regarding problems in obtaining access to public data or concerns regarding any other data practices issues. It seems logical that this official should be the City Administrator.

Motion by Hawkinson, second by Gill-Gerbig to approve Resolution 121200C: A Resolution Appointing a Lauderdale Data Compliance Official. Roll: Yes: all. Motion carried.

10. REPORTS

A. *Ice Rink and Warming House Attendant's Report.* The City Administrator reported that the rinks should be opened by Friday, December 15th. The new hockey boards have been installed, and the new lighting seems to be working great. The plan is to hire at least three temporary employees, based on the fact that in previous years', it seemed difficult for two employees to cover all of the hours that the rink was open during the winter season.

11. DISCUSSION

A. *Union Contract.*

The Mayor closed the meeting at 8:47 p.m. for the purpose of final discussion of the union contract.

The Mayor excused himself from the meeting due to the fact that he is employed by the same overall union that negotiates with the City of Lauderdale. Under this scenario, he wishes to avoid any conflict of interest.

Mayor Pro-Tem Gill-Gerbig opened the meeting at 9:15 p.m.

The Mayor re-entered the meeting.

Motion by Christensen, second by Hawkinson to approve the union contract between the City of Lauderdale and AFSCME Council 14. Roll: Yes: Christensen, Hawkinson, Gill-Gerbig. Abstain: Mayor Dains. Motion carried.

B. *Zoning Ordinance: Chapters 19-21.* Motion by Gill-Gerbig, second by Hawkinson to table the discussion of the zoning ordinance to the January 23, 2001 meeting. Roll: Yes: all. Motion carried.

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

A. *Staff Holiday.* Motion by Mayor Dains, second by Hawkinson to grant an additional paid holiday to City Staff, upon the condition that it is used by January 1, 2001. Roll: Yes: all. Motion carried.

14. SET AGENDA FOR NEXT MEETING

1. Public Hearing on 2001 Street and Utility Improvements
2. Resolution Ordering 2001 Street and Utility Improvements and Ordering the Preparation of Plans
3. Appoint Refuse Task Force
4. Investment Policy and Institutions
5. 2001 Compensation
6. 2001 Appointments
7. 2001 Licenses
8. 2001 Fees
9. City Administrator Review

15. ADJOURNMENT

Motion by Gill-Gerbig, second by Hawkinson to adjourn at 9:30 P.M. Ayes: All.

The City of Lauderdale

Claims for Approval

1/9/01 City Council Meeting

December 22, 2000 Payroll # 6816 - 6820	\$5,165.60
PERA EFT: December 22, 2000 Payroll	\$797.20
January 5, 2001 Payroll # 6823 - 6831	\$6,283.71
PERA EFT: January 5, 2001 Payroll	\$831.39
January 9, 2001 Claims # 14941-14959	\$21,653.10
& # 14962-14979	\$63,566.76
 Total Claims for Approval	 \$98,297.76

21 Dec 2000
Thu 9:54 AM

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*Paid Register
CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
PAYROLL DATE: DECEMBER 22, 2000
COUNCIL MEETING DATE: JANUARY 9, 2001

Check Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group Number	Pay Group Description	Check Amount	Check Date	Status
006816	000000011	BOWNIK, JAMES		26	01	BI-WEEKLY	847.83	22-Dec-00	Outstanding
006817	000000003	GETSCHOW, RICK		26	01	BI-WEEKLY	1,494.28	22-Dec-00	Outstanding
006818	000000030	GOYETTE, SHANNON		26	01	BI-WEEKLY	754.47	22-Dec-00	Outstanding
006819	000000002	HINRICHS, DAVID C		26	01	BI-WEEKLY	1,027.51	22-Dec-00	Outstanding
006820	000000005	HUGHES, JOSEPH A		26	01	BI-WEEKLY	1,041.51	22-Dec-00	Outstanding

Grand Total

5,165.60

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Thu 12:52 PM

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CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
PAYROLL DATE: JANUARY 5, 2001
COUNCIL MEETING DATE: JANUARY 9, 2001

Check Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group Number	Pay Group Description	Check Amount	Check Date	Status
006823	000000011	BOWNIK, JAMES		1	01	BI-WEEKLY	847.23	05-Jan-01	Outstanding
006824	000000003	GETSCHOW, RICK	----	1	01	BI-WEEKLY	1,489.23	05-Jan-01	Outstanding
006825	000000030	GOYETTE, SHANNON		1	01	BI-WEEKLY	769.76	05-Jan-01	Outstanding
006826	000000002	HINRICHS, DAVID C		1	01	BI-WEEKLY	1,284.28	05-Jan-01	Outstanding
006827	000000005	HUGHES, JOSEPH A	--	1	01	BI-WEEKLY	995.95	05-Jan-01	Outstanding
006828	000000054	EICHINGER, CHRIS		1	01	BI-WEEKLY	315.57	05-Jan-01	Outstanding
006829	000000055	HAWKINSON, LUKE		1	01	BI-WEEKLY	283.97	05-Jan-01	Outstanding
006830	000000056	HINRICHS, RICHARD		1	01	BI-WEEKLY	171.14	05-Jan-01	Outstanding
006831	000000029	VILLELLA III, HARRY		1	01	BI-WEEKLY	126.58	05-Jan-01	Outstanding

Grand Total

6,283.71

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CLAIMS FOR APPROVAL
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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14941 AT & T			
14941 1214117720 AT & T		101-41200-391	12/00 LONG DISTANCE	9.60

Totals Check Number	14941 AT & T			9.60
Check Number	14942 CINTAS			
14942 754153512 CINTAS		601-49000-425	PUBLIC WORKS UNIFORMS	27.70
14942 754154915 CINTAS		601-49000-425	PUBLIC WORKS UNIFORMS	27.70
14942 754156295 CINTAS		601-49000-425	PUBLIC WORKS UNIFORMS	27.70

Totals Check Number	14942 CINTAS			83.10
Check Number	14943 ICMA RETIREMENT TRUST - 457			
14943 1/9/00 ICMA RETIREMENT TRUST - 457		101-21705	12/22 PAYROLL	745.82

Totals Check Number	14943 ICMA RETIREMENT TRUST - 457			745.82
Check Number	14944 KNOX LUMBER			
14944 0209478931 KNOX LUMBER		101-43100-228	NAILS & LIGHT BULBS	17.43

Totals Check Number	14944 KNOX LUMBER			17.43
Check Number	14945 LILLIE SUBURBAN NEWS			
14945 1/9/00 LILLIE SUBURBAN NEWS		101-41600-309	11/00 DELIVERY: ROSE REV	509.00

Totals Check Number	14945 LILLIE SUBURBAN NEWS			509.00
Check Number	14946 MEMPHIS NET & TWINE CO			
14946 687378-00 MEMPHIS NET & TWINE CO		404-48404-527	OLYMPIC VOLLEYBALL NET	92.02

Totals Check Number	14946 MEMPHIS NET & TWINE CO			92.02
Check Number	14947 MET-COUNCIL ENVIRONMENTAL SER.			
14947 714329 MET-COUNCIL ENVIRONMENTAL SER.		601-49000-387	01/01 WASTEWATER SERVICES	11,060.53

Totals Check Number	14947 MET-COUNCIL ENVIRONMENTAL SER.			11,060.53
Check Number	14948 MINNESOTA AFSCME			
14948 1/9/00 MINNESOTA AFSCME		101-21709	12/00 UNION DUES	73.26

