LAUDERDALE CITY COUNCIL MEETING AGENDA 7:30 P.M. TUESDAY, AUGUST 11, 2015 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 July 28, 2015 Goal Setting Session and City Council Meeting
- c. Claims Totaling \$91,313.75

4. CONSENT

- a. Quarterly Investment Report.
- b. Purchase of New Voting Equipment Resolution 081115A

5. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

6. INFORMATIONAL PRESENTATIONS / REPORTS

a. Day in the Park

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.

8. DISCUSSION / ACTION ITEMS

- a. Use of City Park Application
- b. Revisions to the Recycling Contract for Alley Collection

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. ADDITIONAL ITEMS

11. SET AGENDA FOR NEXT MEETING

- a. Amendment to Rental Housing Ordinance
- b. Sheriff Matt Bostrom September 8

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

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.

- a. 2016 Budget and Levy
- b. Draft Revisions to Social Room Policy
- c. Planning for 2016 Eustis Street Improvements
- d. Planning for Technology Upgrades
- e. Brandychase Reimbursement Request Update
- f. Community Development Update

13. ADJOURNMENT

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Mayor Dains called the City Council work session to order at 5:38 p.m.

Councilors present: Mayor Dains, Mary Gaasch, Roxanne Grove, Denise Hawkinson, and Lara Mac Lean. Councilors absent: None.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant City Administrator; David Hinrichs, Public Works Coordinator; and Terry Berg, Deputy City Clerk.

Others present: Stacie Kvilvang of Ehlers & Associates.

Mayor Dains began the work session noting the first topic being economic development with Stacie Kvilvang of Ehlers. Ms. Kvilvang reviewed discussions with developers regarding the Chinese Christian Church property. The Council previously discussed the interest of both single family and senior housing developers. The Council concluded single-family homes would better suit the property. The next topic was scattered site housing improvement program with Ms. Kvilvang highlighting programs in Brooklyn Park and Columbia Heights. In these cases, cities used financial assistance programs to encourage home builders to tear down substandard and blighted property. The last topic was the service station located on Larpenteur Avenue that the City purchased for redevelopment. The building is currently being used by Public Works for storage. Discussion ensued as to demolition or making repairs with Council consensus to complete the wall repair.

City Administrator Butkowski presented the proposed staff goals for 2016 by category of Infrastructure Improvements, Administrative Efficiency, Regulatory Compliance, Intergovernmental Cooperation, Environmental Stewardship, Service Delivery, and Ordinance Amendments. Council expressed their appreciation for the completeness of the staff goals.

Mayor Dains asked for other goals or topics. Mayor Dains brought forward the parking on the grass and driving on trails at the Lauderdale Community Park. Several solutions were offered such as improved signage, installing a cable barrier, and St Anthony Police enforcing the park rules. It was suggested that the police chief attend a future council meeting to discuss.

The Council discussed improvements to recycling and waste collection and possible improvements to the warming house.

There being no further discussion, Mayor Dains adjourned the work session at 7:18 p.m.

Respectfully submitted,

Deputy City Clerk

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Mayor Dains called the Regular City Council meeting to order at 7:32 p.m.

Councilors present: Mayor Dains, Mary Gaasch, Roxanne Grove, Denise Hawkinson, and Lara

Mac Lean.

Councilors absent: None.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant City Administrator; and Terry Berg, Deputy City Clerk.

Approvals

Mayor Dains asked for changes to the meeting agenda. Motion was made by Councilor Grove to approve the agenda with the addition of the Night to Unite to Informational and Night to Unite Council attendance to the work session, seconded by Councilor Gaasch and carried unanimously.

Councilor Gaasch moved to approve the City Council meeting minutes of July 14, 2015. Councilor Hawkinson seconded the motion and carried unanimously.

Councilor Grove moved and seconded by Councilor Mac Lean to approve the claims totaling \$41,309.14. Motion carried unanimously.

Consent

Mayor Dains asked if any Councilors wished to remove items from the Consent Agenda. There being none, Councilor Mac Lean moved and seconded by Councilor Grove to approve the Consent Agenda acknowledging the June Financial Report. Motion carried unanimously.

Informational Presentations / Reports

A. Night to Unite

Mayor Dains reminded residents that Night to Unite is Tuesday, August 4 with registration deadline being Thursday, July 30, 2015. Individuals hosting block parties should register with the St Anthony Police Department by the deadline with the incentive to receive the free ice cream sponsored by Cub Foods.

Discussion / Action Items

A. Nuisance Abatement 1701 Carl Street

City Administrator Butkowski reported that the property owners were contacted at their updated address regarding the nuisances at 1701 Carl Street and sent an invoice for the work that was completed to-date. Since they have not completed the abatement themselves, staff is asking the Council to add pest control to the Destruction Order so the remaining work can be completed. The estimate for the pest control is \$125.00 - \$200.00. Motion was made by Councilor Hawkinson and seconded by Councilor Mac Lean to approve a Destruction Order directing staff

Page 2 of 3 July 28, 2015

to abate the pest nuisance and complete the rank vegetation and noxious week nuisances at 1701 Carl Street as provided by Title 4, Chapter 6 of the Lauderdale City Code. Motion carried unanimously on a roll call vote.

B. Bus Shelters on Larpenteur Avenue

City Administrator Butkowski reviewed the bus shelter component of the Larpenteur Avenue Sidewalk Project. One bus shelter was planned at Eustis Street and Larpenteur Avenue and a smaller shelter at Pleasant Street and Larpenteur Avenue with the outstanding issue being whose financial responsibility. According to the Metropolitan Council should ridership meet their threshold, they would pay for the bus shelters if under it would be the City of Lauderdale's responsibility. Discussion ensued with Council consensus to wait on updated ridership numbers from the Metropolitan Council.

City Administrator noted the next meeting may include the Amendment to Rental Housing Ordinance, 2016 Levy and Budget, Recycling Contract, and Quarterly Investment Report.

Work Session

A. Public Comment None.

B. Metropolitan Council Board Member Marie McCarthy

Marie McCarthy thanked the Council for the opportunity to introduce herself and Lisa Barajas, Manager of Local Planning Assistance.

Lisa Barajas highlighted the 2040 Comprehensive Planning Cycle entitled Thrive MSP 2040 & Local Planning with a PowerPoint presentation. The Metropolitan Council has been updating their Policy Plans and is ready to give notice to local governments to review their plans for conformance with the metro-wide plans. Staff is being added to assist local governments with their Comprehensive Plan updates.

Mayor Dains brought forward an outstanding issue regarding pedestrian access from Eustis Street to Cleveland Avenue. Board Member McCarthy replied that she would research the issue.

C. Brandychase Condominium Association Reimbursement Request

City Administrator inquired as to the Council's response to the reimbursement request made at the July 14, 2015 Council meeting. Following discussion, Council consensus was for Administrator Butkowski to contact Brandychase requesting two additional quotes for the sprinkler system repair with the possibility of City financial participation should Brandychase participate with snow removal using the City's contractor and reimbursing for their share.

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D. Community Development Update None.

E. Night to Unite Council Attendance No discussion took place.

There being no further business on the council agenda, motion was made by Councilor Hawkinson and seconded by Councilor Mac Lean, carried unanimously, to adjourn the meeting at 8:25 p.m.

Respectfully submitted,

Terry J/Berg

Deputy City Clerk

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

August 11, 2015 City Council Meeting

<u>Payroll</u>

7/31/15 Payroll: Direct Deposit # 502055-502065

\$10,021.05

7/31/15 Payroll: Payroll Liabilities, e-payments 1018E-1021E

\$8,150.14

Vendor Claims

8/11/15 Claims: Check #'s 22895-22923

\$73,142.56

SUBTOTAL \$91,313.75

Total Claims for Approval

\$91,313.75

${\bf LAUDERDALE,\,MN}$

Payments

Current Period: JULY 2015

Batch I	Name
---------	------

073115 PR

Payment

Computer Dollar Amt

\$8,150.14 Posted

		•	. ,			
Refer	4846 ICMA RETIREMENT	TRUST - 457	Ck# 001018E 7/31/20	<u>15</u>		
Cash Payment	G 101-21705 ICMA RET	TREMENT	July 31 2015 Payroll			\$736.12
Invoice	7/31/2015					
Transaction Dat	e 7/31/2015	Due 0	NORTH STAR CHE	10100	Total	\$736.12
Refer	4847 MN DEPARTMENT	OF REVENUE	Ck# 001019E 7/31/20	<u>15</u>		The first of the f
Cash Payment	G 101-21702 STATE W	THHOLDING	July Payroll			\$1,981.75
Invoice July	7/31/2015					
Transaction Dat	e 7/31/2015	Due 0	NORTH STAR CHE	10100	Total	\$1,981.75
Refer	4848 NORTH STAR BANK	K, CHECKING S	Ck# 001020E 7/31/20	<u>15</u>		And the second s
Cash Payment	G 101-21701 FEDERAL	TAXES	July 31 2015 Payroll			\$1,374.80
Invoice	7/31/2015					
Cash Payment	G 101-21703 FICA WITH	HOLDING.	July 31 2015 Payroll			\$2,251.02
Invoice	7/31/2015					
Transaction Dat	e 7/31/2015	Due 0	NORTH STAR CHE	10100	Total	\$3,625.82
Refer	4849 <i>PERA</i>		Ck# 001021E 7/31/20	<u>15</u>		Service Control of Service Contr
Cash Payment	G 101-21704 PERA		July 31 2015 Payroll			\$1,806.45
Invoice	7/31/2015				· 	
Transaction Dat	e 7/31/2015	Due 0	NORTH STAR CHE	10100	Total	\$1,806.45

Fund Summary

10100 NORTH STAR CHECKING

101 GENERAL

\$8,150.14

\$8,150.14

Pre-Written Check	\$8,150.14
Checks to be Generated by the Computer	\$0.00
Total	\$8,150.14

*Check Detail Register©

		Check A	mt Invoice	Comment
10100 NORTH STA	R CHECKING			
Paid Chk# 022895	8/11/2015 BE THERE PEST CON	TROL	s translatiti til kalli etaan tilli Silvi kitilläri tild elisse elikisteksiysi kisassi tilli Silvi erin	
E 101-43400-442	MISCELLANEOUS	\$125.00	29398	1701 Carl Street Pest Abatement
Т	otal BE THERE PEST CONTROL	\$125.00	.	
Paid Chk# 022896	8/11/2015 BEDOR, PAUL			
	DAY IN THE PARK	\$90.00	2015	Day in the Park Entertainment
L 201-40000-017	Total BEDOR, PAUL	\$90.00	2010	Day in the Fant Entertainment
Paid Chk# 022897	8/11/2015 BERG, TERRY			
	•	\$19.75		Chinning
E 101-41200-203	COMPUTER SOFTWARE & EQU	\$19.75 \$17.97		Shipping Computer Monitor
	TRAVEL EXPENSE	\$3.45		SAT Meeting
	GENERAL SUPPLIES	\$28.24		Certificate Frame
L 101-41100-201	Total BERG, TERRY	\$69.41		Gertificate i fame
			eleccionista de la companio de la c	
Paid Chk# 022898	8/11/2015 BREDEMUS HARDWA	RE CO., INC		
	PERMANENT SUPPLIES	\$272.50	236868	City Hall Door Hardware
Total E	BREDEMUS HARDWARE CO., INC	\$272.50		
Paid Chk# 022899	8/11/2015 BUTKOWSKI, HEATHE	R	000 100 100 100 100 100 100 100 100 100	
E 101-41200-227	TOOLS & EQUIPMENT	\$471.79	102608829406	City Hall Vacuum Cleaner
	Total BUTKOWSKI, HEATHER	\$471.79		
Paid Chk# 022900	8/11/2015 CITY OF ROSEVILLE			
E 101-45200-371	NON-RESIDENT REIMBURSEM	\$968.00	180415	2015 Jan - July Recreation Program Reimbursement
	CONSULTING FEES	\$486.75	220462	August IT Services
E 101-41200-391	TELEPHONE/PAGERS	\$104.45	220504	August Telephone Services
	Total CITY OF ROSEVILLE	\$1,559.20		
Paid Chk# 022901	8/11/2015 CITY OF ST ANTHONY			
F 101-42100-319	POLICE CONTRACT	\$52,865.50	3282	August Police Contract
2 101 12100 0.0	Total CITY OF ST ANTHONY	\$52,865.50		
Paid Chk# 022902	8/11/2015 CROIX OIL			
		¢20.04	431724	luly Engl
E 602-49100-212 E 601-49000-212		-	431724	July Fuel July Fuel
E 101-43000-212		\$143.79		July Fuel
E 101-43000-212	Total CROIX OIL	\$205.41	451724	July I del
		φ200.41 		
Paid Chk# 022903	8/11/2015 G & K SERVICES			
E 602-49100-425			2277524-7	July Uniforms
E 601-49000-425		\$53.24	2277524-7	July Uniforms
	Total G & K SERVICES	\$106.47		
Paid Chk# 022904	8/11/2015 GLTC PREMIUM PAYN	IENTS		
G 101-21706 HE	ALTH INSURANCE	\$102.70	1569469	Long Term Care Insurance
To	tal GLTC PREMIUM PAYMENTS	\$102.70		

*Check Detail Register©

		Check A	mt Invoice	Comment
Paid Chk# 022905	8/11/2015 GOPHER STATE ONE	CALL		
E 101-43400-386	GOPHER STATE ONE CALL	\$58.10	139955	July Locates
	otal GOPHER STATE ONE-CALL	\$58.10		•
Paid Chk# 022906	8/11/2015 HOME DEPOT CRC	excess and excess of the excess of the experience of		
	PERMANENT SUPPLIES	940.05	1080030	City Hall Trash Can
	REPAIR SUPPLIES	· ·	1213737	Credit Building Supplies
	REPAIR SUPPLIES		3020041	Garage Building Supplies
L 101-40000-220	Total HOME DEPOT CRC	\$118.33	0020011	Carago Bananig Cappingo
D-14 Obl.# 020007				
Paid Chk# 022907				
E 201-45600-377	DAY IN THE PARK	\$189.00	3486	Colorful Castle
	Total JUMPITY JUMP	\$189.00		
Paid Chk# 022908	8/11/2015 KENNEDY & GRAVEN	NOTE AND ADDRESS OF THE PROPERTY OF THE PROPER	CINC MONTHS AND	5 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9
E 101-41500-305	LEGAL FEES - CIVIL	\$651.75	126720	Nuisance Abatement
G 101-22225 LU	THER SEMINARY ESCROW	\$1,023.00	126720	Luther Seminary PUD
	Total KENNEDY & GRAVEN	\$1,674.75		
Paid Chk# 022909	8/11/2015 LILLIE SUBURBAN NE	WS		
E 101-41100-352	PUBLIC INFORMATION NOTICE	\$294.00		Ordinance 15-03
	Total LILLIE SUBURBAN NEWS	\$294.00		
Paid Chk# 022910	8/11/2015 MET COUNCIL ENVIRO	ONMENTAL S	ERV	
E 601-49000-387	WATER TREATMENT SERVICE	\$11,019.42	1047509	August Wastewater Treatment
tal MET C	OUNCIL ENVIRONMENTAL SERV	\$11,019.42		
Paid Chk# 022911	8/11/2015 MINNESOTA EQUIPME	ENT		
F 101-45200-228	REPAIR SUPPLIES	\$78.29	P83896	Mower Belt
101 10200 210	Total MINNESOTA EQUIPMENT	\$78.29		
Paid Chk# 022912	8/11/2015 NORTH STAR BANK, 0	HECKING 61		
	TRAINING & EDUCATION	\$14.00		FirstNet Learning
E 602-49100-308	TRAINING & EDUCATION TRAINING & EDUCATION	\$14.00		FirstNet Learning
	TRAINING & EDUCATION	\$42.00		FirstNet Learning
	PRINTING SERVICES	\$37.48		Business Cards, Council Cards
	PERMANENT SUPPLIES	\$38.95		Display Port, Wireless Mouse
otal NORT	H STAR BANK, CHECKING STMT	\$146.43		
Paid Chk# 022913	8/11/2015 NORTH STAR BANK, F	PETTY CASH	RODANI IN DISTRIBUTAN INVESTIGATION PROPERTY NO STANSFOLD	
E 101-41200-440	MEETING EXPENSES	\$10.00		Suburban Rate Authority
	MEETING EXPENSES	\$28.00		Park Board Pizza
E 101-45200-228	REPAIR SUPPLIES	\$39.30		Park Fountain Parts
E 101-43400-203	POSTAGE	\$6.74		Certified Mail - 1701 Carl Street
Total N	ORTH STAR BANK, PETTY CASH	\$84.04		
Paid Chk# 022914	8/11/2015 RAMSEY COUNTY RE	CORDER		
E 101-43400-442	MISCELLANEOUS	\$46.00	1080105	Greenway Village PUD

*Check Detail Register©

MI FRANCISCO CONTROL C	Check A	nt Invoice	Comment
Total RAMSEY COUNTY RECORDER	\$46.00		
Paid Chk# 022915 8/11/2015 RAMSEY COUNTY, PRO	P REC & RI		
E 101-42100-442 MISCELLANEOUS	\$6.24	EMCOM-0044	July Fleet Support
E 101-42100-318 911 DISPATCH	\$228.72	EMCOM-0044	July 911 Dispatch - CAD
E 101-42100-318 911 DISPATCH	\$1,116.41	EMCOM-0044	July 911 Dispatch
G 101-21706 HEALTH INSURANCE	\$443.49	RISK-001738	August Health Insurance
E 101-41200-355 PRINTING SERVICES	\$25.00	RISK-001738	August Health Insurance
Total RAMSEY COUNTY, PROP REC & REV	\$1,819.86		
Paid Chk# 022916 8/11/2015 SAM S CLUB			
E 101-41200-201 GENERAL SUPPLIES	\$30.40	July	Coffee, Filters, Cookies
E 101-43000-213 LUBRICANTS & OTHER FLUIDS	\$94.12	July	Oil for Trucks
Total SAM S CLUB	\$124.52		
Paid Chk# 022917 8/11/2015 SCHNEIDER, YVONNE	gg ong e 14 min'n chinkunti dibinin 4 dikis 14 4 4 5 5 5		
E 201-45600-377 DAY IN THE PARK	\$90.00		Face Painting
Total SCHNEIDER, YVONNE	\$90.00		
Paid Chk# 022918 8/11/2015 ST PAUL REGIONAL WA	ATER SERV	ICE	
E 101-43000-327 OTHER SERVICES	\$178.14		2430 Larpenteur Ave W Frozen Meter
E 101-43000-382 WATER UTILITIES	\$57.76		1891 Walnut St
E 101-43000-382 WATER UTILITIES	\$34.41		2430 Larpenteur Ave W
E 601-49000-382 WATER UTILITIES	\$20.44		1915 Walnut St
E 101-45200-382 WATER UTILITIES	\$42.69		1885 Fulham St
otal ST PAUL REGIONAL WATER SERVICE	\$333.44		
Paid Chk# 022919 8/11/2015 SUBURBAN ACE HARD	WARE		
E 101-43000-202 PERMANENT SUPPLIES	\$6.98	101760	Double Cut Key
E 101-43000-202 PERMANENT SUPPLIES	\$7.99	101944	Fix A Flat
Total SUBURBAN ACE HARDWARE	\$14.97		
Paid Chk# 022920 8/11/2015 XCEL ENERGY, 2430 LA	ARPENTEUF		
E 101-43000-381 ELECTRIC UTILITIES	\$21.85	466160726	2430 Larpenteur
Total XCEL ENERGY, 2430 LARPENTEUR	\$21.85		
Paid Chk# 022921 8/11/2015 XCEL ENERGY, CITY HA	ALL		
E 101-43000-383 GAS UTILITIES	\$31.89	466069865	City Hall
E 101-43000-381 ELECTRIC UTILITIES	\$218.97	466069865	City Hall
Total XCEL ENERGY, CITY HALL	\$250.86		
Paid Chk# 022922 8/11/2015 XCEL ENERGY, STREE	T LIGHTING		
E 101-43000-380 STREET LIGHTING	\$36.82	466121084	Lauderdale Bridge Lights
E 101-43000-380 STREET LIGHTING	\$473.90	466416817	July Street Lights
Total XCEL ENERGY, STREET LIGHTING	\$510.72		
Paid Chk# 022923 8/11/2015 YAEGER, LEN			
E 201-45600-377 DAY IN THE PARK	\$400.00	2015	Lazy Does It Dixieland Band
			•

