

<p>LAUDERDALE CITY COUNCIL MEETING AGENDA 7:30 P.M. TUESDAY, APRIL 26, 2016 LAUDERDALE CITY HALL, 1891 WALNUT STREET</p>

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 April 12, 2016 City Council Meeting
 - c. Claims Totaling \$21,832.33
4. **CONSENT**
 - a. March Financial Report
 - b. Utility Billing Fee Correction Policy
 - c. First Quarter Investment Report
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
7. **PUBLIC HEARINGS**

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

- a. Predatory Offender Ordinance
8. **DISCUSSION / ACTION ITEMS**
 - a. Resolution 042616A in Support of the "Start by Believing" Community Initiative
 - b. 2016-2017 Union Agreement
 - c. Employee Handbook Revisions
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
 - a. Annual Storm Water Report
 - b. Comprehensive Plan RFP
 - c. Storm Water Project Discussion with Capitol Regions Watershed District
12. **WORK SESSION**
 - a. Opportunity for the Public to Address the City Council

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

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

- b. Fence Extension Request for 1851 Carl Street
- c. Community Television Planning Session
- d. Community Development Update

13. **ADJOURNMENT**

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1891 Walnut Street
Lauderdale, MN 55113

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April 12, 2016

Mayor Dains called the Regular City Council meeting to order at 7:35 p.m.

Councilors present: Mayor Jeff Dains, Mary Gaasch, Roxanne Grove, and Lara Mac Lean.
Councilors absent: Denise Hawkinson.

Staff present: Heather Butkowski, City Administrator and Jim Bownik, Assistant City Administrator.

Approvals

Mayor Dains asked for changes to the meeting agenda. City Administrator Butkowski requested hiring a temporary deputy clerk be added under Additional Items. Motion was made by Councilor Gaasch to approve the agenda as amended, seconded by Councilor Mac Lean and carried unanimously.

Councilor Mac Lean moved to approve the City Council meeting minutes of March 22, 2016. Councilor Grove seconded the motion and carried unanimously.

Councilor Mac Lean moved and seconded by Councilor Gaasch to approve the claims totaling \$120,725.72. Motion carried unanimously.

Consent

Mayor Dains asked if any Councilors wished to remove items from the Consent Agenda. There being none, Councilor Gaasch moved and seconded by Councilor Mac Lean to approve the Consent Agenda thereby approving the February Financial Report and Purchasing Policy Revisions. Motion carried unanimously.

Special Order of Business/Recognitions/Proclamations

A. Recognition of Retiring Police Chief John Ohl and Captain Dominic Cotroneo

The Mayor introduced retiring Police Chief Ohl after a reception was held prior to the meeting. Chief Ohl expressed his gratitude for the relationship the City Council has had with the St. Anthony Police Department over the years. Captain Cotroneo also addressed the City Council to express appreciation for the City's support over the years. The officers being promoted to fill the Chief and Captain positions, Jon Mangseth and Jeff Spiess, then addressed the City Council to say they are looking forward to working with them in their new capacity. The Mayor and Council Members thanked and congratulated the officers.

Informational Presentations / Reports

A. Annual Auditor's Financial Report

Andy Berg, City Auditor, gave the City a qualified or clean opinion regarding the 2015 audit. He stated there were no deficiencies this year. Berg stated that the City's financial position is

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strong. The City expenditures were under budget for 2015 with revenue up slightly. The General Fund balance is at 60% of the next year's operating expenses, which matches the City's internal policy. Anything above 60% was transferred to Capital Improvement Funds. Revenues and expenses had a positive variance of about \$52,000. Berg also pointed out a new requirement this year is to recognize pension liability in the financial statements.

Public Hearings

A. Fence Ordinance Revisions

Butkowski stated the penalty section was revised along with other changes discussed at the last meeting.

Mayor Dains opened the public hearing at 8:14 p.m.

There being no public comment, Mayor Dains closed the public hearing at 8:15 p.m.

Motion was made by Councilor Gaasch and seconded by Councilor Mac Lean to adopt Ordinance No. 16-01 Amending Title 9, Chapter 7 of the Code of Ordinances Regarding Fences and Retaining Walls. Motion carried unanimously on a roll call vote.

Discussion / Action Items

A. Award 2016 Seal Coating Project

Butkowski explained the City received one bid. The base bid for seal coating the streets came in lower than expected with the alternates for seal coating the parking lots and alleys coming in at expected amounts.

Motion was made by Councilor Gaasch and seconded by Councilor Grove to award the 2016 seal coating project to Allied Blacktop Company for the base bid along with alternative 1 for parking lots and alternative 2 for alleys. Motion carried unanimously on a roll call vote.

B. Award 2016 Sanitary Sewer Lining Project

Butkowski explained the City received two bids for lining the sanitary sewer lines between Larpenteur Avenue and Como Avenue.

Motion was made by Councilor Mac Lean and seconded by Councilor Grove to award the 2016 sanitary sewer lining project to Insituform Technologies USA, LLC. Motion carried unanimously on a roll call vote.

Additional Items

A. Hiring a Temporary Deputy Clerk

Butkowski stated the hiring process has been slower than anticipated due to the low number of applications received and it would be helpful if the City could hire someone temporarily until the

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position is filled. She was contacted by former employee, Colleen Callahan, about helping on a temporary basis.

Motion was made by Councilor Gaasch and seconded by Councilor Mac Lean to approve hiring Colleen Callahan per the temporary employment agreement as presented. Motion carried unanimously on a roll call vote.

Work Session

A. Public Comment

None.

B. Planning for Events Organized by the State Fair

The City Council and Chief Ohl discussed concerns about an event called SoundSet at the State Fairgrounds Memorial Day weekend. Council Members were concerned what affect the one-day concert may have on Lauderdale such as noise and the potential spill-over effect. The City Council agreed to work with Falcon Heights on a joint letter to State Fair Management about shared concerns about the event.

C. Utility Billing Fee Correction Policy

Staff recently audited the sanitary and storm sewer billing records. Three accounts were found to have discrepancies. Butkowski presented a draft policy on how to handle over charges and under charges but asked for direction on how many years to go back to correct errors now and in the future. Based on the discussion, staff will revise the draft policy to include six years as the look-back period and bring it back to a future meeting for adoption.

D. Predatory Offender Ordinance

The City Council revisited a draft ordinance that would limit where level three sex offenders could live in Lauderdale. Staff asked them to consider how far the offenders should reside from parks and day care centers. Based on the discussion, staff will revise the draft ordinance to include 2,000 feet as the distance and bring it back to a future meeting for adoption.

E. Community Event Planning

The City Council and the Park & Community Involvement Committee have been discussing possible improvements to Day in the Park due to attendance, volunteers, and other events in August. After considerable discussion, it was decided to try holding Day in the Park on Thursday, July 21 in conjunction with the Farmers Market.

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F. Community Update

Butkowski updated the City Council about the potential subdivision of a residential lot on Fulham Street, discussions between Historic Stone and MnDOT, and that staff is working with Corval on a solution to their inflow and infiltration problem.

There being no further business on the council agenda, motion was made by Councilor Mac Lean and seconded by Councilor Grove, carried unanimously, to adjourn the meeting at 9:32 p.m.

Respectfully submitted,



Jim Bownik
Assistant City Administrator

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

April 26, 2016 City Council Meeting

Payroll

04/22/16 Payroll:	Direct Deposit # 502212-502222	\$9,449.18
04/22/16 Payroll:	Payroll Liabilities, E-payments 1099E-1102E	\$7,073.59

Vendor Claims

04/26/16 Claims:	Check #'s 23298-23314	\$5,309.56
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SUBTOTAL \$21,832.33

Total Claims for Approval

\$21,832.33

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Payments

Current Period: APRIL 2016

Batch Name 042216 PR

Payment

Computer Dollar Amt

\$7,073.59

Posted

Refer	5401 ICMA RETIREMENT TRUST - 457	Ck# 001099E 4/22/2016	
Cash Payment	G 101-21705 ICMA RETIREMENT	April 22 2016 Payroll	\$1,521.45
Invoice	102145810	4/22/2016	
Transaction Date	4/22/2016	Due 0 NORTH STAR CHEC 10100	Total \$1,521.45
Refer	5402 MN DEPARTMENT OF REVENUE	Ck# 001100E 4/22/2016	
Cash Payment	G 101-21702 STATE WITHHOLDING	April 22 2016 Payroll	\$499.48
Invoice		4/22/2016	
Transaction Date	4/22/2016	Due 0 NORTH STAR CHEC 10100	Total \$499.48
Refer	5403 NORTH STAR BANK, CHECKING S	Ck# 001101E 4/22/2016	
Cash Payment	G 101-21701 FEDERAL TAXES	April 22 2016 Payroll	\$1,134.01
Invoice		4/22/2016	
Cash Payment	G 101-21703 FICA WITHHOLDING.	April 22 2016 Payroll	\$2,244.16
Invoice		4/22/2016	
Transaction Date	4/22/2016	Due 0 NORTH STAR CHEC 10100	Total \$3,378.17
Refer	5404 PERA	Ck# 001102E 4/22/2016	
Cash Payment	G 101-21704 PERA	April 22 2016 Payroll	\$1,674.49
Invoice		4/22/2016	
Transaction Date	4/22/2016	Due 0 NORTH STAR CHEC 10100	Total \$1,674.49

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$7,073.59
		<u>\$7,073.59</u>

Pre-Written Checks	\$7,073.59
Checks to be Generated by the Computer	\$0.00
Total	\$7,073.59

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Payments

Current Period: APRIL 2016

Batch Name 042616CLAIMS

Payment

Computer Dollar Amt

\$5,309.56

Posted

Refer	5406 AFSCME	Ck# 023298 4/26/2016		
Cash Payment	G 101-21709 UNION DUES	April Union Dues		\$95.60
Invoice April	4/22/2016			
Transaction Date	4/21/2016	Due 0 NORTH STAR CHEC 10100	Total	\$95.60
Refer	5398 ALLIANCE FOR INNOVATION	Ck# 023299 4/26/2016		
Cash Payment	E 101-41100-308 TRAINING & EDUCATIO	2016 LMC Conference - M Gaasch		\$400.00
Invoice 91614162	4/11/2016			
Transaction Date	4/17/2016	Due 0 NORTH STAR CHEC 10100	Total	\$400.00
Refer	5397 AMERICAN MADE ELECTION	Ck# 023300 4/26/2016		
Cash Payment	E 101-41500-202 PERMANENT SUPPLIE	Voting Booths - 2		\$445.00
Invoice 2016-021	3/5/2016			
Transaction Date	4/17/2016	Due 0 NORTH STAR CHEC 10100	Total	\$445.00
Refer	5405 AMERIPRIDE	Ck# 023301 4/26/2016		
Cash Payment	E 101-43000-228 REPAIR SUPPLIES	2 Cases Paper Towels		\$116.43
Invoice 1010216911	4/18/2016			
Transaction Date	4/21/2016	Due 0 NORTH STAR CHEC 10100	Total	\$116.43
Refer	5389 CDW GOVERNMENT, INC	Ck# 023302 4/26/2016		
Cash Payment	E 101-41200-227 TOOLS & EQUIPMENT	Dell Laptop - HB		\$899.00
Invoice CMT5239	3/24/2016			
Transaction Date	4/9/2016	Due 0 NORTH STAR CHEC 10100	Total	\$899.00
Refer	5393 CROIX OIL	Ck# 023303 4/26/2016		
Cash Payment	E 101-43000-212 MOTOR FUELS	March Fuel		\$49.70
Invoice 444188	4/8/2016			
Cash Payment	E 601-49000-212 MOTOR FUELS	March Fuel		\$10.65
Invoice 444188	4/8/2016			
Cash Payment	E 602-49100-212 MOTOR FUELS	March Fuel		\$10.65
Invoice 444188	4/8/2016			
Transaction Date	4/17/2016	Due 0 NORTH STAR CHEC 10100	Total	\$71.00
Refer	5391 EUREKA RECYCLING	Ck# 023304 4/26/2016		
Cash Payment	E 101-41200-201 GENERAL SUPPLIES	4 Cartons Paper		\$168.00
Invoice 10159	4/11/2016			
Transaction Date	4/17/2016	Due 0 NORTH STAR CHEC 10100	Total	\$168.00
Refer	5388 G & K SERVICES	Ck# 023305 4/26/2016		
Cash Payment	E 601-49000-425 CLOTHING	March Uniforms		\$59.90
Invoice 2277524-03	3/31/2016			
Cash Payment	E 602-49100-425 CLOTHING	March Uniforms		\$59.90
Invoice 2277524-03	3/31/2016			
Transaction Date	4/9/2016	Due 0 NORTH STAR CHEC 10100	Total	\$119.80
Refer	5394 INTEGRA	Ck# 023306 4/26/2016		
Cash Payment	E 101-41200-391 TELEPHONE/PAGERS	Fax Line		\$51.22
Invoice 13800636	4/11/2016			
Transaction Date	4/17/2016	Due 0 NORTH STAR CHEC 10100	Total	\$51.22

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Current Period: APRIL 2016

Refer	5395 KENNEDY & GRAVEN	Ck# 023307 4/26/2016		
Cash Payment	E 101-41500-305 LEGAL FEES - CIVIL	Research Sex Offender Ordinance and Utility Policy		\$462.00
Invoice	131006 4/11/2016			
Transaction Date	4/17/2016	Due 0 NORTH STAR CHEC 10100	Total	\$462.00
Refer	5407 LEAGUE OF MINNESOTA CITIES	Ck# 023308 4/26/2016		
Cash Payment	E 101-41200-201 GENERAL SUPPLIES	2016 Directory of MN City Officials		\$53.20
Invoice	4/22/2016			
Transaction Date	4/21/2016	Due 0 NORTH STAR CHEC 10100	Total	\$53.20
Refer	5396 MN DEPT OF EMPLOYMENT AND	Ck# 023309 4/26/2016		
Cash Payment	E 101-45200-142 UNEMPLOYMENT BEN	1Q2016 Unemployment		\$217.10
Invoice	10533285 4/8/2016			
Transaction Date	4/17/2016	Due 0 NORTH STAR CHEC 10100	Total	\$217.10
Refer	5400 NORTH STAR BANK, PETTY CASH	Ck# 023310 4/26/2016		
Cash Payment	E 101-41200-440 MEETING EXPENSES	SAPD Retirement Cake		\$18.99
Invoice	4/17/2016			
Cash Payment	E 101-41200-203 POSTAGE	Certified Mail		\$4.65
Invoice	4/17/2016			
Cash Payment	E 201-45600-440 MEETING EXPENSES	PCIC Pizza - March		\$28.00
Invoice	4/17/2016			
Cash Payment	E 101-41200-440 MEETING EXPENSES	Target - Supplies		\$7.49
Invoice	4/17/2016			
Cash Payment	E 101-41200-440 MEETING EXPENSES	SAPD Retirement		\$8.75
Invoice	4/17/2016			
Cash Payment	E 201-45600-440 MEETING EXPENSES	PCIC Pizza - April		\$30.00
Invoice	4/17/2016			
Transaction Date	4/17/2016	Due 0 NORTH STAR CHEC 10100	Total	\$97.88
Refer	5399 POSTMASTER - STAMPS	Ck# 023311 4/26/2016		
Cash Payment	E 101-43400-203 POSTAGE	Stamps - 1 Roll		\$49.00
Invoice	4/17/2016			
Cash Payment	E 101-41200-203 POSTAGE	Stamps - 1 Roll		\$49.00
Invoice	4/17/2016			
Transaction Date	4/17/2016	Due 0 NORTH STAR CHEC 10100	Total	\$98.00
Refer	5387 PUBLIC EMPLOYEES INS PROGRA	Ck# 023312 4/26/2016		
Cash Payment	G 101-21706 HEALTH INSURANCE	May Insurance Premiums		\$1,720.90
Invoice	464508 4/10/2016			
Transaction Date	4/9/2016	Due 0 NORTH STAR CHEC 10100	Total	\$1,720.90
Refer	5386 US BANK EQUIPMENT FINANCE	Ck# 023313 4/26/2016		
Cash Payment	E 101-41200-401 COPIER CONTRACT	Copier Contract		\$149.00
Invoice	302028766 4/5/2016			
Transaction Date	4/9/2016	Due 0 NORTH STAR CHEC 10100	Total	\$149.00
Refer	5392 XCEL ENERGY, PARK & GARAGE	Ck# 023314 4/26/2016		
Cash Payment	E 101-43000-381 ELECTRIC UTILITIES	1917 Walnut Street		\$40.42
Invoice	496343259 4/5/2016			
Cash Payment	E 101-43000-383 GAS UTILITIES	1917 Walnut Street		\$56.44
Invoice	496343259 4/5/2016			

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Payments

Current Period: APRIL 2016

Cash Payment	E 101-45200-381 ELECTRIC UTILITIES	1885 Fulham Street - Warming House	\$13.94
Invoice 496343259	4/5/2016		
Cash Payment	E 101-45200-383 GAS UTILITIES	1885 Fulham Street	\$34.63
Invoice 496343259	4/5/2016		
Transaction Date	4/17/2016	Due 0 NORTH STAR CHEC 10100	Total \$145.43

Fund Summary

	10100 NORTH STAR CHECKING	
602 STORM SEWER ENTERPRISE FUND		\$70.55
601 SEWER UTILITIES		\$70.55
201 COMMUNITY EVENTS		\$58.00
101 GENERAL		\$5,110.46
		<u>\$5,309.56</u>

Pre-Written Checks	\$5,309.56
Checks to be Generated by the Computer	\$0.00
Total	<u>\$5,309.56</u>

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date April 26, 2016

ITEM NUMBER March Financial Report

STAFF INITIAL HB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every month I provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for March 2016.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for March 2016.