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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14948 MINNESOTA AFSCME			-----
Totals Check Number	14948 MINNESOTA AFSCME			73.26
Check Number	14949 MN DEPARTMENT OF REVENUE			
14949 1/9/00	MN DEPARTMENT OF REVENUE	101-21702	12/00 STATE TAXES	694.98
Totals Check Number	14949 MN DEPARTMENT OF REVENUE			694.98
Check Number	14950 NORTH STAR STATE BANK			
14950 1/9/00	NORTH STAR STATE BANK	101-21703	12/00 FICA PAYMENT	2,794.06
Totals Check Number	14950 NORTH STAR STATE BANK			2,794.06
Check Number	14951 NORTH STAR STATE BANK			
14951 1/9/00	NORTH STAR STATE BANK	101-21701	12/00 FEDERAL TAXES	1,768.31
Totals Check Number	14951 NORTH STAR STATE BANK			1,768.31
Check Number	14952 NORTHERN STATES POWER			
14952 1/9/00	NORTHERN STATES POWER	101-43100-383	CITY HALL: GAS	240.91
14952 1/9/00	NORTHERN STATES POWER	601-49000-383	CITY HALL: GAS	80.30
14952 1/9/00	NORTHERN STATES POWER	101-43100-381	CITY HALL: ELECTRIC	129.53
14952 1/9/00	NORTHERN STATES POWER	601-49000-381	CITY HALL: ELECTRIC	43.18
14952 1/9/00	NORTHERN STATES POWER	101-43100-383	CITY GARAGE: GAS	49.40
14952 1/9/00	NORTHERN STATES POWER	601-49000-383	CITY GARAGE: GAS	49.40
14952 1/9/00	NORTHERN STATES POWER	101-43100-381	CITY GARAGE: ELECTRIC	13.29
14952 1/9/00	NORTHERN STATES POWER	601-49000-381	CITY GARAGE: ELECTRIC	13.29
14952 1/9/00	NORTHERN STATES POWER	101-45200-383	CITY PARK: GAS	158.61
14952 1/9/00	NORTHERN STATES POWER	101-45200-381	CITY PARK: ELECTRIC	9.41
14952 1174406002	NORTHERN STATES POWER	101-43200-381	11/00 STREET LIGHTING	420.91
Totals Check Number	14952 NORTHERN STATES POWER			1,208.23
Check Number	14953 NORTHERN STATES POWER			
14953 1/9/00	NORTHERN STATES POWER	601-49000-381	LIFT STATION ELECTRIC	231.24
14953 1/9/00	NORTHERN STATES POWER	601-49000-383	LIFT STATION GAS	25.27
Totals Check Number	14953 NORTHERN STATES POWER			256.51
Check Number	14954 QWEST			

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CLAIMS FOR APPROVAL
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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14954 QWEST			
14954 1/9/00	QWEST	601-49000-391	AUTODIAL: MALVERN LIFT ST	59.81

Totals Check Number	14954 QWEST			59.81
Check Number	14955 QWEST			
14955 1/9/00	QWEST	601-49000-391	AUTODIAL: WALNUT LIFT ST	59.81

Totals Check Number	14955 QWEST			59.81
Check Number	14956 RAMSEY COUNTY PUBLIC WORKS			
14956 PUBW001413	RAMSEY COUNTY PUBLIC WORKS	101-43200-313	11/00 PLOW & SAND	1,080.11

Totals Check Number	14956 RAMSEY COUNTY PUBLIC WORKS			1,080.11
Check Number	14957 RAMSEY COUNTY			
14957 RISK000257	RAMSEY COUNTY	101-21706	12/00 EMPLOYEE BENNIES	811.16

Totals Check Number	14957 RAMSEY COUNTY			811.16
Check Number	14958 ROSEVILLE ROTARY			
14958 1/9/00	ROSEVILLE ROTARY	101-41200-308	RICK: NEW MEMBER DUES	297.50

Totals Check Number	14958 ROSEVILLE ROTARY			297.50
Check Number	14959 SPRINT PCS			
14959 1/9/00	SPRINT PCS	101-41200-391	CITY ADMIN CELL PHONE	13.95
14959 1/9/00	SPRINT PCS	601-49000-391	PUBLIC WORKS CELL PHONE	17.91

Totals Check Number	14959 SPRINT PCS			31.86

Grand Total				21,653.10

4 Jan 2001
Thu 4:44 PM

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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14962 BOONESTROO, ROSENE, ANDERLIK			
14962 74879	BOONESTROO, ROSENE, ANDERLIK	403-48403-304	CHILDREN'S HOME SOCIETY	377.70
14962 74879	BOONESTROO, ROSENE, ANDERLIK	101-43300-304	1834 LAKE ST: DRAINAGE	44.95
14962 74880	BOONESTROO, ROSENE, ANDERLIK	410-48410-304	'00 ST/UTIL IMPROVEMENTS	515.16
14962 74881	BOONESTROO, ROSENE, ANDERLIK	411-48410-304	'01 ST/UTIL IMPROVEMENTS	39,200.32

Totals Check Number	14962 BOONESTROO, ROSENE, ANDERLIK			40,138.13
Check Number	14963 CINTAS			
14963 754157690	CINTAS	601-49000-425	PUBLIC WORKS UNIFORMS	27.70

Totals Check Number	14963 CINTAS			27.70
Check Number	14964 CITY OF FALCON HEIGHTS			
14964 1/9/01	CITY OF FALCON HEIGHTS	101-42200-321	11/00 FIRE CALLS	1,077.00

Totals Check Number	14964 CITY OF FALCON HEIGHTS			1,077.00
Check Number	14965 CITY OF ST ANTHONY			
14965 246	CITY OF ST ANTHONY	101-42100-319	02/01 POLICE SERVICES	17,798.16

Totals Check Number	14965 CITY OF ST ANTHONY			17,798.16
Check Number	14966 EGGHEAD.COM			
14966 165958	EGGHEAD.COM	101-41200-538	2 COPIES: OFFICE 2000	567.98

Totals Check Number	14966 EGGHEAD.COM			567.98
Check Number	14967 GOVERNING MAGAZINE			
14967 1/9/01	GOVERNING MAGAZINE	101-41100-438	SUBSCRIPTION	15.00

Totals Check Number	14967 GOVERNING MAGAZINE			15.00
Check Number	14968 ICMA RETIREMENT TRUST - 457			
14968 1/9/01	ICMA RETIREMENT TRUST - 457	101-21705	1/5/01 PAYROLL	835.28

Totals Check Number	14968 ICMA RETIREMENT TRUST - 457			835.28
Check Number	14969 KENNEDY & GRAVEN			

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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14969 KENNEDY & GRAVEN			
14969 35769	KENNEDY & GRAVEN	101-41400-305	11/00 GEN LEGAL SERVICES	143.00
14969 35769	KENNEDY & GRAVEN	101-41400-355	11/00 PRINT & PROCESS	615.65
14969 35769	KENNEDY & GRAVEN	410-48410-305	11/00 '00 ST/UTIL IMPROVE	906.75

Totals Check Number	14969 KENNEDY & GRAVEN			1,665.40
Check Number	14970 KNOX LUMBER			
14970 0209481476	KNOX LUMBER	101-42100-202	SAFETY SUPPLIES, ETC	103.61

Totals Check Number	14970 KNOX LUMBER			103.61
Check Number	14971 MUNICIPAL/COMMERCIAL SEWER			
14971 4548	MUNICIPAL/COMMERCIAL SEWER	601-49000-315	JETTING: ROSELAWN/MALVERN	250.00

Totals Check Number	14971 MUNICIPAL/COMMERCIAL SEWER			250.00
Check Number	14972 NORM'S TIRE SALES			
14972 66581	NORM'S TIRE SALES	101-43100-402	2 TRUCK TIRES	147.74
14972 66581	NORM'S TIRE SALES	601-49000-402	2 TRUCK TIRES	147.75

Totals Check Number	14972 NORM'S TIRE SALES			295.49
Check Number	14973 NORTH STAR STATE BANK			
14973 1/9/01	NORTH STAR STATE BANK	101-41200-331	MILEAGE: PARKING	8.82
14973 1/9/01	NORTH STAR STATE BANK	101-41200-201	COFFEE: CITY HALL	5.19
14973 1/9/01	NORTH STAR STATE BANK	101-41200-331	PARKING: JAMES	3.50
14973 1/9/01	NORTH STAR STATE BANK	101-41200-331	MILEAGE: JAMES	12.60
14973 1/9/01	NORTH STAR STATE BANK	101-45200-412	WARM HOUSE KEYS	5.99
14973 1/9/01	NORTH STAR STATE BANK	101-41200-331	MILEAGE: DAVE	34.56
14973 1/9/01	NORTH STAR STATE BANK	404-48404-527	2 VOLLEYBALLS FOR VB CRT	27.67

Totals Check Number	14973 NORTH STAR STATE BANK			98.33
Check Number	14974 OFFICE MAX			
14974 1/9/01	OFFICE MAX	101-41200-201	GENERAL OFFICE SUPPLIES	69.41

Totals Check Number	14974 OFFICE MAX			69.41
Check Number	14975 PITNEY BOWES			
14975 1/9/01	PITNEY BOWES	101-41200-201	NEW RATE CHART	7.99