*Check Detail Register©

	Check Amt	Invoice	Comment
Total YAEGER, LEN	\$400.00		
10100 NORTH STAR CHECKING	\$73,142.56		
Fund Summary			
10100 NORTH STAR CHECKING			
101 GENERAL	\$61,109.61		
201 COMMUNITY EVENTS	\$797.00		
601 SEWER UTILITIES	\$11,137.91		
602 STORM SEWER ENTERPRISE FUND	\$98.04		
	\$73,142.56		

LAUDERDALE COUNCIL ACTION FORM

Action Requested	Meeting Date	August 11, 2015
Consent <u>X</u>	ITEM NUMBER	2Q15 Investment Report
Public Hearing Discussion	STAFF INITIAL	НАВ
Action Resolution		
Work Session	APPROVED BY A	ADMINISTRATOR
		44-4-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-
DESCRIPTION OF ISSUE AND	PAST COUNCIL A	ACTION:
The attached report and spreadsheet		
of 2015. I printed the spreadsheet in would like a larger version, staff wil		
OPTIONS:		<u> </u>
STAFF RECOMMENDATION:		
By approving the consent agenda, th and June of 2015.	ne Council acknowle	dges the investment report for May
COUNCIL ACTION:		

City of Lauderdale May and June Investment Report August 11, 2015

June ended with a general fund balance of \$427,953.75 and cash and investments totaling \$2,866,156.81. That is the total of all fund balances including the 601 and 602 sewer enterprise funds. Since the City pools the fund balances for investment purposes, at the end of June \$2,581,775.20 was invested. \$727,931.90 was invested in money market funds and \$2,000,048.14 in certificates of deposit (CDs). City staff did not purchase new CDs in May or June.

In May and June of this year, the City earned \$3,795.16 from investments compared to \$4,910.42 from January through April. The City earned \$15,872.33 in interest in 2014; \$13,998.11 in interest in 2013; and \$14,826.94 in interest in 2012. The expectation is the City will receive about the same amount in interest in 2015 as 2014 as the rates have not changed much.

Table 1 shows how the interest was divided between the funds and compares interest earned to the adopted budget. The funds with the largest balances get the greatest interest distributions. Since the City is no longer receiving TIF funds, interest income was not budgeted for but the City will continue to apply interest to that account until the funds are spent.

Table 1: Investment Earning Distribution by Fund

	2015	As of
Fund	Budget	June 30
101 – General Fund	\$1,400	\$1,335
201 – Community Events	\$25	\$31
202 – Communication	\$25	\$3
203 – Recycling	\$400	\$304
401 – Capital Improve, Street	\$2,000	\$1,751
402 – Capital Improve, Gen	\$400	\$145
403 – Capital Improvement, Storm Sewer	\$600	\$550
404 – Capital Improve, Parks	\$1,000	\$878
405 – TIF Projects	\$0	\$122
407 – Sewer Improvements	\$1,500	\$1,829
414 – Development	\$0	\$369
601 – Sewer Enterprise Fund	\$1,800	\$1,079
602 – Storm Sewer Enterprise Fund	\$300	\$308
Totals	\$9,450	\$8,704

At the end of the quarter, the securities were held an average of two years and seven months. Currently, investment maturity dates are laddered into early 2018. It seems doubtful rates will improve significantly in the near future so staff will continue to ladder short-term CDs. If the rates rise, the City will be able to step up to the better rates with each maturity.

Staff provides Councilors the investment spreadsheet as an internal control procedure required by the city's auditor. As always, staff is available to answer questions and provide the Council with research related to the City's investments.

					-	-					_	_					-	-			
Zula City of Lauderdain investments	% FDIC CUSIP Rate	Approx, Holding in Days	Maturity Date		Purch B	Balance 12/31/2014 PL	Purchases	Tr	Transfors in	Transfors out	Interest/ Dividends	Balance 1/31/2015	Purchases	Sales	Transfers in	Transfors out	Interest/ Dividends	Balance 2/28/2015	Purchases	Sales	Transfers in
Smith Barney Inst Gov't Money Market						31,712.88		r		1	0.99	\$31,713.87	,		529.32		0.89	32,244.08	1		570.27
CD Ally Bank	57803 02006LI 1,100	1095	5/30/2017		5/29/2014	100,000.00		,		•	,	100,000,00						100,000,00			•
CD Discover Bank DF Clune/Dec)	06740K 1.050	737	12/19/2016			100,000,00	, ,			. ,		100,000.00					, ,	100,000,00			2 1
CD BMW Bank of North America (UT-semi Ma/Se)		1096	9/30/2016			100,000.00	,		,	,	•	100,000.00	•	•	ı		,	100,000,00	- 1	570.27	•
CD AMEX Centurion (int. Feb. Aug)	27471 02587D 1.050	1095	8/15/2016			100,000,00		,	,	•		100,000.00	•	529.32			529.32	100,000,001	•		•
CD Compass Bank	19048 20451P. 0.500	730	5/31/2016		5/28/2014 1	100,000.00						100,000.00		,	,		,	100,000,001	•		•
rudio pulchases									,				,		,		,	•		,	•
				Portfolio Vajue		631,733.02	,	,	-		0.99	631,734.01	,	529.32	529.32	-	530,21	632,264.22		570.27	570.27
444																					
ormand Monoy Market						,	,			•		•			100,302,47	,	-	100,302,47			687.24
CD Goldman Sacks (Mar/Sept Int)		1095	3/5/2018			,			,	,	•	,	•	,	,	,	1	•	100,007.00	•	,
CD Synovus Bank GA	87164D 1,100	913	6/30/2017			100,007.00				,	•	100,007,00		,	,		1	100,007.00		,	,
CD Marin Business Bank	57116A	913	3/28/2016			00,007.00				,		100,007.00	,	,	į		,	100,007.00		396.71	,
CD OF Carital Petal	361579	£ 5	3/27/2015		9/28/2014	00,000,00	± 1	, ,				100,007,00					1	100,007.00		- 200 00+	
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RBC Dain Rauscher																					
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CD Bank of North Carolina	06414Q 1,100	913	8/28/2017		2/27/2015	- 1			·	1	'		100,000,00		,	,	,	100,000,00	,	84.38	•
OU Private bank & Trust (Unicago) Semi-Annual		380	10/4/2016			00,000,00		, ,				100,000,001	,		•			100,000.00			
D Groat Southern Bank		23 65	8/10/2015			100,000,00			. ,			100,000,00	, ,	327.67			327.67	100,000,00			
D Codar Rapids Bank	57224 1505171 0.500		4/13/2015			00'000'00		42.47	,	,	42.47	100,000.00	,	42.47	,	,	42.47	100,000,001		38.36	•
CD North Town Bank	89213T 0.500		2/26/2015			00'000'00				1	,	100,000.00		100,252.05	•		252.05	(0.00)	,	,	,
תרום להו רושמם						,	,			,		•			,	,		•		•	•
				Portfolio Value		500,000,00		42.47	42.47	42.47	42.47	500,000,00	100,000.00	100,622.19	622.19	622.19	622.19	500,000,003	-	122.74	122.74
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Financial Northeastern Companies						,															
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OD JF Morgan (canada quarteny)	34326A 0.650	548	6/30/2016		12/20/2014	00 000 00		, ,			, ,	100 000 00		, AR		• 1	, 12	, 000 000	00,000,001	90 90+	•
CD Sterling Savings Bank			2/16/2016			00'000'00	,	,			,	100,000.00	,	378.08		,	378,08	100,000,00		,	
CD Alma Bank NY (Mo. Int)	58424 020080/ 0.700		12/28/2015			100,000,00	•	59.45	,	•	59.45	100,000,00	,	ı			,	100,000,001	•	113.15	,
CD First Republic Bank			5/26/2015		5/24/2013	00'000'00	,	50.96	,	•	50.96	100,000,00	,	50.96	,		96.03	100,000,001		46.03	•
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				Portfolio Value		600,106.85	-	228.46	228.46		228.46	600,335.31		100,602.30	100,602.30		602.30	600,937.61	100,000.00	100,294.16	294.16
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Plus Fund					40	526,033.90	•	,			20.46	526,054.36	٠	•		,	18.48	526,072.84		,	'
4M Short Torm Series						•						•	•				•	•			٠
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Sales	523.56	548.49		327.67 53.42 59.45 - - - - - - - - - - - - - - - - - - -	100,000,00	101,512.59 202,676.11 From "Cash Balances" 101-10400 Invest Actual Bal. 101-10100	Inv Bal BS Interest New Balanco
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Interost/ Dividends	1,01 545.48 520.68 247,95 1,315.12		90.41	0.35 55.21 57.53 67.53 63.43 7	16.74	2,260.40	
Transfers out			100,536,71	201,533,93	150,000.00	452,070.64 2,577,980.04 2,263,124,30 314,855.74	2,577,980.04 2,260.40 2,580,240.44
Transfers in	1,314.11	173.56	100,538.71	200,215.49	302,070.64	10.51	
Sales	545.48 520.68 - - 247.95	173.56	100,090.41 446.30 - - - - - - - - - - - - - - - - - - -	55.21 57.53 100,049.32 100,053.43	1 1 1 1	302,239.87 604,310.51 From "Cash Balances" 101-10400 Invest Actual Bai, 101-10100	Inv Bal BS Interest New Balance
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Balance 4/30/2015	32,816,25 100,000,00 100,000,00 100,020,14 100,000,00 100,000,00 100,000,00	100,989,71 100,007,00 100,007,00 100,007,00 100,007,00 (0.0)	100,000.00 100,000.00 100,000.00 100,000.00 0.00	1,375.62 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00	166,643.22 426,107.10	2,727,980.04	
Interest/ Dividends	86			59.45 50.96 50.96 7.	2.04	848.48	
Transfers out			100,685.75		20,000,00	150,685,75 2,727,131.56 2,334,844.94 392,286.62	2,727,131,56 848.48 2,727,980.04
Transfors in			100,685,75	143.53	100,685.75 - - 100,685.75	,515.03	
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Balance 3/31/2015	32,815.29 100,000.00 100,000.00 100,020.14 100,000.00 100,000.00 100,000.00	100,989,71 100,007,00 100,007,00 100,007,00 100,007,00 0,00 (0,00)	100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 (0.00)	1,232.09 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00	115,955.43 426,090.90 - - 542,046.33	2,777,131,56	
Interest/ Dividends	0.94 - - 570.27 - - -	396.71 290.53 - 280.53	, 84.38 	0.32 105.06 113.15 46.03 29.92 	1.55	1,695,28	
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Balance 10/31/2015	34,655.89 100,000.00 100,000.00 100,022.14 100,000.00 100,000.00 100,000.00	548.49 100,007.00 100,007.00 100,007.00 100,007.00 0.00 (0.00)	(0,0) 100,000,00 100,000,00 100,000,00 (0,00 300,000,00	498.07 100,000.00 100,000.00 100,000.00 100,000.00 (0.00) 0.00 0.00	319,883.97 526,140,64 - - 846,024.61 2,581,775.20	
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Balance 9/30/2015	34,655.89 100,000.00 100,000.00 100,020.14 100,000.00 100,000.00 100,000.00	548.49 100,007.00 100,007.00 100,007.00 100,007.00 0.00 (0.00)	(0.00) 100,000,00 100,000,00 100,000,00 10,00 (0.00)	498.07 100,000.00 100,000.00 100,000.00 100,000.00 0.00	319,883.97 526,140.64 846,024.61 2,581,775.20	
interest/ Dividends		,,				
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Sales						From "Cash Balances" 101-10400 Invest Actual Bal. 101-10100 Inv Bal BS interest New Balance
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Balance 8/31/2015	34,655.89 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00	548.49 100,007.00 100,007.00 100,007.00 100,007.00 0.00 (0.00)	(0.00) 100,000,00 100,000,00 100,000,00 (0.00) 300,000,00	498.07 100,000.00 100,000.00 100,000.00 100,000.00 (0.00) 0.00 0.00	319,883.97 528,140.64 - - 846,024,61	
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Balance 7/31/2015	34,655.89 100,000.00 100,000.00 100,002.14 100,000.00 100,000.00 100,000.00	548.49 100,007.00 100,007.00 100,007.00 100,007.00 0.00 (0.00)	(0.00) 100,000,00 100,000,00 100,000,00 (0.00)	438.07 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 1000 10	319,883.97 526,140,64 - - 846,024,61 2,581,775.20	
Interest/ Dividends		. , , , , , , , ,	, , , , , , , , ,	55.21		
Transfers out						

Amount 634,676.03 400,576,49	300,000.00 400,498.07 846,024.61 2,581,775.20	Amount	981,727.06 0.00 0.00	000	2,581,775.20	V V	200,007.00	200,000.00	881,727.06 2,581,775.20																								
	11.6% 15.5% 32.8%	%	% % % % % % % % %		65.8%		7.7%																										
Investments as of 6/30/15 By Broker Smith Barnoy Northand	RBC manny RBC financial Northeastern Company League of MN Cities Total	Investments as of 6/30/15 By Typo	Money Market Fed Agency Commorcial Paper	Treasury	Certificate of Deposit Total	Investments as of 6/30/15	by iterating period (ifort purchase date) Up to 2 years	2 to 3 years 3 years & over	No time limit Total																								
Balance 12/31/2015	34,655.89 100,000.00 100,000.00	100,000.00	100,000,00	634,676.03	548.49	100,007.00	100,007.00	0.00	(0.00)	200,562.49	,	, ,	(0.00)	100,000,00	0.00	(0.00)	0000000	200,000,00	,	498,07 100,000.00	100,000.00	100,000.00	(100,000,00)	0.00	200,498.07	319,883.97	526,140.64	,	846,024.61	2,081,761.20			
YTD inv Dividends	5.75 5.45 520.68 523.56	570.27	247,95	2,943.01	0.25	. 678 70	396.71	290.53	295.47	1,705.01		, ,	268.21	548.49	167.14	252.05	98 000 0	2,003.00	•	327.67	324.11	349.03	182.71	169.86	1,980.36	15.81	106.74	•	122.55	8,760.79			
YTD Trans out		1 1			101,163.52					101,163.52		202,009.86					98 000 000	202,003,80		201,533.93		t			201,533.93	400,000.00	100,000,001		500,000.00	1,004,707.31			
YTD Trans In	2,937.26			2,937.26	101,711.76					101,711.76		202,009.86					98 000 000	202, UNS. 30		301,924,48		•			301,924.48	504,707.31	00,000,001	•	604,707.31	1,213,290.67			
YTD Sales	545.48 520.68 523.56	570.27	247.95	2,937.26	¥	- 248 40	396.71	100,297.53	100,302.47	201,718.76		, 000	100,268.27	127 67	100,167.14	100,252.05	90 000 000	302,009.00		100,000,00	324.11	349,03	100,182.71	100,169.86	401,979.69	100,000.00			100,000.00	1,008,645.57 1,213,290.67 1,004,707.31			
YTD Purchases				-	b	100,007.00				100,007.00		, 000 000	100,000,001				100 000 00	100,000.00		100,000,00		•			100,000.00			•	,	300,007.00			
Balance 12/31/2014	31,712.88 100,000.00 100,000.00	100,000.00		631,733.02	1 1		100,007.00	100,007.00	00,700,001	300,021.00		•		100,000.00	100,000.00	100,000.00	400 000 00		•	105.85 '	100,000.00	100,000.00	100,000,00	100,000,001	400,106.85	315,160.85	526,033.90	•	841,194.75	2,573,055.62			
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Balance 12/31/2015	34,655.89 100,000.00 100,000.00	100,000.0	100,000,0	634,676,03	548.4	100,007.0	100,007,00	0.0	(0.0)	400,576.49		' §	100,000.0	100,000.00	0.0	(0.0)	0000000	2000000		100,000.00	100,000.0	100,000.0	0.0	B. 1	400,498.07	319,883.97	526,140.6	•	846,024.61	2,581,775.20			
Interest/ Dividends		, ,			٠			. ,		,				, ,				,				•						1	,	,			
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Purchases		1 1								,															,	,	, ,		,	-			-
Balance 11/30/2015	34,655.89 100,000.00 100,000.00	100,000.00	- 100,000,00	634,676,03	548.49	100,007.00	100,007.00	0.00	(0.00)	400,576.49			100,000.00	100,000.00	0.00	(0.00)	200 000	200,000		100,000,00	100,000.00	100,000.00	0.00	0,00	400,498.07	319,883.97	526,140.64	i	846,024.61	2,581,775.20			
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LAUDERDALE COUNCIL ACTION FORM

Action Requested	Meeting Date Augu	st 11, 2015					
Consent <u>X</u>	ITEM NUMBER New	Voting Equipment					
Public Hearing	TIEW NOWIDER INCW	Voting Equipment					
Discussion Action	STAFF INITIALTJE	1/1)					
Resolution	A DDD OXIED DAY A DAYDUGG	TD A TOD					
Work Session	APPROVED BY ADMINIST	RATUR					
DESCRIPTION OF ISSUE AND	PAST COUNCIL ACTION:						
Ramsey County has been researching new voting equipment for several years. County staff recommended the County Board approve the Hart Verity voting system. The cost to the City is approximately 10% less than estimated in 2013 with the cost being \$8,073.00 for the voting machine which can be paid over five years at 2% interest. The estimating annual operating costs are \$567.85. The new voting system would be used for the November 3, 2015 election. Minnesota Statutes authorizes cities to use voting systems subject to the approval of the county. The attached resolution adopts the new Hart Verity voting system.							
OPTIONS:							
STAFF RECOMMENDATION:							
Approve resolution.							