COUNCIL ACTION:

CITY OF LAUDERDALE

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Cash Balances

Current Period: MARCH 2016

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
CASH				
GENERAL	G 101-10100	\$138,083.51	\$101,969.49	-\$2,224,025.23
COMMUNITY EVENTS	G 201-10100	\$12.72	\$307.56	\$10,856.13
COMMUNICATIONS	G 202-10100	\$0.00	\$1,317.48	-\$762.69
RECYCLING	G 203-10100	\$68.58	\$3,923.22	\$96,591.74
CAPITAL IMPROVEMENT STREETS	G 401-10100	\$416.53	\$3,450.54	\$586,644.98
CAPITAL IMPROVEMENTS	G 402-10100	\$43.63	\$24,206.24	\$61,452.98
CAPITAL IMPROVE STORM WATER	G 403-10100	\$129.56	\$0.00	\$182,474.05
PARK IMPROVEMENT	G 404-10100	\$196.35	\$0.00	\$276,542.41
SEWER IMPROVEMENT	G 407-10100	\$453.00	\$3,291.50	\$638,007.19
DEVELOPMENT	G 414-10100	\$27.50	\$0.00	\$38,731.52
SEWER UTILITIES	G 601-10100	\$46,644.10	\$22,719.53	\$360,127.16
STORM SEWER ENTERPRISE FUND	G 602-10100	\$13,275.42	\$3,974.22	\$130,863.32
<u>Total</u> CASH		\$199,350.90	\$165,159.78	\$157,503.56
PETTY CASH				
GENERAL	G 101-10200	\$0.00	\$0.00	\$400.00
<u>Total</u> PETTY CASH		\$0.00	\$0.00	\$400.00
INVESTMENTS				
GENERAL	G 101-10400	\$2,059.92	\$125,000.00	\$2,742,923.68
<u>Total</u> INVESTMENTS		\$2,059.92	\$125,000.00	\$2,742,923.68
Grand Total		\$201,410.82	\$290,159.78	\$2,900,827.24

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*Revenue Guideline©

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Current Period: MARCH 2016

		2016 YTD Budget	2016 YTD Amt	MARCH MTD Amt	2016 YTD Balance	% of YTD Budget
GENERAL						
Active	R 101-31010 CURRENT AD VALORE	\$560,404.00	-\$0.01	\$0.00	\$560,404.01	0.00%
Active	R 101-31020 DELINQUENT AD VALO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-31030 FORFEITED TAX SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-31040 FISCAL DISPARITIES	\$116,157.00	\$0.00	\$0.00	\$116,157.00	0.00%
Active	R 101-31055 EXCESS TAX INCREME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-31910 PENALTIES AND INTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32000 LICENSE AND PERMITS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32110 3.2 ALCOHOL LICENSE	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
Active	R 101-32120 CIGARETTE LICENSE	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 101-32130 GARBAGE HAULERS LI	\$1,400.00	\$1,500.00	\$0.00	-\$100.00	107.14%
Active	R 101-32140 HEATING/AC LICENSE	\$600.00	\$350.00	\$0.00	\$250.00	58.33%
Active	R 101-32150 TREE COMPANIES LIC	\$400.00	\$100.00	\$0.00	\$300.00	25.00%
Active	R 101-32180 RENTAL HOUSING LICE	\$6,000.00	\$278.00	\$64.00	\$5,722.00	4.63%
Active	R 101-32210 BUILDING PERMITS	\$13,500.00	\$1,613.20	\$655.75	\$11,886.80	11.95%
Active	R 101-32211 ZONING PERMIT APPLI	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-32225 PLAN REVIEW FEE	\$3,500.00	\$454.02	\$245.21	\$3,045.98	12.97%
Active	R 101-32230 PLUMBING PERMITS	\$2,000.00	\$3,016.00	\$1,400.00	-\$1,016.00	150.80%
Active	R 101-32240 ANIMAL LICENSES	\$150.00	\$30.00	\$10.00	\$120.00	20.00%
Active	R 101-32270 HEATING A/C PERMIT	\$1,500.00	\$285.00	\$0.00	\$1,215.00	19.00%
Active	R 101-32280 STREET EXCAVATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33401 LOCAL GOVERNMENT	\$537,502.00	\$0.00	\$0.00	\$537,502.00	0.00%
Active	R 101-33402 HOMESTEAD CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33405 PERA RATE INCREASE	\$1,198.00	\$0.00	\$0.00	\$1,198.00	0.00%
Active	R 101-33406 MARKET VAL HOM CRE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33623 MET COUNCIL - LIV CO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33624 LIVABLE COMMUNITIE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34101 CITY HALL/PARK RENT	\$7,500.00	\$2,535.00	\$1,055.00	\$4,965.00	33.80%
Active	R 101-34103 ADMINISTRATIVE FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34105 SALE OF PUBLICATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34107 ASSESSMENT SEARCH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34109 COPIES	\$50.00	\$7.75	\$0.00	\$42.25	15.50%
Active	R 101-34111 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34112 CONDITIONAL USE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34113 ZONING AMENDMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34114 ADVERTISING SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34115 GENERAL GOVERNME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34116 ENGINEERING FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34201 FALSE SECURITY ALAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34202 FALSE FIRE ALARM - FI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34203 FIRE INSPECTION FEE	\$600.00	\$105.00	\$0.00	\$495.00	17.50%
Active	R 101-34205 FIRE CALL REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-35101 COURT FINES	\$45,000.00	\$9,467.33	\$4,570.85	\$35,532.67	21.04%
Active	R 101-35104 OTHER FINES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36100 SPECIAL ASSESMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36101 SPECIAL ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36103 TREE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36200 MISCELLANEOUS REV	\$0.00	-\$0.50	\$0.00	\$0.50	0.00%
Active	R 101-36211 INVESTMENT INTERES	\$2,100.00	\$251.09	\$368.43	\$1,848.91	11.96%
Active	R 101-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: MARCH 2016

		2016 YTD Budget	2016 YTD Amt	MARCH MTD Amt	2016 YTD Balance	% of YTD Budget
Active	R 101-36231 DOG PARK DONATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36240 SURCHARGES	\$500.00	\$86.37	\$31.90	\$413.63	17.27%
Active	R 101-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36252 LMC INSURANCE REFU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
In-Active	R 101-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39101 SALES CAPITAL ASSET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total GENERAL		\$1,301,611.00	\$20,078.25	\$8,401.14	\$1,281,532.75	1.54%
COMMUNITY EVENTS						
Active	R 201-34785 PARK EVENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34786 WINTER EVENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34787 GARAGE SALE	\$75.00	\$0.00	\$0.00	\$75.00	0.00%
Active	R 201-34788 DAY IN THE PARK	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 201-34789 MUSIC UNDER THE TR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
In-Active	R 201-34790 MUGS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34791 POP SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34792 MERCHANDISE SALES	\$100.00	\$20.00	\$5.00	\$80.00	20.00%
Active	R 201-34793 FUN RUN/WALK	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 201-34794 NATIONAL NIGHT OUT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34795 HALLOWEEN DONATIO	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 201-36211 INVESTMENT INTERES	\$25.00	\$7.47	\$7.72	\$17.53	29.88%
Active	R 201-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-39201 TRANSFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total COMMUNITY EVENTS		\$3,600.00	\$27.47	\$12.72	\$3,572.53	0.76%
COMMUNICATIONS						
Active	R 202-33600 GRANTS & AID FROM L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 202-36211 INVESTMENT INTERES	\$25.00	\$0.81	\$0.00	\$24.19	3.24%
Active	R 202-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 202-36253 CABLE FRANCHISE RE	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	R 202-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total COMMUNICATIONS		\$20,025.00	\$0.81	\$0.00	\$20,024.19	0.00%
RECYCLING						
Active	R 203-33621 METROPOLITAN COUN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-33622 COUNTY GRANTS	\$5,977.00	\$0.00	\$0.00	\$5,977.00	0.00%
Active	R 203-36100 SPECIAL ASSESSMENTS	\$35,000.00	-\$0.55	\$0.00	\$35,000.55	0.00%
Active	R 203-36101 SPECIAL ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36102 PENALTIES & INTERES	\$0.00	\$0.20	\$0.00	-\$0.20	0.00%
Active	R 203-36211 INVESTMENT INTERES	\$400.00	\$63.41	\$68.58	\$336.59	15.85%
Active	R 203-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total RECYCLING		\$41,377.00	\$63.06	\$68.58	\$41,313.94	0.15%
TAX INCREMENT DEBT SERVICE						
Active	R 301-31040 FISCAL DISPARITIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31050 TAX INCREMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31051 DELINQUENT TAX INCR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-33402 HOMESTEAD CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2016 YTD Budget	2016 YTD Amt	MARCH MTD Amt	2016 YTD Balance	% of YTD Budget
Active	R 301-33406 MARKET VAL HOM CRE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36100 SPECIAL ASSESMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39205 TRANS FROM TIF PROJ	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TAX INCREMENT DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
00 ST/UTIL IMP DEBT SERVICE						
Active	R 302-36100 SPECIAL ASSESMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 00 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 ST/UTIL IMP DEBT SERVICE						
Active	R 303-36100 SPECIAL ASSESMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 02 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 ST/UTIL IMP DEBT SERVICE						
Active	R 304-36100 SPECIAL ASSESMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 03 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CAPITAL IMPROVEMENT STREETS						
Active	R 401-33431 SMALL CITIES ASSISTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36100 SPECIAL ASSESMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36200 MISCELLANEOUS REV	\$0.00	\$134.67	\$0.00	-\$134.67	0.00%
Active	R 401-36211 INVESTMENT INTERES	\$2,000.00	\$416.27	\$416.53	\$1,583.73	20.81%
Active	R 401-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-39201 TRANSFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVEMENT STREETS		\$2,000.00	\$550.94	\$416.53	\$1,449.06	27.55%
CAPITAL IMPROVEMENTS						
Active	R 402-36211 INVESTMENT INTERES	\$0.00	\$57.19	\$43.63	-\$57.19	0.00%
Active	R 402-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39101 SALES CAPITAL ASSET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39201 TRANSFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVEMENTS		\$0.00	\$57.19	\$43.63	-\$57.19	0.00%
CAPITAL IMPROVE STORM WATER						
Active	R 403-36211 INVESTMENT INTERES	\$0.00	\$125.87	\$129.56	-\$125.87	0.00%
Active	R 403-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-37230 PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: MARCH 2016

		2016	2016	MARCH	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 403-37300 STORM SEWER FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVE STORM WATER		\$0.00	\$125.87	\$129.56	-\$125.87	0.00%
PARK IMPROVEMENT						
Active	R 404-33130 CDBG/DNR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-33400 STATE GRANTS AND AI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-36211 INVESTMENT INTERES	\$1,000.00	\$190.77	\$196.35	\$809.23	19.08%
Active	R 404-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39204 TRANS FROM COMMU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total PARK IMPROVEMENT		\$1,000.00	\$190.77	\$196.35	\$809.23	19.08%
TIF-PROJECTS						
Active	R 405-31050 TAX INCREMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-31051 DELINQUENT TAX INCR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-33406 MARKET VAL HOM CRE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-33419 LARPENTEUR AVE REI	\$0.00	-\$49,742.00	\$0.00	\$49,742.00	0.00%
Active	R 405-36210 INTEREST EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39207 TRANS FROM DEBT SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TIF-PROJECTS		\$0.00	-\$49,742.00	\$0.00	\$49,742.00	0.00%
SEWER IMPROVEMENT						
Active	R 407-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 407-36211 INVESTMENT INTERES	\$1,500.00	\$454.95	\$453.00	\$1,045.05	30.33%
Active	R 407-37240 SEWER CONNECTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 407-39200 INTERFUND OPERATIN	\$285,000.00	\$0.00	\$0.00	\$285,000.00	0.00%
Total SEWER IMPROVEMENT		\$286,500.00	\$454.95	\$453.00	\$286,045.05	0.16%
WATER UTILITY						
Active	R 409-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 409-36251 ST PAUL WATER SURC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total WATER UTILITY		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 ST/UTIL CONSTRUCTION						
Active	R 412-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 02 ST/UTIL CONSTRUCTION		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 ST/UTIL CONSTRUCTION						
Active	R 413-33000 INTERGOVERNMENTAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-33600 GRANTS & AID FROM L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36100 SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 03 ST/UTIL CONSTRUCTION		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEVELOPMENT						

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Current Period: MARCH 2016

		2016 YTD Budget	2016 YTD Amt	MARCH MTD Amt	2016 YTD Balance	% of YTD Budget
Active	R 414-36211 INVESTMENT INTERES	\$0.00	\$31.99	\$27.50	-\$31.99	0.00%
Active	R 414-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 414-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 414-39200 INTERFUND OPERATIN	\$38,000.00	\$0.00	\$0.00	\$38,000.00	0.00%
	Total DEVELOPMENT	\$38,000.00	\$31.99	\$27.50	\$37,968.01	0.08%
HOUSING REDEVELOPMENT						
Active	R 415-39200 INTERFUND OPERATIN	\$0.00	\$86,536.93	\$0.00	-\$86,536.93	0.00%
	Total HOUSING REDEVELOPMENT	\$0.00	\$86,536.93	\$0.00	-\$86,536.93	0.00%
SEWER UTILITIES						
Active	R 601-33000 INTERGOVERNMENTAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36100 SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36101 SPECIAL ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36104 SEWER ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36211 INVESTMENT INTERES	\$1,800.00	\$232.26	\$255.70	\$1,567.74	12.90%
Active	R 601-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37210 SEWER SALES AND SE	\$261,282.00	\$74,504.04	\$46,388.40	\$186,777.96	28.51%
Active	R 601-37215 DELINQUENT SEWER R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37230 PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37240 SEWER CONNECTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39101 SALES CAPITAL ASSET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39202 CONTRIB FROM ENTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total SEWER UTILITIES	\$263,082.00	\$74,736.30	\$46,644.10	\$188,345.70	28.41%
STORM SEWER ENTERPRISE FUND						
Active	R 602-36211 INVESTMENT INTERES	\$400.00	\$91.35	\$92.92	\$308.65	22.84%
Active	R 602-37300 STORM SEWER FEE	\$80,000.00	\$24,200.25	\$13,182.50	\$55,799.75	30.25%
Active	R 602-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total STORM SEWER ENTERPRISE FUND	\$80,400.00	\$24,291.60	\$13,275.42	\$56,108.40	30.21%
GASB34						
Active	R 999-31010 CURRENT AD VALORE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-36100 SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39101 SALES CAPITAL ASSET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39202 CONTRIB FROM ENTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total GASB34	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Report Total	\$2,037,595.00	\$157,404.13	\$69,668.53	\$1,880,190.87	7.72%