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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14975 PITNEY BOWES			----
Totals Check Number	14975 PITNEY BOWES			7.99
Check Number	14976 QWEST			
14976 1/9/01	QWEST	101-41200-391	C HALL PHONE THRU 1/27/01	172.13
14976 1/9/01	QWEST	101-43100-391	C HALL PHONE THRU 1/27/01	30.24
14976 1/9/01	QWEST	601-49000-391	C HALL PHONE THRU 1/27/01	30.24

Totals Check Number	14976 QWEST			232.61
Check Number	14977 RAMSEY COUNTY			
14977 PRRLG00198	RAMSEY COUNTY	203-50000-327	CITY RECYCLING FEES	263.60

Totals Check Number	14977 RAMSEY COUNTY			263.60
Check Number	14978 WAGERS BUSINESS SYSTEMS			
14978 984595	WAGERS BUSINESS SYSTEMS	101-41200-201	TONER/EMPTY TONER BAGS	67.38


Totals Check Number	14978 WAGERS BUSINESS SYSTEMS			67.38
Check Number	14979 WALTER'S RUBBISH			
14979 10352548	WALTER'S RUBBISH	101-43100-384	1ST QTR '01 RUBBISH REMOV	53.69

Totals Check Number	14979 WALTER'S RUBBISH			53.69

Grand Total				63,566.76

Memos by James

DATE: JANUARY 9, 2001
TO: HONORABLE MAYOR AND COUNCIL
FROM: JAMES BOWNIK, ADMINISTRATIVE ANALYST
RE: RESOLUTION FOR THE OUTDOOR RECREATION GRANT
AGREEMENT FOR LAUDERDALE COMMUNITY PARK



BACKGROUND

This resolution was approved at the last Council meeting. However, Ramsey County requires that the legal description of the property be included in the resolution in order for it to be recorded with the deed. Our representative from the Outdoor Recreation Grant Program was apparently unaware of this Ramsey County requirement, and stated that she does not know of other counties that require this.

Thus, the resolution is exactly the same except for adding the legal description.

COUNCIL ACTION REQUESTED

Motion to approve Resolution 010901A relating to the Minnesota Department of Natural Resources Outdoor Recreation Program Grant Agreement.

RESOLUTION NO. 010901A

**CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**A RESOLUTION AUTHORIZING CERTAIN RESTRICTIONS BE RECORDED
ON THE DEED FOR THE LAUDERDALE COMMUNITY PARK PROPERTY
PURSUANT TO THE DEPARTMENT OF NATURAL RESOURCES OUTDOOR
RECREATION PROJECT AGREEMENT OR99-044**

WHEREAS, Lauderdale Community Park, legally described as the East 264.08 feet of that part of Block Four (4), Pease's Re-arrangement of Lots 3, 4, 7 & 8, Prospect Hill lying South of the North 8 acres thereof,

Lots One (1) to Twelve (12), inclusive, Block One (1), and Lots One (1) to Twenty-Four (24), inclusive, Block Two (2), Rose Hill Garden Lots, all according to the plats thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota.

(Property described is contained in Certificate of Title No. 223370); and

WHEREAS, the Minnesota Department of Natural Resources approved an Outdoor Recreation Program Grant for the City of Lauderdale for Lauderdale Community Park; and

WHEREAS, the City of Lauderdale entered into Grant Agreement OR99-044 with the Minnesota Department of Natural Resources and the State of Minnesota on July 22, 1998; and

WHEREAS, according to said grant agreement, the City of Lauderdale must impose certain restrictions on the property which is Lauderdale Community Park; and

WHEREAS, said restrictions must be recorded on the deed of the park property.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

In order to comply with the Department of Natural Resources Outdoor Recreation Project Agreement, the City of Lauderdale does hereby impose the following restrictions on the park property:

- 1) The property shall be managed and maintained for outdoor recreation purposes consistent with the approved grant application.
- 2) The property may not be used for any other purpose without the express prior written approval of the Commissioner of the Minnesota Department of Natural Resources.

It is hereby certified that the City of Lauderdale duly adopted Resolution No. 121200A at a duly convened meeting of the City Council held on the day of December 12, 2000, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

(ATTEST)


Jeffrey E. Dains, Mayor

(SEAL)

Richard B. Getschow, City Administrator

Memos by James

DATE: JANUARY 9, 2001
TO: HONORABLE MAYOR AND COUNCIL
FROM: JAMES BOWNIK, ADMINISTRATIVE ANALYST
RE: APPROVAL OF THE 2001 CITY OF LAUDERDALE INVESTMENT POLICY



BACKGROUND

Within the first quarter of the year, the City Council reviews the City's Investment Policy in order to keep the Investment Policy current and applicable to the City's needs. I have attached the proposed 2001 Investment Policy for your review, which includes the following three changes:

- 1) An update of the funds listed in section 3.0 (page 1). This section was updated due to the creation of new funds as a result of the street and utility improvement project.
- 2) Distribute interest earnings monthly instead of quarterly as stated in section 6.9 (page 2).
- 3) Adjust the limits of diversity listed in Section 8.1 (page 5). This is a result of needing increased liquidity for cash flow purposes in order to help fund the street and utility improvements.

COUNCIL ACTION REQUESTED

Motion to approve the 2001 City of Lauderdale Investment Policy.

City of Lauderdale

Investment Policy

1.0 Policy:

It is the policy of the City of Lauderdale to invest public funds in a manner which will provide the highest investment return with the maximum security - while meeting the daily cash flow demands of the City in accordance with all state and local statutes governing the investment of public funds.

2.0 Definitions:

Investment Designee - the investment designee is an employee of the City designated by the City Administrator to perform the investment function within the provisions set forth in this policy and in Minnesota State Statutes.

3.0 Scope:

This investment policy applies to all financial assets of Lauderdale. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

101	General Fund
201-203	Special Revenue Funds
301-302	Debt Service Funds
401-411	Capital Improvement Funds
601	Sewer Fund

4.0 Objectives:

1. Liquidity: The City Administrator or investment designee shall assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable and debt service.

2. Safety: Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required. Speculation is prohibited.

3. Return: The investment portfolio shall be designated to attain a market average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Prudence:

All investment transactions shall be made with a degree of judgment and care. The standard of prudence, meaning not for speculation and with consideration of the probable safety of the capital as well as the probable investment return derived from assets, will be applied in all investment transactions.

6.0 Cash Management Procedures:

Cash management is essential to a good investment program. The City Administrator has responsibility to organize and establish procedures for effective cash management, based on the following guidelines:

1. Cash flow projections will be prepared at the beginning of each budget year.
2. At a minimum the checking account balance of the City shall always be kept at the amount necessary to cover outstanding checks.
3. All investments will be made with the intent they will be held to maturity.
4. **At least three bids will be sought for each security purchased.**
5. Each morning a cash balance will be prepared based on cash received the previous day, warrants paid the previous day, and sizable checks or wire transfers which present investment opportunity.
6. Each morning, the investment records will be reviewed and updated as investments mature or are purchased.
7. Each month the investment records will be balanced to the financial records.
8. Each month, the investment designee shall submit an investment report to the City Administrator.
9. Interest Earnings will be allocated to the various City funds monthly (see section 9).
10. The General Fund will be allocated a management fee equal to five percent of the investment earnings.
11. Within 30 days of the end of each quarter, the City Administrator or investment designee shall submit an investment report to the City Council that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report will include an appendix that discloses all transactions during the past quarter.

12. Each quarterly report shall indicate areas of policy concern and suggested or planned revision of investment strategies. Copies shall be transmitted to the independent auditor.

13. Within 40 days of the end of the fiscal year, the City Administrator or investment designee shall present a comprehensive annual report to the City Council on the investment program and investment activity. The annual report shall include 12 months and separate quarterly comparisons of return and shall suggest policies and improvements that might be made in the investment program.

7.0 Authorized and Suitable Investments: - See Appendix A for Complete Definitions

1. It is the policy of the City of Lauderdale that available funds be invested at the best rates obtainable at the time of investment in conformance with the legal and administrative guideline outlined herein. U.S. Treasury Obligations and Federal Agency Securities will be given preference when the yields are equal to or greater than alternative investments.

