

**LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, JANUARY 8, 2002
CITY HALL, 5:00 P.M.**

The City Council is meeting as a legislative body to conduct the business of the City according to ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. CALL MEETING TO ORDER AT 5:00 P. M.

2. ROLL:

Councilmembers:

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

Staff:

Getschow _____ Goyette _____ Bownik _____
Hinrichs _____ Hughes _____

3. SPECIAL ORDER OF BUSINESS – OATHS OF OFFICE

- A. Mayor Dains
- B. Council member Christensen
- C. Council member McCloskey

4. APPROVAL OF THE AGENDA

5. 2002 GOAL SETTING SESSION (5:00 p.m. to 7:30 p.m.)

6. APPROVAL

- A. Approval of minutes of 12/11/01 City Council Meeting
- B. Approval of claims totaling \$87,457.50

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

Any member of the public may speak at this time on any item NOT on the agenda. In consideration of the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Additional Items at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer. Your participation, as prescribed by the Council's ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL, is welcomed and your cooperation is greatly appreciated.

8. CONSENT

- A. Approval of 2002 Investment Policy
- B. Resolution 010802A: Approval of Investment Institutions for 2002
- C. Approval of 2002 Licenses
- D. Approval of the Mileage Reimbursement Amount for 2002

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

10. INFORMATIONAL PRESENTATIONS

11. 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.

12. ACTION

- A. Resolution 010802B: Resolution Adopting 2002 Fee Schedule
- B. 2002 Appointments
- C. City Administrator Performance Evaluation
- D. 2002 Staff Compensation

13. REPORTS

14. ITEMS REMOVED FROM THE CONSENT AGENDA

15. ADDITIONAL ITEMS

16. SET AGENDA FOR NEXT MEETING

17. ADJOURNMENT

**Lauderdale City Council
Meeting Minutes
December 11, 2001**

1. Meeting called to order at 7:30 P.M.

2. ROLL

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

Staff present: Getschow

3. APPROVAL OF AGENDA

A. Approval of Agenda. Motion by Christensen, second by Hawkinson to approve the agenda. Motion carried unanimously.

4. APPROVAL

A. Approval of Minutes. Motion by Gower, second by Gill-Gerbig to approve the minutes of the November 27, 2001 Council meeting. Motion carried unanimously.

B. Approval of Pay Request #6 for the 2001 Street and Utility Improvements. Motion by Gill-Gerbig, second by Gower to approve Pay Request # 6 for the 2001 Street and Utility Improvements. Motion carried unanimously.

C. Approval of Claims totaling \$68,025.47. Motion by Christensen, second by Hawkinson to approve the claims totaling \$68,025.47. Motion carried unanimously.

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

6. CONSENT

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

A. *Resolution 121101C: Resolution Commending Council member Denise Hawkinson for her years of service to the City of Lauderdale.* Council member Hawkinson was presented with a certificate honoring her years of service. Motion by Hawkinson, second by Gill-Gerbig to adopt Resolution 121101C: Resolution Commending Council member Denise Hawkinson commending her for her years of service to the City of Lauderdale. Roll: Yes: all. Motion carried.

8. INFORMATIONAL PRESENTATIONS

A. *2002 Lauderdale Budget and Property Tax Levy.* The City Administrator gave an overview of the budget process, the 2002 Budget, and the property tax levy and impacts for 2002.

B. *2002 Street and Utility Improvements Feasibility Report.* The City Engineer discussed in detail the feasibility report that was presented to the Mayor and City Council outlining the 2002 Street and Utility Improvements.

9. PUBLIC HEARINGS

10. ACTION

A. *Resolution 121101A: A Resolution Receiving the Feasibility Report and Calling for a Public Hearing on the 2002 Street and Utility Improvements.*

A public hearing on these improvements will be conducted on January 22, 2002 at 7:30 p.m.

Motion by Gill-Gerbig, second by Christensen to approve Resolution 121101A: A Resolution Receiving the Feasibility Report and Calling for a Public Hearing on the 2002 Street and Utility Improvements. Roll: Yes: all. Motion carried.

B. *Approval of Resolution 121101B: A Resolution Adopting the City of Lauderdale 2002 Budget and 2002 Tax Levy.* At the September 11, 2001 meeting, the Council approved a preliminary levy \$488,000 for 2002, a 2% decrease from the 2001 levy.

Motion by Christensen, second by Hawkinson to approve Resolution 121101B, adopting the City of Lauderdale budget for 2002 and certifying the 2002 payable property tax levy to Ramsey County. Roll: Yes: all. Motion carried.

C. *2001 Budget Transfers.* The City Administrator stated that the 2001 fiscal year is almost complete and now is the time to complete the budgeted transfers for the year based upon earlier budgeting, year-end projections, and capital projects. The recommended 2001 transfers are:

\$ 50,000	from	101-45400	to	401-48401	
\$ 20,000	from	101-45400	to	402-48000	
\$ 35,000	from	101-45400	to	403-48403	
\$ 5,000	from	101-45400	to	407-48407	
\$ 70,000	from	301-47100	to	405-48500	
\$ 70,000	from	405-48500	to	302-47200	
\$ 83,000	from	401-48401	to	410-48408	2000 Street/Utility Project Fund
\$ 33,000	from	403-48403	to	410-48408	
\$ 33,000	from	405-48500	to	410-48408	
\$ 11,000	from	407-48407	to	410-48408	
\$677,000	from	401-48401	to	411-48408	2001 Street/Utility Project Fund
\$267,000	from	403-48403	to	411-48408	
\$267,000	from	405-48500	to	411-48408	
\$ 89,000	from	407-48407	to	411-48408	

Motion by Gill-Gerbig, second by Hawkinson to approve the budget transfers as indicated for 2001. Roll: Yes: all. Motion carried.

D. *Financial Services and Audit Agreement with Abdo, Abdo, Eick and Myers.* Motion by Christensen, second by Gower to approve the 2002 Financial Services and Audit Agreement with Abdo, Abdo, Eick and Myers. Roll: Yes: all. Motion carried.