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***Expenditure Guideline©**

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Current Period: MARCH 2016

		2016	2016	MARCH	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
GENERAL							
Active	E 101-41100-103 PART TIME EMP	\$16,500.00	\$4,125.00	\$1,375.00	\$0.00	\$12,375.00	25.00%
Active	E 101-41100-122 FICA/MC CONTR	\$1,262.00	\$315.63	\$105.21	\$0.00	\$946.37	25.01%
Active	E 101-41100-151 WORKERS COM	\$41.00	\$0.00	\$0.00	\$0.00	\$41.00	0.00%
Active	E 101-41100-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-308 TRAINING & EDU	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-41100-331 TRAVEL EXPEN	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-41100-352 PUBLIC INFORM	\$800.00	\$39.60	\$0.00	\$0.00	\$760.40	4.95%
Active	E 101-41100-361 GENERAL LIABIL	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0.00%
Active	E 101-41100-438 DUES & SUBSC	\$3,750.00	\$600.00	\$425.00	\$0.00	\$3,150.00	16.00%
Active	E 101-41100-439 SPECIAL EVENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-440 MEETING EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-101 FULL TIME EMPL	\$121,029.00	\$26,718.29	\$8,847.49	\$0.00	\$94,310.71	22.08%
Active	E 101-41200-102 OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-104 TEMPORARY EM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-121 PERA CONTRIB	\$9,077.00	\$2,003.90	\$663.58	\$0.00	\$7,073.10	22.08%
Active	E 101-41200-122 FICA/MC CONTR	\$9,259.00	\$2,043.96	\$676.84	\$0.00	\$7,215.04	22.08%
Active	E 101-41200-126 ICMA RETIREME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-131 HEALTH INSURA	\$18,240.00	\$4,320.06	\$1,440.02	\$0.00	\$13,919.94	23.68%
Active	E 101-41200-142 UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-151 WORKERS COM	\$963.00	\$0.00	\$0.00	\$0.00	\$963.00	0.00%
Active	E 101-41200-201 GENERAL SUPP	\$1,800.00	\$184.11	\$87.76	\$0.00	\$1,615.89	10.23%
Active	E 101-41200-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-203 POSTAGE	\$3,000.00	\$1,876.87	\$4.87	\$0.00	\$1,123.13	62.56%
Active	E 101-41200-208 WATER DELIVE	\$450.00	\$71.88	\$39.42	\$0.00	\$378.12	15.97%
Active	E 101-41200-227 TOOLS & EQUIP	\$1,000.00	\$714.30	\$714.30	\$0.00	\$285.70	71.43%
Active	E 101-41200-306 CONSULTING FE	\$6,920.00	\$984.66	\$492.33	\$0.00	\$5,935.34	14.23%
Active	E 101-41200-307 COMPUTER SER	\$3,000.00	\$444.79	\$444.79	\$0.00	\$2,555.21	14.83%
Active	E 101-41200-308 TRAINING & EDU	\$2,500.00	\$320.00	\$20.00	\$0.00	\$2,180.00	12.80%
Active	E 101-41200-309 DELIVERY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-327 OTHER SERVIC	\$400.00	\$135.33	\$26.57	\$0.00	\$264.67	33.83%
Active	E 101-41200-331 TRAVEL EXPEN	\$1,200.00	\$187.02	\$15.00	\$0.00	\$1,012.98	15.59%
Active	E 101-41200-352 PUBLIC INFORM	\$1,100.00	\$112.20	\$0.00	\$0.00	\$987.80	10.20%
Active	E 101-41200-353 NEWSLETTER P	\$2,800.00	\$633.05	\$0.00	\$0.00	\$2,166.95	22.61%
Active	E 101-41200-355 PRINTING SERVI	\$300.00	\$75.00	\$25.00	\$0.00	\$225.00	25.00%
Active	E 101-41200-361 GENERAL LIABIL	\$5,800.00	\$0.00	\$0.00	\$0.00	\$5,800.00	0.00%
Active	E 101-41200-391 TELEPHONE/PA	\$1,250.00	\$335.06	\$142.10	\$0.00	\$914.94	26.80%
Active	E 101-41200-401 COPIER CONTR	\$3,000.00	\$615.62	\$317.80	\$0.00	\$2,384.38	20.52%
Active	E 101-41200-404 COMPUTER REP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-409 OTHER EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-420 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-438 DUES & SUBSC	\$3,400.00	\$1,462.00	\$60.00	\$0.00	\$1,938.00	43.00%
Active	E 101-41200-439 SPECIAL EVENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-440 MEETING EXPE	\$100.00	\$5.49	\$0.00	\$0.00	\$94.51	5.49%
Active	E 101-41200-442 MISCELLANEOU	\$500.00	\$208.21	\$80.00	\$0.00	\$291.79	41.64%
Active	E 101-41200-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-531 OFFICE EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-534 OFFICE FURNIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-538 COMPUTER SOF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2016	2016	MARCH	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-41500-101 FULL TIME EMPL	\$10,553.00	\$2,284.68	\$749.84	\$0.00	\$8,268.32	21.65%
Active	E 101-41500-103 PART TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-104 TEMPORARY EM	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-41500-121 PERA CONTRIB	\$791.00	\$171.36	\$56.24	\$0.00	\$619.64	21.66%
Active	E 101-41500-122 FICA/MC CONTR	\$807.00	\$174.76	\$57.36	\$0.00	\$632.24	21.66%
Active	E 101-41500-131 HEALTH INSURA	\$1,710.00	\$405.00	\$135.00	\$0.00	\$1,305.00	23.68%
Active	E 101-41500-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-151 WORKERS COM	\$101.00	\$0.00	\$0.00	\$0.00	\$101.00	0.00%
Active	E 101-41500-201 GENERAL SUPP	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
Active	E 101-41500-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-300 LEGAL FEES - P	\$11,100.00	\$1,850.00	\$925.00	\$0.00	\$9,250.00	16.67%
Active	E 101-41500-301 AUDITING	\$14,500.00	\$13,500.00	\$11,000.00	\$0.00	\$1,000.00	93.10%
Active	E 101-41500-305 LEGAL FEES - CI	\$11,000.00	\$2,766.00	\$0.00	\$0.00	\$8,234.00	25.15%
Active	E 101-41500-327 OTHER SERVIC	\$568.00	\$0.00	\$0.00	\$0.00	\$568.00	0.00%
Active	E 101-41500-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-352 PUBLIC INFORM	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-41500-355 PRINTING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-409 OTHER EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-440 MEETING EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-539 VOTING MACHIN	\$1,650.00	\$1,491.05	\$1,491.05	\$0.00	\$158.95	90.37%
Active	E 101-42100-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-318 911 DISPATCH	\$17,174.00	\$2,862.32	\$1,431.16	\$0.00	\$14,311.68	16.67%
Active	E 101-42100-319 POLICE CONTR	\$653,061.00	\$163,256.49	\$54,418.83	\$0.00	\$489,804.51	25.00%
Active	E 101-42100-320 FIRE CONTRACT	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0.00%
Active	E 101-42100-321 FIRE CALLS	\$16,000.00	\$686.53	\$228.85	\$0.00	\$15,313.47	4.29%
Active	E 101-42100-322 FIRE FALSE ALA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-323 FIRE INSPECTIO	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
Active	E 101-42100-355 PRINTING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-360 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-391 TELEPHONE/PA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-442 MISCELLANEOU	\$75.00	\$93.04	\$6.24	\$0.00	-\$18.04	124.05%
Active	E 101-42100-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-101 FULL TIME EMPL	\$30,415.00	\$7,163.02	\$2,372.32	\$0.00	\$23,251.98	23.55%
Active	E 101-43000-102 OVERTIME	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-43000-104 TEMPORARY EM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-121 PERA CONTRIB	\$2,506.00	\$537.25	\$177.94	\$0.00	\$1,968.75	21.44%
Active	E 101-43000-122 FICA/MC CONTR	\$2,556.00	\$631.96	\$209.54	\$0.00	\$1,924.04	24.72%
Active	E 101-43000-131 HEALTH INSURA	\$5,700.00	\$1,284.56	\$429.24	\$0.00	\$4,415.44	22.54%
Active	E 101-43000-151 WORKERS COM	\$1,537.00	\$0.00	\$0.00	\$0.00	\$1,537.00	0.00%
Active	E 101-43000-202 PERMANENT SU	\$0.00	\$26.93	\$22.99	\$0.00	-\$26.93	0.00%
Active	E 101-43000-212 MOTOR FUELS	\$3,300.00	\$151.10	\$0.00	\$0.00	\$3,148.90	4.58%
Active	E 101-43000-213 LUBRICANTS &	\$0.00	\$84.14	\$84.14	\$0.00	-\$84.14	0.00%
Active	E 101-43000-225 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-226 SIGNS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-227 TOOLS & EQUIP	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43000-228 REPAIR SUPPLI	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-43000-304 ENGINEERING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43000-308 TRAINING & EDU	\$0.00	\$460.00	\$0.00	\$0.00	-\$460.00	0.00%
Active	E 101-43000-313 SNOW & ICE RE	\$19,000.00	\$1,290.00	\$645.00	\$0.00	\$17,710.00	6.79%

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		2016	2016	MARCH	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-43000-314 STREET SWEEP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-317 TREE SERVICE	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0.00%
Active	E 101-43000-324 ALLEY REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-327 OTHER SERVIC	\$500.00	\$319.12	\$319.12	\$0.00	\$180.88	63.82%
Active	E 101-43000-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-331 TRAVEL EXPEN	\$0.00	\$15.44	\$15.44	\$0.00	-\$15.44	0.00%
Active	E 101-43000-333 CLEANING CON	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43000-380 STREET LIGHTI	\$7,000.00	\$1,690.85	\$603.87	\$0.00	\$5,309.15	24.16%
Active	E 101-43000-381 ELECTRIC UTILI	\$3,200.00	\$1,155.67	\$418.05	\$0.00	\$2,044.33	36.11%
Active	E 101-43000-382 WATER UTILITIE	\$200.00	\$95.29	\$0.00	\$0.00	\$104.71	47.65%
Active	E 101-43000-383 GAS UTILITIES	\$3,500.00	\$1,174.25	\$397.70	\$0.00	\$2,325.75	33.55%
Active	E 101-43000-384 REFUSE DISPOS	\$3,200.00	\$864.45	\$397.70	\$0.00	\$2,335.55	27.01%
Active	E 101-43000-391 TELEPHONE/PA	\$500.00	\$97.84	\$32.58	\$0.00	\$402.16	19.57%
Active	E 101-43000-402 CITY TRUCK RE	\$2,000.00	-\$3,228.80	(\$4,679.88)	\$0.00	\$5,228.80	-161.44%
Active	E 101-43000-426 MACHINERY RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-442 MISCELLANEOU	\$100.00	\$32.00	\$0.00	\$0.00	\$68.00	32.00%
Active	E 101-43000-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-101 FULL TIME EMPL	\$39,463.00	\$8,721.63	\$2,889.63	\$0.00	\$30,741.37	22.10%
Active	E 101-43400-104 TEMPORARY EM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-121 PERA CONTRIB	\$2,960.00	\$654.06	\$216.70	\$0.00	\$2,305.94	22.10%
Active	E 101-43400-122 FICA/MC CONTR	\$3,019.00	\$696.53	\$230.98	\$0.00	\$2,322.47	23.07%
Active	E 101-43400-126 ICMA RETIREME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-131 HEALTH INSURA	\$6,840.00	\$1,456.38	\$488.08	\$0.00	\$5,383.62	21.29%
Active	E 101-43400-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-151 WORKERS COM	\$1,481.00	\$0.00	\$0.00	\$0.00	\$1,481.00	0.00%
Active	E 101-43400-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-203 POSTAGE	\$300.00	\$49.00	\$0.00	\$0.00	\$251.00	16.33%
Active	E 101-43400-306 CONSULTING FE	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%
Active	E 101-43400-308 TRAINING & EDU	\$1,000.00	\$550.00	\$0.00	\$0.00	\$450.00	55.00%
Active	E 101-43400-310 PLUMBING INSP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-311 HEATING INSPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-312 BUILDING INSPE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-43400-327 OTHER SERVIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-355 PRINTING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-386 GOPHER STATE	\$500.00	\$123.20	\$13.05	\$0.00	\$376.80	24.64%
Active	E 101-43400-388 SAC UNIT CHAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-437 SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-442 MISCELLANEOU	\$50.00	\$25.00	\$0.00	\$0.00	\$25.00	50.00%
Active	E 101-43400-443 SURCHARGE RE	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-101 FULL TIME EMPL	\$39,775.00	\$9,425.46	\$3,130.10	\$0.00	\$30,349.54	23.70%
Active	E 101-45200-103 PART TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-104 TEMPORARY EM	\$6,000.00	\$2,522.50	\$0.00	\$0.00	\$3,477.50	42.04%
Active	E 101-45200-121 PERA CONTRIB	\$3,351.00	\$706.98	\$234.78	\$0.00	\$2,644.02	21.10%
Active	E 101-45200-122 FICA/MC CONTR	\$3,877.00	\$994.48	\$266.34	\$0.00	\$2,882.52	25.65%
Active	E 101-45200-131 HEALTH INSURA	\$8,550.00	\$1,959.53	\$654.22	\$0.00	\$6,590.47	22.92%
Active	E 101-45200-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-142 UNEMPLOYMEN	\$0.00	-\$45.78	\$0.00	\$0.00	\$45.78	0.00%
Active	E 101-45200-151 WORKERS COM	\$1,350.00	\$45.78	\$0.00	\$0.00	\$1,304.22	3.39%
Active	E 101-45200-201 GENERAL SUPP	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%