2. The City of Lauderdale shall exclude mortgage derivative products that are "high risk" per Minnesota Statute 118A.04. Documentation of compliance (the results of three separate independent statutory (Impact) tests all indicating that the security is not "High Risk") will be kept on file for auditing and review purposes.

3. The investments of the City of Lauderdale will be made in accordance with Minnesota statutes and be further restricted to the following:

a. United States Treasury Obligations

b. Federal Agencies Securities

c. Repurchase Agreements (Repo's) - Repo transactions are restricted to:

1. A primary reporting dealer in U.S. government securities who reports to the Federal Reserve Bank of New York, or

2. National or state banks in the U.S. which is a member of the Federal Reserve system and whose combined capital and surplus equals or exceeds \$10,000,000.

3. A securities broker-dealer having its primary executive office in Minnesota and licensed pursuant to Chapter 80A, or an affiliate of it, registered by the SEC and maintaining a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt.

4. The City of Lauderdale shall receive a confirmation/safekeeping receipt with a complete description of the collateral on the Repo.

d. Certificates of Deposit

1. All Certificates of Deposit purchased by the City of Lauderdale are secured by FDIC Insurance. Amounts in excess of \$100,000 (maximum insured) shall be secured in accordance with Minnesota Statutes.

e. Bankers Acceptances

1. Banker's Acceptances shall be restricted to the 50 largest banks in the United States (as measured by deposits). Investments in banker's acceptances shall not be made if news leads offer concerns over the financial condition of these banks.
2. The broker, dealer, or bank shall verify that the banker's acceptance is eligible for purchase by the Federal Reserve System.

f. Commercial Paper

1. Commercial Paper shall be restricted to issues that mature in 270 days or less with a rating of A-1 (Moody's), P-1 (Standard & Poors), or F-1 (Fitch) among at least two of these three rating agencies.

g. Money Market Funds

1. The fund shall consist of United States Treasury obligations and federal agency issues and be consistent with the City of Lauderdale's objective of preservation of capital.

3. Safekeeping - Investments may be held with:

1. Any Federal Reserve bank.
2. Any bank authorized under the laws of the United States or any State to exercise corporate trust powers, including but not limited to the bank from which the investment is purchased.
3. A primary reporting dealer in United States government securities whom reports to the Federal Reserve Bank of New York.
4. A securities broker-dealer as described in section 7.2, subpart c: 3.

The City's ownership of all securities in which the fund is invested shall be evidenced by a written acknowledgment identifying the securities by name of issue, maturing date, interest rate, and serial number or other distinguishing mark.

8.0 Diversification:

The City Administrator or investment designee shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific investments, individual financial institutions, or maturities. Diversification strategies shall be determined and revised periodically by the City Council for all funds.

1. Institutions - Diversity between financial institutions used.

a. No more than 60% of the investment portfolio, or \$2,000,000 (whichever is less) shall be invested with any one investment company.

b. No funds may be invested in any one investment company in excess of the amount insured by it.

2. Maturities - Diversity in length of maturities.

a. Investments shall be made to assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable, debt service, and planned projects.

b. No investments shall be made with a term over 10 years unless with prior approval from the City Council.

3. Investments - The City should maintain a diversity of investments.

a. With the exception of U.S. Treasury securities, authorized pools, and Federal Agencies (backed by the full faith and credit of the U.S. Government) - no more than 50% of the entity's total investment portfolio may be invested any one of the following: Repurchase Agreements, Certificates of Deposit, Banker's Acceptances, or Commercial Paper.

9.0 Pooling of Investments:

For the purposes of making the maximum amount of funds available for investment, the cash for all City funds is pooled in an investment account. Interest earnings are allocated among the various funds based upon their average cash balance.

10.0 Authorized Financial Dealers & Institutions:

1. At the beginning of each year, the City Council approves depositories and investment firms.

2. All dealers and institutions must qualify as set out in Section 7.3, subpart c.

3. A current annual statement shall be kept on file for each bank, broker, or dealer with whom business is done.

4. All dealers and institutions must have at least \$500,000 of Securities Investor Protection Corporation (SIPC) insurance.

5. Before engaging in investment transactions with the City of Lauderdale, the supervising officer at the securities broker/dealer shall submit a certification of "Notification to Broker and Certification by Broker Pursuant To Minnesota Statute 118A.04". Said certification will state that the broker/dealer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts or risk to public funds that might arise out of business transactions between the securities broker/dealer firm and the City of Lauderdale. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City of Lauderdale's funds.

11.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Administrator and City Council any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions over \$50,000 that could be related to the performance of this jurisdiction's portfolio. Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to timing of purchases and sales.

12.0 Annual Review:

In order to keep this policy current and applicable to the City's needs, it will be the practice of the City Council to review and approve the investment policy within the first quarter of each year.

Appendix A

Eligible Instruments For City Investment

“All investments must comply with the City’s investment policy and Minnesota Statutes”

1. United States Treasury Obligations constitute the largest segment of the market for fixed income securities. In general, treasury securities are the safest and most marketable securities and yield the lowest return for a given maturity of all instruments.

U.S. Treasury Bills carry the full faith and credit guarantee of the U.S. Government are issued at a discount from par and mature in one year or less. (\$10,000 minimum).

U.S. Treasury Notes & Bonds are also guaranteed by the U.S. Government, and have a semi-annual interest coupon and original maturities 2 to 30 years. Maturities under four years (\$5,000 minimum); 4 years or longer (\$1,000 minimum).

U.S. Treasury STRIPS and Treasury Receipts are zero coupon securities, with maturities ranging from 6 months to 30 years. (\$1,000 minimum).

2. Federal Agency Securities are obligations of various agencies and corporations chartered by the federal government and guaranteed by the agency issuing the security.

FHLB - Federal Home Loan Bank borrows funds in the securities markets in order to provide savings and loans with an adequate flow of funds for the home mortgage market. Maturities range from 1 to 30 years. (\$10,000 minimum).

FNMA - Federal National Mortgage Association (Fannie Mae) is the largest single holder of residential mortgages, and finances its purchases through sales of debentures ranging from 1 to 30 years. (\$10,000 minimum).

FFCB - Federal Farm Credit Consolidated Bonds are joint obligations of the 37 Farm Credit Banks (12 Federal Land Banks, 12 Federal Intermediate Credit Banks and 13 Banks for Cooperatives). They come to market each month with 3 month, 6 month, and 1 year maturities - and occasionally a longer maturity. (\$5,000 minimum).

FHLMC - Federal Home Loan Mortgage Corporation (Freddie Mac) increases the availability of mortgage credit by maintaining an active, nation-wide secondary market for mortgages. Maturities range from 1 to 30 years. (\$10,000 minimum).

SLMA - Student Loan Marketing Association (Sallie Mae) provides liquidity for lenders engaged in the Federal Guaranteed Student Loan Program. Sallie Mae offers fixed rate and floating rate securities with maturities from 6 months to 30 years. (\$10,000 minimum).

GNMA - Government National Mortgage Association Notes (Ginnie Mae) is the only U.S. Treasury Guarantee Backed Agency. They issue mortgage securities and pay back both interest and principle. They offer 6 month to 30 year maturities. (\$25,000 minimum).

REFCORP Strips - Resolution Funding Corporation provides financing for the Resolution Trust Corporation, which was created to help the government in the sale and disposition of failed thrifts and their assets. Refcorp Strips and zero coupon securities range in maturity from 6 months to 30 years. (\$1,000 minimum).

TVA - Tennessee Valley Authority issues primarily long-term securities for the power creation arm of the TVA.

Agency Discount Notes are issued by the Federal Farm Credit, Federal Home Loan, Fannie Mae, Freddie Mac, and Sallie Mae. These are issued at a discount and have maturities ranging from 1 to 360 days. (\$100,000 minimum).

3. Repurchase Agreements (Repo's) provide for the sale of short-term securities by a securities dealer to investors, such as cities, with an agreement to repurchase the securities at a specified future date. The investor receives a given yield while holding the security and the repurchase price is guaranteed in advance. The length of the holding period is tailored to the investor - usually of very short duration. Rates are related to Treasury Bills, federal funds, and loans to government security dealers by commercial banks.

4. Certificate of Deposits (CD's) are the deposit of funds at a commercial bank for a specified period of time and at a specified rate of interest. Yields on Certificates of Deposit tend to be higher than on Treasury Bills of comparable maturity.