E. Lauderdale-Roseville Joint Meeting for the Highway 280 Project. The City Administrator stated that there is a request by the Roseville City Council to meet once again on the Highway 280 project to discuss potential layouts and plans with MNDOT.

Motion by Gill-Gerbig, second by Christensen to set Monday, January 14, 2002 at 6:00 p.m. at Roseville City Hall for a joint work session with the Roseville City Council.

F. Set a Date for the 2002 Goal and Strategic Planning Session. Motion by Gill-Gerbig, second by Gower to set Tuesday, January 8, 2002 as the date for the Goal setting session (This is also the evening of the first regular City Council meeting for January), at 5:00 p.m. at Lauderdale City Hall. Roll: Yes: all. Motion carried.

12. REPORTS

A. Ice Rink and Warming House Attendant's Report. The City Administrator reported that he hoped the rinks would be open by the New Year. The plan is to hire three to four temporary employees before the Christmas holiday.

13. DISCUSSION

14. ITEMS REMOVED FROM THE CONSENT AGENDA

15. ADDITIONAL ITEMS

A. Staff Holiday. Motion by Christensen, second by Hawkinson to grant an additional paid holiday to City Staff, upon the condition that it is used by January 1, 2002. Roll: Yes: all. Motion carried.

16. SET AGENDA FOR NEXT MEETING

1. Goal Setting Session
2. Oaths of Office
3. Investment Policy and Institutions
4. 2002 Staff Compensation
5. 2002 Appointments
6. 2002 Licenses
7. 2002 Fees
8. City Administrator Review

17. ADJOURNMENT

Motion by Gill-Gerbig, second by Gower to adjourn at 9:57 P.M. Ayes: All.

CITY OF LAUDERDALE
Claims for Approval
January 8, 2002 City Council Meeting

Payroll

12/21/01 Payroll:	Check # 7059 - 7063	\$5,632.40
12/21/01 Payroll:	Federal Payroll Taxes/FICA EFT	\$2,386.67
12/21/01 Payroll:	PERA EFT	\$869.30
Dec. '01 Payroll:	State Payroll Taxes EFT	\$794.21
01/04/02 Payroll:	Check # 7065 - 7073	\$6,323.62
01/04/02 Payroll:	Federal Payroll Taxes/FICA EFT	\$2,602.26
01/04/02 Payroll:	PERA EFT	\$992.34

Payment Claims

01/08/02 Claims:	Check # 15560 - 15571	\$16,311.96
01/08/02 Claims:	Check # 15572, 15574 - 15587	<u>\$51,544.74</u>
Total Claims for Approval		\$87,457.50

Paid Register

Check Numbe	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
007059	000000011	BOWNIK, JAMES	26	BI-WEEKLY	\$1,025.65	12/21/01	Outstanding
007060	000000003	GETSCHOW, RICK	26	BI-WEEKLY	\$1,597.77	12/21/01	Outstanding
007061	000000030	GOYETTE, SHANNON	26	BI-WEEKLY	\$860.76	12/21/01	Outstanding
007062	000000002	HINRICHS, DAVID C	26	BI-WEEKLY	\$981.90	12/21/01	Outstanding
007063	000000005	HUGHES, JOSEPH A	26	BI-WEEKLY	\$1,166.32	12/21/01	Outstanding
007058		VOID	26		\$0.00	12/21/01	Void
					<hr/>		
					\$5,632.40		

FILTER: ((year='2001' and [pay period] in (26))) and [pay group] in ('01')

CITY OF LAUDERDALE

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
007065	000000101	DUBORD, ANDREW	1	BI-WEEKLY	\$80.07	1/4/02	Outstanding
007066	000000100	STROM, RYAN	1	BI-WEEKLY	\$43.29	1/4/02	Outstanding
007067	000000011	BOWNIK, JAMES	1	BI-WEEKLY	\$1,026.65	1/4/02	Outstanding
007068	000000003	GETSCHOW, RICK	1	BI-WEEKLY	\$1,591.39	1/4/02	Outstanding
007069	000000030	GOYETTE, SHANNON	1	BI-WEEKLY	\$857.00	1/4/02	Outstanding
007070	000000002	HINRICHS, DAVID C	1	BI-WEEKLY	\$1,272.69	1/4/02	Outstanding
007071	000000005	HUGHES, JOSEPH A	1	BI-WEEKLY	\$1,123.25	1/4/02	Outstanding
007072	000000055	HAWKINSON, LUKE	1	BI-WEEKLY	\$123.75	1/4/02	Outstanding
007073	000000056	HINRICHS, RICHARD	1	BI-WEEKLY	\$205.53	1/4/02	Outstanding
007064		VOID	1		\$0.00	1/4/02	Void
					\$6,323.62		

FILTER: ((year='2002' and [pay period] in (1))) and [pay group] in ('01')