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		2016	2016	MARCH	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-45200-202 PERMANENT SU	\$200.00	\$117.18	\$0.00	\$0.00	\$82.82	58.59%
Active	E 101-45200-212 MOTOR FUELS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-225 LANDSCAPING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-228 REPAIR SUPPLI	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-317 TREE SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-370 PARK & RECREA	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
Active	E 101-45200-371 NON-RESIDENT	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0.00%
Active	E 101-45200-381 ELECTRIC UTILI	\$500.00	\$173.44	\$55.25	\$0.00	\$326.56	34.69%
Active	E 101-45200-382 WATER UTILITIE	\$250.00	\$140.51	\$0.00	\$0.00	\$109.49	56.20%
Active	E 101-45200-383 GAS UTILITIES	\$700.00	\$204.94	\$65.31	\$0.00	\$495.06	29.28%
Active	E 101-45200-384 REFUSE DISPOS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-391 TELEPHONE/PA	\$50.00	\$27.64	\$0.00	\$0.00	\$22.36	55.28%
Active	E 101-45200-403 TRACTOR/MOW	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-412 WARMING HOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-427 PORTA POTTY R	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-444 CONTINGENCY	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 101-45300-710 OPERATING TR	\$38,000.00	\$0.00	\$0.00	\$0.00	\$38,000.00	0.00%
Active	E 101-45400-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-721 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-731 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-732 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-733 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-734 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-741 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-742 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-743 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-744 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-745 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-747 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-749 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48100-306 CONSULTING FE	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 101-48100-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48411-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-306 CONSULTING FE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-555 LARPENTEUR A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total GENERAL		\$1,301,611.00	\$280,466.79	\$96,192.84	\$0.00	\$1,021,144.21	21.55%
COMMUNITY EVENTS							
Active	E 201-45600-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-327 OTHER SERVIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-352 PUBLIC INFORM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-368 FUN RUN/WALK	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 201-45600-369 MUSIC UNDER T	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 201-45600-372 MUGS	\$0.00	\$307.56	\$307.56	\$0.00	-\$307.56	0.00%
Active	E 201-45600-373 T-SHIRTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-374 POP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2016	2016	MARCH	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 201-45600-375 WINTER EVENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-376 GARAGE SALE	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00	0.00%
Active	E 201-45600-377 DAY IN THE PAR	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0.00%
Active	E 201-45600-378 NATIONAL NIGH	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
Active	E 201-45600-379 HALLOWEEN EV	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
Active	E 201-45600-428 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-430 MISCELLANEOU	\$0.00	\$61.50	\$0.00	\$0.00	-\$61.50	0.00%
Active	E 201-45600-440 MEETING EXPE	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 201-45600-744 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total COMMUNITY EVENTS	\$3,425.00	\$369.06	\$307.56	\$0.00	\$3,055.94	10.78%
COMMUNICATIONS							
Active	E 202-49500-101 FULL TIME EMPL	\$6,087.00	\$2,998.62	\$987.82	\$0.00	\$3,088.38	49.26%
Active	E 202-49500-121 PERA CONTRIB	\$456.00	\$224.88	\$74.08	\$0.00	\$231.12	49.32%
Active	E 202-49500-122 FICA/MC CONTR	\$466.00	\$229.42	\$75.58	\$0.00	\$236.58	49.23%
Active	E 202-49500-126 ICMA RETIREME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-131 HEALTH INSURA	\$1,140.00	\$540.00	\$180.00	\$0.00	\$600.00	47.37%
Active	E 202-49500-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-151 WORKERS COM	\$48.00	\$0.00	\$0.00	\$0.00	\$48.00	0.00%
Active	E 202-49500-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-305 LEGAL FEES - CI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-307 COMPUTER SER	\$550.00	\$550.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 202-49500-327 OTHER SERVIC	\$3,000.00	\$738.36	\$0.00	\$0.00	\$2,261.64	24.61%
Active	E 202-49500-329 CABLE FRANCHI	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 202-49500-409 OTHER EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-426 MACHINERY RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-531 OFFICE EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-532 COPIER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total COMMUNICATIONS	\$16,747.00	\$5,281.28	\$1,317.48	\$0.00	\$11,465.72	31.54%
RECYCLING							
Active	E 203-50000-101 FULL TIME EMPL	\$15,646.00	\$2,855.82	\$951.94	\$0.00	\$12,790.18	18.25%
Active	E 203-50000-121 PERA CONTRIB	\$1,173.00	\$214.20	\$71.40	\$0.00	\$958.80	18.26%
Active	E 203-50000-122 FICA/MC CONTR	\$1,197.00	\$218.46	\$72.82	\$0.00	\$978.54	18.25%
Active	E 203-50000-126 ICMA RETIREME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-131 HEALTH INSURA	\$2,850.00	\$540.00	\$180.00	\$0.00	\$2,310.00	18.95%
Active	E 203-50000-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-151 WORKERS COM	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0.00%
Active	E 203-50000-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-327 OTHER SERVIC	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
Active	E 203-50000-389 RECYCLING CO	\$30,000.00	\$5,231.30	\$2,647.06	\$0.00	\$24,768.70	17.44%
Active	E 203-50000-438 DUES & SUBSC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-440 MEETING EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total RECYCLING	\$51,341.00	\$9,059.78	\$3,923.22	\$0.00	\$42,281.22	17.65%
TAX INCREMENT DEBT SERVICE							
Active	E 301-47100-101 FULL TIME EMPL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-121 PERA CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-122 FICA/MC CONTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2016	2016	MARCH	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 301-47100-131 HEALTH INSURA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-611 BOND INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-621 FILE MAINTENA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-745 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TAX INCREMENT DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
00 ST/UTIL IMP DEBT SERVICE							
Active	E 302-47200-303 FINANCIAL CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 302-47200-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 302-47200-611 BOND INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 302-47200-621 FILE MAINTENA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 302-47200-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 00 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 ST/UTIL IMP DEBT SERVICE							
Active	E 303-47300-303 FINANCIAL CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 303-47300-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 303-47300-611 BOND INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 303-47300-621 FILE MAINTENA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 02 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 ST/UTIL IMP DEBT SERVICE							
Active	E 304-47000-721 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 304-47400-303 FINANCIAL CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 304-47400-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 304-47400-611 BOND INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 304-47400-621 FILE MAINTENA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 03 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CAPITAL IMPROVEMENT STREETS							
Active	E 401-48401-303 FINANCIAL CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 401-48401-304 ENGINEERING	\$0.00	\$3,367.50	\$3,367.50	\$0.00	-\$3,367.50	0.00%
Active	E 401-48401-317 TREE SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 401-48401-328 STREET REPAIR	\$150,000.00	\$83.04	\$83.04	\$0.00	\$149,916.96	0.06%
Active	E 401-48401-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVEMENT STREETS		\$150,000.00	\$3,450.54	\$3,450.54	\$0.00	\$146,549.46	2.30%
CAPITAL IMPROVEMENTS							
Active	E 402-48000-510 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-520 BUILDINGS	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0.00%
Active	E 402-48000-521 CITY GARAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-523 WARMING HOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-531 OFFICE EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-532 COPIER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-535 FURNACE/AC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-538 COMPUTER SOF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-540 MACHINERY & E	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	E 402-48000-543 TRACTOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-560 VEHICLE	\$0.00	\$24,206.24	\$24,206.24	\$0.00	-\$24,206.24	0.00%
Active	E 402-48000-562 TRUCK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 402-48000-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total CAPITAL IMPROVEMENTS	\$48,000.00	\$24,206.24	\$24,206.24	\$0.00	\$23,793.76	50.43%
CAPITAL IMPROVE STORM WATER							
Active	E 403-48403-101 FULL TIME EMPL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-102 OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-121 PERA CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-122 FICA/MC CONTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-131 HEALTH INSURA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-151 WORKERS COM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-327 OTHER SERVIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-554 CATCH BASIN R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total CAPITAL IMPROVE STORM WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARK IMPROVEMENT							
Active	E 404-48404-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-437 SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-510 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-524 PICNIC SHELTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-525 PLAYGROUND (\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-526 PARK PATH (CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-527 GENERAL PARK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-528 COURT IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total PARK IMPROVEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TIF-PROJECTS							
Active	E 405-48500-101 FULL TIME EMPL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-121 PERA CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-122 FICA/MC CONTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-131 HEALTH INSURA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-301 AUDITING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-305 LEGAL FEES - CI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-325 LARPENTEUR A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-327 OTHER SERVIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-408 LIFT STATION R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total TIF-PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SEWER IMPROVEMENT							
Active	E 407-48407-304 ENGINEERING	\$0.00	\$3,291.50	\$3,291.50	\$0.00	-\$3,291.50	0.00%
Active	E 407-48407-500 CAPITAL OUTLA	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%
	Total SEWER IMPROVEMENT	\$250,000.00	\$3,291.50	\$3,291.50	\$0.00	\$246,708.50	1.32%

CITY OF LAUDERDALE
***Expenditure Guideline©**

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Current Period: MARCH 2016

		2016	2016	MARCH	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
WATER UTILITY							
Active	E 409-48409-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 409-48409-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total WATER UTILITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 ST/UTIL CONSTRUCTION							
Active	E 412-48410-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 412-48410-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 412-48410-721 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total 02 ST/UTIL CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEVELOPMENT							
Active	E 414-48100-520 BUILDINGS	\$0.00	\$1,000.00	\$0.00	\$0.00	-\$1,000.00	0.00%
Active	E 414-48100-538 COMPUTER SOF	\$0.00	\$15,300.00	\$0.00	\$0.00	-\$15,300.00	0.00%
Active	E 414-48100-710 OPERATING TR	\$0.00	\$86,536.93	\$0.00	\$0.00	-\$86,536.93	0.00%
Active	E 414-48100-721 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total DEVELOPMENT	\$0.00	\$102,836.93	\$0.00	\$0.00	-\$102,836.93	0.00%
HOUSING REDEVELOPMENT							
Active	E 415-48100-510 LAND	\$0.00	\$86,536.93	\$0.00	\$0.00	-\$86,536.93	0.00%
	Total HOUSING REDEVELOPMENT	\$0.00	\$86,536.93	\$0.00	\$0.00	-\$86,536.93	0.00%
SEWER UTILITIES							
Active	E 601-49000-101 FULL TIME EMPL	\$47,577.00	\$2,716.58	\$2,194.36	\$0.00	\$44,860.42	5.71%
Active	E 601-49000-102 OVERTIME	\$12,000.00	\$2,837.59	\$884.44	\$0.00	\$9,162.41	23.65%
Active	E 601-49000-121 PERA CONTRIB	\$3,568.00	\$707.35	\$230.90	\$0.00	\$2,860.65	19.82%
Active	E 601-49000-122 FICA/MC CONTR	\$3,640.00	\$806.65	\$263.67	\$0.00	\$2,833.35	22.16%
Active	E 601-49000-129 PENSION EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-131 HEALTH INSURA	\$6,042.00	\$1,557.73	\$515.05	\$0.00	\$4,484.27	25.78%
Active	E 601-49000-151 WORKERS COM	\$2,956.00	\$0.00	\$0.00	\$0.00	\$2,956.00	0.00%
Active	E 601-49000-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-212 MOTOR FUELS	\$700.00	\$32.38	\$0.00	\$0.00	\$667.62	4.63%
Active	E 601-49000-227 TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-228 REPAIR SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-301 AUDITING	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0.00%
Active	E 601-49000-304 ENGINEERING	\$3,000.00	\$78.50	\$78.50	\$0.00	\$2,921.50	2.62%
Active	E 601-49000-308 TRAINING & EDU	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 601-49000-315 SEWER JETTIN	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 601-49000-316 SEWER TELEVIS	\$0.00	\$4,969.42	\$4,969.42	\$0.00	-\$4,969.42	0.00%
Active	E 601-49000-327 OTHER SERVIC	\$7,000.00	\$2,092.37	\$1,901.18	\$0.00	\$4,907.63	29.89%
Active	E 601-49000-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-361 GENERAL LIABIL	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0.00%
Active	E 601-49000-362 PROPERTY INS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-363 AUTOMOTIVE IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-382 WATER UTILITIE	\$100.00	\$20.53	\$0.00	\$0.00	\$79.47	20.53%
Active	E 601-49000-387 WATER TREATM	\$139,228.00	\$46,409.28	\$11,602.32	\$0.00	\$92,818.72	33.33%
Active	E 601-49000-391 TELEPHONE/PA	\$300.00	\$48.91	\$16.29	\$0.00	\$251.09	16.30%
Active	E 601-49000-402 CITY TRUCK RE	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 601-49000-425 CLOTHING	\$700.00	\$82.31	\$63.40	\$0.00	\$617.69	11.76%
Active	E 601-49000-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-501 DEPRECIATION	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	E 601-49000-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-554 CATCH BASIN R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-710 OPERATING TR	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%

CITY OF LAUDERDALE
***Expenditure Guideline©**

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Current Period: MARCH 2016

		2016	2016	MARCH	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Total SEWER UTILITIES		\$536,811.00	\$62,959.60	\$22,719.53	\$0.00	\$473,851.40	11.73%
STORM SEWER ENTERPRISE FUND							
Active	E 602-49100-101 FULL TIME EMPL	\$39,997.00	\$2,625.51	\$2,509.82	\$0.00	\$37,371.49	6.56%
Active	E 602-49100-102 OVERTIME	\$5,000.00	\$1,182.34	\$368.52	\$0.00	\$3,817.66	23.65%
Active	E 602-49100-121 PERA CONTRIB	\$3,000.00	\$653.85	\$215.86	\$0.00	\$2,346.15	21.80%
Active	E 602-49100-122 FICA/MC CONTR	\$3,060.00	\$739.15	\$244.21	\$0.00	\$2,320.85	24.16%
Active	E 602-49100-129 PENSION EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-131 HEALTH INSURA	\$5,928.00	\$1,436.71	\$478.38	\$0.00	\$4,491.29	24.24%
Active	E 602-49100-151 WORKERS COM	\$2,399.00	\$0.00	\$0.00	\$0.00	\$2,399.00	0.00%
Active	E 602-49100-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-212 MOTOR FUELS	\$700.00	\$32.38	\$0.00	\$0.00	\$667.62	4.63%
Active	E 602-49100-227 TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-228 REPAIR SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-301 AUDITING	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0.00%
Active	E 602-49100-304 ENGINEERING	\$3,000.00	\$74.00	\$0.00	\$0.00	\$2,926.00	2.47%
Active	E 602-49100-308 TRAINING & EDU	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49100-314 STREET SWEEP	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0.00%
Active	E 602-49100-327 OTHER SERVIC	\$3,500.00	\$85.67	\$77.74	\$0.00	\$3,414.33	2.45%
Active	E 602-49100-352 PUBLIC INFORM	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 602-49100-361 GENERAL LIABIL	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0.00%
Active	E 602-49100-391 TELEPHONE/PA	\$300.00	\$48.92	\$16.29	\$0.00	\$251.08	16.31%
Active	E 602-49100-402 CITY TRUCK RE	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 602-49100-425 CLOTHING	\$700.00	\$82.31	\$63.40	\$0.00	\$617.69	11.76%
Active	E 602-49100-438 DUES & SUBSC	\$500.00	\$910.00	\$0.00	\$0.00	-\$410.00	182.00%
Active	E 602-49100-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-501 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-554 CATCH BASIN R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total STORM SEWER ENTERPRISE FUND		\$78,584.00	\$7,870.84	\$3,974.22	\$0.00	\$70,713.16	10.02%
GASB34							
Active	E 999-41000-100 WAGES AND SA	\$0.00	-\$23,718.66	\$0.00	\$0.00	\$23,718.66	0.00%
Active	E 999-41000-129 PENSION EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-41000-420 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-41000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-100 WAGES AND SA	\$0.00	-\$10,636.69	\$0.00	\$0.00	\$10,636.69	0.00%
Active	E 999-43000-129 PENSION EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-420 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-499 LOSS ON DISPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-100 WAGES AND SA	\$0.00	-\$5,335.97	\$0.00	\$0.00	\$5,335.97	0.00%
Active	E 999-45000-129 PENSION EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-420 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-47000-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-47000-611 BOND INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49000-420 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49500-100 WAGES AND SA	\$0.00	-\$2,084.51	\$0.00	\$0.00	\$2,084.51	0.00%
Active	E 999-50000-100 WAGES AND SA	\$0.00	-\$3,542.51	\$0.00	\$0.00	\$3,542.51	0.00%

CITY OF LAUDERDALE
***Expenditure Guideline©**

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Current Period: MARCH 2016

	2016 YTD Budget	2016 YTD Amt	MARCH MTD Amt	Enc Current	2016 YTD Balance	% of YTD Budget
<i>Total GASB34</i>	\$0.00	-\$45,318.34	\$0.00	\$0.00	\$45,318.34	0.00%
Report Total	\$2,436,519.00	\$541,011.15	\$159,383.13	\$0.00	\$1,895,507.85	22.20%

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date April 26, 2016

ITEM NUMBER Utility Billing Policy

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Based on the discussion at the previous council meeting, staff revised the policy on correcting utility billing errors. The new language also provides staff with the flexibility to work with anyone who was underpaying if coming current would pose a hardship. As discussed, utility billing issues are rare but this policy will memorialize the intent of the Council and provide staff the direction needed when it does.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council approves the Policy on Correcting Utility Billing Overcharges and Undercharges as presented.

CITY OF LAUDERDALE
POLICY ON CORRECTING UTILITY BILLING
OVERCHARGES AND UNDERCHARGES

OVERCHARGES:

When a determination is made that a customer's utility account has been overcharged for utility services (by reason of inaccurate metering, clerical errors, or other unintentional causes), the error shall be remedied as promptly as possible, and an adjustment shall be made for the dollar amount of the overcharge for the time period that the erroneous charges occurred, not to exceed six years from the date that the City became aware of the error for overcharges.

When a customer has been overcharged, the overpaid amount shall be applied as a credit to the customer's account by the City within sixty days of the calculation of the amount of overcharge. If a refund is due to someone who is no longer a customer, the refund shall be paid by check or other means at the discretion of the City.

Overcharges shall be paid with interest. The interest paid shall be 1-1/2 percent per month.

UNDERCHARGES:

When a determination is made that a customer's utility account has been undercharged for utility services (by reason of inaccurate metering, clerical errors, or other unintentional causes), the error shall be remedied as promptly as possible and the customer shall be promptly notified of the cause and an adjustment shall be made for the dollar amount of the undercharge for the time period that the erroneous charges occurred, not to exceed six years from the date that the City became aware of the error. Should the adjustment result in a hardship, the City Administrator is authorized to enter into a payment plan agreement with the customer. The customer will not be charged interest.