COUNCIL ACTION:

Adopt Resolution 081115A Adopting the Use of the New Voting System.

RESOLUTION 081115A

CITY OF LAUDERDALE COUNTY OF RAMSEY STATE OF MINNESOTA

RESOLUTION ADOPTING THE USE OF NEW VOTING SYSTEM

WHEREAS, Minnesota Statutes §206.58, subdivision 1 authorizes cities to use voting systems at their elections, subject to the approval of the County; and

WHEREAS, Ramsey County has authorized the use of the Hart Verity voting system for the city and school district general election to be conducted on November 3, 2015 and all elections conducted thereafter.

NOW, THEREFORE, BE IT RESOLVED, that the Hart Verity voting system is hereby authorized for use in all elections conducted in the City of Lauderdale on November 3, 2015 and thereafter; and

BE IT FURTHER RESOLVED, that the City Clerk is directed to transmit a copy of this resolution to the Ramsey County Elections Office; and

BE IT FURTHER RESOLVED, that the City Clerk is directed to provide information to the voters concerning the use of the new voting system; and

BE IT FUTHER RESOLVED, that the City Clerk shall make the new voting system available for demonstration to the voters at one or more locations in the City prior to the November 3, 2015 election.

Adopted by the City of Lauderdale this 11th day of August, 2015.

	Jeffrey Dains, Mayor	
ATTEST:		
Heather Butkowski, City Administrator		

LAUDERDALE COUNCIL ACTION FORM

Action Rec	quested
Consent	
Public Hearing	
Discussion	<u>X</u>
Action	X
Resolution	
Work Session	

Meeting Date	August 11, 2015
ITEM NUMBER	City Park Application
STAFF INITIAL	\
APPROVED BY AD	MINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City received an application for use of Community Park on Saturday, September 12. The group is larger than 50 people, per city ordinance, council approval is required. Paul Winkelaar plans to host a bean bag tournament with about 250 people in attendance. The application is attached for your review.

If approved, this will be the forth year this event has been held. Past events have been fairly glitch free. Paul will cover the cost of an additional port-a-potty again. He realizes the City does not pick up trash over the weekend and he will take his excess trash so the park is available for other groups on Sunday. Paul said participants would be bringing alcohol to the event. The ordinance allows alcohol to be consumed (but not sold) in the park without additional city council approval.

He also plans to add more child friendly activities including a bounce house. The Council may require that organizers carry insurance and name the City as an additional insured. The League attorney I spoke with said this is the ideal situation but they are not concerned when cities don't require it as the risk of claims is low. By signing the park application form, Paul agreed to indemnify and hold the City harmless.

OPTIONS:

- A) Approve the request to use the park.
- B) Approve the request with conditions or requirements.
- C) Do not approve the request.

STAFF RECOMMENDATION:

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113 Phone: (651) 792-7650 Fax: (651) 631-2066

RESIDENT APPLICATION FOR USE OF COMMUNITY PARK

APPLICANT INFORMATION:
Name: Paul Winkelas- Address: 1747 Molve-n Street
City: Lauderdale State: MN Zip: 55/13 Telephone No.: 657-245-6143
Name of Organization (if applicable): Bear Bag Tournouent
PARK USE INFORMATION: Date of Picnic Shelter Use: 7-/2 Hours Used: 9:00 6:00 pm
* Number attending: ZSC * Note: Groups of 50 or more must receive council approval
Other park facilities may be reserved (circle all that apply):
Ball Field / East or West Tennis Court / East or West Basketball Court / Hours Used:
Volleyball Court / Paved Hockey Rink (Summer) / Ice Skating Rink (Winter) Hours Used:
(Winter Skating Rinks can only be reserved from 9–10 p.m. when open skating ends at 9 p.m.)
 The applicant will clean up the area after the event has occurred. Please bring your own garbage bags and take garbage with you when you go. The park facilities may not be used for advertisement of products, goods, or services, or for personal profit. The proposed event may not unreasonably interfere with the general public use of the park, or with the safe and orderly movement of traffic on streets surrounding the park. The applicant is aware of a parking lot on Roselawn Avenue which includes spaces for people with disabilities. The applicant understands that the park opens at 8 a.m. and closes at 10 p.m. The applicant can consume 3.2% and intoxicating liquor which they bring to park and keep possession of. The applicant agrees to carry a copy of the approved application form with them as proof of reservation. If the applicant experiences problems with the facilities, the applicant shall contact City Hall during office hours, or Ramsey County Dispatch after hours at 651-767-0640. The applicant understands that the renter/users of Lauderdale park facilities at all times indemnify, defend, and hold harmless the City of Lauderdale, Minnesota, its officers, employees, and contractors from and against any and all claims, damages, losses, and expenses of whatever nature, including attorney fees, in any manner connected with, related to, or as a result of any actions or inaction associated with the usage of rental of Lauderdale facilities. Furthermore, renter/users may be required to provide a certificate of insurance naming the City as an additional insured.
Date Application Received: 8-7-/5 Approved By: Fees Received: Check #: Receipt #: Damage Deposit Check #:
Fees Received: Check #: Receipt #: Damage Deposit Check #: Femporary Non-Intoxicating Liquor License Granted ? If so, date Council granted:

ACTION REQUESTED	LAUDERDALE COUNCIL							
Consent Special	MEETING DATE August 11, 2015							
Public Hearing Report	ITEM NUMBER Proposed Recycling Changes							
Discussion/Action X Resolution	STAFF INITIAL							
Work session	APPROVED BY ADMINISTRATOR							
DESCRIPTION OF ISSUE AND PAST	Γ COUNCIL ACTION:							
An amended and restated agreement wind Dwellings (SUDs) began using recycling collected recycling from the street (curl	th Eureka! Recycling was approved last year and Single Unit carts instead of bins this year. In the past, Eureka! only bside).							
Proposal: Eureka! is now looking to introduce alley collection in addition to curbside collection. Essentially, residents would place their recycling cart by their garbage cart whether that is in the alley or at the curb.								
I have attached the amended and restated agreement that was approved last year and a proposed amended agreement that reflects the following changes:								
 Include alley collection Change weekly collection to every other week 								
If the Council approves the changes to the recycling program as presented, the cost would remain at \$2.08 per household per month. Every other week should be fine for most residents due to the increased capacity of the new carts compared to the old bins. The new carts have been observed to be only half full for most residents during weekly collections.								
Option: If the Council would like recy per household per month. The cost reflec	Option: If the Council would like recycling collection to continue weekly, the cost would be \$2.52 per household per month. The cost reflects the need for an additional employee for alley collection.							
Map: Eureka! prepared the attached m collection, only alley collection and areas	nap highlighting the areas of the city that have only curb-side that have both.							
Education: Eureka! would produce and distribute information notifying and educating residents of the changes. The City would be responsible for the cost of printing and mailing, which is estimated at \$2,000.								
OPTIONS: 1) Approve the amended agreement as p. 2) Approve the proposed amended agree 3) Do nothing.								
STAFF RECOMMENDATION: Discuss, then motion to approve an amend	ded agreement with Eureka! Recycling.							

COUNCIL ACTION:

CITY OF LAUDERDALE AMENDED AND RESTATED AGREEMENT FOR RECYCLING SERVICES

This Amended and Restated Agreement for Recycling Services (the "Agreement") is made as of this 23rd day of September, 2014 between the City of Lauderdale (thereafter the "City") and Neighborhood Recycling Corporation DBA Eureka Recycling (thereafter the "Contractor"), a Minnesota non-profit organization.

Whereas, the City and the Contractor entered into an agreement for recycling services as of January 1, 2005, which agreement has been amended subsequently, and

Whereas, the City and the Contractor wish to amend and restate said agreement.

1 DEFINITIONS

These specifications define the requirements of the Comprehensive recycling Collection Program for the City:

- 1.1 **Carton -** Any of various containers made from cardboard or coated paper such as milk cartons and juice boxes.
- 1.2 **Certified Dwelling Unit (CDU)** Defined as a living unit in a residential structure.
- 1.3 Collection District Defined as a specific geographic area of the City established for the purpose of having recycling collection for all CDUs and other City designated recycling collection stops in the district on the same day.
- 1.4 **Collection Hours** Defined as the time period during which collection of recyclables is authorized in the City, 7 a.m. 6 p.m.
- 1.5 **Collection Vehicle** Defined as any vehicle owned or operated by the Contractor for collection of recyclables within the corporate boundaries of the City.
- 1.6 **Contractor** Means the company performing the recycling collection and processing services within the City, operating under a signed agreement with the City.
- 1.7 **Curbside** Means near the edge of the public or private street from which the CDU gains its access.
- 1.8 Curbside Recycling Carts Wheeled carts used as part of a single-sort collection system.
- 1.9 **Holidays** Means the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- 1.10 **Market Demand** Means the economic and technical capacity of markets to use recyclable material to make new products.

- 1.11 Markets Means any person or company that buys (or charges) for recycling of specified materials and may include, but are not limited to: end markets, intermediate processors, brokers and other recycling material reclaimers.
- 1.12 **Method of Collection** a single-sort (rigids together with fibers) collection of materials plus clothes/textiles.
- 1.13 **Multiple Unit Dwellings (MUDs)** A building or a portion thereof containing more than four dwelling units.
- 1.14 MUD recycling containers City approved recycling containers used for MUDs including standard carts or dumpsters for temporary storage and accumulation of designated recyclables from residents in MUDs prior to collection. Such recycling containers must be separate, explicitly labeled with text and graphics as to recyclables allowed, and colored differently from other containers for mixed solid waste or trash. Recycling containers must be maintained in proper operating condition and be reasonably clean and sanitary.
- 1.15 **Organics** Organic materials derived from plant and animal matter including non-recyclable paper that is collected for composting.
- 1.16 **Pizza Boxes** Cardboard takeout/delivery pizza boxes not heavily caked with cheese or grease with all contents removed.
- 1.17 Process Residuals Means the normal amount of material that cannot be economically recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process residuals do not include clean, separated products that are normally processed for shipments to markets as commodities but are low-value because of market demand conditions.
- 1.18 Recyclables defined as the following:
 - Rigids Steel and aluminum food and beverage containers, foil and trays, plastic bottles and containers, glass food and beverage containers, milk cartons, and juice boxes.
 - 2. Fibers Newspapers, magazines, mixed mail, phone books, office paper, corrugated cardboard (flattened and no more than 3 x 3 feet), catalogs, pizza boxes, and boxboard (dry food, pop, and beer boxes).
 - Clothes/Textiles including but not limited to: Linens including tablecloths, sheets, towels, blankets, curtains, rags, and clothes including: belts, coats, hats, gloves, shoes and boots that are dry, clean and free of mold, mildew and excessive stains.

Materials may be added to this list as part of Contractors proposal or by mutual written agreement between the City and the Contractor.

1.19 **Recycling Collection** – The collection of all recyclables from recycling carts or recycling dumpsters as approved by the City.

- 1.20 **Recycling Containers** Collection of recyclable materials shall be from City supplied recycling containers. The recycling containers remain the property of the City. The City and Contractor have developed a "single sort transition plan" including a specific cart management plan, which is included as Attachment A.
- 1.21 **Scheduled Collection Day** Means the day or days of the week on which recycling collection by the contractor is to occur, which the City has designated as every other Monday.
- 1.22 **Single Unit Dwellings (SUDs)** A building or a portion thereof containing up to four dwelling units.
- 1.23 Walk-Up Service A service where the driver will walk up to the resident's garage door, stoop or other designated spot to collect recyclable material for loading onto the truck. The driver then returns the bins/carts to the same location. The City will compile a list of seniors, disabled and/or special needs residents who request such service.

2 SERVICES TO BE PERFORMED

- 2.1 The Contractor shall collect the recyclable materials as established by the City and in the corporate boundaries of the City at each CDU and public facility deemed acceptable by the City.
- 2.2 The Contractor shall not be required to make regular collections on holidays; provided, however, that collection occurs the day immediately following the scheduled pickup day or the next business day as agreed upon by the City and Contractor.
- 2.3 In extreme circumstances, collection may be suspended to protect public safety and/or the safety of the Contractor's employees. In case of such an event, the Contractor will contact the appropriate City officials prior to suspension of recycling collections.

3 COLLECTION

- 3.1 Frequency of Collection Curbside/Alley collection shall occur every other week. Collection from multi-family properties will occur at least once each week and may occur more frequently as the need is determined by Contractor. (Collection Boundaries and MDU List is included as Attachment B)
- 3.2 Collection Hours Collection shall commence no earlier than 7 am. Contractor shall maintain sufficient equipment and personnel to assure that all collection operations are completed by 6 pm on the scheduled collection day. Residents will be required to have their recyclables placed at the collection site (curbside wherever their trash is collected or otherwise arranged by multi-family dwellings) before 7 am on the scheduled collection day.
- 3.3 Late Collection (Hours) If the Contractor determines that the collection of recyclables will not be completed by 6 pm on the scheduled day it shall notify the Recycling Coordinator by 4:30 pm and request an extension of the collection hours. The Contractor shall inform the Recycling Coordinator of the area not completed and the reason for non-completion and the expected time of completion. If the Recycling Coordinator cannot be reached, the Contractor will contact City Hall staff and report the problems to the Recycling Coordinator on the next business day.

- 3.4 Number of Collection & Processing Sorts of Recycled Material The Contractor shall collect and process recycling material as a single-sort system (with the exception of clothes/linens). Any change in the number of sorts during recycling collection or processing shall be done only with written amendments to this Agreement and approved by the City Council. Failure to receive City approval for changes to the single-sort collection/processing system prior to implementation of collections in the City or material processing shall be considered by the City as a breach of this Agreement subject to termination.
- 3.5 **Materials Ownership** All materials placed for collection shall be owned by and the responsibility of the occupants of residential properties until the Contractor handles them. Upon collection of the containers and recyclable materials by the Contractor, the recyclable materials become the property and responsibility of the Contractor.
- 3.6 **Containers Handling** Handling of containers should be managed by picking them up, emptying their contents into the collection vehicles, and taking responsible care to place them back in the original location.
- 3.7 **Procedure for Unacceptable Recyclables -** If the Contractor determines that a resident has set out unacceptable recyclables, the driver shall use the following procedures:
 - 1. Curbside/Alley: Contractor shall leave the unacceptable recyclables and leave an "education tag" indicating acceptable materials and the proper method of preparation. If the unacceptable recyclables have been tipped into the collection truck, the driver shall record the address of the stop. The Contractor shall send a letter to the resident noting the unacceptable recyclables and providing information on what are accepted recyclables. The address shall be recorded on a form acceptable to the City. Contractor shall report the addresses which set out unacceptable materials and have been sent letters to the City Recycling Coordinator at the end of each month.
 - 2. Multiple-Unit Dwellings: Contaminated carts or dumpsters of material will not be collected. It will be the responsibility of the Contractor to encourage cooperation from the building owner/manager in removal of trash and separation of acceptable materials so that the carts can be serviced. The Contractor shall notify the property manager of problems and make attempts to address the issues. Should the property manager or tenants be unresponsive or refuse to cooperate, the Contractor will be responsible for notifying the City so that the City can take any necessary steps to enforce compliance.
- 3.8 **Missed Collections** The Contractor shall have a duty to pick up missed collections. Missed collections called in before 12 pm on the collection day will be collected that day. Calls after 12 pm will be collected before 4 pm on the following day. Missed collections called in before 11 am on the day after collections will be collection that day before 4 pm. Calls received after 11 am will be collected before 4 pm on the following business day. The same policy will apply for missed collections called in two days or more after collection. Calls for missed service are either customer calls made directly to the Contractor or customer calls relayed to the Contractor by the City.

3.9 Materials Shall Be Recycled – The Contractor shall use every best effort to ensure that all recyclable materials collected in the City are not placed in landfills or other mixed municipal solid waste disposal or recovery facilities but are distributed to the appropriate markets for reuse and recycling. Any unacceptable materials or garbage will be delivered to the appropriate facilities in accordance with State and County rules and documented as such. All weight tickets, etc. shall be maintained at the Contractor's office for review. The Contractor will report facility residual rates to the City once yearly. All costs associated with disposal will be borne by the Contractor. The contractor shall at all times have the duty to minimize recyclable materials placed in landfills or incinerators, and, in consultation with the City, shall at all times find and use the lowest cost but most environmentally sound method of disposal.

In the event that any market for a particular recyclable material ceases to exist, or becomes economically depressed such that it becomes economically unfeasible to continue collection of the particular material, the City will have the right to cause the Contractor to cease the collection of that particular recyclable material.

If the Contractor requests to cease collection of a particular recyclable material, but the City directs the Contractor to continue to collect the material, the City agrees to bear the cost incurred by the Contractor to market or dispose of such recyclable material by landfill, incineration or other method.

The Contractor will negotiate in good faith to establish a rate of recovery for all recyclable materials collected in the City under this Agreement.

- 3.10 Reporting Requirements Contractor will keep accurate records, including (but not limited to):
 - 1. An approved weight slip with the date, time, collections route, driver's name, vehicle number, tare weight, gross weight, and net weight for each load each day.
 - 2. Collection vehicles will be weighed after completion of a route or at the end of the day, whichever occurs first. A copy of each weight ticket shall be included as part of the billing sent to the City each month.
 - 3. The Contractor will also include a report of the total tons collected, including estimated amounts of each type of material delivered to each market.
 - 4. The Contractor will also report amount and location of all materials stored for more than 30 days.
- 3.11 Compliance Collection and transportation of all recyclables shall be accomplished in accordance with all existing laws and ordinances, and future amendments thereto, of the State of Minnesota and local governing bodies.
- 3.12 **Collection Clean-ups** Contractor shall adequately clean up any material spilled or blown during the course of collection and/or hauling operations including leakage from the truck operations. All collection vehicles shall be equipped with at least one broom and one shovel for use in cleaning material spillage. The contractor shall have no responsibility to remove or clean up any items which are not recyclable materials or were blown or fell from the containers before arrival.
- 3.13 **Resident Complaints** The Contractor shall provide the City with a list of all customer complaints received within ten (10) working days, including a description of how each was resolved.