CITY OF LAUDERDALE
Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
Search Name AT & T				
015560	12/27/01	122701PAY 1218664268	\$27.06	12/01 LONG DISTANCE
<i>Search Name AT & T</i>			<u>\$27.06</u>	
Search Name BRAUN PUMP & CONTROLS,INC.				
015561	12/27/01	122701PAY 4339	\$405.00	MALVERN ST LIFT
015561	12/27/01	122701PAY 4345	\$191.53	MALVERN ST LIFT
015561	12/27/01	122701PAY 4358	\$75.00	MALVERN ST LIFT
015561	12/27/01	122701PAY 4326	\$2,244.64	MALVERN ST LIFT
<i>Search Name BRAUN PUMP & CONTROLS,INC.</i>			<u>\$2,916.17</u>	
Search Name CITY OF ROSEVILLE				
015562	12/27/01	122701PAY 1173	\$478.00	1 QTR 02 TECH SERVICES
<i>Search Name CITY OF ROSEVILLE</i>			<u>\$478.00</u>	
Search Name ICMA RETIREMENT TRUST - 457				
015563	12/27/01	122701PAY 1/8/02	\$839.99	12/21/01 PAYROLL
<i>Search Name ICMA RETIREMENT TRUST - 457</i>			<u>\$839.99</u>	
Search Name KENNEDY & GRAVEN				
015564	12/27/01	122701PAY 49713	\$71.00	11/01 GENERAL LEGAL
<i>Search Name KENNEDY & GRAVEN</i>			<u>\$71.00</u>	
Search Name LILLIE SUBURBAN NEWS				
015565	12/27/01	122701PAY 1/8/02	\$524.28	11/01 DELIV: ROSE REVIEW
<i>Search Name LILLIE SUBURBAN NEWS</i>			<u>\$524.28</u>	
Search Name MET-COUNCIL ENVIRONMENTAL SER.				
015566	12/27/01	122701PAY 731026	\$10,270.50	01/02 WASTEWATER SERV
<i>Search Name MET-COUNCIL ENVIRONMENTAL SER.</i>			<u>\$10,270.50</u>	
Search Name MINNESOTA AFSCME				
015567	12/27/01	122701PAY 1/8/02	\$76.44	12/01 UNION DUES
<i>Search Name MINNESOTA AFSCME</i>			<u>\$76.44</u>	
Search Name POSTMASTER				
015568	12/27/01	122701PAY 1/8/02	\$102.00	STAMPS FOR CITY HALL
<i>Search Name POSTMASTER</i>			<u>\$102.00</u>	
Search Name RAMSEY COUNTY, EXPENDITURES				
015569	12/27/01	122701PAY RISK000383	\$760.12	12/01 EMPLOYEE BENEFITS
<i>Search Name RAMSEY COUNTY, EXPENDITURES</i>			<u>\$760.12</u>	
Search Name SPRINT PCS				
015570	12/27/01	122701PAY 1/8/02	\$13.76	12/01 CELL: CITY ADMIN
015570	12/27/01	122701PAY 1/8/02	\$16.64	12/01 CELL: PUB WKS
<i>Search Name SPRINT PCS</i>			<u>\$30.40</u>	
Search Name UNIVERSITY OF MINNESOTA				
015571	12/27/01	122701PAY 1/8/02	\$216.00	DAVE: BLDG OFFICIALS INST
<i>Search Name UNIVERSITY OF MINNESOTA</i>			<u>\$216.00</u>	
Grand Total			<u>\$16,311.96</u>	

CITY OF LAUDERDALE

01/04/02 11:47 AM

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Vendor Transactions


CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
Search Name BOONESTROO, ROSENE, ANDERLIK				
015574	1/8/02	010802CLAIMS 084089	\$43,644.34	11/01 '02 ST/UTIL IMPROVE
015574	1/8/02	010802CLAIMS 084088	\$590.93	11/01 '01 ST/UTIL IMPROVE
Search Name BOONESTROO, ROSENE, ANDERLIK			\$44,235.27	
Search Name BUSINESS FORMS AND ACCOUNTING				
015575	1/8/02	010802CLAIMS 1/8/02	\$80.76	'01 EOY FORMS W2, W3
Search Name BUSINESS FORMS AND ACCOUNTING			\$80.76	
Search Name CINTAS				
015576	1/8/02	010802CLAIMS 470426172	\$27.70	PUB WKS UNIFORMS
015576	1/8/02	010802CLAIMS 470423849	\$27.70	PUB WKS UNIFORMS
015576	1/8/02	010802CLAIMS 470421495	\$27.70	PUB WKS UNIFORMS
015576	1/8/02	010802CLAIMS 470419141	\$27.70	PUB WKS UNIFORMS
Search Name CINTAS			\$110.80	
Search Name CITY OF FALCON HEIGHTS				
015577	1/8/02	010802CLAIMS 1/8/02	\$179.50	11/01 FIRE CALLS
015577	1/8/02	010802CLAIMS 1/8/02	\$2,154.00	11/01 FIRE CALLS
Search Name CITY OF FALCON HEIGHTS			\$2,333.50	
Search Name DRIVER & VEHICLE SERVICES				
015578	1/8/02	010802CLAIMS 1/8/02	\$29.00	TABS FOR CITY TRUCKS
Search Name DRIVER & VEHICLE SERVICES			\$29.00	
Search Name HOME DEPOT CRC				
015579	1/8/02	010802CLAIMS 1130090	\$80.74	LIGHT BULBS
Search Name HOME DEPOT CRC			\$80.74	
Search Name ICMA RETIREMENT TRUST - 457				
015580	1/8/02	010802CLAIMS 1/8/02 #2	\$969.99	1/4/02 PAYROLL
Search Name ICMA RETIREMENT TRUST - 457			\$969.99	
Search Name MN POLLUTION CONTROL AGENCY				
015581	1/8/02	010802CLAIMS 1/8/02	\$450.00	D&J: COL SYS OP CONF
Search Name MN POLLUTION CONTROL AGENCY			\$450.00	
Search Name NORTH STAR BANK, PETTY				
015582	1/8/02	010802CLAIMS 1/8/02	\$9.72	DONUTS: ELECTION JUDGES
015582	1/8/02	010802CLAIMS 1/8/02	\$15.35	MILEAGE: SHANNON
015582	1/8/02	010802CLAIMS 1/8/02	\$3.94	CERTIFIED MAIL
015582	1/8/02	010802CLAIMS 1/8/02	\$10.40	TIRE DISPOSAL
015582	1/8/02	010802CLAIMS 1/8/02	\$20.06	WARM HOUSE KEYS
015582	1/8/02	010802CLAIMS 1/8/02	\$11.73	MILEAGE: SHANNON
015582	1/8/02	010802CLAIMS 1/8/02	\$8.28	MILEAGE: JAMES
015582	1/8/02	010802CLAIMS 1/8/02	\$2.59	EMERGENCY CARDS
015582	1/8/02	010802CLAIMS 1/8/02	\$33.12	MILEAGE: RICK
Search Name NORTH STAR BANK, PETTY			\$115.19	
Search Name OFFICE MAX				
015583	1/8/02	010802CLAIMS 2236J341	\$22.36	TRANSPARENCIES