This policy does not apply to situations in which deliberate or intentional acts of the customer (or anyone acting on behalf of or for the benefit of the customer) have resulted in an undercharge to the customer for utility services, including but not limited to meter-tampering or other interference with accurate metering. In such cases, the City reserves all legal rights to collect the full amount of the unpaid utilities without regard to the time limitation and installment payment provision set forth above.

Adopted by the Lauderdale City Council on April 26, 2016.

Signed: _____

Date: _____

Mayor

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date April 22, 2016

ITEM NUMBER 1Q16 Investment Report

STAFF INITIAL TJB 

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The investment report was reformatted in 2015 and the format continues for the first quarter of 2016. Interest earnings for the first quarter totaled \$3,310.05.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the investment report for January, February, and March 2016.

COUNCIL ACTION:



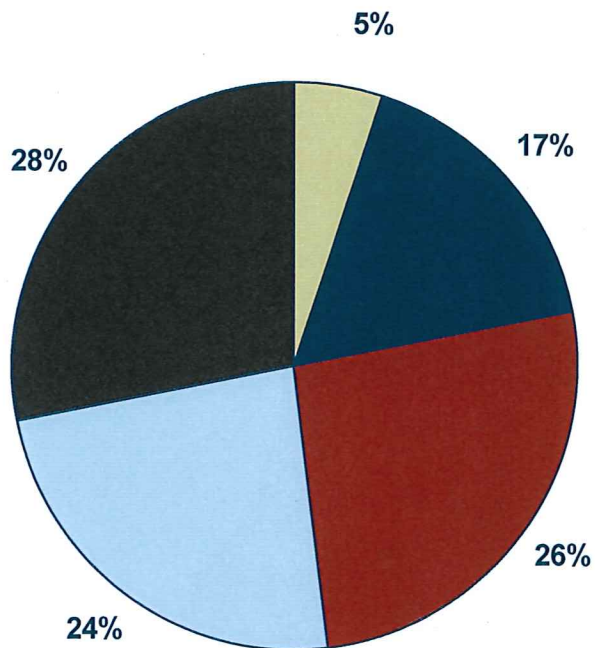
**First Quarter 2016
Investment Report**

INVESTMENTS

As of March 31, 2016, the City had the following amounts with official depositories:

North Star Bank	\$ 159,283
4M Fund	489,713
RBC Dain Rauscher	748,000
Morgan Stanley	703,726
Northland	803,034

TOTAL **\$ 2,903,756**



DEPOSITORIES AND INVESTMENT TYPES

North Star Bank	
Checking Account	\$ 159,283
4M Fund	
Joint Powers Investment	\$ 489,713
RBC Dain Rauscher	
Certificates of Deposit	\$ 748,000 (5)
Morgan Stanley	
Money Market Account	\$ 3,726
Certificates of Deposit	\$ 700,000 (7)
Northland	
Money Market Account	\$ 103,034
Certificates of Deposit	\$ 700,000 (7)

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

INVESTMENT TERM

Liquid assets are money market accounts.

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

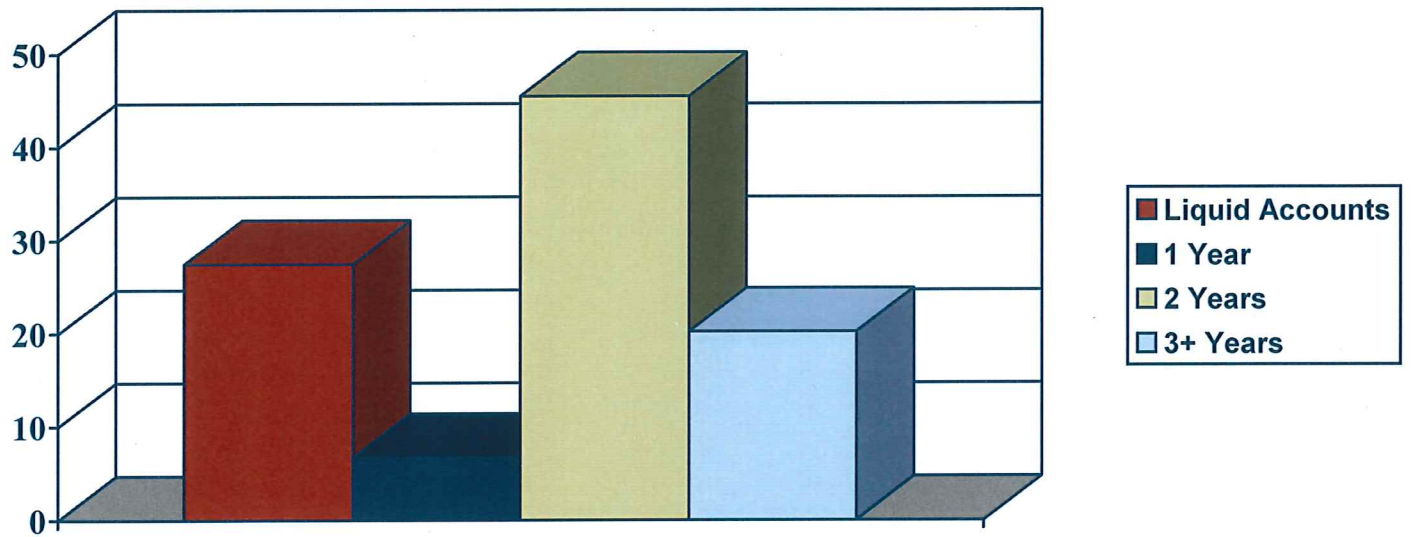
6-10 Years are US Government Instrumentality Securities.

11-15 Years are US Government Instrumentality Securities.

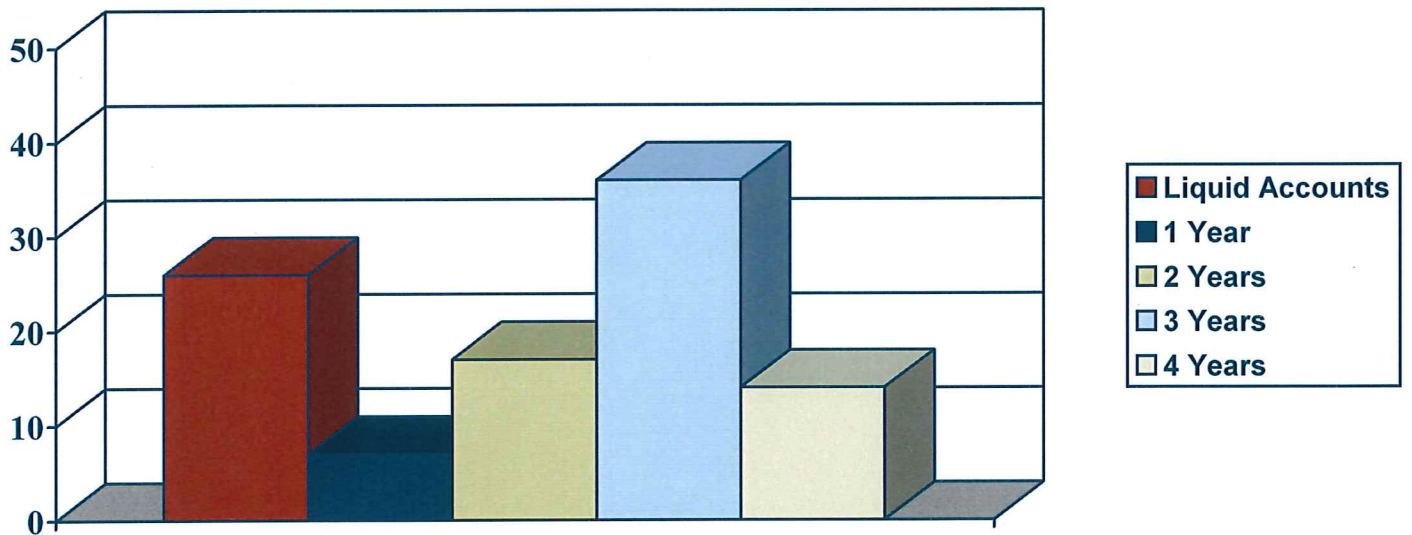
15+ Years are US Government Instrumentality Securities and bonds.

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

2015

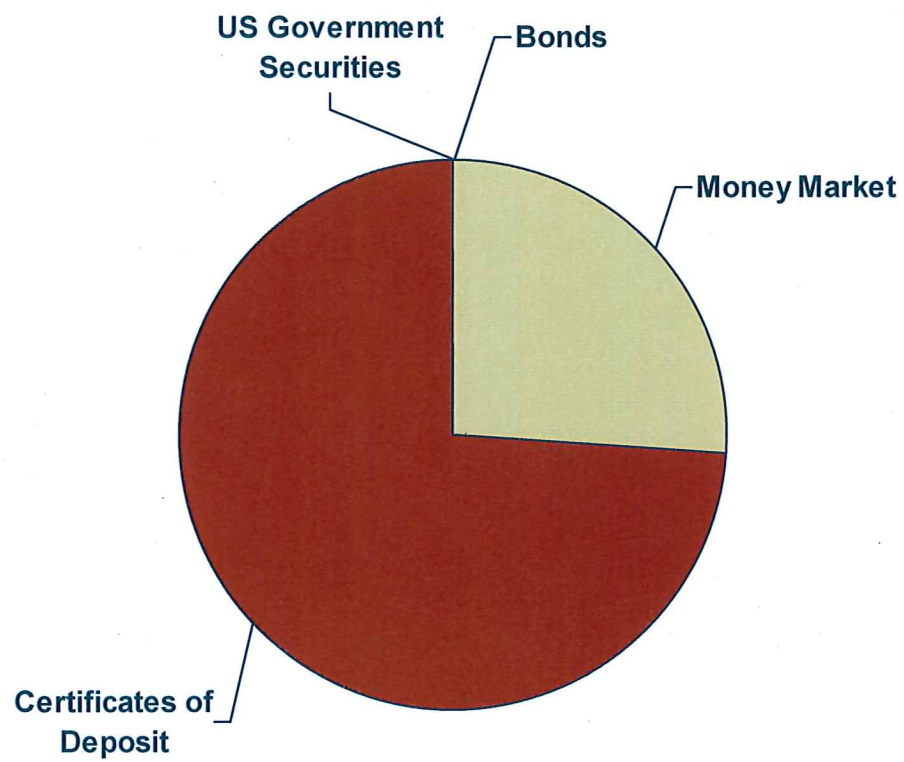


2016



INVESTMENT TYPES

Money Market	\$ 755,756
Bonds	0
Certificates of Deposit	2,148,000
US Government Securities	0



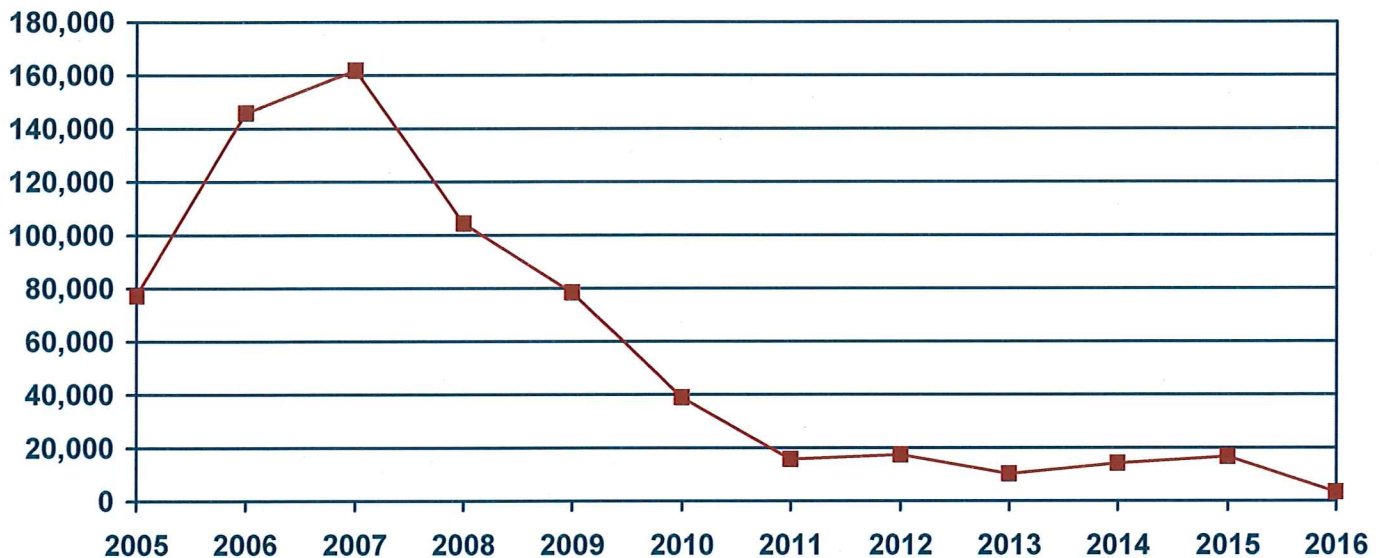
Investment Schedule

Purchase Date	Maturity Date	Type	Interest Rate	Amount	Investment Broker
8/15/2013	8/15/2016	CD	1.05%	\$100,000	Morgan Stanley
9/30/2013	9/30/2016	CD	1.15%	\$100,000	Morgan Stanley
10/4/2013	10/4/2016	CD	1.10%	\$100,000	RBC Dain Rauscher
5/21/2014	2/21/2017	CD	0.90%	\$100,000	RBC Dain Rauscher
5/28/2014	5/31/2016	CD	0.50%	\$100,000	Morgan Stanley
5/29/2014	5/30/2017	CD	1.05%	\$100,000	Morgan Stanley
5/29/2014	5/30/2017	CD	1.10%	\$100,000	Morgan Stanley
12/17/2014	12/19/2016	CD	1.05%	\$100,000	Morgan Stanley
12/30/2014	6/30/2016	CD	0.65%	\$100,000	Northland Securities
12/30/2014	6/30/2017	CD	1.10%	\$100,000	Northland Securities
3/13/2015	3/13/2018	CD	1.30%	\$100,000	Northland Securities
9/4/2015	3/5/2018	CD	1.30%	\$100,000	Northland Securities
10/28/2015	10/28/2019	CD	2.00%	\$200,000	RBC Dain Rauscher
10/28/2015	10/28/2019	CD	2.00%	\$200,000	RBC Dain Rauscher
11/4/2015	11/5/2018	CD	1.60%	\$100,000	Morgan Stanley
11/4/2015	11/5/2018	CD	1.65%	\$148,000	RBC Dain Rauscher
12/9/2015	12/7/2016	CD	0.75%	\$100,000	Northland Securities
3/2/2016	3/4/2019	CD	1.20%	\$100,000	Northland Securities
2/26/2016	2/26/2019	CD	1.25%	\$100,000	Northland Securities

\$2,148,000

The following chart shows the interest earnings since 2005 with 2007 being our best year with earnings of \$161,884. Please note that fiscal year 2016 is shown through March 31, while in comparison the other years are through December 31.

INTEREST EARNINGS



INTEREST RATE COMPARISON

(Average of city portfolio)

	2014	2015	2016
<u>Money Market Rates</u>			
January	0.03	0.03	0.11
July	0.03	0.03	
December	0.03	0.03	
<u>Certificate of Deposit Rates</u>			
January	0.73	0.75	1.20
July	0.71	0.91	
December	0.78	1.15	

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing X
Discussion X
Action X
Resolution _____
Work Session _____

Meeting Date April 26, 2016

ITEM NUMBER Predatory Offenders Ord.