5. Commercial Paper is an unsecured promissory note with a fixed maturity of no more than 270 days. Commercial Paper is normally sold at a discount from face value.

6. Banker's Acceptances are short-term, non-interest-bearing notes sold at discount and redeemed at face value. It is secured by the goods which it finances - the bank accepts the draft, and the issuers promise to pay. These notes trade at a rate equal to, or slightly higher than Certificates of Deposit - depending on market supply and demand.

7. Money Market Funds are short term, high quality investments sold by large banks. These instruments include Treasury Bills and notes, Certificates of Deposits, Commercial Paper, Banker's Acceptances, and Federal Agency Securities.

8. State of Minnesota & its Agencies - Bonds that are issued by the State of Minnesota or any of its agencies. The bonds are backed by the full faith of the State of Minnesota or collateralized with mortgages.

Memos by James

DATE: JANUARY 9, 2001
TO: HONORABLE MAYOR AND COUNCIL
FROM: JAMES BOWNIK, ADMINISTRATIVE ANALYST
RE: APPROVAL OF 2001 INVESTMENT INSTITUTIONS

James

BACKGROUND

At the beginning of the year, the City Council approves depositories and investment firms for the new year. I have attached the proposed 2001 investment institutions with the addition of the Minnesota Municipal Money Market Fund (4M), which is sponsored by the League of Minnesota Cities.

COUNCIL ACTION REQUESTED

Motion to approve Resolution 010901B relating to the 2001 Investment Institutions.

RESOLUTION NO. 010901B

**CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA
DESIGNATION OF INSTITUTIONS FOR INVESTMENT FUNDS**

BE IT HEREBY RESOLVED that the following institutions meet all of the requirements set forth in Minnesota State Statutes and in the Lauderdale Investment Policy, and

BE IT FURTHER RESOLVED that the following institutions be designated for investing Lauderdale's idle funds:

Dain Rauscher Investment Services
60 South Sixth Street
Minneapolis, MN 55402

US Bank National Association
PO Box A-1674
Minneapolis, MN 55480

Wells Fargo Brokerage Services, LLC
608 2nd Avenue South, 8th Floor
Minneapolis, MN 55479-0144

Salomon Smith Barney, Inc.
345 St. Peter Street
1800 Landmark Towers
St. Paul, MN 55102

Minnesota Municipal Money Market Fund
c/o Insight Investment Management
60 South Sixth Street
Minneapolis, MN 55402

Dated this 9th day of January, 2001 by the City Council of the City of Lauderdale.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

Memo

To: Honorable Mayor & City Council
From: Shannon Goyette, Deputy Clerk
Re: 2001 License Applications

The following businesses have submitted license applications for 2001 or have indicated that they will be submitting applications by Tuesday at 5:00 pm (those with asterisks).

Cigarettes:	J.A.L. Amoco* SuperUSA*
3.2 Off Sale Liquor:	SuperUSA*
Gas:	J.A.L Amoco* Rosehill Service Station*
Garbage:	BFI Waste Services Red Arrow Waste Disposal Walter's Recycling & Refuse Waste Management

Approve under the consent agenda.

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: January 9, 2001
Agenda Item: 2001 Mileage Rate

BACKGROUND:

The personnel policy states that vehicle expenses (mileage reimbursement) will be reimbursed at rates set under federal guidelines. The Lauderdale mileage reimbursement has been 31.5 cents per mile since 1997 and has not been adjusted. In 2001, the IRS has stated that the standard mileage rate will be 34.5 cents, up from 32.5 cents in 2000.

ENCLOSURES:

1. IRS Press Release "IRS Announces 2001 Standard Mileage Rates"

COUNCIL ACTION REQUESTED:

Motion to approve the City Mileage Reimbursement Rate at 34.5 cents per mile, matching the IRS rate.



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November 16, 2000

IRS ANNOUNCES 2001 STANDARD MILEAGE RATES

The Internal Revenue Service has announced the optional standard mileage rates to use for 2001 in computing the deductible costs of operating an automobile for business, charitable, medical or moving expense purposes.

The amounts for the various deductible costs for use of a car will be effective January 1, 2001 and are as follows:

- The standard mileage rate for the cost of operating a car is 34.5 cents a mile for all business miles driven. The rate for 2000 was 32.5 cents a mile.
- The standard mileage rate for the use of a car when giving services to a charitable organization remains at 14 cents a mile.
- The standard mileage rate for use of your car for medical reasons is 12 cents a mile. The previous rate was 10 cents a mile.
- The standard mileage rate to use when computing deductible moving expenses is 12 cents a mile. The previous amount was 10 cents a mile.

The primary reason for the mileage rate increases is due to the jump in gasoline prices.

The standard mileage rates for business, medical and moving purposes are based on an annual study of the fixed and variable costs of operating an automobile.

An independent contractor conducted the study on behalf of the IRS. The charitable standard mileage rate is provided by law.

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City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: January 9, 2001
Agenda Item: 2001 Improvements Public Hearing and
Resolution 010901C: Ordering Improvement and Plans

PLEASE BRING YOUR COPY OF THE 2001 IMPROVEMENTS FEASIBILITY REPORT TO THE MEETING

- **Public Hearing:**

To date, I have not received written comments on the 2001 Improvements to be included in the packet or entered into the record for the public hearing.

City Engineer Paul Heuer will be at the meeting for a presentation on the 2001 Improvements and to answer questions from those at the public hearing.

- **Resolution 010901C:**

Following the enactment of the enclosed resolution, the next Council action is scheduled for the February 13, 2001 meeting, when the Council would approve the plans and specifications and order an advertising for bids.

ENCLOSURES:

1. Resolution 012500A: Resolution Ordering the 2001 Improvements and the Preparation of Plans and Specifications

COUNCIL ACTION REQUESTED:

Following the Public Hearing ...

Approval of Resolution 010901C: A Resolution Ordering the 2001 Street and Utility Improvements and Ordering a Preparation of Plans

RESOLUTION NO. 010901C

**THE CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**RESOLUTION ORDERING THE 2001 IMPROVEMENTS AND ORDERING A
PREPARATION OF PLANS**

WHEREAS, a resolution of the City Council of Lauderdale adopted the 28th day of November, 2000, fixed a date for a Council hearing on the proposed improvement of Carl Street between Idaho Avenue and Roselawn Avenue, Ione Street between Eustis Street and Pleasant Street, Spring Street between Eustis Street and Pleasant Street, Summer Street between Eustis Street and Pleasant Street, and all of Idaho Avenue by conducting street reconstruction, sanitary sewer improvements and replacement, water main replacement, storm sewer system improvements, and alley improvements pursuant to Minnesota Statutes, Section 429.011 to 429.111.

AND WHEREAS, ten day's mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 9th day of January, 2001, at which all persons desiring to be heard were given the opportunity to be heard thereon,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE, MINNESOTA:

1. The 2001 improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. The 2001 improvements are hereby ordered as proposed in the Council resolution adopted the 9th day of January, 2001.
3. Bonestroo, Rosene, Anderlik and Associates is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 9^h day of January, 2001.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: January 9, 2001
Agenda Item: Appointment of the Refuse Collection Task Force

BACKGROUND:

The Refuse Collection Task Force is scheduled to be appointed at this meeting. Following the appointments, the members will be contacted to see which days and times are best to meet. It is anticipated that this task force will meet once a month for a total of 4-6 meetings. This six-month period shall then produce recommendations to the City Council on the refuse collection issues in Lauderdale. Depending on the recommendations, and further Council action, the task force could then continue to meet beyond this research and recommendation phase.

The following is a list of city residents and city officials to be appointed to the Refuse Collection Task Force:

Bryan Carlson, 1814 Pleasant Street
Bob James, 1825 Lake Street
Kathy Johnson, 1772 Eustis Street
Jeff McCloskey, 1819 Carl Street
Mayor Jeff Dains
City Administrator Rick Getschow
Council member HAWKINSON

COUNCIL ACTION REQUESTED:

Appoint the above-presented names to the newly formed Refuse Collection Task Force.

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: January 9, 2001
Agenda Item: Resolution 010901D: 2001 Fees

BACKGROUND:

The City has annually adopted fees for City licenses, permits, and administrative services at the first meeting in 2001. This annual item is presented for approval once again in resolution form for 2001.