CITY OF LAUDERDALE
Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
015583	1/8/02	010802CLAIMS 4722J352	\$45.41	GEN OFFICE SUPPLIES
<i>Search Name OFFICE MAX</i>			<u>\$67.77</u>	
Search Name QWEST				
015584	1/8/02	010802CLAIMS 1/8/02	\$55.98	12/01 AUTODIAL: MALV ST LIFT
015584	1/8/02	010802CLAIMS 1/8/02	\$55.98	12/01 AUTODIAL: RYAN AVE LIFT
<i>Search Name QWEST</i>			<u>\$111.96</u>	
Search Name RAMSEY COUNTY, EXPENDITURES				
015585	1/8/02	010802CLAIMS PUBW002257	\$586.45	11/01 PLOW/SAND
<i>Search Name RAMSEY COUNTY, EXPENDITURES</i>			<u>\$586.45</u>	
Search Name RAPIT PRINTING				
015572	1/2/02	010802CLAIMS 1/8/02	\$238.00	POSTAGE FOR RETURN ENV
<i>Search Name RAPIT PRINTING</i>			<u>\$238.00</u>	
Search Name SAFE ASSURE CONSULTANTS, INC.				
015586	1/8/02	010802CLAIMS 1	\$2,080.00	'02 ANNUAL SAFETY TRAINING
<i>Search Name SAFE ASSURE CONSULTANTS, INC.</i>			<u>\$2,080.00</u>	
Search Name WALTER'S RUBBISH				
015587	1/8/02	010802CLAIMS 37976	\$27.65	4TH QTR 01 REFUSE SERV
015587	1/8/02	010802CLAIMS 37976	\$27.66	4TH QTR 01 REFUSE SERV
<i>Search Name WALTER'S RUBBISH</i>			<u>\$55.31</u>	
Grand Total			<u>\$51,544.74</u>	

Memos by James

DATE: JANUARY 8, 2002
TO: HONORABLE MAYOR AND COUNCIL
FROM: JAMES BOWNIK, ADMINISTRATIVE ANALYST
RE: APPROVAL OF THE 2002 LAUDERDALE INVESTMENT POLICY



BACKGROUND

Within the first quarter of the year, the City Council reviews the City's Investment Policy in order to keep the Investment Policy current and applicable to the City's needs. I have attached the proposed 2002 Investment Policy for your review, which includes the following change:

- 1) An update of the funds listed in section 3.0 (page 1). This section was updated due to the creation of new funds as a result of the street and utility improvement project.

COUNCIL ACTION REQUESTED

Motion to approve the 2002 Lauderdale Investment Policy.

City of Lauderdale

Investment Policy

1.0 Policy:

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

2.0 Definitions:

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

3.0 Scope:

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

101	General Fund
201-203	Special Revenue Funds
301-303	Debt Service Funds
401-412	Capital Improvement Funds
601	Sewer Fund

4.0 Objectives:

- 1. Liquidity:** The City Administrator or investment designee shall assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable and debt service.
- 2. Safety:** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required. Speculation is prohibited.
- 3. Return:** The investment portfolio shall be designated to attain a market average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Prudence:

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

6.0 Cash Management Procedures:

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

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

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

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

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

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

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

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

a. United States Treasury Obligations

b. Federal Agencies Securities

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

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

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

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

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

d. Certificates of Deposit

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

e. Bankers Acceptances

1. Banker's Acceptances shall be restricted to the 50 largest banks in the United States (as measured by deposits). Investments in banker's acceptances shall not be made if news leads offer concerns over the financial condition of these banks.

2. The broker, dealer, or bank shall verify that the banker's acceptance is eligible for purchase by the Federal Reserve System.

f. Commercial Paper

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

g. Money Market Funds

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

3. Safekeeping - Investments may be held with:

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

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

8.0 Diversification:

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

1. **Institutions** - Diversity between financial institutions used.
 - a. No more than 60% of the investment portfolio, or \$2,000,000 (whichever is less) shall be invested with any one investment company.
 - b. No funds may be invested in any one investment company in excess of the amount insured by it.
2. **Maturities** - Diversity in length of maturities.
 - a. Investments shall be made to assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable, debt service, and planned projects.
 - b. No investments shall be made with a term over 10 years unless with prior approval from the City Council.
3. **Investments** - The City should maintain a diversity of investments.
 - a. With the exception of U.S. Treasury securities, authorized pools, and Federal Agencies (backed by the full faith and credit of the U.S. Government) - no more than 50% of the entity's total investment portfolio may be invested any one of the following: Repurchase Agreements, Certificates of Deposit, Banker's Acceptances, or Commercial Paper.

9.0 Pooling of Investments:

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

10.0 Authorized Financial Dealers & Institutions:

1. At the beginning of each year, the City Council approves depositories and investment firms.
2. All dealers and institutions must qualify as set out in Section 7.3, subpart c.

3. A current annual statement shall be kept on file for each bank, broker, or dealer with whom business is done.
4. All dealers and institutions must have at least \$500,000 of Securities Investor Protection Corporation (SIPC) insurance.
5. Before engaging in investment transactions with the City of Lauderdale, the supervising officer at the securities broker/dealer shall submit a certification of "Notification to Broker and Certification by Broker Pursuant To Minnesota Statute 118A.04". Said certification will state that the broker/dealer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts or risk to public funds that might arise out of business transactions between the securities broker/dealer firm and the City of Lauderdale. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City of Lauderdale's funds.