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

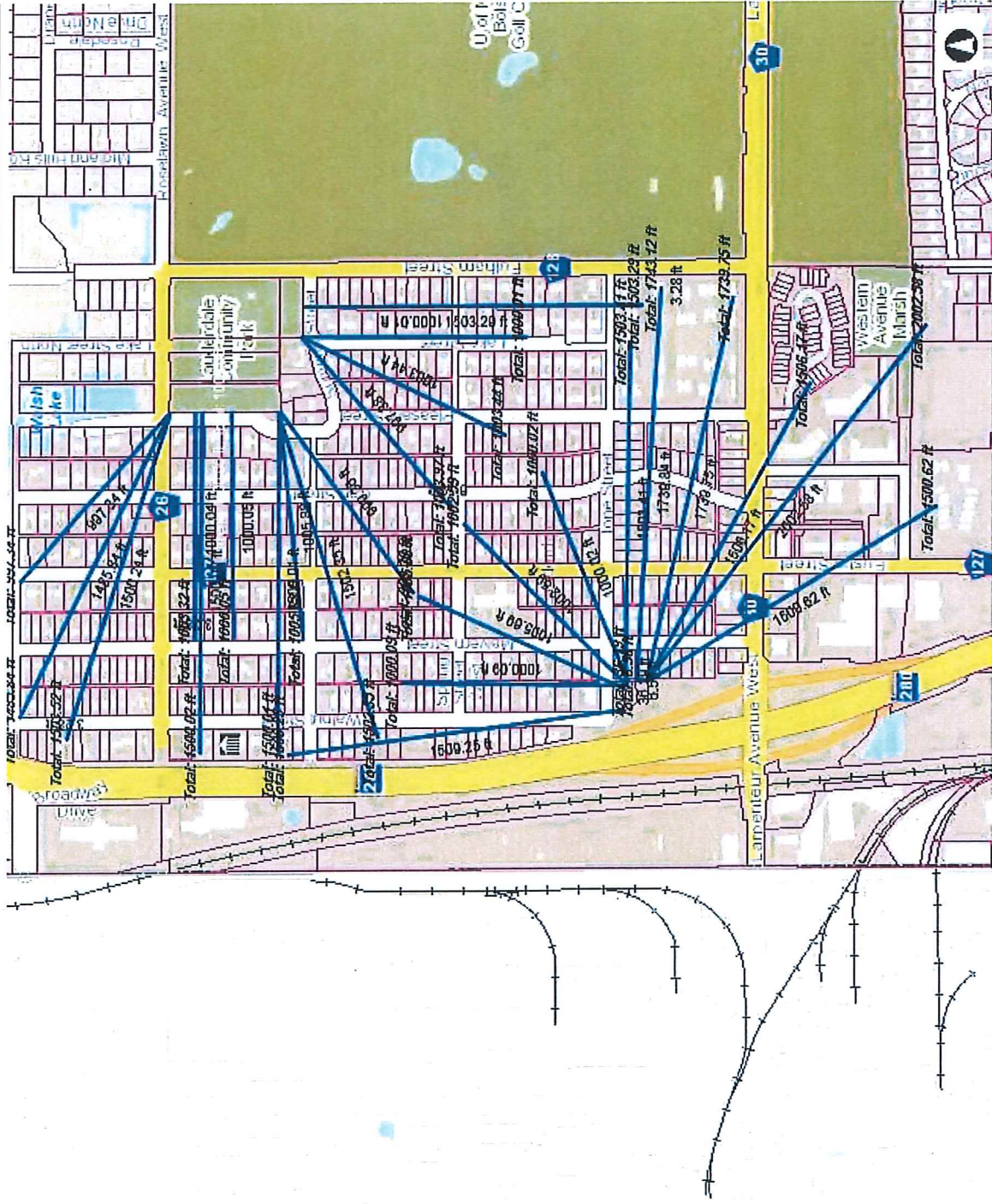
DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council previously discussed whether to adopt a predatory offender ordinance. The ordinance would limit where level three sex offenders can live within Lauderdale. The restrictions would be around areas where people, especially children, congregate such as parks and day care centers. Based upon the previous Council discussion, staff created maps from the County's GIS system to show distances of 1,000, 1,500, and 2,000 feet from the City's two parks. The City's licensed day care centers further restrict the areas where offenders could live but those restriction areas will change as daycare centers come and go.

Based upon the previous discussions, the distance was set at 2,000 feet and it is ready for adoption after holding a public hearing.

STAFF RECOMMENDATION:

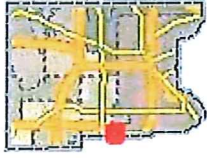
Motion to adopt Ordinance No. 16-02 adding Title 5, Chapter 11 to the Code of Ordinances regarding Predatory Offenders.



1,333.3 0 666.67 1,333.3 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- Airports
- Parks (8-64K)
- State Park
- Regional Parks, Preserves, and O
- County Park
- Local Parks
- Golf Course
- Special Use Facility
- Rec Center

Notes

Enter Map Description

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

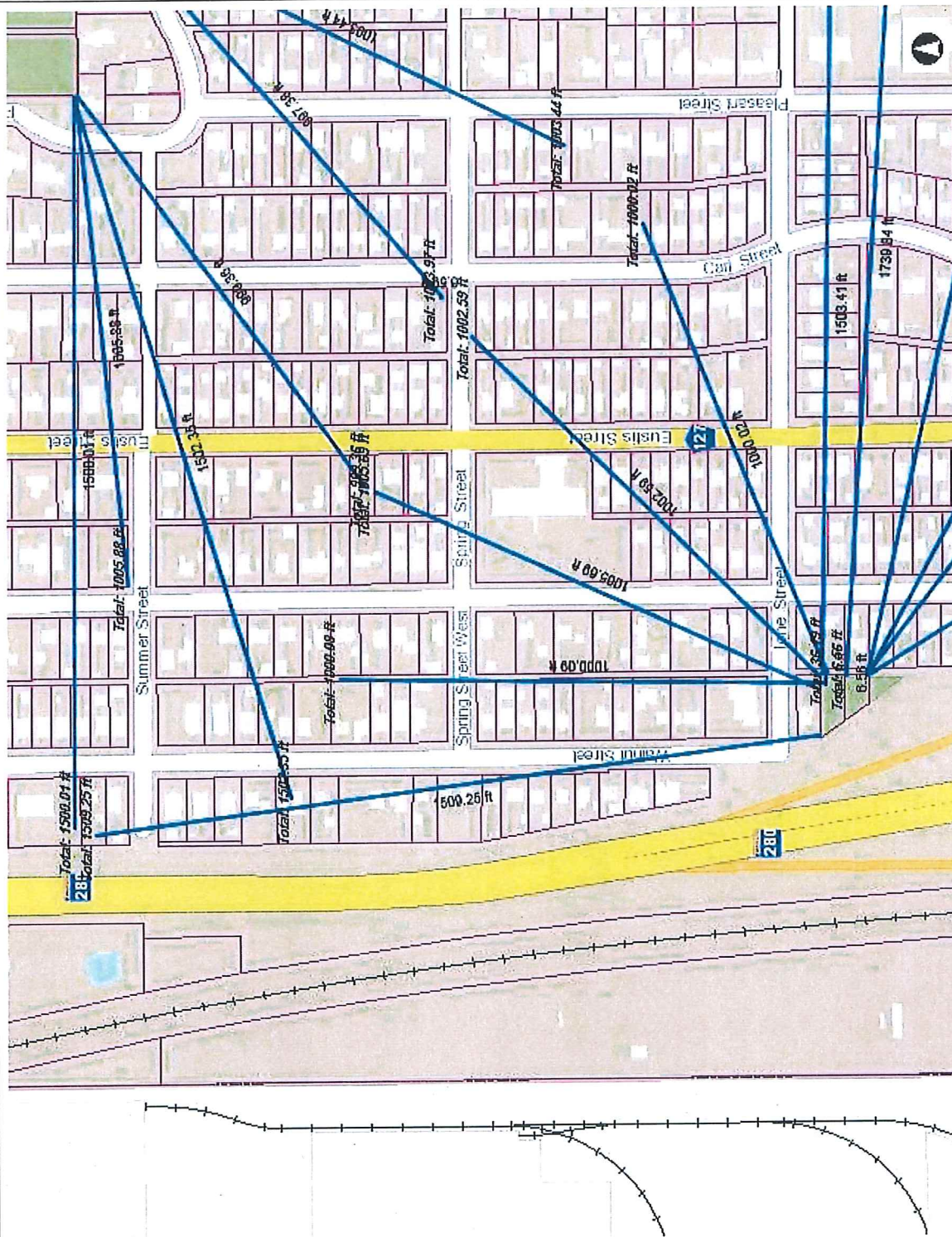


Legend

- City Halls
Schools
Hospitals
Fire Stations
Police Stations
Recreational Centers
Parcel Points
Parcel Boundaries
Airports

Notes

Enter Map Description



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

599.8	0	299.92	599.8 Feet
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© Ramsey County Enterprise GIS Division

**CITY OF LAUDERDALE
ORDINANCE NO. 16-02**

**An Ordinance Adding Title 5, Chapter 11 to the
Code of Ordinances Regarding Predatory Offenders**

The city council of the city of Lauderdale ordains as follows:

SECTION 1. Creating Chapter 11 Predatory Offenders under Title 5 Police Regulations.

SECTIONS:

- 5-11-1: Findings and Intent
- 5-11-2: Definitions
- 5-11-3: Prohibited Location of Residence
- 5-11-4: Exceptions
- 5-11-5: Penalties

5-11-1: FINDINGS AND INTENT

Repeat predatory offenders present an extreme threat to public safety. Predatory offenders are likely to use physical violence and to repeat their offenses, and most predatory offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes. This makes the cost of predatory offender victimization to society at large, while incalculable, unmistakably steep.

It is the intent of this chapter to serve the city's compelling interest to promote, protect, and improve the health, safety, and general welfare of Lauderdale citizens by creating areas around locations where children are known to regularly congregate in concentrated numbers wherein certain predatory offenders are prohibited from establishing temporary or permanent residence.

5-11-2: DEFINITIONS

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them, except where the context clearly indicates a different meaning:

DESIGNATED PREDATORY OFFENDER: means any person who has been categorized as a Level III predatory offender under Minnesota Statutes Section 244.052, a successor statute, or a similar statute from another state in which that person's risk assessment indicates a high risk of re-offense.

PERMANENT RESIDENCE: means a place where a person abides, lodges, or resides for 14 or more consecutive days.

TEMPORARY RESIDENCE: means a place where a person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not the person's permanent address, or a place where the person routinely abides, lodges, or resides for a period of four or more consecutive or non-consecutive days in any month and which is not the person's permanent residence.

SCHOOL: means a public or nonpublic elementary or secondary school.

LICENSED CHILD CARE CENTER: means a group child care center currently licensed by Ramsey County or the State of Minnesota.

PUBLIC PLAYGROUND: means a city-owned, improved park or other outdoor area designed, equipped, and set aside primarily for children's play.

5-11-3: PROHIBITED LOCATION OF RESIDENCE

A. It is unlawful for any designated predatory offender to establish a permanent or temporary residence within 2,000 feet of any school, licensed child-care facility, public playground, or any other place where children are commonly known to regularly congregate.

B. Measurement of Distance. For purposes of determining the minimum distance separation required by this chapter, the requirement shall be measured by following a straight line from the outer property line of the permanent or temporary residence of the designated predatory offender to the nearest outer property line of the school, licensed child-care facility, public playground, or any other place where children are commonly known to regularly congregate.

5-11-4: EXCEPTIONS

A designated predatory offender residing within a prohibited area as described in 5-11-3 does not commit a violation of this chapter if any of the following apply:

A. The person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes Sections 243.166 and 243.167 or a successor statute, prior to March 15, 2016;

B. The person was a minor when they committed the offense and they were convicted as an adult;

C. The person is a minor;

D. The school, licensed child care center, or public playground within 2,000 feet of the person's permanent residence was opened after the person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes Sections 243.166 and 243.167, or a successor statute;

E. The residence is also the primary residence of the person's parents, grandparents, siblings, or spouse; or

F. The residence is a property purchased, leased, or contracted with and licensed by the Minnesota department of corrections prior to March 15, 2016.

5-11-5: PENALTIES

Any person who violates this chapter shall be guilty of a misdemeanor. Each day that a person maintains a permanent or temporary residence in violation of this Code shall constitute a separate offense.

SECTION 2. This ordinance shall be effective upon its adoption and publication.

Adopted by the Lauderdale City Council this 26th day of April, 2016.

Jeffrey Dains, Mayor

ATTEST:

Heather Butkowski, City Administrator

Published in the Roseville Review the 3rd day of May, 2016.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion X
Action X
Resolution _____
Work Session _____

Meeting Date April 26, 2016

ITEM NUMBER Start by Believing Campaign

STAFF INITIAL MB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

“Start by Believing” is a National Campaign to improve the response to victims of sexual violence. Ramsey County is asking the City’s in the County to join in their efforts to support the cause. Attached is the resolution for your consideration. The facts and analysis are sobering. Also attached are supporting materials that were presented to the County Board.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt Resolution 042616A—A Resolution Supporting Ramsey County in its Efforts to Eliminate Sexual Violence and Harm in our Communities by Joining them in their Start by Believing Campaign.

COUNCIL ACTION:

RESOLUTION 042616A

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

**A RESOLUTION SUPPORTING RAMSEY COUNTY IN ITS EFFORTS TO
ELIMINATE SEXUAL VIOLENCE AND HARM IN OUR COMMUNITIES
BY JOINING THEM IN THEIR START BY BELIEVING CAMPAIGN**

WHEREAS, to a study by the University of Minnesota, the number of Minnesota women reporting a date-related sexual assault rises from 12 percent by the time they graduate from high school, 29 percent by age 23, to 33 percent by mid-life; and

WHEREAS, an analysis of the Minnesota Student Survey data by the University of Minnesota estimated 60 percent of teen first pregnancies in Minnesota are preceded by experiences of molestation, rape, or attempted rape; and

WHEREAS, 188 cases of child sexual abuse in Ramsey County were identified among reported cases of maltreatment in 2011; and

WHEREAS, current estimates suggest no more than 20 percent of sexual assaults will be reported to law enforcement and less than 3 percent will result in the conviction and incarceration of the perpetrator; and

WHEREAS, research documents that victims are far more likely to disclose their sexual assault to a friend or family member, and when these loved ones respond with disbelief, shame, or blame, victims suffer additional negative effects on their physical and psychological well-being and do not report their assault to law enforcement; and

WHEREAS, the national public awareness campaign "Start by Believing" is designed to improve the initial responses of friends, family members, and community professionals, including law enforcement and prosecutors, so they can help victims to access supportive resources and report their assaults; and

WHEREAS, Ramsey County has worked collaboratively across departments and with community partners for many years to prevent and respond to sexual violence in the community; and

WHEREAS, public health and the criminal justice system have different roles and responsibilities, but are united in the goals to prevent and reduce sexual violence in our community, from children to vulnerable adults;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lauderdale does hereby join Ramsey County in its efforts to address the continuing problem of sexual

violence through its Start by Believing Community Initiative and its goal for everyone to believe victims upon report.

ADOPTED by the City Council of Lauderdale this 26th day of April, 2016.

Jeffrey Dains, Mayor

Attest:

Heather Butkowski, City Administrator

**REQUEST FOR ACTION
RAMSEY COUNTY BOARD OF COMMISSIONERS**

Requesting Departments: Public Health and the Ramsey County Attorney's Office

Committee: Board of Commissioners

Meeting Date: 4/12/2016

SUBJECT: Resolution in support of the "Ramsey County: A Start by Believing Community" Initiative

Presentation of a resolution about a new joint initiative by Saint Paul – Ramsey County Public Health and the Ramsey County Attorney's Office in support of the "Start by Believing" a national public awareness campaign designed to improve the response to sexual violence survivors.

Public Health Director Rina McManus and County Attorney John Choi will be present to discuss the local campaign, "Ramsey County: A Start by Believing Community" and plans for a community presentation and dialogue on April 13. The goal of the initiative is to partner with other county departments, local law enforcement, community groups and residents to provide education, training and outreach to reduce the disbelief, shame or blame sexual violence survivors encounter.