Enclosed for discussion and approval are proposed fees for 2001, along with a resolution approving those fees.

There are five fees, which have proposed changes for 2001:

1. Fire Prevention Inspection. For 2001, the City of Falcon Heights will be charging the City \$25/hour. We should match that fee when then directly billing Lauderdale businesses.
2. Right-of-Way Permit. Since the Council approved the Right-of-Way Management Ordinance in 1997, permit fees have not been set. A \$45 excavation fee was charged to utilities prior to the adoption of this ordinance. Based upon research from area cities, the following fees are proposed for the two different ROW permit applications:
 - a. Excavation Fee: \$50.00
 - b. Obstruction Fee: \$25.00
3. Variance Application. The current fee is \$45. This fee does not seem to cover costs for processing the variance, nor does it compare to a researched metro city average of \$143.75 for residential variance applications. The proposal for 2001 is to raise this fee to \$100.

4. Zoning Amendment. The City Zoning Ordinance states that “petitions for amendment [almost always a rezoning] shall be filed with the Planning Commission, and the petitioner upon such filing, shall pay a notice, deposit, and a filing fee in accordance with a scheduled determined from time to time by the City Council”. Currently, a fee for this application does not exist. This is not a common request, but the City should still set a fee for a requested zoning amendment by petition. The proposal is to set this fee at \$100.
5. Service Availability Charge. As is evidenced by the enclosed memo, the Met Council sets this fee for what the City will pay for service connection charges. The City’s practice is to match the fee charged to resident’s/developers with the Met Council fee.

ENCLOSURES:

1. 2001 Fee Schedule for License, Administrative, and Permit Fees
2. Comparison of Fees: Variances
3. ROW Ordinance: 7-8-12-Permit Fees
4. Met Council Memo regarding Service Availability Charges (SAC) Fees
5. Resolution 010901D: A Resolution Establishing 2001 License, Administrative Services and Permit Fees.

COUNCIL ACTION REQUESTED:

Discuss 2001 Fee Schedule. Motion to approve Resolution 010901D: A Resolution Establishing 2001 License, Administrative Services and Permit Fees.

2001 LICENSE, ADMINISTRATIVE, AND PERMIT FEES

	<u>CURRENT</u>	<u>PROPOSED 2001</u>
LICENSE FEES:		
3.2 On-Sale	\$60.00	\$60.00
3.2 On-Sale	\$250.00	\$250.00
3.2 Temporary On-Sale	\$30.00	\$30.00
Cigarettes	\$40.00	\$40.00
Animal License	\$10.00	\$10.00
Kennel License	\$50.00	\$50.00
Tree Service License	\$35.00	\$35.00
Mechanical (HVAC) License	\$35.00	\$35.00
Refuse Hauling License	\$65.00/truck	\$65.00/truck
Gas Station License	\$20.00/first pump \$10.00 addit. pump	\$20.00/first pump \$10.00 addit. pump
ADMINISTRATIVE FEES:		
Community Room	\$25.00 \$50.00 set-up fee \$75.00 refundable deposit	\$25.00 \$50.00 set-up fee \$75.00 refundable deposit
Copies	\$0.25/page	\$0.25/page
Copies of Minutes	No cost to those that attend \$0.25/page plus postage	No cost to those that attend \$0.25/page plus postage
Copies of Agendas	No cost to those that attend \$0.25/page plus postage	No cost to those that attend \$0.25/page plus postage
Copy of Zoning Ordinance	\$15.00	\$15.00
Filing of Affidavit for Office	\$5.00	\$5.00
NSF Check Return	\$25.00	\$25.00
Notary Public Service	No cost to residents \$3.00	No cost to residents \$3.00

CURRENT**PROPOSED 2001****ADMINISTRATIVE FEES:**

Assessment Search	\$20.00/Address	\$20.00/Address
Copy of Public Meeting Videotape	\$50.00	\$50.00
Replacement Recycling Container	\$12.00	\$12.00
False Fire Alarms	Cost plus \$15.00 adm. fee	Cost plus \$15.00 adm. fee
False Security Alarms	\$75.00 plus \$15.00 adm. fee	\$75.00 plus \$15.00 adm. fee
Fire Prevention Inspection	\$30.00 plus \$15.00 adm. fee	\$25.00 per hour plus \$15.00 adm. fee

PERMIT FEES:

Gambling	\$10.00/ < five events \$300.00/ ≥ five events	\$10.00/ < five events \$300.00/ ≥ five events
Right-Of-Way		
Excavation	\$45.00	\$50.00
Obstruction	N/A	\$25.00
Variance Application	\$40.00	\$100.00
Conditional Use Application	\$165.00	\$165.00
Zoning Amendment	N/A	\$100.00
Service Availability Charge (SAC)	\$1000.00	\$1150.00 *

* The Met Council sets this sewer connection fee annually. The City usually adopts the fee set by the Met Council.

The following fees are set through the, the Universal Building Code, the Minnesota Plumbing Code, and the Universal Mechanical Code:

Mechanical (HVAC) Permit
Plumbing Permit
Building Permit
Demolition Permit
UST Removal Fee

Variance Fees

	Residential	Other
*Arden Hills	\$125.00	\$125.00
*Bayport	actual cost	actual cost
Benson	\$0.00	\$0.00
Cokato	\$100.00	\$100.00
*Excelsior	\$100.00	\$100.00
*Falcon Heights	\$65.00	\$65.00
Gaylord	\$60.00	\$60.00
*Lexington	actual cost	actual cost
*Little Canada	\$350.00	\$500.00
*Maple Plain	actual cost	actual cost
*Medina	actual cost	actual cost
*N. St. Paul	\$150.00	\$250.00
Park Rapids	\$75.00	\$75.00
*Roseville	\$200.00	\$200.00
*St. Anthony	\$60.00	\$100.00
Spring Valley	\$100.00	\$100.00
*Vadnais Heights	\$100.00	\$150.00

Average of Set Rate Fee =	\$114.23	\$140.38
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Metro Average w/Set Fee =	\$143.75	\$203.57
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Lauderdale	\$45.00	\$45.00
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4 cities charge the actual cost

Bayport charges \$75, and then bills for any additional staff time.

Lexington takes \$250/\$500 in escrow, and then returns and/or bills for the appropriate amount.

Maple Plain and Medina bill for the appropriate amount.

property and safety of other users of the right of way, to minimize the disruption and inconvenience to the traveling public, and to otherwise efficiently manage use of the right of way. (Ord., 12-9-1997)

7-8-12: PERMIT FEES:

- A. Excavation Permit Fee: The excavation permit fee shall be established by the City in an amount sufficient to recover the following costs:
 - 1. The City cost;
 - 2. The degradation of the right of way that will result from the excavation;
 - 3. Restoration, if done or caused to be done by the City.
- B. Obstruction Permit Fee: The obstruction permit fee shall be established by the City and shall be in an amount sufficient to recover the City cost.
- C. Disruption Fees: The City may establish and impose a disruption fee for unreasonable delays in excavations, obstructions, or restoration.
- D. Payment Of Permit Fees: No excavation permit or obstruction permit shall be issued without payment of all fees required prior to the issuance of such a permit unless the applicant shall agree (in a manner, amount, and substance acceptable to the City) to pay such fees within thirty (30) days of billing therefor. All permit fees shall be doubled during a probationary period. Permit fees that were paid for a permit which was revoked for a breach are not refundable. Any refunded permit fees shall be less all City cost up to and including the date of refund.
- E. Use Of Permit Fees: All obstruction and excavation permit fees shall be used solely for City management, construction, maintenance and restoration costs of the right of way. (Ord., 12-9-1997)

7-8-13: RIGHT-OF-WAY RESTORATION:

- A. Timing: The work to be done under the permit, and the restoration of the right of way as required herein, must be completed within the

October 3, 2000

TO: ALL CITY MANAGERS

SUBJECT: 2001 & 2002 SERVICE AVAILABILITY CHARGE (SAC) RATE

The Metropolitan Council has established the SAC rates for the next two years. Effective January 1, 2001, the SAC rate will be \$1,150 for all communities. Effective January 1, 2002, the SAC rate will be \$1,200 for all communities.