- 3.14 City Facilities Collections City will provide containers and Contractor will provide recycling service for City facilities using standard recycling carts or dumpsters at no additional charge. Collection will occur weekly every other week unless more frequent collection is required based on the amount of materials generated.
 - 1. The Contractor shall collect recyclable material from the following City facilities:
 - Lauderdale City Hall, 1891 Walnut Street
 - Lauderdale Warming House, 1885 Fulham Street
- 3.15 **Material Composition Study** The Contractor shall conduct at least one materials composition analysis of the City's recyclables each year to estimate the relative amount of weight of each recyclable commodity by grade. A City representative or designee may be present during the study. The results of this analysis shall include: (1) percent by weight of each recyclable commodity by grade as collected from the City; (2) relative change compared to the previous year's composition; and (3) a description of the methodology used to calculate the composition, including number of samples, dates weighed, and City route(s) used for sampling.
- 3.16 **Estimating Process Residuals** The Contractor shall provide a written description of the means to estimate process residuals derived from the City's recyclables. This process shall be reviewed and approved in writing by the City. This written description shall be updated by the Contractor immediately after any changes to the processing facilities used by the Contractor.

4 REPORTING AND PROMOTIONAL ACTIVITIES

- 4.1 **Monthly and Annual Materials Reports -** The Contractor shall submit to the City monthly reports and annual reports dealing with the City's recycling program. At a minimum, the Contractor shall include in each report the following information:
 - 1. Gross amounts of materials collected, by recyclable material (in tons).
 - 2. Net amounts of materials marketed, by recyclable material (in tons).
 - 3. Amounts stored, by recyclable material, with any notes as to unusual conditions (in tons).
 - 4. Amounts of process residuals disposed (in tons).
 - 5. Revenue share credits back to the City (if any).
 - 6. End market certification via letters from end markets. Such letters will be held as confidential data if requested and allowed by law.
 - 7. Monthly reports shall be due to the City by the 15th day of each month.

Annual reports shall be due by January 31 following the end of each calendar year. The Contractor will be encouraged to include in its annual report recommendations for continuous improvement in the City's recycling program (e.g., public education, multifamily recycling, etc.).

- 4.2 Participation Trend Study Each year, the Contractor shall conduct a participation trend study that counts the number of SUDs by address that participates in curbside/alley recycling. The sample of residences selected for the annual study shall remain the same (i.e., same addresses) and shall be no less than 200 households. The Contractor shall record recyclables set out by address for at least four consecutive weeks. The same period of weeks shall be used each year for the study. An annual participation trend study report shall be submitted to the City three weeks after the field data collection operations have been completed. The annual study report shall summarize participation trends and other data as a result of the data analysis. All participating and non-participating addresses shall be reported to the City each year as a result of the study, including a copy of the route map of the study area showing raw data participation tally marks by address. The Contractor may make recommendations for improving this participation trend study methods and procedures.
- 4.3 Customer Relations Report Annually the Contractor shall provide the City with the following:
 - 1. A list of all customer complaints, including a description of how each complaint was resolved.
 - 2. A list of all addresses where education tags were left for residents and why the tags were left.
 - 3. A list of all missed pickups reported to the Contractor.
- 4.4 Annual Report to MUD Owners The Contractor shall provide an annual report by January 31 following the end of each calendar year to the MUD owners served by the Contractor. A copy of each report to the MUD owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:
 - 1. Name of owner, building manager and contact information (mailing address, phone numbers, e-mail, etc.)
 - 2. Street address of each MUD served.
 - 3. Number of dwelling units for each MUD.
 - Description of collection services made available to occupants, including number of MUD recycling stations, number of MUD recycling containers, location of stations and dates of collection.
 - 5. Description of public education tools used to inform occupants of availability of services.
 - 6. Tonnage estimates for each building.
 - 7. Recommendations for future improvements (e.g., specific public education tools).
- 4.5 Annual Performance Review Meeting to Discuss Recommendations for Continuous Improvement Upon receipt of the Contractors annual report, the City shall schedule an annual meeting with the Contractor. The objectives of this annual meeting will include (but not limited to):
 - 1. Review Contractor's annual report, including trends in recovery rate and participation.
 - 2. Efforts the Contractor has made to expand recyclable markets.
 - 3. Review Contractor's performance based on feedback from residents to the City.
 - 4. Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
 - 5. Review recommendations for improving Contractor's service.
 - 6. Discuss other opportunities for improvement with the remaining years under the current contract.
 - 7. Discuss actions Contractor is taking to reduce its carbon footprint.

- 4.6 Publicity, Promotion, and Education The Contractor shall prepare and distribute the following educational materials to insure accurate information and program directions. The City must approve all of the Contractors outreach materials prior to printing. The Contractor will provide a PDF or other mutually agreed upon electronic format version of the flyer to the City. The annual flyers described below must include at a minimum the County website and phone number for other disposal information including household hazardous waste, yard waste and organics.
 - Contractor shall pay for the design, printing and mailing of at least 539 copies of an annual <u>curbside recycling</u> program flyer to City SUD residents. The flyer shall be delivered to City homes no later than January 31 of each year or on an alternative schedule as otherwise mutually agreed upon.
 - Contractor shall pay for the design, printing and distribution of an annual onepage flyer to MUD owners, landlords or other designated contact person for all such properties in the City. The flyer shall be supplied in sufficient number that one copy may be distributed to each tenant.
 - 3. The Contractor shall also provide posters and other educational material for MUD owners, landlords or other designated contact person to post in common areas.

The Contractor must be able to provide public education material in languages other than English (e.g., Spanish, Hmong, Somali, Karan, etc.) and will provide these materials to City customers as needed. The City will work with the Contractor regarding the quantities needed and the locations for distribution.

During the term of the contract the Contractor may be asked by the City to make public appearances, provide information for local environmental groups, or attend public events sponsored by the City.

- 4.7 Annual Work Plan The City and the Contractor shall develop a work plan annually. The work plan shall include initiatives the Contractor will undertake to improve the City's recycling program. These initiatives may include (but are not limited to) expansion of materials collected, voluntary expansion to businesses, effective education of residents with measurement, community involvement, outreach to low participating communities, and outreach using electronic communications. The Plan shall be approved by the City and the Contractor by March 1 each year for the current year or a mutually agreed upon alternative schedule.
- 4.8 **Outreach to Low Participating Communities -** Contractor shall include in the annual work plan outreach efforts to low participating communities. Specifically the City seeks to engage immigrant communities.
- 4.9 Outreach Using Electronic Communications Contractor shall identify in the annual work plan outreach efforts using electronic communications. The City seeks to engage residents where they are and is looking for electronic outreach to residents in addition to websites with information in text format.
- 4.10 Each year as part of the annual work plan, the Contractor shall propose how to support the City with recycling and source separated organics (SSO) collection operations at City-sponsored events. The services may include having an informational booth, providing recyclables + SSO collection services, or both. The Contractor shall provide these services to the City at no extra charge.

- 4.11 The Contractor shall submit to the City by June 1, 2015 a plan for how the City may be able to add SSO to its residential curbside/alley collection program. This plan shall have specifics on added costs and collection methods/operations. The City shall have sole discretion to accept the SSO plan, initiate negotiations with the Contract to modify the plan, or reject the plan.
- 4.12 As a specific focus of the annual report and annual work plan, the Contractor shall itemize multi-unit housing recycling program performance and opportunities for improvement. The Contractor shall develop specific multi-unit recycling program improvement strategies for each upcoming year.

5 CONTRACTOR'S OPERATIONS

- 5.1 The Contractor shall establish and maintain an operating facility with an office and continuous supervision for accepting complaints and customer calls. The office shall be in service with continuous supervision from the hours of 8 am until 5 pm on all days of collection as specified in this Agreement. Address and telephone number of such office and any changes therein shall be given to the City in writing.
 - 1. **Personnel** The Contractor shall maintain sufficient personnel and equipment to fulfill the requirements and specifications of this Agreement.
 - 2. **Management** The Contractor shall notify the City of any change in Supervisory, Operations, or daily Managers associated with this collection process. New personnel must be introduced to the City contract representative.
 - 3. Access to Records The Contractor shall provide access to the City or any of its duly authorized representatives to review any books, documents, papers, and records of the Contractor related to performance of this Agreement for the purpose of duties or other examination verifying compliance with its terms.

5.2 Contractor's Equipment

- 1. Contractor's vehicles shall be marked with the name of the Contractor and phone number and be equipped with a (1) two-way radio, (2) first aid kit, (3) approved 2A10BC dry chemical fire extinguisher, (4) warning flashers, (5) warning alarms to indicate movement in reverse, (6) sign in rear of vehicle stating "this vehicle makes frequent stops," (7) and a broom and shovel for cleaning up spills.
- 5.3 **Compensation** The City will compensate the Contractor for the collection of recyclable materials from residential units. During the term of the contract, City will pay to the Contractor, on a monthly basis, \$2.52 per household.

The pricing for collection will remain at its current level of \$2.52 per household per month while the City is using the blue bins for collection. The per household collection fee will change to \$2.08 per household per month when the City transitions to carts (anticipated for the spring of 2015). In the remaining years of the contract (2016, 2017, and 2018), the per household cost will increase each year based on the CPI (Consumer Price Index) for all goods and services published on the Federal Reserve Bank of Minneapolis at www.minneapolisfed.org or by 3%, whichever is smaller.

- 5.4 **Revenue Share** Contractor shall, on a monthly basis, rebate an amount to the City based on the following formula:
 - 1. The City will be charged a \$74 per ton processing fee and the City will receive 100% of the revenue for all tons collected in the City after the processing fee. The following Market Indexes will be used for the following material:

<u>Material</u>	Market Index
News Mix:	PPW/OBM - ONP #8 High side Chicago
Cardboard:	PPW/OBM - OCC #11 High side Chicago
Boxboard:	PPW/OBM – Mix Paper #2 High side Chicago
Carrier Stock:	PPW/OBM - Mix Paper #2 High side Chicago
Phone Books:	PPW/OBM - Mix Paper #2 High side Chicago
Textiles:	Market Price
Aluminum Cans:	Market Price
Steel Cans:	Market Price
HDPE NAT:	Recycling Markets.net - Chicago/Midwest Regional Low
	- Last Day of Month
HDPE Col:	Recycling Markets.net - Chicago/Midwest Regional Low
	- Last Day of Month
PET:	Recycling Markets.net - Chicago/Midwest Regional Low
	- Last Day of Month
Tubs and Lids:	Market Price
Thermoform:	Market Price
Mix Glass:	Market Price
Milk Cartons /Juice Boxes:	Market Price
Residual:	RRT - Newport

Each month the Contractor shall provide, together with the monthly rebate to the City, adequate documentation of the corresponding monthly estimate of tons of all paper grades and tons of aluminum collected from the City. Also, the Contractor shall provide copies of the referenced OBM market index and AMM market index.

- 5.5 **Monthly Statements** The Contractor will submit a monthly statement for services rendered. The City will pay within 60 days of receipt of the Contractor's monthly statements.
- 5.6 **CDU Yearly Review** Yearly the City and the Contractor will review additions or subtractions from the total CDU count. Should the Contractor request more frequent review, the City will assist in this count and discussion.

6 SINGLE SORT CARTS

- 6.1 Free walk-up service as specified in 1.20 shall be provided for all customers who request it.
- The Contractor must conduct at least once per quarter, or as agreed upon by the City and the Contractor, curbside recycling cart checks. The Contractor shall audit the contents of carts from at least 25 households and leave education tags if any Non-Targeted Materials are found in the bins. A log shall be kept of all resident addresses where education tags were left and the addresses shall be included in the annual report to the City.

6.3 Multi-Unit Single Sort

The Contractor shall convert the "dual-sort" carts as they are now to "single-sort" carts. This conversion may be addressed through changing out the lids or adding a new instructional sticker / label over the old "dual-sort" label. The Contractor may also use dumpsters for multi-unit single-sort collection, but the dumpsters shall have the appropriate labeling for single-sort recycling.

6.4 Non-Performance

- 1. Minnesota law governs any disputes and all disputes will be subject to the jurisdiction of the Ramsey County District Court.
- 2. The parties agree that, in addition to any other remedies available to it, the City may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligation under this Agreement. These are liquidated damages not penalties. Further, the City and Contractor agree that proving damages due to the circumstances listed below would be difficult to ascertain and would cause considerable delay and expense. Instead of requiring such proof, the City and Contractor agree to liquidated damages (not a penalty) in the following amounts:
- 3. Failure to clean up recyclables spilled by Contractor within six (6) hours of oral or written notification -- \$50.00 per incident.
- 4. Failure to complete City-wide collection by 6 p.m. without permission for extension from the Recycling Coordinator and/or other City employee with exception of severe weather and street construction -- \$2,500 per incident.
- 5. A missed block is defined as a block where residents from at least three (3) households within two intersections of that block report that their material was out before 7 a.m., the material was not picked up and the addresses did not appear on the records of unacceptable setouts -- \$250.00 per incident.
- 6. Failure to pick up missed collections -- \$50.00 per incident.
- 7. Failure to file reports and/or provide scale receipts -- \$750 per incident.
- 8. Failure to maintain vehicle in a manner which prevents nuisances such as leaky seals or hydraulics -- \$100.00 per incident.
- 9. Failure or neglect to provide notice to resident upon recyclables refused for collection for cause -- \$50.00 per incident.
- 10. Failure to pick up MDU properties as needed -- \$50.00.
- 11. In addition to above, failure or neglect to correct chronic problems will be considered a Breach of Contract -- \$50.00 per incident.
- 12. A chronic problem shall be construed to be three or more occurrences of items 3, 4, 5, 6 or 8 immediately above within any period of six consecutive months whether or not remedied within 24-hours or six hours in the case of spilled solid waste.
- 13. The City will notify the Contractor in writing documenting the history of the account and reason for the fine. The Contractor will then have the opportunity to address and remedy the issue at which point the City can determine if a fine is the appropriate course of action.
- 14. Failure to maintain recycling carts in proper working order as specified in the cart management plan \$100 each incident.

7 INSURANCE

Prior to commencement of this Agreement, the Contractor shall furnish the City with Certificates of Insurance for comprehensive general liability, automobile liability and property damage insurance. Certificates of Insurance shall name the City as an additional insured. Any losses to person or property connected with the collection of recyclable materials through this project shall be the responsibility of the Contractor.

Nothing herein shall be deemed to constitute a waiver by the City of any limits on liability it enjoys under common law or under Minnesota Statutes, Chapter 466.

8 INDEMNIFICATION

The Contractor hereby agrees to indemnify and hold harmless the City and its employees, officers, and agents from and against all claims, damages, losses or expenses, including attorneys' fees and other costs of defense, for which it may be held liable, arising out of or resulting from the assertion against the City of any claims, debts, or obligations in consequence of the performance of this Agreement by the Contractor, its employees, agents or subcontractors.

9 TERM AND TERMINATION

- 9.1 **Term** The term of this agreement shall be from October 1, 2014 through December 31, 2018.
- 9.2 **Extension** The City reserves the right to amend the Agreement to allow for its extension. This action must be approved by the City Council.
- 9.3 **Termination** If in the City's sole discretion, the Contractor or subcontractor fails to perform this Agreement diligently and on schedule or fails to reach mutual agreement where the terms of this Agreement so specify, the City shall have the right to terminate this Agreement. Prior to termination, the City shall give thirty (30) days written notice identifying the basis of the intent to terminate. After the notice of intent to terminate has been served, both parties will attempt to reconcile their differences during the 30-day notice period. If after the 30 day notice period the basis of the intent to terminate has not been cured to the satisfaction of the City, either party may conclusively terminate this Agreement upon five (5) business days written notice serviced by certified mail, return receipt requested upon the other party, at the party's last known address.
- 9.4 Upon failure of the Contractor to fulfill any of its obligations under the Agreement, the City may hire such persons, or assign City employees and equipment, as are necessary to cure or mitigate Contractor's failure; the costs of such action may be charged and deducted from monies due the Contractor, collected from the Contractor, or collected by other legal recourse.
- 9.5 Contractor may terminate this Agreement for cause upon sixty (60) days written notice.

10 ASSIGNMENT

10.1 This Agreement is assignable only by agreement of the parties. If the Contractor's business is sold in whole or in part, the City reserves the right to negotiate a new agreement with any purchasers of the Contractor's business or its assets. The City reserves the right to declare this Agreement null and void within thirty (30) days of such a sale and to negotiate a new agreement for recycling collection services with the new owner or through a competitive bidding process.

Neighborhood Recycling Corporation DBA Eureka Re	cycling
Tim Brownell, CEO	Date
City of Lauderdale	
Jeffrey Dains, Mayor	Date
Heather Butkowski, City Administrator	Date

AMENDED AGREEMENT FOR RECYCLING SERVICES

THIS AMENDED AGREEMENT FOR RECYLCING SERVICES made this 11th day of August, 2015, by and between the city of Lauderdale, a Minnesota municipal corporation ("City"), and the Neighborhood Recycling Corporation d/b/a Eureka Recycling, a Minnesota non-profit corporation ("Contractor").

WITNESSETH:

WHEREAS, City and Contactor entered into that certain Amended and Restated Agreement for Recycling Services dated September 23, 2014 ("Agreement"); and

WHEREAS, City and Contractor desire to amend certain terms and conditions of the Agreement.

NOW, THEREFORE, in consideration of the covenants and mutual obligations contained herein, City and Contractor hereby covenant and agree that the following sections of the Agreement are hereby amended and revised as follows:

- 1. Section 1.8 of the Agreement is amended to delete curbside.
- 2. Section 1.21 of the Agreement is amended to change the collection from every Monday to every other Monday.
- 3. Section 3.1 of the Agreement is amended to change curbside to curbside/alley and the frequency of collection from every week to every other week.
- 4. Section 3.2 of the Agreement is amended to replace curbside with wherever their trash is collected.
 - 5. Section 3.7.1 of the Agreement is amended to change curbside to curbside/alley.
 - 6. Section 3.14 of the Agreement is amended to change weekly to every other week.
 - 7. Section 4.2 of the Agreement is amended to change curbside to curbside/alley.
 - 8. Section 4.6.1 of the Agreement is amended by replacing curbside with recycling.
 - 9. Section 4.11 of the Agreement is amended to change curbside to curbside/alley.
 - 10. Section 6.2 of the Agreement is amended to delete curbside.