Attachment: Start by Believing Resolution

Ramsey County: A Start by Believing Community Initiative Summary

Name of Event: *Ramsey County: A Start by Believing Community* initiative

Event Purpose Observe Sexual Awareness Month by introducing *Start by Believing Ramsey County* initiative

Executive Summary: By this initiative, Ramsey County is taking the lead in starting an important conversation in our community about sexual violence and why there is such a gap between National survey data on those who are victims of rape and those who are held accountable. It is estimated that 1 in 6 women and 1 and 33 men are the victims of sexual violence. Only a fraction of these cases are ever reported to law enforcement and subsequently prosecuted. *Ramsey County: A Start by Believing Community* is a community initiative to create a culture where victims feel more empowered to report their abuse and to develop an infrastructure of response that is properly informed and trained about trauma and eliminates unintentional human biases. *Ramsey County: A Start by Believing Community* is a combined initiative among the Ramsey County Attorney's Office, Ramsey County-St. Paul Public Health Department, local law enforcement agencies and community advocacy groups.

Desired Outcome - Victims

- Report abuse
 - Upon reporting, victims are met with compassion and an "I believe" culture by law enforcement agents, prosecutors, community groups and the community as a whole
 - The "I believe" culture encourages more victims to report
 - Additional victim reporters equate to holding more abusers accountable by the criminal justice system which increases public safety in our community
- Eliminate victim recantation as the "I believe" culture increases the awareness of community advocacy groups and their work to support victims through the legal process and beyond to heal their lives
- Increase victim connection with community advocacy groups. Such groups support victims from reporting to healing. Advocacy groups offer free and confidential services for victims of sexual violence, their partners, families, friends and other concerns persons and as well as basic life needs, housing, food, etc.

Desired Outcome – Law Enforcement Agencies – increase positive victim response

- officers assigned to sexual abuse cases, and new hires, to engage in training, provided by outside County source, as to how to respond and maintain desired interaction with victims
 - consider internal trainings (officers speaking to officers)
- practice the *Start by Believing Ramsey County* in all cases with sexual abuse victims
- write and adopt resolutions promising to continue believing victims, upon victim's report and throughout the process in which the Office is involved
 - Ramsey County Attorney's Office and Public Health will provide a template
 - display framed resolution in the Office
- communicate to the community the Office's dedication to increase officers' positive "I believe" response to sexual abuse victims, especially at the time of report.
 - Examples: discussing the *Start by Believing Ramsey County* initiative at community events such as speaking engagements national night out, etc.

- consider creating print material to distribute at community events and/or distribution to sexual abuse victims (hopefully to reduce victim recantation)
 - Ramsey County Attorney's Office and Public Health can help with messaging and design of such printed materials
- add *Start by Start by Believing* Ramsey County specific initiative stickers to vehicles
- add *Start by Ramsey County: A Start by Believing Community* initiative to Office's websites and communication materials

Desired Outcome – Community – create a culture in which sexual abuse victims are respected not rejected

- Actively educate neighbors on the *Start by Believing Ramsey County* initiative
- Consider discussing the initiative at community meetings, events, church services
- Consider attending or volunteer at sexual abuse awareness events, press conferences, etc.
- Consider volunteering with an advocacy group dedicated to the *Start by Believing Ramsey County* initiative
- Consider submitting an editorial to your local newspaper, neighborhood or community groups' newsletters
- Just talk about it!

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion X
Action X
Resolution _____
Closed Session _____

Meeting Date April 26, 2016

ITEM NUMBER 2016-17 Union Agreement

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached is the 2016-2017 union agreement with all changes agreed to by the Council and the Union. Please let me know if you have any questions otherwise it is ready for adoption.

STAFF RECOMMENDATION:

Motion to approve the 2016-2017 Agreement between the City of Lauderdale and the American Federation of State, County, and Municipal Employees Council 5.

**AGREEMENT BETWEEN
THE CITY OF LAUDERDALE
AND
AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES
COUNCIL 5**

January 1, 2016 - December 31, 2017

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ARTICLE 1: RECOGNITION

- A. The employer recognizes the UNION as the representative of all workers who are defined as public employees by Minn. Stat. 179A, excluding supervisory and confidential employees.
- B. If the EMPLOYER establishes new job classes within the bargaining unit, both parties agree to negotiate on wages. All other terms and conditions of this AGREEMENT will apply.

ARTICLE 2: DEFINITIONS

The following words and phrases will have the meanings given here and will apply throughout this policy. All other words and phrases used in this policy will maintain their generally accepted common meanings.

- A. ANNIVERSARY DATE -the month and date of an employee's initial hiring or promotion.
- B. EXEMPT EMPLOYEE -employees to whom the federal Fair Labor Standards Act does not apply. Generally, administrative, executive and professional employees are exempt employees.
- C. IMMEDIATE FAMILY -the employee's spouse and children and the following relatives of either the employee or the employee's spouse: mother, father, brother, sister, and grandparent.
- D. INDEPENDENT CONTRACTOR/CONSULTANT -persons or firms hired by the City who determine their own hours of operation or use their own resources in the performance of their duties. Independent contractors and consultants are not City employees.
- E. JUST CAUSE - the term shall mean any act of misconduct on the part of an employee, which will reasonably justify the imposition of discipline and further justifies the penalty imposed.
- F. NON-EXEMPT EMPLOYEE -employees to whom the federal Fair Labor Standards Act applies.
- G. OVERTIME -time worked by non-exempt employees in excess of 8 hours per day or forty (40) hours per week.
- H. PART-TIME EMPLOYEE
- 1) REGULAR PART-TIME EMPLOYEE - an employee retained on a non-temporary basis who works less than forty (40) hours per week on a regular schedule throughout the year.
 - 2) NON-REGULAR PART-TIME EMPLOYEE - an employee retained on a temporary basis who works less than forty (40) hours per week on an irregular schedule throughout the year.

- I. REGULAR FULL-TIME EMPLOYEE - an employee retained on a non-temporary basis who works forty (40) hours or more per week on a regular schedule throughout the year.
- J. STEWARD - An employee designated by the UNION for the purposes of communicating with the EMPLOYER on matters of interest to either party; and representing bargaining unit members in the union grievance process.
- K. TEMPORARY OR SEASONAL EMPLOYEE - an employee retained to fill a full-time or part-time position which is of a provisional or seasonal nature.
- L. TERMINATION - a complete separation of an employee from City employment. Termination can be voluntary, through resignation or retirement, or involuntary, through discharge by the City.
- M. UNION - The American Federation of State, County and Municipal Employees, Council 5.

ARTICLE 3: NON-DISCRIMINATION

It is the City's policy to provide equal employment opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity-affirmative action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

ARTICLE 4: UNION SECURITY

A. In recognition of the UNION as the exclusive representative:

- A.1 The EMPLOYER shall deduct an amount sufficient to provide the payment of regular dues established by the UNION from the wages of all employees authorizing, in writing, such deduction on a form designated and furnished for such purpose by the UNION. The employer will deduct a "fair-share" fee according to Minn. Stat. 179A from the wages of those employees choosing not to join the union and provide the fair share fee to the union through an equivalent process. Only the duly certified exclusive representative shall be granted payroll deduction of dues and fair share fees for employees covered by this AGREEMENT.
- A.2 The EMPLOYER shall remit such deductions monthly to the appropriate designated officer of the UNION with a list of the names of the employees from whose wages deductions were made.
- A.3 The UNION shall certify to the EMPLOYER, in writing, the current amount of regular dues to be withheld and any fair share assessments authorized by law.

- A.4 Such dues deductions shall be canceled by the EMPLOYER upon written request by the employee, at which time a fair share fee will be deducted as authorized by law.
- A.5 The EMPLOYER shall, upon request of the UNION, make available to the UNION a report listing all employees included in the bargaining unit as identified by the article herein titled "Recognition." Such report shall contain the name, classification, pay rate, work unit and mailing address of record.
- B. The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken under the provisions of this article.
- C. The UNION may designate certain employees from the bargaining unit to act as stewards and shall, within thirty (30) days of the execution of this AGREEMENT and upon occurrence of any change thereafter, certify to the EMPLOYER a current list of business representatives, officers and stewards who are authorized by the UNION to investigate and present grievances to the EMPLOYER. The EMPLOYER agrees to recognize such representatives for the purpose of investigating and presenting grievances to the EMPLOYER subject to the following stipulations:
 - C.1 Not more than one employee representative (steward or officer) will be authorized time off with pay to investigate or present any one grievance matter to the EMPLOYER. Nothing in this clause is intended to limit the number of UNION stewards who may request to use their own time (vacation, compensatory, or time without pay) to investigate and present grievances.
 - C.2 Employee stewards and officers may leave their work stations with the concurrence of their designated supervisor(s), and they shall notify their designated supervisor(s) upon return to their work stations. Concurrence of the supervisor to leave a workstation for UNION business will be limited to the investigation and presentation of grievances to the EMPLOYER.
 - C.3 One employee representative (steward or officer) of the UNION shall receive paid time off to participate in contract negotiations and meet and confer meetings.

- C.4 The EMPLOYER shall make reasonable adjustments to the workloads of employee representatives of the UNION who receive paid time off for UNION related activities under the provisions of subsections A, B, and C, above.
- D. Non-employee business representatives of the UNION as previously designated to the EMPLOYER as provided herein may, with concurrence of the EMPLOYER, come on the premises of the EMPLOYER for the purpose of investigating and presenting grievances.
- E. The UNION may use the EMPLOYERS facilities for UNION business with prior approval of the EMPLOYER.
- F. The EMPLOYER agrees to allow the UNION to use designated bulletin boards for the purpose of posting notices of UNION meetings, UNION elections, UNION election returns, UNION appointments to office, UNION recreational and social affairs, arbitration awards, decisions of the Bureau of Mediation Services and the courts, and other items authorized by signature of union officers. All posted materials must be UNION publication or legibly signed by an authorized UNION officer.
- G. Nothing in this AGREEMENT shall be construed to affect the status of veterans in contravention of existing veterans preference laws relating to the employment, discharge or promotion of veterans.
- H. The EMPLOYER shall allow officially designated union officers a 20-minute period within the new employee orientation period to brief new bargaining members on the union and to provide a copy of this AGREEMENT and any other official materials authorized by union officers.

ARTICLE 5: MEET AND CONFER

At least once each month or as often as mutually agreed upon, the parties will meet and confer to discuss non-negotiable items such as health and safety, work rules and procedures, and other items which are mutually agreed upon.

ARTICLE 6: SENIORITY

- A. Seniority is an employee's length of service for the EMPLOYER from the most recent date of employment, re-employment or reinstatement.

- A.1 Seniority is not interrupted during the period an employee is on approved leave, including leave for UNION business or layoff, if the employee returns to active work status having complied with all the terms and conditions of this AGREEMENT and the conditions the EMPLOYER established in approving the leave.
- A.2 An employee appointed to a permanent position in the same job class and department as he/she was employed as a temporary employee shall have seniority for purposes of layoff and recall from the employee's most recent date of hire as a temporary employee, provided such temporary and permanent appointments are contiguous and sequential.
- B. Seniority lists shall contain the names of bargaining unit employees by class arranged in order of most to least senior. Upon request of the UNION, the EMPLOYER shall establish a seniority list for all bargaining unit members.
- C. The City Council may layoff any employee whenever such action becomes necessary in the city council's judgment, including shortage of work funds, the abolition of a position, or changes in organization; provided, however, that fourteen (14) days written notice be given if practicable. No regular or probationary employee shall be laid off while there is a temporary employee serving in the same class of position or for which the regular or probationary employee is qualified, eligible and available. Any regular employee, upon receiving a lay-off notice, may request to be reduced to a lower paid position within the same department if the lower paid position is vacant and the employee held the position previously. The request to be reduced must be submitted in writing within seven (7) calendar days of receipt of the notification of lay-off. Except in those instances where senior employees are not qualified to perform remaining work duties, seniority shall determine the order of:
 - C.1 Layoff, (which shall be in inverse order of seniority with the City).
 - C.2 Recall from layoff, (which shall be in order of seniority with the city, provided that if an employee does not return to work upon recall, as directed by the EMPLOYER or on an extended date mutually acceptable to the employee and EMPLOYER, he/she shall automatically have terminated his/her employment). Notice of recall from layoff shall be made by certified mail to the employees last known address as shown by the employer's

records. The employee will have 14 days to respond to this recall notice before recall rights to the position are waived.

- D. The most senior employee with the minimum qualifications for an open position will receive first choice of whether or not to take that position.

ARTICLE 7: DISCIPLINE

- A. The EMPLOYER will discipline employees only for just cause. The employer will follow the principle of progressive discipline wherever practicable.
- B. Discipline, when administered, will be in one or more of the following forms and normally in the following order:
 - 1. Oral Reprimand
 - 2. Written Reprimand
 - 3. Suspension
 - 4. Discharge or disciplinary demotion.
- C. If the EMPLOYER has reason to reprimand any employee, it shall normally not be done in the presence of other employees or the public.
- D. Written reprimands, disciplinary suspensions, disciplinary demotions or discharge of permanent employees may be appealed up to and through the arbitration step of the grievance procedure contained in this AGREEMENT. The employer will notify the union promptly of all such disciplinary actions.
- E. Investigations, which do not result in disciplinary actions, shall not be entered into the employee's personnel records. A written record of all disciplinary actions shall be entered into the employee's personnel record. All disciplinary entries in the personnel office record shall normally state the corrective action expected of the employee.
 - E.1 An employee who is reprimanded in writing, suspended, demoted for disciplinary reasons, or discharged shall be furnished with a copy of notice of such disciplinary action.
 - E.2 Employees shall have access to information contained in their personnel records in accordance with the provisions of the Data Practices Act, as mentioned.

F. Employees will not be questioned concerning an administrative investigation of disciplinary action more serious than a written warning unless the employee has been given an opportunity to have a UNION representative present at such questioning. When mutually agreeable, the UNION shall have the right to take up a suspension, demotion, and/or discharge as a grievance at the second step of the grievance procedure, and the matter shall be handled in accordance with this procedure through the arbitration step if deemed necessary.

G. Disciplinary action shall be taken in a timely manner.

ARTICLE 8: GRIEVANCE PROCEDURE

A grievance shall be defined as a dispute or disagreement raised by an employee against the EMPLOYER involving the interpretation or application of the specific provisions of this AGREEMENT.

A. **Step One: Oral report.** The employee or union representative will discuss the grievance with his or her supervisor or the designated personnel representative within 10 working days of the incident or the time the employee learned of the incident. The supervisor shall give his/her oral or written answer within 10 working days after the employee or representative has presented the grievance.

B. **Step Two: Hearing.** If the grievance is not satisfactorily resolved in Step one and the UNION wishes to appeal the grievance to Step two of the grievance procedure, it shall be referred, in writing, to the City Administrator within 10 working days after the designated supervisor's answer. The grievance appeal shall be initiated by means of a written grievance which shall set forth the nature of the grievance, the facts on which it is based, the provisions of the AGREEMENT allegedly violated, and the relief requested. The City Administrator shall discuss the grievance with the employee and the UNION within 10 working days after the date presented at a time agreeable to the parties. The City Administrator and/or his/her designated representative shall give written answer to the employee and the UNION representative within 10 working days following their meeting, or two days subsequent to the next meeting of the City Council, whichever is greater.

C. Grievance time frames may be extended with the mutual consent of the parties. If a grievance is unresolved at Step two, the parties may agree to seek a mediated settlement through Minnesota Bureau of Mediation Services. Any fees and expenses for the Mediator's services and proceedings shall

be borne equally by the EMPLOYER and the UNION, provided that each party shall be responsible for compensating its own representatives and witnesses. Employees who serve as such representatives or witnesses shall not be compensated at a rate in excess of their base pay rate.

- D. **Step Three: ARBITRATION** -If the grievance is not settled in accordance with the foregoing procedure, the UNION and employee may refer the grievance to arbitration within fourteen (14) calendar days after the employee and UNION'S receipt of the EMPLOYER'S written answer in Step two.

The parties shall mutually agree upon an arbitrator. If the parties are unable to agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the "Rule Governing the Arbitration of Grievances" as established by the Public Employment Relations Board and administered by the State of Minnesota Bureau of Mediation Services.

The arbitrator shall hear the grievance at a scheduled meeting subject to the availability of the EMPLOYER and the UNION representatives. The arbitrator shall inform the employee, the UNION representative and the EMPLOYER of his/her decision within thirty (30) calendar days following the close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof.