11.0 Ethics and Conflicts of Interest:

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

12.0 Annual Review:

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

Appendix A

Eligible Instruments For City Investment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Memos by James

DATE: JANUARY 8, 2002
TO: HONORABLE MAYOR AND COUNCIL
FROM: JAMES BOWNIK, ADMINISTRATIVE ANALYST
RE: APPROVAL OF 2002 INVESTMENT INSTITUTIONS



BACKGROUND

At the beginning of the year, the City Council approves depositories and investment institutions for the new year. I have attached the proposed 2002 investment institutions with the addition of Juran & Moody.

COUNCIL ACTION REQUESTED

Motion to approve Resolution 010802A relating to the 2002 Investment Institutions.

RESOLUTION NO. 010802A

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

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

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

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

US Bancorp Investments, Inc.
PO Box 1674 – SPFT0913
Minneapolis, MN 55480

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

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

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

Juran & Moody
5500 Wayzata Blvd., Suite 800
Minneapolis, MN 55416

Dated this 8th day of January, 2002 by the Lauderdale City Council.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

Memo

To: Honorable Mayor & City Council
From: Shannon Goyette, Deputy Clerk
Re: 2002 License Applications

The following businesses have submitted complete license applications for 2002.

Garbage:	BFI Waste Management
Cigarette:	J.A.L. Amoco SuperUSA
3.2 Beer:	SuperUSA
Gasoline:	J.A.L. Amoco Rosehill Service Station
Tree:	Rainbow Tree Company

A number of other applicants have submitted incomplete applications, and hence are unable to receive a license at the current time.

Requested Action: Approve the above-mentioned applicants to receive 2002 licenses.

Lauderdale City Council Memorandum

Council Meeting Date: January 8, 2002
To: Mayor and City Council
From: Rick Getschow, City Administrator
Agenda Item: 2002 Mileage Rate

BACKGROUND:

The personnel policy states that vehicle expenses (mileage reimbursement) will be reimbursed at rates set under federal guidelines. The Lauderdale mileage reimbursement was 34.5 cents per mile in 2001. In 2002, the IRS has stated that the standard mileage rate will be 36.5 cents, an increase from 34.5 cents in 2001.

ENCLOSURES:

1. IRS Press Release "IRS Announces 2002 Standard Mileage Rates"

COUNCIL ACTION REQUESTED:

Motion to approve the City Mileage Reimbursement Rate at 36.5 cents per mile, matching the IRS rate.

IRS**News Release**

Media Relations Office

Washington, D.C.

Tel. 202.622.4000

For Release: 11/06/01

Release No: IR-2001-106

IRS ANNOUNCES 2002 STANDARD MILEAGE RATES

WASHINGTON –The Internal Revenue Service today announced the optional standard mileage rates to use for 2002 in computing the deductible costs of operating an automobile for business, charitable, medical or moving expense purposes.

The amounts for the various deductible costs for use of a car will be effective January 1, 2002, and are as follows:

- The standard mileage rate for the cost of operating a car is 36.5 cents a mile for all business miles driven. The rate for 2001 was 34.5 cents a mile.
- The standard mileage rate for the use of a car when giving services to a charitable organization remains at 14 cents a mile.
- The standard mileage rate for use of your car for medical reasons is 13 cents a mile. The previous rate was 12 cents a mile.
- The standard mileage rate to use when computing deductible moving expenses is 13 cents a mile. The previous amount was 12 cents a mile.

The primary reason for the mileage rate increases is the rise in gasoline prices during the past year.

The standard mileage rates for business, medical and moving purposes are based on an annual study of the fixed and variable costs of operating an automobile. An independent contractor conducted the study on behalf of the IRS. The charitable standard mileage rate is provided by law.

Revenue Procedure 2001-54 was released today to formally announce these standard mileage rates. It contains additional information on these rates and it will appear in Internal Revenue Bulletin 2001-48, dated November 26, 2001. It will also be available through the "Advance Notice for Tax Professionals" section of the IRS Web site at www.irs.gov.

X X X

Lauderdale City Council Memorandum

Council Meeting Date: January 8, 2002
To: Mayor and City Council
From: Rick Getschow, City Administrator
Agenda Item: Resolution 010802B: A Resolution Adopting the
2002 Fee Schedule

BACKGROUND:

The City has annually adopted fees for City licenses, permits, and administrative services at the first meeting of the year. This annual item is presented for approval once again in resolution form for 2002.

Enclosed for discussion and approval are proposed fees for 2002, along with a resolution approving those fees.

There are only two fees that have proposed changes for 2002:

1. Service Availability Charge. As is evidenced by the enclosed memo, the Met Council sets this fee for what the City will pay for service connection charges. The City's practice is to match the fee charged to resident's/developers with the Met Council fee.
3. Copies. Staff feels that 10 cents per copy may be a more appropriate charge than 25 cents per copy. This is mainly due to the fact that the service is mainly used by city residents producing a relatively low volume of copies.

ENCLOSURES:

1. 2002 Fee Schedule for License, Administrative, and Permit Fees
2. Met Council Memo regarding Service Availability Charges (SAC) Fees
3. Resolution 010802B: A Resolution Establishing 2002 License, Administrative Services and Permit Fees.

COUNCIL ACTION REQUESTED:

Discuss 2002 Fee Schedule. Motion to approve Resolution 010802B: A Resolution Establishing 2002 License, Administrative Services and Permit Fees.