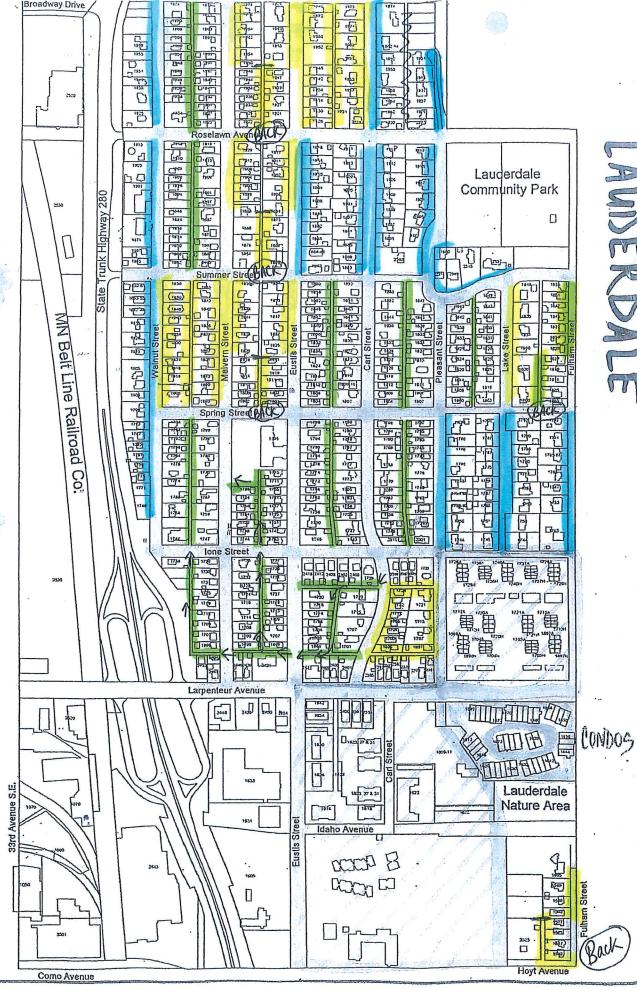
IN WITNESS WHEREOF, City and Contractor have caused this Amended Agreement to be duly executed in their names and on their behalves on or as of the date first written above.

Mayor	
City A	dministrator-Clerk
_	oorhood Recycling Corporation Eureka Recycling

CURBSIDE Load

MULTI FAMIL

Alley only
Alley & Carb



	÷		

LAUDERDALE COUNCIL ACTION FORM

Action Requested									
Consent									
Public Hearing									
Discussion									
Action									
Resolution									
Work Session	X								
WOLK Dession	^* `								

Meeting Date	August 11, 2015
ITEM NUMBER	2016 Budget
STAFF INITIAL	AB
APPROVED BY ADM	MINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Terry did an excellent job preparing the first draft of the budget. Our financial software produces terrible reports but she exported the budget data, cleaned it up, and made it legible.

The goal of this meeting is to look at where costs are coming in as there are some big unknowns on the revenue side. Notable items staff included in the budget are:

- Policing costs are increasing by \$18,675; County dispatch by \$741.
- Funds to run the 2016 election.
- Wages reflect a 3% increase and a typical increase towards employee benefits. The current union contract expires at the end of the year; ideally, we will have a new one in place before the start of 2016.
- Funds to hire Joe Hughes back for special projects in 2016.
- Funds to help with drafting the next Comp Plan.
- \$38,000 transfer to the Development Fund.

Thursday is the annual Ramsey County finance directors meeting. At that meeting, staff will find out what the City will receive in fiscal disparities and what our market value is for calculating tax rates.

With holding the levy flat and assuming the same amount in fiscal disparities, expenditures are exceeding revenue by \$75,000. As there are still many unknowns, this meeting is really a first look at the budget and opportunity to get some initial feedback. At the next meeting, staff will have better information and a clearer idea of how property owners will be impacted by the budget.

STAFF	RECO	MMENDA	TION:			
				9		



CITY OF LAUDERDALE BUDGET 2016

Draft 1 – August 6, 2015

CITY OF LAUDERDALE

ANNUAL BUDGET

FOR FISCAL YEAR BEGINNING

JANUARY 1, 2016

DIRECTORY OF OFFICIALS

Jeffrey Dains Mayor

Mary Gaasch Councilmember

Roxanne Grove Councilmember

Denise Hawkinson Councilmember

Lara Mac Lean Councilmember

Heather Butkowski, City Administrator

Jim Bownik, Assistant to the City Administrator

Terry J. Berg, Deputy City Clerk

David Hinrichs, Public Works Coordinator

Gordy Beck, Public Works Maintenance

GENERAL FUND

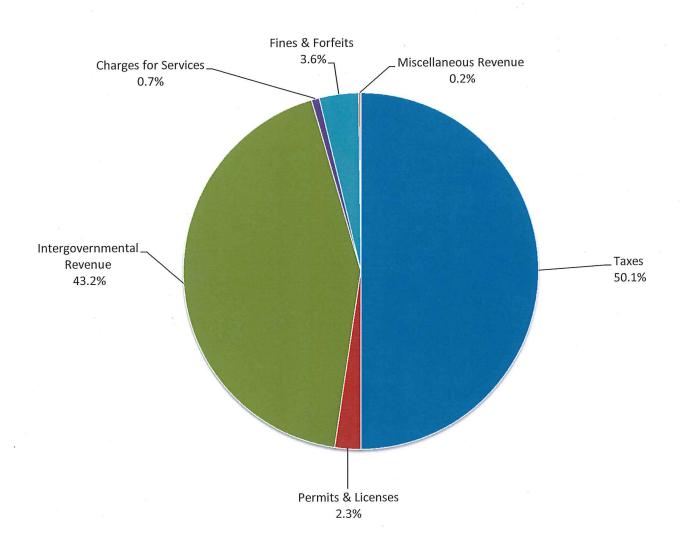
The GENERAL FUND accounts for all revenues and expenditures of a governmental unit which are not accounted for in other funds. It is usually the largest and most important accounting activity for state and local governments, normally receiving a greater variety and number of taxes and revenues than any other fund. Specifically, it receives such revenues as general property taxes, licenses and permits, fines and penalties, rents, charges for current services, state grants and aids, and interest earnings. In turn, the GENERAL FUND also finances a larger range of activities than any other fund.

CITY OF LAUDERDALE GENERAL FUND REVENUES 2016

Account Number	Account Description		2013 Actual		2014 Actual		2015 Adopted		2016 roposed
101-31010	CURRENT AD VALOREM TAXES	\$	483,115	\$	487,860	\$	495,281	\$	495,281
101-31020	DELINQUENT AD VALOREM TAXES	\$	16,930	\$	(4,052)	\$	-	\$	-
101-31030	FORFEITED TAX SALES	\$	-	\$		\$	-	\$	-
101-31040	FISCAL DISPARITIES	\$	125,362	\$	118,461	\$	129,076	\$	129,076
101-31055	EXCESS TAX INCREMENT	\$	-	\$	-	\$	-	\$	-
101-31910	PENALTIES AND INTEREST TAXES	\$	_	\$	-	\$	-	\$	_
	TAXES	\$	625,406	\$	602,269	\$	624,357	\$	624,357
101-32110	3.2 ALCHOLIC LICENSES	\$	-	\$	300	\$	150	\$	150
101-32120	CIGARETTE LICENSES	\$	-	\$	800	\$	400	\$	400
101-32130	GARBAGE HAULERS LICENSES	\$	1,408	\$	1,500	\$	1,300	\$	1,400
101-32140	HVAC LICENSES	\$	850	\$	1,300	\$	600	\$	600
101-32150	TREE COMPANY LICENSES	\$	500	\$	750	\$	400	\$	400
101-32180	RENTAL HOUSING LICENSES	\$	6,020	\$	6,539	\$	5,000	\$	6,000
101-32210	BUILDING PERMITS	\$	14,375	\$	17,296	\$	12,500	\$	12,500
101-32211	ZONING PERMIT APPLICATIONS	\$	1,450	\$	1,650	\$	500	\$	1,000
101-32225	PLAN REVIEW FEES - CITY STAFF	\$	2,264	\$	5,223	\$	2,500	\$	1,500
101-32225	PLAN REVIEW FEES - CONSULTANT	\$	-	\$	-	\$	-	\$	2,000
101-32230	PLUMBING PERMITS	\$	1,248	\$	832	\$	1,000	\$	2,000
101-32240	ANIMAL LICENSES	\$	380	\$	250	\$	150	\$	150
101-32270	HVAC PERMITS	\$	1,941	\$	1,699	\$	1,500	\$	1,500
101-32280	STREET EXCAVATION PERMITS	\$	-	\$	_	\$		\$	
	PERMITS & LICENSES	\$	30,435	\$	38,139	\$	26,000	\$	29,600
101-33401	LOCAL GOVERNMENT AID	\$	516,153	\$	535,093	\$	536,736	\$	537,502
101-33405	PERA RATE INCREASE	\$	1,198	\$	1,198	\$	1,198	\$.	1,198
101-33406	MARKET VALUE HOMESTEAD CREDIT	\$	-	\$		\$	-	\$	-
101-33623	MET COUNCIL GRANT	\$	-	\$	_	\$	-	\$	
	INTERGOVERNMENTAL REVENUE	\$	517,351	\$	536,291	\$	537,934	\$	538,700
101-34101	CITY HALL/PARK RENTAL	\$	8,057	\$	8,772	\$	7,500	\$	7,500
101-34103	ADMINISTRATIVE FEES	\$	75	\$	383	\$	-	\$	-
101-34105	SALE OF PUBLICATIONS	\$	140	\$	-	\$	-	\$	-
101-34107	ASSESSMENT SEARCHES	\$	150	\$	-	\$		\$	-
101-34109	COPIES	\$		\$	57	\$	100	\$	50
101-34110	VARIANCE FEES	\$	-	\$	-	\$	-	\$	
101-34111	LEGAL FEES	\$	-	\$	-	\$	-	\$	-
101-34112	CONDITIONAL USE PERMITS	\$	-	\$	-	\$	-	\$	
101-34113	ZONING AMENDMENT	\$	-	\$	-	\$	-	\$	-
101-34114	ADVERTISING SALES	\$	-	\$	-	\$	-	\$	-
101-34116	ENGINEERING FEES	\$	-	\$	-	\$	-	\$	-
101-34201	FALSE SECURITY ALARM - POLICE	\$	-	\$	-	\$	-	\$	
101-34202	FALSE FIRE ALARM - FIRE	\$	-	\$	-	\$	500	\$	500
101-34203	FIRE INSPECTION FEE	\$	650	\$	575	\$	500	\$	600
101-34205	FIRE CALL REIMBURSEMENT	\$		\$		\$		\$	-
	CHARGES FOR SERVICES	\$	9,072	\$	9,787	\$	8,600	\$	8,650

			2013		2014		2015		2016
Account Number	Account Description		Actual		Actual	•	Adopted	Proposed	
101-35101	COURT FINES	\$	46,571	\$	38,417	\$.	45,000	\$	45,000
101-35104	OTHER FINES	\$	1,883	\$	-	\$	_	\$	-
	FINES & FORFEITS	\$	48,454	\$	38,417	\$	45,000	\$	45,000
101-36101	SPECIAL ASSESSMENTS	\$	(92)	\$	-	\$	-	\$	-
101-36102	PENALTIES AND INTEREST ASSESSMENTS	\$	972	\$	-	\$	-	\$	-
101-36103	TREE REMOVAL	\$	-	\$	-	\$	-	\$	-
101-36200	MISCELLANEOUS REVENUE	\$	-	\$	(131)	\$	=	\$	-
101-36211	INVESTMENT INTEREST	\$	1,195	\$	2,023	\$	1,400	\$	2,100
101-36230	CONTRIBUTIONS & DONATIONS	\$	1,500	\$	1,500	\$	-	\$	-
101-36231	DOG PARK DONATIONS	\$	-	\$	-	\$	_	\$	-
101-36240	SURCHARGES COLLECTED	\$	751	\$	871	\$	500	\$	500
101-36250	REFUNDS & REIMBURSEMENTS	\$	1,677	\$	(30)	\$	_	\$	-
101-36252	LMC INSURANCE REFUND	\$	4,977	\$	2,891	\$	-	\$	-
	MISCELLANEOUS REVENUE	\$	10,980	\$	7,124	\$	1,900	\$	2,600
101-39101	SALE OF CAPITAL ASSETS	\$	-	\$	-	\$	-	\$	-
101-39200	TRANSFER IN	\$	-	\$	_	\$	20,461	\$	-
	OTHER SOURCES	\$	-	\$	_	\$	20,461	\$	
	TOTAL GENERAL FUND REVENUE	\$	1,241,699	\$	1,232,027	\$	1,264,252	\$	1,248,907
	REVENUES OVER/UNDER EXPENDITURES	\$	25,974	\$	20,247	\$	-	\$	(75,000)
	FUND BALANCE - January 1	\$	712,330	\$	738,304	\$	758,551	\$	758,551
	FUND BALANCE - December 31	\$	738,304	\$	758,551	\$	758,551	\$	683,551
	FUND BALANCE - Nonspendable FUND BALANCE - Restricted FUND BALANCE - Committed	\$ \$ \$	- - -	\$	1,752	\$	1,752		
	FUND BALANCE - Assigned FUND BALANCE - Unassigned	\$ \$	738,304	\$	756,799	\$	756,799		

CITY OF LAUDERDALE PROPOSED 2016 BUDGET REVENUES



Revenues

Taxes	\$ 624,357
Permits & Licenses	\$ 29,600
Intergovernmental Revenue	\$ 538,700
Charges for Services	\$ 8,650
Fines & Forfeits	\$ 45,000
Miscellaneous Revenue	\$ 2,600

CITY OF LAUDERDALE GENERAL FUND EXPENSE SUMMARY 2016

Department Number	Title	2013 2014 Actual Actual		2015 Adopted		2016 Proposed		
41100	LEGISLATIVE	\$ 28,600	\$	28,412	\$ 30,203	\$	32,653	
41200	CITY ADMINISTRATION	\$ 171,972	\$	181,223	\$ 188,378	\$	195,634	
41500	ELECTIONS, LEGAL & AUDITING	\$ 44,210	\$	47,530	\$ 51,660	\$	58,780	
	GENERAL GOVERNMENT	\$ 244,782	\$	257,165	\$ 270,241	\$	287,067	
42100	PUBLIC SAFETY	\$ 643,517	\$	667,292	\$ 685,919	\$	705,310	
	PUBLIC SAFETY	\$ 643,517	\$	667,292	\$ 685,919	\$	705,310	
43000	PUBLIC WORKS	\$ 109,104	\$	90,467	\$ 102,913	\$	99,714	
43400	PLANNING, ZONING & INSPECTION	\$ 51,090	\$	53,773	\$ 54,428	\$	87,113	
	PUBLIC WORKS	\$ 160,194	\$	144,240	\$ 157,341	\$	186,827	
45200	PARKS & RECREATION	\$ 67,727	\$	72,245	\$ 72,751	\$	76,703	
45300	CONTINGENCY	\$ -	\$	-	\$ 20,000	\$	10,000	
45400	TRANSFER	\$ 86,986	\$	69,315	\$ 38,000	\$	38,000	
	OTHER	\$ 154,713	\$	141,560	\$ 130,751	\$	124,703	
48100	ECONOMIC DEVELOPMENT	\$ 12,520	\$	1,786_	\$ 20,000	\$	20,000	
	ECONOMIC DEVELOPMENT	\$ 12,520	\$	1,786	\$ 20,000	\$	20,000	
TOTAL EXPENDITUR	ES	\$ 1,215,726	\$	1,212,043	\$ 1,264,252	\$	1,323,907	

CITY OF LAUDERDALE LEGISLATIVE 2016

Account Number	Account Description	2013 Actual		2014 Actual		2015 Adopted		2016 Proposed	
101-41100-103	PART TIME EMPLOYEES	\$	16,500	\$	16,500	\$	16,500	\$	16,500
101-41100-122	FICA/MC CONTRIBUTIONS	\$	1,262	\$	1,263	\$	1,262	\$	1,262
101-41100-151	WORKERS COMPENSATION INSURANCE	\$	32	\$	42	\$	41	\$	41
	PERSONNEL	\$	17,794	\$	17,805	\$	17,803	\$	17,803
101-41100-201	GENERAL SUPPLIES	\$	-	\$	_	\$	-	\$	-
101-41100-202	PERMANENT SUPPLIES	\$	-	\$	-	\$	-	\$	<u>u</u>
	SUPPLIES	\$	*	\$	-	\$	-	\$	-
101-41100-308	TRAINING & EDUCATION	\$	490	\$	139	\$	1,500	\$	1,500
101-41100-331	TRAVEL EXPENSE	\$	-	\$	5	\$	500	\$	2,000
101-41100-352	LEGAL NOTICES & PUBLISHING	\$	1,165	\$	700	\$	800	\$	800
101-41100-361	INSURANCE & BONDS	\$	6,194	\$	6,702	\$	6,300	\$	6,800
101-41100-438	DUES & SUBSCRIPTIONS	\$	2,957	\$	3,061	\$	3,300	\$	3,750
101-41100-439	SPECIAL EVENTS	\$	-	\$	-	\$		\$	-
101-41100-440	MEETING EXPENSES	\$	-	\$		\$	-	\$	-
	OTHER SERVICES & CHARGES	\$	10,806	\$	10,607	\$	12,400	\$	14,850
101-41100-530	FURNITURE & EQUIPMENT	\$	_	\$		\$		\$	
	CAPITAL OUTLAY	\$	-	\$	-	\$	-	\$	H
TOTAL EXPENDITU	RES	\$	28,600	\$	28,412	\$	30,203	\$	32,653

NOTES:

Dues include Metro Cities, League of Minnesota Cities, Mayor's Association and Suburban Rate Authority