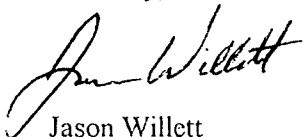
Your community collects SAC as users connect to the metropolitan sewer system for the first time or as a user's potential or peak sewage increases. The SAC funds collected pay for a portion of the debt service incurred to expand and improve sewer facilities. These facilities provide the sewer collection and treatment service stipulated for your community in the Metropolitan Council's comprehensive sewer plan.

The SAC rate to be charged by the community is the rate in effect at the time of payment regardless of when the permitting process began.

If you have any financial questions, please feel free to contact me at (651) 602-1196. For SAC procedural questions, please contact Sandra Selby at (651) 602-1118 or read the SAC procedure manual on our web site at www.metrocouncil.org/environment/rates&billing/sac.htm.

Your cooperation is greatly appreciated.

Sincerely,



Jason Willett
MCES Finance Manager

cc: Building Inspections Department

RESOLUTION NO. 010901D

**THE CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**RESOLUTION ESTABLISHING 2001 LICENSE, ADMINISTRATIVE SERVICES,
AND PERMIT FEES**

WHEREAS, the City Council of the City of Lauderdale recognizes the need to review the fees charged by the City for licenses, administrative services, and permits on an annual basis; and

WHEREAS, any changes to these fees must be set by resolution , pursuant to City of Lauderdale City Code;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Lauderdale, Minnesota that the fees for licenses, administrative services, and permits that are attached to this resolution be approved.

Adopted by the City Council of the City of Lauderdale, Minnesota on this 9th day of January, 2001.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: January 9, 2001
Agenda Item: 2001 Appointments

BACKGROUND:

On an annual basis the City Council must make certain annual appointments. The majority of the required appointments include those such as designating a legal newspaper and the official depositories.

At this time it has also been customary to appoint the acting Mayor and Council/staff representatives to various committees, commissions and organizations.

Below is a list of when and where some of the organizations meet:

<u>Organization</u>	<u>When</u>	<u>Where</u>
MMRWMO	Quarterly, late afternoon	City of Minneapolis
MCAD	1st Thursday of each month, late afternoon	Various locations
NSCC Cable Commission	1st Thursday of each month, evenings	Roseville
POLICE MEETINGS	Quarterly; Lauderdale, Falcon Heights, St. Anthony, SAPD.	Member city locations
RCLLG	Monthly, Wednesday evenings	Various locations
SRA	Quarterly, 3 rd Wednesday of the month	Various locations

ENCLOSURES:

1. Recommendations for 2001 Appointments

COUNCIL ACTION REQUESTED:

Motion to approve the 2001 appointments as agreed upon by the City Council.

APPOINTMENT ORGANIZATION	1999 APPOINTMENTS	2000 APPOINTMENTS	2001 APPOINTMENTS (PROPOSED)
PRIMARY LEGAL NEWSPAPER	ROSEVILLE REVIEW	ROSEVILLE REVIEW	ROSEVILLE REVIEW
SECONDARY LEGAL NEWSPAPER	ST. PAUL PIONEER PRESS LAUDERDALE NEWSLETTER	ST. PAUL PIONEER PRESS LAUDERDALE NEWSLETTER	ST. PAUL PIONEER PRESS LAUDERDALE NEWSLETTER
OFFICIAL DEPOSITORY	NORTH STAR BANK	NORTH STAR BANK	NORTH STAR BANK
ACTING MAYOR	CLAY CHRISTENSEN	KAREN GILL-GERBIG	MOOSE GOWER
PARK/CIC	STAFF - DEPUTY CLERK ALT. - RICK GETSCHOW COUNCIL - HAWKINSON ALT. - GILL-GERBIG	STAFF - JAMES BOWNIK ALT. - RICK GETSCHOW COUNCIL - GOWER ALT. - HAWKINSON 2 ND ALT. - GILL-GERBIG	STAFF - JAMES BOWNIK ALT. - RICK GETSCHOW COUNCIL - GOWER ALT. - HAWKINSON 2 ND ALT. - GILL-GERBIG
MAYOR'S COMMISSION AGAINST DRUGS (MCAD)	GILL-GERBIG ALT. - DEPUTY CLERK	GILL-GERBIG ALT. - JAMES BOWNIK	GILL-GERBIG ALT. - SHANNON GOYETTE
NORTH SUBURBAN CABLE COMMISSION (NSCC)	COUNCIL - BARLOW ALTERNATE - MAYOR	COUNCIL - HAWKINSON ALTERNATE - MAYOR	COUNCIL - HAWKINSON ALTERNATE - MAYOR
PLANNING COMMISSION	STAFF - DAN OLSON COUNCIL - GILL-GERBIG ALT. - BARLOW	STAFF - DAN OLSON COUNCIL - CHRISTENSEN ALT - MAYOR	STAFF - BOWNIK COUNCIL - CHRISTENSEN ALT - MAYOR

RAMSEY COUNTY LEAGUE OF LOCAL GOVERNMENTS (RCLLG)	STAFF - GETTSCHOW COUNCIL - MAYOR ALT. - CHRISTENSEN			STAFF - GETTSCHOW COUNCIL - MAYOR ALT. - CHRISTENSEN			STAFF - GETTSCHOW COUNCIL - MAYOR ALT. - CHRISTENSEN		
MIDDLE MISSISSIPPI RIVER WATERSHED MANAGEMENT ORGANIZATION (MMRWMO)	RICK GETTSCHOW			COUNCIL - GILL-GERBIG ALT. - RICK GETTSCHOW			COUNCIL - GILL-GERBIG ALT. - RICK GETTSCHOW		
RICE CREEK WATERSHED	BRA			BRA			BRA		
SRA	RICK GETTSCHOW ALT. - CLAY CHRISTENSEN			RICK GETTSCHOW ALT. - CLAY CHRISTENSEN			RICK GETTSCHOW ALT. - CLAY CHRISTENSEN		
LMC	RICK GETTSCHOW			RICK GETTSCHOW			RICK GETTSCHOW		
QUARTERLY POLICE MEETINGS	RICK GETTSCHOW MAYOR			RICK GETTSCHOW MAYOR			RICK GETTSCHOW MAYOR		
CITY ENGINEER	BONESTROO, ROSENE, ANDERLIK PAUL HEUER			BONESTROO, ROSENE, ANDERLIK PAUL HEUER			BONESTROO, ROSENE, ANDERLIK PAUL HEUER		
CITY ATTORNEY	KENNEDY AND GRAVEN - RON BATTY			KENNEDY AND GRAVEN - RON BATTY			KENNEDY AND GRAVEN - RON BATTY		
SUBURBAN CHAMBER OF COMMERCE	RICK GETTSCHOW MAYOR ALT. - HAWKINSON			GOWER MAYOR ALT. - GETTSCHOW			GOWER MAYOR ALT. - GETTSCHOW		
TREE COMMISSION	DAN OLSON COUNCIL - BARLOW ALT. - MAYOR			DAN OLSON COUNCIL - GILL-GERBIG ALT. - MAYOR			SHANNON GOYETTE COUNCIL - GILL-GERBIG ALT. - MAYOR		

City Council Memorandum

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	January 9, 2001
Agenda Item:	City Administrator Performance Evaluation

BACKGROUND:

A merit evaluation for 2000 needs to be completed for the City Administrator. The merit evaluations for other staff was completed by the City Administrator and is summarized in the 2001 Staff Compensation memorandum – the next and last action item.

Included in the packet is an evaluation form for discussion at the meeting.

**CITY OF LAUDERDALE
PERFORMANCE EVALUATION**

Date: January , 2001

Employee Name: Rick Getschow

Dept: Administration

Position Title: City Administrator

Evaluation Period From: June 1, 2000 to January, 2001

CRITERIA # 1 : KNOWLEDGE OF WORK

Evaluate the job-related "know how" and skills of the position. To what extent does the employee understand all aspects of the job requirements?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 2 : QUALITY OF WORK

How skillfully does the employee perform the duties and tasks of the position? Consider neatness and accuracy of detail. To what extent does the employee's performance meet the standards of the position?

COMMENTS

RATING

- | | |
|--|--|
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Occasionally Meets Requirements |
| <input type="checkbox"/> Consistently Exceeds Requirements | <input type="checkbox"/> Consistently Does Not Meet Requirements |
| <input type="checkbox"/> Meets Requirements (Satisfactory) | <input type="checkbox"/> Unsatisfactory |

CRITERIA # 3 : PLANNING/ORGANIZATION OF WORK, PRODUCTIVITY

Consider the extent to which the employee makes optimum use of time and completes the required task. Does the employee meet schedules and deadlines in a timely manner? Evaluate the employee's accomplishment of workload in order of established priority.