2002 LICENSE, ADMINISTRATIVE, AND PERMIT FEES

	<u>CURRENT</u>	<u>PROPOSED 2002</u>
LICENSE FEES:		
3.2 On-Sale	\$60.00	\$60.00
3.2 On-Sale	\$250.00	\$250.00
3.2 Temporary On-Sale	\$30.00	\$30.00
Cigarettes	\$40.00	\$40.00
Animal License	\$10.00	\$10.00
Kennel License	\$50.00	\$50.00
Tree Service License	\$35.00	\$35.00
Mechanical (HVAC) License	\$35.00	\$35.00
Refuse Hauling License	\$65.00/truck	\$65.00/truck
Gas Station License	\$20.00/first pump \$10.00 addit. pump	\$20.00/first pump \$10.00 addit. pump
ADMINISTRATIVE FEES:		
Community Room	\$25.00 \$50.00 set-up fee \$75.00 refundable deposit	\$25.00 \$50.00 set-up fee \$75.00 refundable deposit
Copies	\$0.25/page	\$0.10/page
Copies of Minutes	No cost to those that attend \$0.25/page plus postage	No cost to those that attend \$0.25/page plus postage
Copies of Agendas	No cost to those that attend \$0.25/page plus postage	No cost to those that attend \$0.25/page plus postage
Copy of Zoning Ordinance	\$15.00	\$15.00
Filing of Affidavit for Office	\$5.00	\$5.00
NSF Check Return	\$25.00	\$25.00
Notary Public Service	No cost to residents \$3.00	No cost to residents \$3.00

CURRENT

PROPOSED 2002

ADMINISTRATIVE FEES:

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

PERMIT FEES:

Gambling	\$10.00/ < five events \$300.00/ ≥ five events	\$10.00/ < five events \$300.00/ ≥ five events
Right-Of-Way		
Excavation	\$50.00	\$50.00
Obstruction	\$25.00	\$25.00
Variance Application	\$75.00	\$75.00
Conditional Use Application	\$165.00	\$165.00
Zoning Amendment	\$100.00	\$100.00
Service Availability Charge (SAC)	\$1150.00	\$1200.00 *

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

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

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

December 17, 2001

TO: ALL MONTHLY SAC REPORT PREPARERS

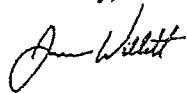
SUBJECT: SAC FORMS FOR THE YEAR 2002

Enclosed with this letter is a supply of monthly Service Availability Charge (SAC) reporting forms and the Procedures Manual which has been completely updated for the year 2002. Here are some key notes related to the SAC program:

- 1) The base SAC unit rate in effect as of January 1, 2002, will be \$1,200.
- 2) All SAC fees collected by the community in 2002 are to be remitted to the Metropolitan Council - Environmental Services (MCES) at the 2002 rate regardless of when the permitting process began. The rate to be charged is the rate in effect at the time of payment.
- 3) MCES Form 92D is required for reporting all sewer-connected building demolitions *as they occur*, to be placed on record as potential SAC units of credit. To be eligible for future credit all previously unreported 2001 demolitions must be declared on MCES Form 92D and remitted with your December 2001 monthly report.
- 4) Remember that a SAC credit is not used on MCES Form 92A to offset a SAC charge until there is a new use of the site.
- 5) In order to simplify the reporting procedure, Forms 92E, 92F, and 92RCR have been eliminated.

A description of the SAC system and the SAC procedural manual is on our web site at www.metrocouncil.org/environment/rates&billing/sac.htm. Should you desire any additional forms or assistance concerning SAC reporting, please contact Sandra Selby at (651) 602-1118. Your continuing cooperation is appreciated.

Sincerely,



Jason Willett
MCES Finance Manager

Enclosures

RESOLUTION NO. 010802B

THE CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION ESTABLISHING 2002 LICENSE, ADMINISTRATIVE SERVICES,
AND PERMIT FEES

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

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

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

Adopted by the City Council of the City of Lauderdale, Minnesota on this 8th day of January, 2002.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

Lauderdale City Council Memorandum

Council Meeting Date: January 8, 2002
To: Mayor and City Council
From: Rick Getschow, City Administrator
Agenda Item: 2002 Appointments

BACKGROUND:

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

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

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

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

Attached is the detailed list of appointments and committee/organization names that need to be made for 2002. Included in the list are some proposed appointments of 2002, based mainly on the 2001 appointments.

ENCLOSURES:

1. 2002 Appointments List

COUNCIL ACTION REQUESTED:

Discuss the appointments for 2002.

Motion to approve the 2002 appointments as agreed upon by Council.

APPOINTMENT ORGANIZATION	2000 APPOINTMENTS	2001 APPOINTMENTS	2002 APPOINTMENTS (PROPOSED)
PRIMARY LEGAL NEWSPAPER	ROSEVILLE REVIEW	ROSEVILLE REVIEW	ROSEVILLE REVIEW
SECONDARY LEGAL NEWSPAPER	ST. PAUL PIONEER PRESS LAUDERDALE NEWSLETTER	ST. PAUL PIONEER PRESS LAUDERDALE NEWSLETTER	ST. PAUL PIONEER PRESS LAUDERDALE NEWSLETTER
OFFICIAL DEPOSITORY	NORTH STAR BANK	NORTH STAR BANK	NORTH STAR BANK
ACTING MAYOR	KAREN GILL-GERBIG	MOOSE GOWER	CLAY CHRISTENSEN
PARK/CIC	STAFF - JAMES BOWNIK ALT. - RICK GETSCHOW COUNCIL - GOWER ALT. - HAWKINSON 2ND ALT. - GILL-GERBIG	STAFF - JAMES BOWNIK ALT. - RICK GETSCHOW COUNCIL - GOWER ALT. - HAWKINSON 2ND ALT. - GILL-GERBIG	STAFF - JAMES BOWNIK ALT. - RICK GETSCHOW COUNCIL - GOWER ALT. - GILL-GERBIG
MAYOR'S COMMISSION AGAINST DRUGS (MCAD)	GILL-GERBIG ALT. - JAMES BOWNIK	GILL-GERBIG ALT. - SHANNON GOYETTE	GILL-GERBIG ALT. - SHANNON GOYETTE
NORTH SUBURBAN CABLE COMMISSION (NSCC)	COUNCIL - HAWKINSON ALTERNATE - MAYOR	COUNCIL - HAWKINSON ALTERNATE - MAYOR	COUNCIL - MAYOR ALTERNATE -
PLANNING COMMISSION	STAFF - DAN OLSON COUNCIL - CHRISTENSEN ALT - MAYOR	STAFF - BOWNIK COUNCIL - CHRISTENSEN ALT - MAYOR	STAFF - BOWNIK COUNCIL - CHRISTENSEN ALT - MAYOR

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

Lauderdale City Council Memorandum

Council Meeting Date: January 8, 2002
To: Mayor and City Council
From: Rick Getschow, City Administrator
Agenda Item: City Administrator Performance Review

BACKGROUND:

A merit evaluation for 2001 needs to be completed for the City Administrator.