Account Number	Account Description	2013 Actual	2014 Actual	ļ	2015 Adopted	ţ	2016 Proposed
101-41200-101	FULL TIME EMPLOYEES	\$ 103,481	\$ 111,427	\$	116,043	\$	121,029
101-41200-102	OVERTIME	\$	\$ -	\$	-	\$	-
101-41200-104	TEMPORARY EMPLOYEES	\$ 	\$ -	\$	-	\$	-
101-41200-121	PERA CONTRIBUTIONS	\$ 7,502	\$ 8,079	\$	8,703	\$	9,077
101-41200-122	FICA/MC CONTRIBUTIONS	\$ 8,174	\$ 8,805	\$	8,877	\$	9,259
101-41200-126	ICMA RETIREMENT	\$ 	\$ 	\$	_	\$	-
101-41200-131	HEALTH INSURANCE	\$ 14,160	\$ 16,320	\$	17,280	\$	18,240
101-41200-142	UNEMPLOYMENT	\$ · -	\$ 	\$	-	\$	_
101-41200-151	WORKERS COMPENSATION INSURANCE	\$ 629	\$ 879	\$	928	\$	963
	PERSONNEL	\$ 133,946	\$ 145,509	\$	151,831	\$	158,568
101-41200-201	GENERAL SUPPLIES	\$ 1,499	\$ 1,652	\$	1,500	\$	1,800
101-41200-202	PERMANENT SUPPLIES	\$ -	\$ _	\$	_	\$	-
101-41200-203	POSTAGE	\$ 3,631	\$ 2,099	\$	3,000	\$	3,000
101-41200-208	WATER DELIVERY	\$ 426	\$ 626	\$	450	\$	450
101-41200-227	TOOLS & EQUIPMENT	\$ -	\$ _	\$	_	\$	1,000
*	SUPPLIES	\$ 5,556	\$ 4,377	\$	4,950	\$	6,250
101-41200-306	CONSULTING FEES	\$ 9,056	\$ 7,628	\$	6,547	\$	6,920
101-41200-307	COMPUTER SERVICES	\$ 1,612	\$ 1,590	\$	1,700	\$	1,146
101-41200-308	TRAINING & EDUCATION	\$ 2,017	\$ 614	\$	2,500	\$	2,500
101-41200-309	DELIVERY	\$ _	\$ -	\$		\$	· -
101-41200-327	OTHER SERVICES	\$ 324	\$ 324	\$	400	\$	400
101-41200-331	TRAVEL EXPENSE	\$ 1,557	\$ 973	\$	1,200	\$	1,200
101-41200-352	PUBLIC INFO NOTICES	\$ 855	\$ 950	\$	1,100	\$	1,100
101-41200-353	NEWSLETTER PRINTING	\$ 2,683	\$ 2,952	\$	2,800	\$	2,800
101-41200-355	PRINTING SERVICES	\$ 300	\$ 275	\$	300	\$	300
101-41200-361	INSURANCE & BONDS	\$ 5,644	\$ 6,054	\$	5,800	\$	6,200
101-41200-391	TELEPHONE/PAGERS	\$ 1,686	\$ 1,575	\$	1,250	\$	1,250
101-41200-401	COPIER CONTRACT	\$ 2,907	\$ 2,839	\$	3,000	\$	3,000
101-41200-404	COMPUTER REPAIR/MAINTENANCE	\$ _	\$ _	\$	_	\$	-
101-41200-409	OTHER EQUIPMENT REPAIR/MAINT	\$ -	\$ _	\$	-	\$	-
101-41200-420	RENTALS	\$ -	\$ _	\$	-	\$	-
101-41200-438	DUES & SUBSCRIPTIONS	\$ 2,565	\$ 2,588	\$	3,400	\$	3,400
101-41200-439	SPECIAL EVENTS	\$ -	\$ -	\$	-	\$	_
101-41200-440	MEETING EXPENSES	\$ 75	\$ 51	\$	100	\$	100
101-41200-442	MISCELLANEOUS	\$ 574	\$ 486	\$	500	\$	500
	OTHER SERVICES & CHARGES	\$ 31,855	\$ 28,900	\$	30,597	\$	30,816
101-41200-530	FURNITURE & EQUIPMENT	\$ -	\$ -	\$	-	\$	
101-41200-531	OFFICE EQUIPMENT	\$ -	\$ -	\$	-	\$	-
101-41200-534	OFFICE FURNITURE	\$ -	\$ -	\$	-	\$	
101-41200-538	COMPUTER SOFTWARE & EQUIPMENT	\$ 615	\$ 2,438	\$	1,000	\$	-
	CAPITAL OUTLAY	\$ 615	\$ 2,438	\$	1,000	\$	-
TOTAL EXPENDITU	RES	\$ 171,972	\$ 181,223	\$	188,378	\$	195,634

NOTES

Account Number	Account Description	2013 Actual		2014 Actual		2015 Adopted		2016 Proposed	
101-41500-101	FULL TIME EMPLOYEES	\$	8,154	\$	9,366	\$	9,953	\$	13,553
101-41500-103	PART TIME EMPLOYEES	\$	-	\$	-	\$	-	\$	-
101-41500-104	TEMPORARY EMPLOYEES	\$	-	\$	2,207	\$	-	\$	3,000
101-41500-121	PERA CONTRIBUTIONS	\$	591	\$	679	\$	746	\$	791
101-41500-122	FICA/MC CONTRIBUTIONS	\$	624	\$	717	\$	761	\$	807
101-41500-131	HEALTH INSURANCE	\$	1,200	\$	1,530	\$	1,620	\$	1,710
101-41500-133	LIFE INSURANCE	\$	-	\$	-	\$	-	\$	-
101-41500-151	WORKERS COMPENSATION INSURANCE	\$	49	\$	85	\$	80	\$	101
	PERSONNEL	\$	10,618	\$	14,584	\$	13,160	\$	19,962
101-41500-201	GENERAL SUPPLIES	\$	_	\$	429	\$	-	\$	600
101-41500-202	PERMANENT SUPPLIES	\$	-	\$	-	\$	-	\$	· -
	SUPPLIES	\$	_	\$	429	\$	-	\$	600
101-41500-300	LEGAL FEES - PROSECUTING	\$	10,200	\$	9,350	\$	11,500	\$	10,200
101-41500-301	AUDITING	\$	13,688	\$	13,688	\$	14,500	\$	14,500
101-41500-305	LEGAL FEES - CIVIL	\$	9,278	\$	8,692	\$	12,000	\$	11,000
101-41500-327	OTHER SERVICES	\$	426	\$	426	\$	500	\$	568
101-41500-331	TRAVEL EXPENSE	\$	-	\$	-	\$	-	\$	-
101-41500-352	PUBLIC INFORMATION NOTICES	\$	-	\$	310	\$	=	\$	300
101-41500-355	PRINTING SERVICES	\$	-	\$	-	\$	-	\$	-
101-41500-409	OTHER EQUIPMENT REPAIR/MAINT	\$	-	\$	-	\$	-	\$	-
101-41500-440	MEETING EXPENSES	\$	-	\$	-	\$	-	\$	-
101-41500-442	MISCELLANEOUS	\$	-	\$	52	\$	-	\$	
	OTHER SERVICES & CHARGES	\$	33,592	\$	32,518	\$	38,500	\$	36,568
101-41500-530	FURNITURE & EQUIPMENT	\$	· <u>-</u>	\$	-	\$	-	\$	
101-41500-539	VOTING MACHINE	\$	-	\$	-	\$		\$	1,650
	CAPITAL OUTLAY	\$	-	\$	-	\$	-	\$	1,650
TOTAL EXPENDITU	RES	\$	44,210	\$	47,530	\$	51,660	\$	58,780

Account Number	Account Description		2013 Actual	2014 Actual	,	2015 Adopted	P	2016 roposed
101-42100-202	PERMANENT SUPPLIES	\$	-	\$ 1,069	\$	-	\$	-
	SUPPLIES	\$	_	\$ 1,069	\$	-	\$	-
101-42100-318	DISPATCH	\$	13,172	\$ 14,075	\$	16,433	\$	17,174
101-42100-319	POLICE CONTRACT	\$	602,030	\$ 617,081	\$	634,386	\$	653,061
101-42100-320	FIRE CONTRACT	\$	15,890	\$ 14,903	\$	18,000	\$	18,000
101-42100-321	FIRE CALLS	\$	12,357	\$ 17,370	\$	16,000	\$	16,000
101-42100-322	FIRE FALSE ALARMS	\$	=	\$ 14	\$	500	\$	500
101-42100-323	FIRE INSPECTION	\$	-	\$ 450	\$	500	\$	500
101-42100-355	PRINTING SERVICES	\$	31	\$ 37	\$	-	\$	••
101-42100-360	INSURANCE	\$	-	\$ -	\$	-	\$	-
101-42100-391	TELEPHONE/PAGERS	\$, -	\$ -	\$	-	\$	-
101-42100-442	MISCELLANEOUS	\$.	37	\$ 2,306	\$	100	\$	75
	OTHER SERVICES & CHARGES	\$	643,517	\$ 666,223	\$	685,919	\$	705,310
101-42100-530	FURNITURE & EQUIPMENT	\$	_	\$ _	\$	<u></u>	\$	
	CAPITAL OUTLAY	\$	-	\$ -	\$	~	\$	-
TOTAL EXPENDITU	RES	\$	643,517	\$ 667,292	\$	685,919	\$	705,310

Account Number	Account Description		2013 Actual	2014 Actual	2015 Adopted	Pi	2016 roposed
101-43000-101	FULL TIME EMPLOYEES	\$	31,040	\$ 33,150	\$ 30,079	\$	30,415
101-43000-102	OVERTIME	\$	1,311	\$ 2,014	\$ 3,000	\$	3,000
101-43000-104	TEMPORARY EMPLOYEES	\$		\$ -	\$ 	\$	-
101-43000-121	PERA CONTRIBUTIONS	\$	2,345	\$ 2,467	\$ 2,481	\$	2,506
101-43000-122	FICA/MC CONTRIBUTIONS	\$	2,608	\$ 2,929	\$ 2,531	. \$	2,556
101-43000-126	ICMA RETIREMENT	\$	-	\$ _	\$ _	\$	_
101-43000-131	HEALTH INSURANCE	\$	4,673	\$ 4,971	\$ 5,400	\$	5,700
101-43000-142	UNEMPLOYMENT	\$	-	\$ -	\$ -	\$	_
101-43000-151	WORKERS COMPENSATION INSURANCE	\$	1,104	\$ 1,523	\$ 1,522	\$	1,537
	PERSONNEL	\$	43,081	\$ 47,054	\$ 45,013	\$	45,714
101-43000-212	MOTOR FUELS	\$	2,970	\$ 3,378	\$ 3,100	\$	3,300
101-43000-213	LUBRICANTS & OTHER FLUIDS	\$	-	\$ -	\$ -	\$	-
101-43000-225	LANDSCAPING MATERIALS	\$	-	\$ -	\$ -	\$	-
101-43000-226	SIGNS	\$	130	\$ -	\$ -	\$	-
101-43000-227	TOOLS & EQUIPMENT	\$	-	\$ -	\$ -	\$	1,000
101-43000-228	REPAIR SUPPLIES	\$	1,050	\$ 1,915	\$ 1,500	\$	1,500
	SUPPLIES	\$	4,150	\$ 5,293	\$ 4,600	\$	5,800
101-43000-304	ENGINEERING	\$	-	\$ ~	\$ 1,000	\$	1,000
101-43000-308	TRAINING & EDUCATION	\$	-	\$ -	\$ -	\$	-
101-43000-313	SNOW & ICE REMOVAL	\$	18,201	\$ 13,638	\$ 19,000	\$	19,000
101-43000-314	STREET SWEEPING	\$	3,080	\$ -	\$ -	\$	-
101-43000-317	TREE SERVICE	\$	17,718	\$ 6,000	\$ 8,000	\$	7,000
101-43000-324	ALLEY REPAIR	\$	-	\$ -	\$ -	\$	-
101-43000-327	OTHER SERVICES	\$	4,602	\$ 410	\$ 500	\$	500
101-43000-328	STREET REPAIR	\$	-	\$ -	\$ -	\$	-
101-43000-333	CLEANING CONTRACT	\$	-	\$ -	\$ 4,500	\$	1,000
101-43000-380	STREET LIGHTING	\$	7,101	\$ 6,546	\$ 7,000	\$	7,000
101-43000-381	ELECTRIC UTILITIES	\$	2,859	\$ 2,777	\$ 3,000	\$	3,200
101-43000-382	WATER UTILITIES	\$	160	\$ 264	\$ 200	\$	200
101-43000-383	GAS UTILITIES	\$	2,994	\$ 3,999	\$ 3,500	\$	3,500
101-43000-384	REFUSE DISPOSAL	\$	2,735	\$ 3,375	\$ 3,000	\$	3,200
101-43000-391	TELEPHONE/PAGERS	\$	530	\$ 386	\$ 500	\$	500
101-43000-402	CITY TRUCK REPAIR	\$	1,734	\$ 583	\$ 3,000	\$	2,000
101-43000-426	MACHINERY REPAIR	\$	-	\$ -	\$ -	\$	-
101-43000-442	MISCELLANEOUS	_\$	159	\$ 142	\$ 100	\$	100
	OTHER SERVICES & CHARGES	\$	61,873	\$ 38,121	\$ 53,300	\$	48,200
101-43000-530	FURNITURE & OFFICE EQUIPMENT	\$	-	\$ -	\$ _	\$	
	CAPITAL OUTLAY	\$	-	\$ -	\$ -	\$	-
TOTAL EXPENDITUR	RES	\$	109,104	\$ 90,467	\$ 102,913	\$	99,714

CITY OF LAUDERDALE PLANNING, ZONING & INSPECTIONS 2016

Account Number	Account Description	2013 Actual		2014 Actual	Δ	2015 dopted	Pi	2016 roposed
101-43400-101	FULL TIME EMPLOYEES	\$ 33,941	\$	36,413	\$	37,875	\$	39,463
101-43400-104	TEMPORARY EMPLOYEES	\$ 1,316	\$	-	\$	-	\$	-
101-43400-121	PERA CONTRIBUTIONS	\$ 2,461	\$	2,640	\$	2,841	\$	2,960
101-43400-122	FICA/MC CONTRIBUTIONS	\$ 2,920	\$	3,022	\$	2,897	\$	3,019
101-43400-126	ICMA RETIREMENT	\$ -	. \$	w	\$	-	\$	-
101-43400-131	HEALTH INSURANCE	\$ 5,242	\$	5,893	\$	6,480	\$	6,840
101-43400-133	LIFE INSURANCE	\$ -	\$	-	\$	-	\$	-
101-43400-151	WORKERS COMPENSATION INSURANCE	\$ 1,025	\$	1,419	\$	1,435	\$	1,481
	PERSONNEL	\$ 46,905	\$	49,386	\$	51,528	\$	53,763
101-43000-201	GENERAL SUPPLIES	\$	\$	_	\$	_	\$	_
101-43400-202	PERMANENT SUPPLIES	\$ _	\$	_	\$	-	\$	
101-43400-203	POSTAGE	\$ 230	\$	245	\$	300	\$	300
	SUPPLIES	\$ 230	\$	245	\$	300	\$	300
101-43400-306	CONSULTING FEES	\$ 2,203	\$	148	\$	_	\$	30,000
101-43400-308	TRAINING & EDUCATION	\$ 500	\$	705	\$	500	\$	1,000
101-43400-310	PLUMBING INSPECTIONS	\$ -	\$	_	\$	-	\$	-
101-43400-311	HEATING INSPECTIONS	\$ _	\$	_	\$	-	\$	
101-43400-312	BUILDING INSPECTIONS	\$ 150	\$	1,970	\$	1,000	\$	1,000
101-43400-327	OTHER SERVICES	\$ 30	\$	-	\$		\$	-
101-43400-331	TRAVEL EXPENSES	\$ -	\$	-	\$	-	\$	-
101-43400-355	PRINTING SERVICES	\$ -	\$	46	\$	-	\$	-
101-43400-386	GOPHER STATE LOCATES	\$ 439	\$	677	\$	500	\$	500
101-43400-388	SAC UNIT CHARGES	\$ =	\$	-	\$	-	\$	-
101-43400-437	SALES TAX	\$ -	\$	-	\$	-	\$	-
101-43400-442	MISCELLANEOUS	\$ -	\$	119	\$	100	\$	50
101-43400-443	SURCHARGE REPORT	\$ 633	\$	477	\$	500	\$	500
	OTHER SERVICES & CHARGES	\$ 3,955	\$	4,142	\$	2,600	\$	33,050
101-43000-510	COMPUTER SOFTWARE & EQUIPMENT	\$ 	\$	_	\$	<u>-</u>	\$	
	CAPITAL OUTLAY	\$ -	\$	-	\$	-	\$	-
TOTAL EXPENDITU	RES	\$ 51,090	\$	53,773	\$	54,428	\$	87,113

		2013	2014		2015	_	2016
Account Number	Account Description	Actual	Actual .	А	dopted	Pi	oposed
101-45200-101	FULL TIME EMPLOYEES	\$ 40,375	\$ 44,005	\$	43,853	\$	50,675
101-45200-103	PART TIME EMPLOYEES	\$ 	\$ -	\$	-	\$	-
101-45200-104	TEMPORARY EMPLOYEES	\$ 5,767	\$ 5,558	\$	6,000	\$	6,000
101-45200-121	PERA CONTRIBUTIONS	\$ 2,917	\$ 3,075	\$	3,289	\$	3,351
101-45200-122	FICA/MC CONTRIBUTIONS	\$ 3,698	\$ 4,086	\$	3,814	\$	3,877
101-45200-131	HEALTH INSURANCE	\$ 6,236	\$ 6,932	\$	8,100	\$	8,550
101-45200-133	LIFE INSURANCE	\$ -	\$ -	\$	-	\$	-
101-45200-142	UNEMPLOYMENT BENEFIT	\$ -	\$ -	\$	-	\$	
101-45200-151	WORKERS COMPENSATION INSURANCE	\$ 973	\$ 1,341_	\$	1,345	\$	1,350
	PERSONNEL	\$ 59,966	\$ 64,996	\$	66,401	\$	73,803
101-45200-201	GENERAL SUPPLIES	\$	\$ 472	\$	200	\$	200
101-45200-202	PERMANENT SUPPLIES	\$ 129	\$ -	\$		\$	200
101-45200-212	MOTOR FUELS	\$ -	\$ -	\$	-	\$	-
101-45200-225	LANDSCAPING MATERIALS	\$ -	\$ 975	\$	-	\$	1,000
101-45200-228	REPAIR SUPPLIES	\$ 971	\$ 103	\$	500	\$	500
	SUPPLIES	\$ 1,100	\$ 1,550	\$	700	\$	1,900
101-45200-317	TREE SERVICE	\$ -	\$ -	\$	-	\$	-
101-45200-370	PARK & RECREATION EXPENSES	\$ 700	\$ 760	\$	700	\$	700
101-45200-371	NON-RESIDENT REIMBURSEMENT	\$ 1,284	\$ 1,744	\$	1,500	\$	1,500
101-45200-381	ELECTRIC UTILITIES	\$ 491	\$ 465	\$	500	\$	500
101-45200-382	WATER UTILITIES	\$ 290	\$ 352	\$	200	\$	250
101-45200-383	GAS UTILITIES	\$ 820	\$ 624	\$	700	\$	700
101-45200-384	REFUSE DISPOSAL	\$ -	\$ -	\$	-	\$	-
101-45200-391	TELEPHONE/PAGERS	\$ 22	\$ 63	\$	50	\$	50
101-45200-403	TRACTOR/MOWER REPAIR/MAINT	\$ -	\$ 709	\$	1,000	\$	1,000
101-45200-412	WARMING HOUSE REPAIR/MAINT	\$ -	\$ -	\$	-	\$	-
101-45200-427	PORTA POTTY RENTAL	\$ 1,072	\$ 983	\$	1,000	\$	1,000
101-45200-442	MISCELLANEOUS	\$ 1,982	\$ 	\$	-	\$	-
•	OTHER SERVICES & CHARGES	\$ 6,661	\$ 5,700	\$	5,650	\$	5,700
101-45200-540	MACHINERY & EQUIPMENT	\$ _	\$ -	\$	**	\$	-
	CAPITAL OUTLAY	\$ -	\$ -	\$	-	\$	-
TOTAL EXPENDITU	RES	\$ 67,727	\$ 72,245	\$	72,751	\$	76,703