COMMENTS

RATING

- | | |
|--|--|
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Occasionally Meets Requirements |
| <input type="checkbox"/> Consistently Exceeds Requirements | <input type="checkbox"/> Consistently Does Not Meet Requirements |
| <input type="checkbox"/> Meets Requirements (Satisfactory) | <input type="checkbox"/> Unsatisfactory |

CRITERIA # 4 : INITIATIVE AND JUDGMENT

Appraise the employee's ability and readiness to accept responsibility in assignment of duties. Does the employee reach sound opinions and decisions? Consider ability to work independently. Does the employee apply abilities to resolve issues and problems?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 5 : DEPENDABILITY, PUNCTUALITY AND PERSONAL NEATNESS

Consider adherence to scheduled work hours or accepted work schedule. Is the employee punctual? Evaluate attendance record. Does the employee exemplify personal grooming which is compatible with job requirements, projecting an image of professionalism relative to assigned responsibilities?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 6: INTERPERSONAL RELATIONS

Evaluate the employee's ability to work with others. Consider how well the employee performs job responsibilities while working harmoniously and courteously with others. Does the employee demonstrate cooperation in accomplishing individual and team goals?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 7 : COMMUNICATION

Appraise the extent to which the employee informs others as to problems, issues, methods, results and other aspects of position responsibilities, so that high levels of productivity are encouraged through interchange of information and knowledge.

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 8 : SAFETY AWARENESS

Consider the degree to which the employee demonstrates regard and awareness of safety practices in relation to self, others and property. Assess employee's observation of approved safety practices and respect for equipment.

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 9 : ADHERENCE TO QUALITY CUSTOMER SERVICE

Consider the degree to which the employee performs the job responsibilities and duties with attention to providing a high level of awareness of service satisfaction to the citizens of the City. Does the employee respond to citizen requests and inquires in a timely and courteous manner. Does the employee exemplify the organizational commitment to quality customer service?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

REMEDIAL ACTIVITIES

Actions which supervisor and employee have agreed upon to correct performance evaluation rated unsatisfactory or below expectations.

- 1.
- 2.
- 3.

DEVELOPMENT ACTIVITIES

Action which supervisor and employee agreed upon to further employee professional development.

- 1.
- 2.
- 3.

GOALS

OVERALL PERFORMANCE RATING

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

Was the position description reviewed during the conference?

 Yes No

Position description is current Needs revision

This form was reviewed by and
(Employee Initials) (Appraisers Signature/Title)

Acknowledged

(City Administrator Initials)

(Date)

City Council Memorandum

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	January 9, 2001
Agenda Item:	2001 Staff Compensation

BACKGROUND:

Attached is the proposed compensation schedule for 2001 union and non-union staff.

There are two components from the union contract and the personnel policy that dictate compensation changes. The first component is the Stanton, or market equity adjustment. According to city policy, this adjustment is based upon what other seven-county metro cities with population between 1500-4000 pay in comparable positions. The union contract states that Stanton adjustments are agreed upon each year with a minimum increase of 3%. There are set percentages for 2001 that have been agreed upon in the new union contract. They are included in this memorandum for union employees.

The second component of annual staff compensation is the merit adjustment. These are based on performance evaluations and a formula set in the City's personnel policy and/or the union contract with union members. This year the inflation figure is 3.5%. A percentage of that 3.5% inflation figure is applied to evaluations that are: satisfactory (85%); consistently exceeds requirements (95%), and outstanding (105%). Performance evaluations were completed by the first week of January.

- Public Works Maintenance

1. A Stanton Adjustment of 3.5% has been ratified in the union contract.
2. A Merit Adjustment of 3.325% is included as a result of the performance evaluation.

- Public Works Coordinator

1. A Stanton Adjustment of 3.5% has been ratified in the union contract.
2. A Merit Adjustment of 3.325% is included as a result of the performance evaluation.

- Deputy Clerk

1. A Stanton Adjustment of 3% has been ratified in the union contract.
2. A Merit Adjustment of 2.975% is included as a result of the performance evaluation.

- Administrative Analyst

1. A Stanton Adjustment of 3.5% is included.
2. A Merit Adjustment of 3.325% is included as a result of the performance evaluation.

The position is eligible for a Step Adjustment to Step 4 on February 13, 2001 pursuant to a satisfactory review.

- City Administrator

1. A Stanton difference of 8.73% exists.
2. The annual Merit Adjustment will be decided pursuant to the performance review and evaluation.

Satisfactory	2.975%
Consistently exceeds requirements	3.325%
Outstanding	3.675%

COUNCIL ACTION REQUESTED:

Motion to approve the 2001 Staff Compensation as agreed upon by the City Council.

LAUDERDALE 2001 WAGE SCHEDULE - AFSCME - SCHEDULE A

2000 Wage Schedule

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33%	\$2,891.80	\$2,747.21	\$2,602.62	\$2,458.03	\$2,313.44
	Sewer Maintenance Worker (No. 4) - 33%					
	Parkkeeper (No. 5) - 33%					
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25%	\$3,273.98	\$3,110.28	\$2,946.58	\$2,782.88	\$2,619.18
	Sr. Sewer Maintenance Worker (No. 8) - 25%					
	Inspector 2 (No. 31) - 25%					
Deputy Clerk (Non-exempt)	Administrative Assistant (No. 169) - 25%					
	Executive Secretary (No. 98)	\$2,785.37	\$2,646.10	\$2,506.83	\$2,367.56	\$2,228.30

2001 Wage Schedule (Includes Stanton Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33%	\$2,993.01	\$2,843.36	\$2,693.71	\$2,544.06	\$2,394.41
	Sewer Maintenance Worker (No. 4) - 33%					
	Parkkeeper (No. 5) - 33%					
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25%	\$3,388.57	\$3,219.14	\$3,049.71	\$2,880.28	\$2,710.86
	Sr. Sewer Maintenance Worker (No. 8) - 25%					
	Inspector 2 (No. 31) - 25%					
Deputy Clerk (Non-exempt)	Administrative Assistant (No. 169) - 25%					
	Executive Secretary (No. 98)	\$2,868.93	\$2,725.48	\$2,582.04	\$2,438.59	\$2,295.14

FINAL 2001 Wage Schedule (Includes Stanton Adj. and Merit Adj.)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33% Sewer Maintenance Worker (No. 4) - 33% Parkkeeper (No. 5) - 33%	\$3,092.53	\$2,937.90	\$2,783.28	\$2,628.65	\$2,474.02
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25% Sr. Sewer Maintenance Worker (No. 8) - 25% Inspector 2 (No. 31) - 25% Administrative Assistant (No. 169) - 25%	\$3,501.24	\$3,326.18	\$3,151.12	\$2,976.05	\$2,800.99
Deputy Clerk (Non-exempt)	Executive Secretary (No. 98)	\$2,954.28	\$2,806.57	\$2,658.85	\$2,511.14	\$2,363.43

LAUDERDALE 2000 WAGE SCHEDULE FOR NON-UNION

2000 Wage schedule

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Administrative Analyst (Exempt)	Administrative Assistant (No. 169) - 50% Accounting Clerk 3 (No. 81) - 50%	\$3,170.22	\$3,011.71	\$2,853.20	\$2,694.69	\$2,536.18
City Administrator (Exempt)	City Administrator (No. 174)	\$4,739.57	\$4,502.59	\$4,265.61	\$4,028.63	\$3,791.66

2001 Wage schedule (Includes Stanton Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Administrative Analyst (Exempt)	Administrative Assistant (No. 169) - 50% Accounting Clerk 3 (No. 81) - 50%	\$3,281.18	\$3,117.12	\$2,953.06	\$2,789.00	\$2,624.94
City Administrator (Exempt)	City Administrator (No. 175)					

FINAL 2001 Wage schedule (Includes Stanton Adjustment and Merit Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Administrative Analyst (Exempt)	Administrative Assistant (No. 169) - 50% Accounting Clerk 3 (No. 81) - 50%	\$3,390.28	\$3,220.76	\$3,051.25	\$2,881.74	\$2,712.22
City Administrator (Exempt)	City Administrator (No. 175)					