The merit evaluations for other staff was completed by the City Administrator and is summarized in the 2002 Staff Compensation memorandum, which is the agenda item immediately following this item.

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

**CITY OF LAUDERDALE
PERFORMANCE EVALUATION**

Date: January , 2002

Employee Name: Rick Getschow

Dept: Administration

Position Title: City Administrator

Evaluation Period From: January 1, 2001 to December 31, 2001

CRITERIA # 1 : KNOWLEDGE OF WORK

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

COMMENTS

RATING

Outstanding

Occasionally Meets
Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet
Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 2 : QUALITY OF WORK

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

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 3 : PLANNING/ORGANIZATION OF WORK, PRODUCTIVITY

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

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 4 : INITIATIVE AND JUDGMENT

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

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 5 : DEPENDABILITY, PUNCTUALITY AND PERSONAL NEATNESS

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

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 6: INTERPERSONAL RELATIONS

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

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 7 : COMMUNICATION

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

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 8 : SAFETY AWARENESS

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

COMMENTS

RATING

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

CRITERIA # 9 : ADHERENCE TO QUALITY CUSTOMER SERVICE

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

COMMENTS

RATING

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

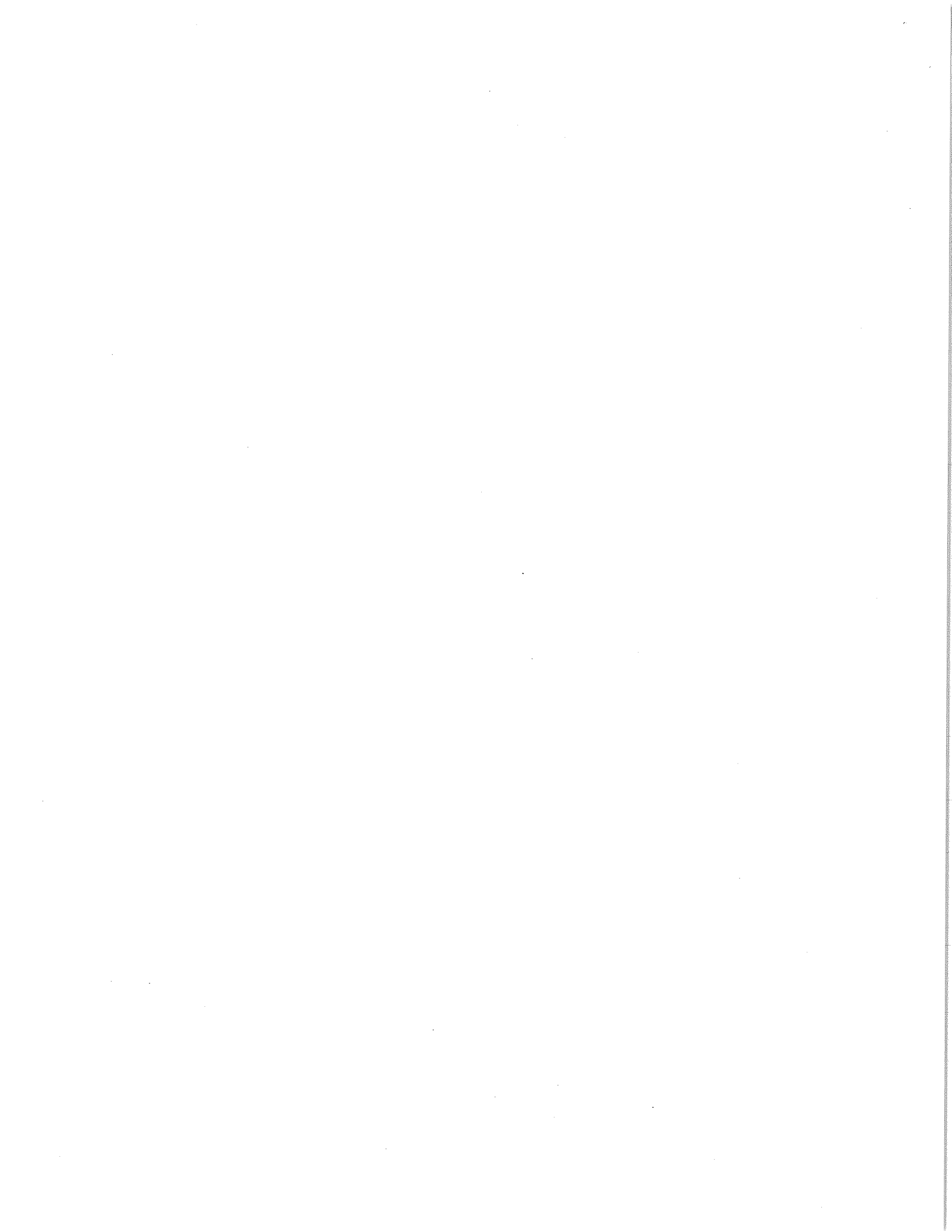
Was the position description reviewed during the conference?

Yes No

Position description is current _____ Needs revision _____

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

Acknowledged _____
(City Administrator Initials) (Date)



Lauderdale City Council Memorandum

Council Meeting Date: January 8, 2002
To: Mayor and City Council
From: Rick Getschow, City Administrator
Agenda Item: 2002 Staff Compensation

Attached is the proposed compensation schedule for 2002 union and non-union staff.