CITY OF LAUDERDALE CONTINGENCY 2016

Account Number	Account Description	20 Act		14 tual	А	2015 dopted		2016 oposed
101-45300-444	CONTINGENCY FUNDS OTHER SERVICES & CHARGES	<u>\$</u> \$	<u>-</u>	\$ -	\$ \$	20,000	\$ \$	10,000
TOTAL EXPENDITU	RES	\$	-	\$ -	\$	20,000	\$	10,000

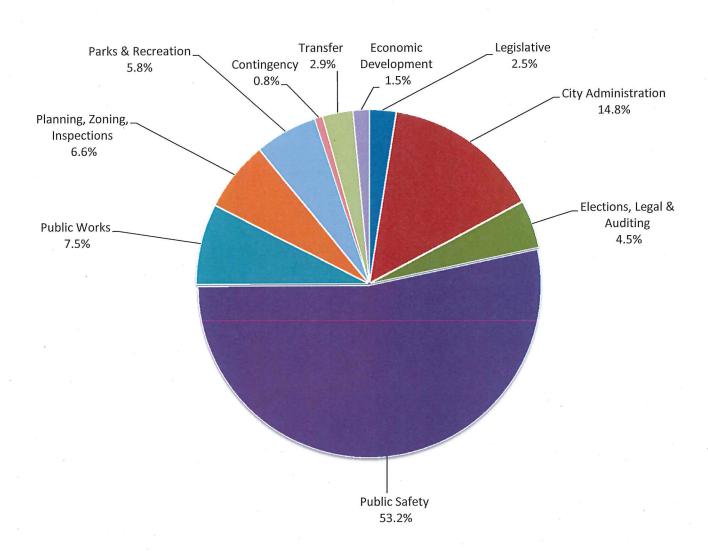
CITY OF LAUDERDALE TRANSFERS 2016

Account Number	Account Description	2013 Actual	2014 Actual	A	2015 dopted	Pi	2016 roposed
101-45400-710	OPERATING TRANSFER	\$ -	\$ 38,000	\$	38,000	\$	38,000
101-45400-721	OPERATING TRANSFER TO 201	\$ -	\$ -	\$	-	\$	-
101-45400-731	OPERATING TRANSFER TO 301	\$ -	\$ _	\$	-	\$	-
101-45400-732	OPERATING TRANSFER TO 302	\$ -	\$ -	\$	-	\$	-
101-45400-733	OPERATING TRANSFER TO 303	\$ -	\$ -	\$		\$	-
101-45400-734	OPERATING TRANSFER TO 304	\$	\$ 6,297	\$	-	\$	-
101-45400-741	OPERATING TRANSFER TO 401	\$ 6,993	\$ -	\$		\$	
101-45400-742	OPERATING TRANSFER TO 402	\$ 79,993	\$ 25,018	\$	-	\$	
101-45400-743	OPERATING TRANSFER TO 403	\$ -	\$ -	\$	-	\$	-
101-45400-744	OPERATING TRANSFER TO 404	\$ -	\$ _	\$	-	\$	-
101-45400-745	OPERATING TRANSFER TO 405	\$ -	\$ -	\$	-	\$	-
101-45400-747	OPERATING TRANSFER TO 407	\$ -	\$ -	\$	-	\$	-
101-45400-749	OPERATING TRANSFER TO 409	\$ <u>.</u>	\$, 	\$	-	\$	-
	TRANSFERS	\$ 86,986	\$ 69,315	\$	38,000	\$	38,000
TOTAL EXPENDITU	RES	\$ 86,986	\$ 69,315	\$	38,000	\$	38,000

CITY OF LAUDERDALE ECONOMIC DEVELOPMENT 2016

Account Number	Account Description	2013 Actual	2014 Actual	Α	2015 dopted	2016 oposed
101-48100-306	CONSULTING FEES	\$ 12,296	\$ 1,786	\$	20,000	\$ 20,000
101-48100-442	MISCELLANEOUS	\$ 224	\$ -	\$	-	\$ -
	OTHER SERVICES & CHARGES	\$ 12,520	\$ 1,786	\$	20,000	\$ 20,000
TOTAL EXPENDITU	RES	\$ 12,520	\$ 1,786	\$	20,000	\$ 20,000

CITY OF LAUDERDALE PROPOSED 2016 BUDGET EXPENDITURES



Expenditures

Legislative	\$ 32,653
City Administration	\$ 195,634
Elections, Legal & Auditing	\$ 58,780
Public Safety	\$ 705,310
Public Works	\$ 99,714
Planning, Zoning, Inspections	\$ 87,113
Parks & Recreation	\$ 76,703
Contingency	\$ 10,000
Transfer	\$ 38,000
Economic Development	\$ 20,000

SUPPORTING DATA

• Glossary of Terms

GLOSSARY OF TERMS

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget document in understanding these terms, a budget glossary has been included in the document.

ACTIVITY

A cost center for recording charges for services delivered or functions performed. Each activity has an assigned manager who is responsible for planning and conducting the various approved objectives or workloads. For example, "Snow Removal" is an activity performed as part of the Street Maintenance Program.

AD VALOREM TAX

A tax levied on the assessed value of real and personal property. This tax is also known as property tax.

APPROPRIATIONS

An authorization made by the City Council, which permits the City to incur obligations and to make expenditures of resources.

BALANCED BUDGET

A budget in which planned funds available equal planned expenditures.

BONDS

A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.

BUDGET

An annual financial plan that identifies revenues specifies the type and level of services to be provided and establishes the amount of money that can be spent.

BUDGET OVERVIEW

The opening section of the budget, which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Administrator.

CAPITAL ASSETS

Assets (buildings, vehicles, land, infrastructure) with an expected life of more than two years and a unit cost of \$5,000 and greater.

CAPITAL CONTRIBUTIONS

Capital assets received from the general government should be reported as capital contributions rather than transfers. Contributions would include developer installed infrastructure, developer payments and general government paid expenses.

CAPITAL IMPROVEMENT PLAN (CIP)

The budgeted costs to provide needed infrastructure, park development, building construction or rehabilitation, equipment, vehicles and other related items. Funding is received from bonding and other various sources.

CAPITAL PROJECTS FUND

The Capital Improvement Fund established to account for resources and uses of capital projects financed by sources other than property owner assessments.

CAPITAL OUTLAY

A level of budgetary appropriation which includes expenses for the addition of capital assets such as land, building, machinery and equipment.

CHARGES FOR SERVICES

Consists of a wide variety of fees for services charged by City agencies, generally categorized under Parks, Public Safety, Animal Control, Public Works, and Zoning.

CONTINGENCY

An appropriation of funds to cover unforeseen events that occur during the fiscal year.

CURRENT TAXES

Taxes levied and becoming due during the current year, from the time the amount the tax levy becomes due until sixty days after the first of the next year.

DEBT SERVICE

The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

DEBT SERVICE FUND

The debt service fund is used to account for the accumulation of resources for and the payment of general long-term debt principal, interest, and related costs.

DELINQUENT TAXES

Taxes that remains unpaid on and after sixty days past the first of the year following the year in which they were due.

DEPARTMENT

An organizational unit for purposes of administration and cost accounting.

DIVISION

An organizational unit within a department for purposes of administration and cost accounting.

ENTERPRISE FUND

A self-supporting fund designed to account for activities supported by user charges; examples are water, storm water and sanitary sewer.

EXPENDITURE

Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service and capital outlay.

FINES AND FORFEITURES

Consists of a variety of fees, fines and forfeitures collected by the State Court System, including bail forfeitures, garnishments, legal defenders recoupment and juror/witness fees.

FISCAL DISPARITIES

Local units of government in the Twin Cities metropolitan area and on the iron range participate in property tax base sharing programs. Under these two programs, a portion of the growth in commercial and industrial property value of each city and township is contributed to a tax base sharing pool. Each city and township then receives a distribution of property value from the pool based on market value and population in each city.

FISCAL YEAR

Any period of 12 consecutive months designated as the budget year. The City's budget year begins January 1 and ends December 31.

FRANCHISE FEE

Fee imposed on local sales of public utility services, such as electricity, gas and cable television.

FUND

An independent fiscal and accounting entity with a self-balancing set of accounts for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations or restrictions. For descriptions of the various funds, listed below, please see heading page for each fund in this document.

General Fund Special Revenue Funds Debt Service Funds Capital Projects Funds Enterprise Funds

FUND BALANCE

The excess of assets over liabilities and reserves. The term "fund balance" is used in governmental fund types. The term "retained earnings" is used for the enterprise funds.

GENERAL FUND

The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, data processing, park and recreation, public works and general administration.

GENERAL OBLIGATION BONDS

Bonds that finance a variety of public projects such as streets, buildings, and utility improvements; the repayment of these bonds is usually made from the General Fund, and these bonds are backed by the full faith and credit of the issuing government.

HOMESTEAD MARKET VALUE EXCLUSION (HMVE)

Starting with taxes payable in 2012, qualifying homeowners will receive a value exclusion, which means that they will pay taxes on only a portion of their home's value. Only homesteads (defined as owner-occupied homes for tax purposes) qualify for the exclusion. Homesteads valued at less than \$76,000 will have 40 percent of their value excluded; for homesteads valued at more than \$76,000, the exclusion percentage is reduced until it hits 0%.

INTEREST INCOME

Revenue associated with the City cash management activities of investing fund balances.

INTERGOVERNMENTAL REVENUE

Revenue received from other governments in the form of grants or shared revenues.

INTERNAL SERVICE FUND

A fund established to account for an entity, which provides goods and services to other City entities and charges those entities for the goods and services provided.

LEVY LIMITATION

The maximum amount, which is permitted to be levied by a taxing jurisdiction as established by Minnesota Statutes. Levy Limits were in place for 2009, 2010 and 2011 for cities with populations over 2,500.

LICENSE REVENUE

Consists of both a "revenue fee" and "regulatory fee" imposed on business.

LOCAL GOVERNMENT AID

A state government revenue sharing program for cities and townships that is intended to provide an alternative to the property tax. The formulae for distributing the aid payments were changed for 2004 and beyond. Large city formula factors are: pre-1940 housing percentage, population decline over last decade, accidents per capita, average household size, metro or nonmetro and adjusted tax capacity per capita. In 2006, a new aid base for small cities was created. Cities under 5,000 in population received base aid equal to \$6 per capita. The 2008 reforms resulted in several other changes and additions to aid base. The formula was again in 2013 for aid distributions in 2014 and beyond.

LOCAL TAX RATE

The rate used to compute taxes for each parcel of property. Local tax rate is computed by dividing the certified levy (after reduction for fiscal disparities distribution levy and disparity reduction) by the taxable tax capacity.

MARKET VALUE

An assessor's estimate of what property would be worth on the open market if sold. The market value is set on January 2 of the year before taxes are payable.

MARKET VALUE HOMESTEAD CREDIT (MVHC)

The Market Value Homestead Credit program replaced Homestead and Agricultural Aid, which was repealed in 2002. Beginning with taxes payable in 2002, homesteads became eligible for state paid credit of as much as 0.4 percent of a homestead's market value up to a maximum credit of \$304. Homeowners do not apply for this credit – it was automatically applied and the state reimbursed local governments for the value of the credit. The 2011 Legislature eliminated this credit program.

OPERATING BUDGET

Plans of current expenditures and the proposed means of financing. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the government are controlled. The operating budget is essential to sound financial management.

OTHER CHARGES

A level of budgetary appropriations which include expenses for outside professional services, advertising, insurance, utility costs, repairs, maintenance and miscellaneous costs.

PERMIT REVENUE

Fees imposed on construction-related activities and for the acquisition of other non-business permits (e.g. dog, bicycle, house-moving, etc.).

PERSONAL SERVICES

A level of budgetary appropriations that include expenses for salaries, wages, and related employee benefits such as the City's share of retirement and insurance.

PROPERTY CLASS

The classification assigned to each parcel of property based on the use of the property. For example, owner-occupied residential property is classified as homestead.

PROPERTY TAX LEVY

The tax imposed by a local unit of government. The tax is established on or around December 28 of the year preceding the year taxpayers will pay the levy.

REVENUE

Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

STRATEGIC POLICY PLANNING

Establishing and prioritizing goals and policy direction. Represents the City's fundamental planning process.

SUPPLIES

A level of budgetary appropriations which include expenses for commodities which are used such as office supplies, operating supplies, repair and maintenance supplies.

TAX CAPACITY and TAX CALCULATIONS

An explanation of tax capacity, tax rates, and a total tax calculation example follows:

<u>Estimated Market Value</u>: The current worth of properties subject to taxation as determined by the county assessor. Each property must be appraised at least once every four years.

<u>Class Rates</u>: The percentage of estimated market value subject to taxation for various types (classes) of property. Residential property, for example, is taxed at a different rate than agricultural, commercial or industrial. These rates are set by state legislation and subject to amendment on an annual basis.

Class Rate Examples:

Classification

Class Rates for 2016

Residential Homestead

First \$500,000 at 1%

Amount over \$500,000 at 1.25%

Commercial/Industrial

First \$150,000 at 1.50%

Amount over \$150,000 at 2%

<u>Tax Capacity of a Property</u>: The valuation of property based on the estimated market value multiplied by the appropriate class rates as noted above. The property tax for each parcel is based on its tax capacity.

<u>Tax Capacity Rate</u>: The total of all levies (net of other State aid) in a jurisdiction divided by the total tax capacity of that jurisdiction. This factor is multiplied by the tax capacity of an individual property to determine the tax payable in the current year. Lauderdale's combined payable 2015 tax rate is 97.219.

<u>Total Tax Capacity</u>: The amount computed by first totaling the tax capacities of all parcels of property within a city. Adjustments for fiscal disparities, tax increment and a portion of the powerline value are made to this total since not tax capacity is available for general tax purposes.

TRUTH IN TAXATION

The "taxation and notification law" that requires local governments to set estimated levies, inform taxpayers about the impacts, and announce which of their regularly scheduled council meetings will include a discussion of the budget and levy. Taxpayer input is taken at that meeting.



CITY OF LAUDERDALE CAPITAL IMPROVEMENT PLAN

2016-2025





DEPARTMENT	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total
Council Chambers				\$ 20,000							\$ 20,000
City Hall	\$ 38,000		\$ 60,000								\$ 98,000
Public Works	\$ 35,000				\$ 15,000	\$ 15,000 \$ 40,000	\$ 40,000				\$ 130,000
Street Infrastructure	\$ 150,000						\$ 175,000				\$ 325,000
Parks		\$ 8,000									\$ 8,000
Sanitary Sewer	\$ 250,000										\$ 250,000
Storm Water											
GRAND TOTAL	\$ 473,000	\$ 8,000	\$473,000 \$ 8,000 \$ 60,000 \$ 20,000 \$ 15,000 \$ 40,000 \$ 215,000 \$	\$ 20,000	\$ 15,000	\$ 40,000	\$ 215,000	·	\$	· •	\$ 831,000





FUND	TITLE	2016	2017	2018	2019	2020	2021	2022	2023	2024		2025	Total
202	202 Communications				\$ 20,000								\$ 20,000
401	401 Street Improvement	\$ 150,000						\$ 175,000					\$ 325,000
402	402 General Capital	\$ 73,000		\$ 60,000		\$ 15,000	\$ 15,000 \$ 40,000	\$ 40,000	•				\$ 228,000
404	404 Park Improvement		\$ 8,000										\$ 8,000
601	601 Sanitary Sewer	\$ 250,000											\$ 250,000
602	602 Storm Water												· .
	GRAND TOTAL	\$ 473,000 \$ 8,000 \$ 60,000	\$ 8,000	\$ 60,000	\$ 20,000	\$ 15,000	\$ 40,000	\$ 215,000	\ \sigma_1	٠		r	\$ 831,000

CITY OF LAUDERDALE CAPITAL IMPROVEMENT PLAN PROJECT SUMMARY BY YEAR AND FUNDING SOURCE



VEAD	PROJECT						
4 5 -					JOND		
		202	401	402	404	601	602
2016							
	Sealcoating - all City streets		\$ 150,000				
	Eustis Street/Como Avenue Sewer Lining		\$ 250,000				
	City Hall - 3 section kitchen sink			\$ 4,000			
	City Hall - carpet replacement						
	1992 John Deere Mower 1445			\$ 35,000			
•	Financial Management Software						
2017							
	Tennis Courts Resurfacing				\$ 8,000		
2018							
	City Hall - replace roof			\$ 60,000			
2019	Council Chambers Technology	\$ 20,000					
		20,02					
2020							
٠	Public Works Garage - replace roof			\$ 15,000			
6							
707	2001 John Deere Tractor 3520			V 10 000			
				000,04			
2022							
	Sealcoating - all City streets		\$ 175,000	,			
	2012 Ford F350 Truck and Plow			\$ 40,000			· ·
	TOTALS	\$ 20,000	\$ 575,000	\$ 228,000	\$ 8,000	· \$	₩.





PROJECT	20	2016 2017	7 2018	8 2019	2020	2021	2022	2023	23	2024	2025
Council Chambers Technology	\$	\$ -	\$ -	- \$ 20,000	. \$	\$	₹	\$ -	\$ -	ı	\$
TOTALS	⋄	⊹	٠ ٠	- \$ 20,000	❖	⊹	\$.	ر. ج	, ,	1	٠ •





PROJECT	2016	2017	2018	2019	2020	YEAR 2021	2022	2023	2024	2025
Sealcoating - all City streets 7 year schedule	\$ 150,000 \$	1	\$	\$	\$	₹ \$-	- \$ 175,000	ν,	\$	·
TOTALS	\$ 150,000 \$,	'	-γ-	❖	. ∙	- \$ 175,000	\$. ❖	· •

Capital Improvement Plan City of Lauderdale

Sealcoating - All City Streets	Infrastructure Department Public Works 15 years Contact Public Works Maintenance Priority 1 High		It is scheduled to sealcoat all the City streets in 2016. This project would be engineered by City of Roseville with construction in the summer months.		aintenance plan to extend the life of the bituminous streets within the City.		sent \$ 150,000	
- All City Streets	Infrastructure 15 years Maintenance	,	I the City streets in 20	200	intenance plan to ext		ent	
Project Name Sealcoating -	Type Useful Life Category	Description	It is scheduled to sealcoat all summer months.	Justification	Sealcoating is part of the maintena	Funding	Fund 401 - Street Improvement	

CITY OF LAUDERDALE CAPITAL IMPROVEMENT PLAN FUND 402 - GENERAL CAPITAL IMPROVEMENT



PROJECT					YEAR					
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
City Hall - 3 section kitchen sink	\$ 4,000									
City Hall - carpet replacement	000′6 \$									
1992 John Deere Mower 1445 10 year schedule	\$ 35,000									
City Hall - replace roof 20 year schedule			\$ 60,000							
Public Works Garage - replace roof 25 year schedule				❖	\$ 15,000					
2001 John Deere Tractor 3520 10 year schedule					❖	\$ 40,000				
2012 Ford F350 Truck and Plow 10 year schedule						⋄	\$ 40,000			
TOTALS	\$ 48,000 \$		\$ 000'09 \$ -		- \$ 15,000 \$ 40,000 \$ 40,000 \$	40,000 \$	40,000 \$	1	55	1





PROJECT	20	2016	2017	2018		2019	2020	YEAR	2021		2022	2023	2024		2025
Tennis Courts Resurfacing			\$ 8,000	\$ (, \$	1	\$	1	\$	'	10	<	₩.	\$	1
TOTALS	❖	1	\$ 8,000	\$ (٠ •	1	↔	ľ	\$	1	10	\$	٠ •	\$ -	ı





PROJECT					,	YEAR				
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Eustis Street/Como Avenue Sewer Lining	\$ 250,000 \$		→	\$	φ.	\$	\$	\$	↔	\$
TOTALS	\$ 250,000 \$			v>	٠.	•	٠ •	٠ •	\$	\$

Capital Improvement Plan City of Lauderdale

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Flistic Street/Como Avenue Sewer Lining	
Project Name Firstic Street	

TypeInfrastructureDepartmentSanitary SewerUseful Life50 yearsContactPublic WorksCategoryInfrastructurePriority1 High

Description

The sanitary sewer mains to be lined would be Eustis Street south of Larpenteur Avenue and Como Avenue from Larpenteur Avenue to Highway 280. The main runs parallel to Como Avenue; it is not located in the street. This project would be engineered by City of Roseville with construction in 2016.

Justification

This project would be a continuation of the City's program to line sanitary sewer mains to address inflow and infiltration.

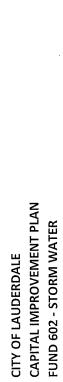
Funding

Metropolitan Council Infrastructure Grant	\$	62,500
Fund 601 - Sanitary Sewer	S	187,500

Total

\$ 250,000

The City would need to apply for the grant funding with the anticipation of receiving 25% of the project costs.





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TECHNOLOGY REPLACEMENT PLAN 2016 - 2020 CITY OF LAUDERDALE



Department	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Funding Source(s)
City Administrator	0	1,500	0	0	0	1,500	0	0	0	1,500	Fund 101 - Operating
Assistant City Administrator	0	0	0	1,000	0	0	0	1,000	0	0	Fund 101 - Operating
Deputy City Clerk	0	1,000	0	0	0	1,000	0	0	0	1,000	Fund 101 - Operating
Public Works Coordinator	0	0	1,000	0	0	0	1,000	0	0	0	Fund 101 - Operating
Public Works Maintenance	1,000	0	0	0	1,000	0	0	0	1,000	0	Fund 101 - Operating
City Hall Front Counter	1,000	0	0	0	1,000		0	0	1,000	0	Fund 101 - Operating
City Hall Printer	0	0	0	350	0	0	0	0	0	0	Fund 101 - Operating
City Hall Copier	0	0	Lease	0	0	0	Lease	0	0	0	Fund 101 - Operating
TOTAL	2,000	2,500	1,000	1,350	2,000	2,500	1,000	1,000	2,000	2,500	

NOTES

Computers are replaced on 4-year schedule.

Printer is replaced on 10-year schedule.

Copier is leased on 4-year schedule.

LAUDERDALE COUNCIL ACTION FORM

Action Rec	quested
Consent	
Public Hearing	N -11-1-1-1
Discussion	<u> </u>
Action	
Resolution	
Work Session	X

Meeting Date	August 11, 2015
ITEM NUMBER	Social Room Policy
STAFF INITIAL	
APPROVED BY ADM	INISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

About five years ago, the Council and staff revised the Social Room Policy. Based on the issues we have been running into, staff is proposing additional revisions for Council consideration.

First, staff would like to limit use of the Social Room to Lauderdale residents. The outside groups that use it often do not respect the property or the rules. We have been cashing more damage deposit checks than ever before. Well, we cash them when we can, the last one was written from a closed account. It has taken close to a full day's worth of cleaning after some events. Neither the damage deposit nor reservation fees cover the true cost so Lauderdale residents are really subsidizing some of these outside groups. A significant portion of the issues we see will be eliminated by only renting to folks that live here.

Another notable change is that we would like to limit the hours from 7 a.m. to 10 p.m. Those are the hours currently in our nuisance ordinance for neighbors to follow. While the neighbors don't complain about the regular use of the Social Room, I think it would be fair to hold the City to the same standards as we hold residents.

Staff propose raising the room fee from \$50 for up to 6 hours and \$75 for the day to \$50 per five our block. This wouldn't change the rate for those that use it for meetings, bridal/baby showers, and family parties. It changes the price for the larger groups that use it for extended periods. Those are the events where we start seeing issues with excess garbage, inadequate clean up, property damage, and lack of exterior cleanup. The revised Policy also includes a charge for excess trash which we define as an excess of nine bags. With garbage coming from City Hall, the parks, and the Social Room, we recently had to have a mid-week collection to take care of it all.

Finally, the Policy allows the City to require a user to pay for damage not covered by the damage deposit. Recently, staff were able to fix the back door with TLC and some parts but at first it seemed like we were going to need to replace it.

STAFF RECOMMENDATION:

Based on the feedback from the Council, staff will bring back the revised policy for adoption at the next meeting.

CITY OF LAUDERDALE POLICY ON CITY FACILITY USE

The purpose of this policy is to establish procedures and guidelines for persons and/or organizations requesting use of the Community Room /Kitchen at City Hall. It is the goal of the policy to encourage the use of the facilities by making it accessible to the CommunityLauderdale Residents yet doing so in a fair, equitable and cost effective manner.

BACKGROUND

The City is often contacted by persons and/or organizations seeking to use facilities at City Hall. To clarify the procedure for reservation and usage, the following procedures and guidelines are established.

APPLICABILITY

This policy applies to all persons and/or organizations requesting use of the Community Room / Kitchen at City Hall. This policy does not apply to the City Council Chambers nor does it include the use of City equipment/furniture other than what is available in the Community Room and Kitchen.

RESERVATIONS/CANCELLATIONS

Requests for reservations can be made by any individual (resident or non-resident) or organization (non-profit or for-profit)Lauderdale residents, business owners, and community groups. The person making the request shall provide identification demonstrating their residence or investment in Lauderdale. Reservations are generally handled on a first come first served basis with priority given as follows:

- 1. residents for family gatherings (birthday, showers, etc);
- 2. residents for group meetings (associations, painters clubs, mothers clubs, etc where no participation fee is charged);
- 3. non-profit clubs who serve the community (4H, boy /girl scouts, etc); and
- 4. for-profit groups who charge participant fees (organized by a resident or non-resident).

Requests for reservations during regular city business hours must not interfere with regular city business and are subject to approval by the City Administrator.

Cancellations made five (5) business days prior to the reservation will be subject to a \$20.00 cancellation fee. Cancellations made with less than five (5) business day notice are non-refundable.

Reservations are offered in six (6) five hour increments between 7 a.m. and 10 p.m. This can be either morning, afternoon or evening however, the room must be vacated no later than midnight. Users should plan for set-up and clean-up within the ir reservation time period unless arrangements are made for the city to provide this service.

PROCEDURES

All persons and/organizations requesting to use City Hall facilities shall follow these procedures:

1. Submit written application to city staff as far in advance of the reservation date as possible. Applications are available at City Hall, on-line, or by mail upon request.

- 2. Full payment of the reservation fee, damage deposit, and key deposit are due with the application. Reservations are not guaranteed until both the application, deposits, and reservation fee are received. Submission does not guarantee approval.
- 3. Approval will be determined by availability. After the request has been approved, the facility will be considered reserved.
- 4. All groups are required to submit the damage and key deposits, regardless of their fee status.

FEES FOR USE

The City Council recognizes the costs associated with usage of the facilities and has developed the following guidelines:

- 1. All residents and/or organizations will be required to pay the scheduled fee, with the exception of non-profit community groups, such as the Falcon Heights-Lauderdale Lion's Club, local Boy Scout and Girl Scout troops, and the local 4-H chapter, and the St. Anthony Park Area Seniors who may be allowed free use of the facilities. Verification of non-profit status may be required with room application. Applicants may submit a written request for exemption to the City Administrator.
- 2. Non-profit organizations seeking to use the room for purposes of fundraising and/or dinner meetings will be required to pay scheduled fee(s).
- 3. Organizations or groups whose purpose is for private, business, political, or religious interests will be required to pay the scheduled fee.
- 4. Roseville Area Schools will be charged their prevailing rates for use of City facilities.
- 5. Any organization denied free use under this policy may appeal to the City Council.

FEE SCHEDULE FOR RESIDENTS (EXCLUDING FOR-PROFIT USE)

Use of the Community Room / Kitchen (excluding set-up/clean up)

\$50.00/65 hour block*

\$75/day

\$100.00.....cost for staff set-up

\$10 0.00.....cost for staff clean up

\$100.00....damage & key deposit**

\$100.00....key deposit**

\$10.00...per excess bag of trash***

\$20.00....room cancellation fee

_____*20% room rental discount for reservations occurring Monday thru Thursday **ifwhen** the applicant is reserving 10 days or more in a calendar year.

**Unpaid charges for damages and reservation fees may be assessed to a Community Room applicant's personal property within the City. If the damage deposit does not cover the cost of repairs, applicants will be billed for the cost of the repair minus the damage deposit. Applicants shall reimburse the City for any damage or loss to city facilities or equipment within 48 hours.

***Reservation fees include garbage service for up to nine bags of trash. The cost for excess bags of trash will be billed to the applicant or deducted from the damage deposit.

FEE SCHEDULE FOR ALL OTHER INDIVIDUALS / GROUPS

Use of the Community Room / Kitchen (excluding set-up/clean up)

\$100.00/6 hour block
\$150.00/day
\$50.00cost for staff to do set-up
\$50.00cost for staff to do clean up
\$100.00damage & key deposit
\$20.00 room cancellation fee
20% room rental discount for reservations occurring Monday thru Thursday if the applicant
is reserving 10 days or more

RULES AND REGULATIONS

- 1. The Community Room, entry corridor, restrooms, and kitchen shall be available for use under this policy.
- 2. Unless other arrangements are made, gGroups must clean up after using the facilities and will-dispose of all refuse properly and adequately in the facilities provided in the rear of the building. Set-up and clean up must be done during the allotted time of the rental. Failure to provide proper clean up will result in forfeiture of damage deposit and/or future use of the facilities. This will be determined by the City Administrator.
- 3. The use of intoxicating liquor and non-intoxicating malt liquor beverages alcohol is prohibited at City Hall. Enforcement is handled by the City of St. Anthony Police Department.
- 4. Pursuant to the Minnesota Clean Indoor Air Act and City Ordinance, smoking is prohibited.
- 5. Public groups or organizations, as defined under Minnesota Statutes, using the facilities for the purpose of convening a public meeting must conform to open meeting law requirements pursuant to Minnesota Statutes.
- 6. The City of Lauderdale and the City Council and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility.
- 7. The City of Lauderdale reserves the right to request proof of insurance when it is determined to be in the best interest of the City.
- 8. All participants must wear non-marking soles to prevent unnecessary wear and tear on the floors. Cleaning materials are provided to remove any marks during clean-up. Failure to do so will result in loss of damage deposit.
- 9. The applicant is responsible for set-up and clean-up of the facility (unless other arrangements are made with city staff) including:
 - a. Wiping down all surfaces and including the kitchen sink.
 - a.b. Wwashing kitchen utensils used and dishes and returning to cabinets.
 - b.c. Properly <u>D</u>disposing of trash including coffee, cups, paper, etcin containers provided in the rear of the building and placing new garbage bag liners in the garbage bins.
 - e.d. Rearranging furniture (sStacking tables in corner and chairs in racks).
 - d.e. Sweeping and mopping of floors, mopping as needed.
 - e.f. Turning the heat down to 60 in winter.
 - £g. Shutting off all lights (including restroom lights).
 - g.h. Closing and locking windows and exterior doors.
 - h. Reimbursing the City for any damage or loss to city facilities or equipment within 48 hours.

- 10. Misrepresentation—Residents may not make reservations for non-resident individuals or groups at the resident rate. Any unpaid rental fees will be deducted from the damage deposit.
- 11. Failure to conform to these policies and rules may be cause for forfeiture of future use privileges and/or damage deposit.

Approved by the Lauderdale City Council on September 14, 2010 August 11, 2015.			
Signed:	Date:		
Signed:	Date:		

LAUDERDALE COUNCIL ACTION FORM

Meeting Date	August 11, 2015
ITEM NUMBER	Eustis Street Parking
STAFF INITIAL	#3
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Whether to limit parking to one side of Eustis Street has been discussed a number of times over the years. Recently, parking was limited to one side for public safety reasons due to the snow accumulation. As the County expects to repave Eustis Street in 2016, engineering staff are asking the Council whether you would like to limit parking to one side.

One-sided parking will allow the County to do a couple of things:

- Create one "full size" parking lane. Currently, the parking lanes are narrower than a standard width and often cars are parked in the lanes of traffic, especially in winter.
- Create space on one side of the street for walkers and bikers. The Council has discussed how unsafe Eustis Street is for pedestrians; this would address that issue.
- Allow for easier snow removal.

Staff polled the residents that live along Eustis a couple of years ago but the question was specifically about winter parking. You may remember that the response was a mixed bag. If the Council would like additional community input, staff suggest holding a public input or listening session during a Council meeting in October. We would send letters to those that live on Eustis Street and provide notice to the rest of the community via the newsletter.

OPTIONS:

This is intended to be a preliminary discussion. If the Council is interested in one-sided parking, the County is asking that the Council adopt a resolution to that effect.

STAFF RECOMMENDATION:		
COUNCIL ACTION:		

LAUDERDALE COUNCIL ACTION FORM

Action Requested	
Consent	
Public Hearing	
Discussion	
Action	
Resolution	
Work Session	X

Meeting Date	August 11, 2015
ITEM NUMBER	Technology Upgrades
STAFF INITIAL	Ale
APPROVED BY ADMINISTRATOR	
	ITEM NUMBER STAFF INITIAL

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

For budgeting purposes, staff has started looking into the types of program that will allow us to more efficiently manage building permits, code enforcement, and rental housing licenses which was one of the staff goals we highlighted at the goal setting session. There are a variety of solutions out there. Some are stand alone products, others are integrated into financial software. Some are in the cloud, some are not. The City has been using Banyon Data Systems financial software since 1994. Many small Minnesota cities use it because it is affordable and allows for basic governmental financial processing and recordkeeping. Terry has worked with Banyon and other software packages over the years so she's been an asset in helping identify whether certain products would benefit us.

Over the years I have found Banyon to be frustrating to use and their support lacking but I never really gave much thought to changing. But as I learn more from Terry about what other software packages do, I can see value in a fully integrated system that would allow for such things permit and licensing, credit card processing, and financial record keeping all in one place. Terry has reached out to a couple of vendors that many Minnesota cities use to see if they have favorable pricing for cities of our size and at least one did. Terry will be at the meeting to help explain the ways that the more robust programs improve security and efficiency but attached is a brief summary.

Ultimately, staff is asking the Council to budget for an investment in new software for 2016. We are waiting to hear back from one more vendor and then we will share the range of costs at the meeting.

The City has Banyon for a number of years with its attributes of being affordable and basic governmental accounting software. The City will need to invest in more modules to improve efficiency and customer service, so it is an opportunity to investigate new software.

Advantages to changing software:

Security - The current level of security with Banyon allows users to change records after posting and does not have the security level that you can lock employees from fields or tabs; the only option is not to allow employee use of the software program.

Credit Cards - The City would like to accept credit cards but we do not have the Point of Sale module rather staff hand-write receipts. Banyon partners with a third-party vendor for credit cards while other software companies include that feature within their software. Having a Point of Sale or Cash Receipting module tracks transactions by cash, check, credit card or electronic fund transfer (EFT). Currently, the hand-written receipts are attached to the checks and cash kept in a bank bag unsecured then entered into Banyon. Moving to a Point of Sale or Cash Receipting module, the City can have a cash drawer and receipt printer. The financial transactions are processed with one step rather than several steps.

Accounts Payable - Currently, the accounts payable module issues checks and you can record electronic payments for payroll. Today's trend is to eliminate checks and pay vendors electronically due to checks being stolen and fraud. This transition would take time but in the interim, the City could use Positive Pay where you send a file to the bank of checks issued and the bank confirms payee and amounts before accepting the check for payment.

Budget — Banyon has a basic budget feature while other software allows you to enter the detail of budgeted items and provides for several drafts to be maintained in the software; for instance a Requested Budget, Proposed Budget and Adopted Budget. You can have budget preparation detail and documents scanned into the software with the information kept for future reference. Budget input can be done by several employees into one document.

General Ledger – Due to new accounting standards, the City's chart of accounts is outdated and should be redesigned for GASB 34. It is not possible to improve the chart of accounts with Banyon. Also, downloading financial data to Excel is easier and less time consuming to reformat into a usable document. The City has begun converting paper records to electronic format using Laserfiche; look up of financial information in new software would make using Laserfiche more efficient.

LAUDERDALE COUNCIL ACTION FORM

Action Requested	Meeting Date August 11, 2015			
Consent	ITEM NUMBER <u>Brandychase Sprinkler Sys.</u>			
Public Hearing Discussion	NA			
Action	STAFF INITIAL			
Resolution	APPROVED BY ADMINISTRATOR			
Work SessionX				
DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:				
DESCRIPTION OF ISSUE AND	TAST COUNCIL ACTION.			
Staff are waiting for a quote for the	sprinkler work and snow removal from 8th Day Land-			
scaping. They thought they would	get it to me by the end of the day Friday (today). I have-			
Brandychase received another quot	on to councilors if I get it in time for the meeting.			
Brailey enase received arrower ques				
1				
OPTIONS:				
,				
STAFF RECOMMENDATION:				
COUNCIL ACTION:				