There are two components from the union contract and the personnel policy that dictate compensation changes. The first component is the market equity adjustment, or "Stanton analysis". According to city policy, this adjustment is based upon what other seven-county metro cities with population between 1,500-4,000 pay in comparable positions. For union employees, the union contract states that Stanton adjustments must be agreed upon each year with a minimum increase of 3%. There are set minimum percentages for 2001-2003 that have been agreed upon in the new union contract. For the three union positions, the market analysis did not yield a result that required an increase greater than the minimum that is identified in the contract.

The second component of annual staff compensation is the merit adjustment. These are based on performance evaluations and a formula set in the City's personnel policy and/or the union contract with union members. This year the inflation figure is 1.5%. A percentage of that 1.5% inflation figure is applied to evaluations that are: satisfactory (85%); consistently exceeds requirements (95%), and outstanding (105%). Performance evaluations were completed before January 4th.

- Public Works Maintenance

1. A Market (Stanton) Adjustment of 3% has been ratified in the union contract.
2. A Merit Adjustment of 1.425% is included as a result of the performance evaluation.

- Public Works Coordinator

1. A Market (Stanton) Adjustment of 3% has been ratified in the union contract.
2. A Merit Adjustment of 1.425% is included as a result of the performance evaluation.

- Deputy Clerk

1. A Market (Stanton) Adjustment of 3% has been ratified in the union contract.
2. A Merit Adjustment of 1.275% is included as a result of the performance evaluation.

The position is eligible for a Step Adjustment to Step 4 on August 11, 2002.

- Administrative Analyst

1. A Market (Stanton) Adjustment of 5% is included.
2. A Merit Adjustment of 1.4225% is included as a result of the performance evaluation.

The position is eligible for a Step Adjustment to Step 5 on February 13, 2002 pursuant to a satisfactory review.

- City Administrator

1. A Market (Stanton) difference of 8.23% exists.
2. The annual Merit Adjustment will be decided pursuant to the performance review and evaluation.

Satisfactory	1.275%
Consistently Exceeds Requirements	1.425%
Outstanding	1.575%

COUNCIL ACTION REQUESTED:

Motion to approve the 2002 Staff Compensation as agreed upon by the City Council.

LAUDERDALE 2002 WAGE SCHEDULE - AFSCME - SCHEDULE A

2001 Wage Schedule

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33%	\$3,092.53	\$2,937.90	\$2,783.28	\$2,628.65	\$2,474.02
	Sewer Maintenance Worker (No. 4) - 33%					
	Parkkeeper (No. 5) - 33%					
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25%	\$3,501.24	\$3,326.18	\$3,151.12	\$2,976.05	\$2,800.99
	Sr. Sewer Maintenance Worker (No. 8) - 25%					
	Inspector 2 (No. 31) - 25%					
Deputy Clerk (Non-exempt)	Administrative Assistant (No.169) - 25%					
	Executive Secretary (No. 98)- 33%	\$2,954.28	\$2,806.57	\$2,658.85	\$2,511.14	\$2,363.42
	Secretary B (No. 96) - 33%					
	Secretary C (No. 95) - 33%					

2002 Wage Schedule (Includes Stanton Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33%	\$3,185.31	\$3,026.04	\$2,866.78	\$2,707.51	\$2,548.24
	Sewer Maintenance Worker (No. 4) - 33%					
	Parkkeeper (No. 5) - 33%					
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25%	\$3,606.28	\$3,425.96	\$3,245.65	\$3,065.34	\$2,885.02
	Sr. Sewer Maintenance Worker (No. 8) - 25%					
	Inspector 2 (No. 31) - 25%					
Deputy Clerk (Non-exempt)	Administrative Assistant (No.169) - 25%					
	Executive Secretary (No. 98)- 33%	\$3,042.91	\$2,890.76	\$2,738.62	\$2,586.47	\$2,434.33
	Secretary B (No. 96) - 33%					
	Secretary C (No. 95) - 33%					

FINAL 2002 Wage Schedule (Includes Stanton Adj. and Merit Adj.)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33%	\$3,230.70	\$3,069.16	\$2,907.63	\$2,746.09	\$2,584.56
	Sewer Maintenance Worker (No. 4) - 33%					
	Parkkeeper (No. 5) - 33%					
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25%	\$3,657.67	\$3,474.78	\$3,291.90	\$3,109.02	\$2,926.13
	Sr. Sewer Maintenance Worker (No. 8) - 25%					
	Inspector 2 (No. 31) - 25% Administrative Assistant (No. 169) - 25%					
Deputy Clerk (Non-exempt)	Executive Secretary (No. 98) - 33%	\$3,081.71	\$2,927.62	\$2,773.53	\$2,619.45	\$2,465.36
	Secretary B (No. 96) - 33%					
	Secretary C (No. 95) - 33%					

LAUDERDALE 2002 WAGE SCHEDULE FOR NON-UNION

2001 Wage schedule

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Administrative Analyst (Exempt)	Administrative Assistant (No. 169) - 25% Accountant #2 (No. 84) - 50% Planner (No. 160) - 25%	\$3,390.28	\$3,220.77	\$3,051.25	\$2,881.74	\$2,712.22
City Administrator (Exempt)	City Administrator (No. 174)	\$5,126.27	\$4,869.96	\$4,613.64	\$4,357.33	\$4,101.02

2002 Wage schedule (Includes Stanton Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Administrative Analyst (Exempt)	Administrative Assistant (No. 169) - 25% Accountant #2 (No. 84) - 50% Planner (No. 160) - 25%	\$3,559.79	\$3,381.80	\$3,203.81	\$3,025.82	\$2,847.84
City Administrator (Exempt)	City Administrator (No. 175)					

FINAL 2002 Wage schedule (Includes Stanton Adjustment and Merit Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Administrative Analyst (Exempt)	Administrative Assistant (No. 169) - 25% Accountant #2 (No. 84) - 50% Planner (No. 160) - 25%	\$3,610.52	\$3,430.00	\$3,249.47	\$3,068.94	\$2,888.42
City Administrator (Exempt)	City Administrator (No. 175)					