The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION, provided that each party shall be responsible for compensating its own representatives and witnesses. Employees who serve as such representatives or witnesses shall not be compensated at a rate in excess of their base pay rate. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

The arbitrator shall not have the right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted, in writing, by the EMPLOYER and the employee/UNION, and shall have no authority to make a decision on any other issue(s) not so submitted. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The decision shall be based solely upon the arbitrator's interpretation or application

of the express terms of this AGREEMENT and on the facts of the grievance presented.

The parties may, by written agreement, agree to submit more than one grievance to the arbitrator provided that each grievance will be considered as a separate issue and each on its own merits. If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYERS last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the employee and the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and UNION representatives involved in each step.

The grievant shall not suffer loss of regular pay. The presence of the grievant is necessary at a grievance presentation meeting with the EMPLOYER or an Arbitrator, except where such grievance presentation meeting or arbitration hearing occurs during the period the grievant has been removed from his/her job for disciplinary reasons.

ARTICLE 9: NO STRIKE-NO LOCKOUT

- A. In recognition of the provisions included in this AGREEMENT for a grievance procedure to be used for resolution of disputes, the UNION agrees that neither the UNION, its officers or agents, nor any of the employees covered by this AGREEMENT will engage in, encourage, sanction, support or suggest any strikes, slow downs, mass absenteeism, mass use of sick leave, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment. Any violation of any provisions of this Article may be cause for disciplinary action up to and including discharge.
- B. No lockout shall be instituted by the EMPLOYER during the life of this AGREEMENT provided Section A of this article is not violated by employees or the UNION.

ARTICLE 10: WORK SCHEDULES

The normal hours of work for all employees will be established by the City Administrator. Department heads and supervisory

employees are required to work all hours necessary to perform their duties.

- A. Part-time and Temporary Employees' Work Schedules. The City shall provide temporary, seasonal and non-regular part-time employees with an advance approximation of hours to be worked during the upcoming year at the time of hiring whenever possible. This approximation is not a guarantee of those hours but rather a guideline subject to change at the City's discretion.
- B. Rest Breaks. An employee is entitled to take one fifteen (15) minute rest break during each consecutive four (4) hour period of work with the permission of the employee's immediate supervisor. Rest breaks should be scheduled to avoid disrupting City business. An employee may take an unpaid 30 minute lunch break.
- C. Call Back. An employee called in for work at a time other than the employees' normal scheduled shift will be compensated for a minimum of two (2) hours pay. That compensation will be at straight time until total hours worked for the week exceeds 40 or in excess of eight (8) on any given day, at which time the employee will receive payment at the overtime rate.
- D. On Call/Standby. Employees required to remain on standby will be compensated for all hours worked, and will receive additional time at regular pay for each eight hours (8) hours on standby. Monday through Friday, employee will receive an additional one-half hour of regular pay for each eight (8) hours on standby. Saturday, Sunday, and Holidays, employees will receive 3.5 hours of regular pay for each day on standby. Employees who are on standby must be able to be within City limits as soon as possible and no later than 45 minutes when called, in normal circumstances. Standby duties may be contracted to an outside service provider at any time.
- E. Flex Time Scheduling. The City Administrator and local union may mutually agree to a flex time scheduling plan. Existing flex time scheduling plans remain in effect unless the local union or appointing authority notifies the other of its intent to terminate.

ARTICLE 11: OVERTIME AND COMPENSATORY TIME

- A. All non-exempt employees are eligible for overtime pay. Overtime will be paid at a rate of one and one half times the regular hourly rate of pay for hours worked in excess of 8 on any given day or each hour worked over forty (40) hours in a given work week. Overtime work must have prior approval by an employee's immediate supervisor or the designated personnel representative except in the case of emergencies.
- B. All paid leave time shall be considered time worked for the purpose of computing overtime.
- C. Compensatory time off may be available to non-exempt employees at the City's option as an alternative to overtime pay. If available, non-exempt employees are eligible for compensatory time off at the rate of one and one-half hour for each hour worked in excess of forty (40) hours per week. Compensatory time off must be used within two (2) weeks of the date or dates on which it is accrued unless permission is received from the City Administrator to use it on a later date. No compensatory time off is available unless the employee has received approval from his or her supervisor or the City Administrator before the work is performed.
- D. Exempt employees may flex their work schedule within the eighty (80) hour bi-weekly pay period provided they receive supervisory approval. When an exempt employee has an emergent, unanticipated work need and prefers to subsequently flex the time, he/she may work the necessary time without prior supervisory approval. Exempt employees may earn compensatory time on an hour for hour basis for hours worked in excess of eighty (80) in a bi-weekly pay cycle and such time must be used within one month of accrual. It is understood that the earning of compensatory time does not affect or change the employee's status with regard to the Federal Fair Labor Standards Act. Accumulated compensatory time for exempt employees will not be paid out under any circumstance.

ARTICLE 12: BENEFIT ELIGIBILITY

Only regular full-time and regular part-time employees are eligible for benefits. Non-regular part-time employees, temporary and seasonal employees, and independent contractors and consultants are not eligible for benefits provided by the City. Regular full-time employees are eligible for full benefits. Regular part-time employees are eligible for holiday, vacation and sick leave benefits in proportion to the hours they work per week:

Under 20 hours per week	Holidays & Sick leave at 1/4 benefits
20 to 30 hours per week	1/2 benefits
30 to 40 hours per week	3/4 benefits
40 or more hours per week	Full benefits

ARTICLE 13: HOLIDAYS

The following days are observed paid holidays:

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
The day following Thanksgiving Day	4th Friday in November
Christmas Eve Day	December 24
Christmas Day	December 25

- A. Whenever one of the above holidays falls on a Saturday, the preceding day will be observed as a holiday. Whenever one of the above holidays falls on a Sunday, the following day will be observed as a holiday.
- B. Holiday pay will be for all employees covered by this Agreement. They will receive pay for the regular amount of scheduled hours. Any employee who works on a holiday will be paid at the rate of one and one-half their regular hourly rate of pay for all hours worked.
- C. Personal Holidays: Full-time employees shall also receive one (1) personal holiday per year. The date of such personal holiday shall be approved by the EMPLOYER. Personal holidays shall be taken during the calendar year earned.

ARTICLE 14: VACATION

Vacation may be used as earned after the probationary period has been satisfactorily completed. Vacation is computed based on the employee's anniversary date.

- A. Accumulation. Vacation for regular full-time employees is accumulated as shown, based on the number of years of employment with the City:

0 through 5 years of service - 3.08 hours per pay period to a maximum of 10 days per year.

6 through 10 years of service - 4.62 hours per pay period to a maximum of 15 days per year.

Employees with more than 10 years of service with the City will accrue an additional .31 hours per pay period for each year of service starting the eleventh (11) year up to twenty (20) years. The maximum accrual for those with more than ten (10) years of service is 320 hours or forty (40) days.

Current employees may carry over twice their annual vacation-earning rate. Any unused vacation time in excess of this amount will be forfeited unless other provisions are made by the city Administrator. Employees hired after the date of this agreement may carry over twice their annual rate of vacation up to 30 days or 240 hours. Regular full-time employees must use at least five (5) days of vacation time during each year of City employment. The word "day" implies a nominal eight-hour shift.

- B. Requests. Vacation time must be requested at least forty-eight (48) hours in advance. Vacation requests must be approved by the city administrator and may be denied in the event of an emergency or if taking a vacation at that time would impair the City's ability to carry out its business.
- C. Legal Holidays during Vacation. Whenever a legal holiday falls on a working day during an employee's vacation, that holiday will not be counted as a vacation day.
- D. Any employee leaving the City in good standing shall be compensated for vacation leave accrued and unused to the date of separation.

ARTICLE 15: INSURANCE

All regular full and part-time employees may be covered by a group health, dental, life, short-term disability and long-term disability insurance plan as approved, from time to time, by the City Council. A portion of the monthly premium costs of such insurance plan may be paid by the Municipality, such portion to be negotiated by the EMPLOYER and the UNION. The balance of the premium costs shall be paid by the employee. The Employer will also offer a deferred compensation plan.

The Employer will provide, as part of the group insurance plan, basic life insurance coverage equal to the annual salary of the employee, up to \$50,000 of annual salary and basic long-term disability insurance. Additional units of insurance may be purchased by the employee as permitted by the Insurance Carrier.

Effective January 1, 2016, the Employer will increase by thirty-five dollars (\$35.00) per month, its maximum contribution to the cost of group insurance. The City will contribute up to a maximum of nine hundred thirty-five (\$935) per month per employee for group health, dental, life, short-term and long-term disability insurance.

Effective January 1, 2017, the Employer will increase by fifty dollars (\$50.00) per month, its maximum contribution to the cost of group insurance. The City will contribute up to a maximum of nine hundred eighty-five dollars (\$985) per month per employee for group health, dental, life, short-term and long-term disability insurance.

Should the employee's insurance selections total less than the Employer's maximum contribution, the employee may contribute the unused compensation in a deferred compensation plan, health savings accounts, or health care savings plan.

The Employer reserves the right to modify health insurance provisions of this Agreement in the event the Employer is subject to a penalty, tax, fine, or increased cost as a result of the requirements of the Affordable Care Act.

DEFERRED COMPENSATION

Should an employee have their primary insurance provided by an outside entity, such as a spouse's employer, the employee may elect for contributions to a deferred compensation fund in an amount based on benefit eligibility. In order to qualify, the employee must provide proof of insurance. Each month, the Employer shall pay into full time employees' deferred compensation funds an amount equal to the cost provided for group insurance as described in Article 15. Part time employees' deferred compensation will be proportional to their benefit eligibility.

At no time can the cost to the Employer for group insurance plus deferred compensation exceed the maximum insurance contribution defined in Article 15.

ARTICLE 16: WAGES

Step System: Employees shall receive a one step increase at 6 months, and another step at the anniversary of their first year of employment. Employees will receive a one increment increase annually thereafter upon the anniversary of their hire up to the 5th step.

2016 Pay Increase: Employees shall receive a 3% pay increase effective January 1, 2016.

2017 Pay Increase: Employees shall receive a 3% pay increase effective January 1, 2017.

ARTICLE 17: AUTO-ALLOWANCE

Employees authorized to use their personal vehicles on City business will be reimbursed for vehicle expenses at rates set under federal guidelines.

When employees possess specialized equipment (snowplows, bobcats, etc.), the City cannot require employees to donate the use of that equipment, and must negotiate a rental fee that is acceptable to employees.

ARTICLE 18: UNIFORMS

The employer will provide appropriate uniforms, outer clothing and footwear required by OSHA to field workers (pants and shirts). The employer will provide two city logo shirts to non-field employees each year.

ARTICLE 19: SICK LEAVE

Sick leave may be used as earned upon appointment to City employment.

A. Accrual.

1. Sick leave will be accrued for all current, regular full-time employees at the rate of one (1) day per calendar month and may be accrued to a maximum of ninety (90) days.

2. Sick leave will accrue for employees hired after the adoption of this agreement at a rate of one (1) day per calendar month and may be accrued to a maximum of sixty (60) days.

B. Use of Sick Leave. Sick leave may be used only in the event of personal illness; legal quarantine; disability; emergencies such as death or serious illness in an employee's immediate family; or to care for a sick minor child. An employee must request sick leave from his or her immediate supervisor before the start of the employee's workday on each day-sick leave is used. An employee may be requested to file a physician's statement, signed by the physician and the employee, indicating the nature of his or her illness.

- C. Upon separation of employment from the Employer, for any reason other than discharge for just cause, the employee or their designated beneficiary shall be paid one-half (1/2) of all unused accumulated sick leave, provided that the employee has ten (10) years of continuous service with the employer at the time of separation.
- D. Employees may contribute up to four (4) days of sick leave annually to a health care savings plan after the probationary period has been satisfactorily completed.

ARTICLE 20: FUNERAL LEAVE

An employee receives three (3) days paid leave to attend to the funeral of a member of the employee's immediate family. Funeral leave must be taken on consecutive working days, one of which is the day of death or the day of the funeral. If extended time is necessary, such time may be granted by the City Administrator and will be taken as sick, vacation, unpaid or a combination thereof.

ARTICLE 21: LEAVE OF ABSENCE WITHOUT PAY

Upon request, a leave of absence without pay may be granted by the City Council for a period of up to ninety (90) days for regular full-time employees.

ARTICLE 22: COURT DUTY

Any regular full-time or regular part-time employee who is required to serve as a juror or as a witness in court regarding City business shall be granted leave with pay while serving in such capacity. Upon completion of jury duty, the employee shall reimburse the City for the amount of jury duty pay, less the amount received for traveling expenses.

ARTICLE 23: MILITARY LEAVE

All employees subject to Minnesota Statute Section 192.26 or 192.261 or U.S.C.A., Title 38, Section 2021 are entitled to the benefits and conditions listed therein.

ARTICLE 24: ELECTION DAYS

Any employee who is entitled to vote in any statewide general election or at any election to fill a vacancy in the office of representative in Congress, may absent himself/herself from his/her work for the purpose of voting during such election day for a period not to exceed two (2) hours without deduction from salary on account of such absence, provided the employee has made

prior arrangements for the absence with the EMPLOYER. Any employee making claim for time off for voting and not casting a ballot or utilizing the time off for unauthorized purposes shall be subject to disciplinary action.

ARTICLE 25: SCOPE OF AGREEMENT

- A. This AGREEMENT shall represent the complete agreement between the UNION and EMPLOYER. The parties acknowledge that during the negotiations which resulted in this AGREEMENT each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this AGREEMENT.
- B. Therefore, the EMPLOYER and the UNION, for the life of this AGREEMENT each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this AGREEMENT or with respect to any subject or matter not specifically referred to or covered in this AGREEMENT, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this AGREEMENT.

ARTICLE 26: DURATION

- A. This contract shall become effective January 1, 2016 and shall continue in full force and effect up to and including December 31, 2017.
- B. Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this contract, are hereby superseded.
- C. Either party desiring to terminate or modify this contract must notify the other party in writing at least thirty (30) days prior to December 31, 2016 for wages and conditions of employment for calendar year 2017 or beyond. A notice of desire to modify this contract shall set forth specifically all proposed modifications sought by the party and all clauses of this contract for which no modification is sought shall be renewed automatically.

D. Negotiations with respect to proposed modifications may commence at any time after notice of proposed modifications has been given.

ARTICLE 27: SAVINGS CLAUSE

This AGREEMENT is subject to the laws of the United States, the State of Minnesota, and Ramsey County. In the event any provisions of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction an administrative ruling, or legislation or administrative regulation, such provision shall be voided. All other provisions shall continue in full force and effect. Upon written request of either party, the parties shall meet and negotiate on a substitute provision for the voided provisions.

UNION

By: _____ Dated: _____

Chris Hanson, AFSCME Co. 5, Business Representative

By: _____ Dated: _____

David Hinrichs, Public Works Coordinator, City of Lauderdale

CITY OF LAUDERDALE

By: _____ Dated: _____

Jeff Dains, Mayor, City of Lauderdale

By: _____ Dated: _____

Heather Butkowski, City Administrator, City of Lauderdale

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion X
Action X
Resolution _____
Closed Session _____

Meeting Date April 26, 2016

ITEM NUMBER Rev. Employee Handbook

STAFF INITIAL AS

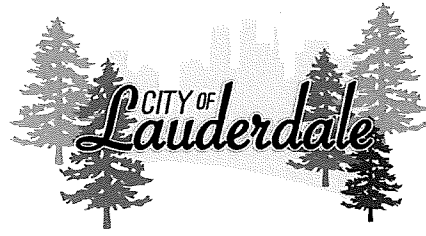
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Along with the new union agreement is a new employee handbook (personnel policy). The two documents are now in step and the new handbook is far more comprehensive than what we had previously. The motion includes repealing the Respectful Workplace Policy the Council adopted in 2013 because an updated version is included in the new handbook.

STAFF RECOMMENDATION:

Motion to adopt the Employee Handbook as presented and repeal the Respectful Workplace Policy adopted on May 14, 2013.



Employee Handbook

Adopted by the Lauderdale City Council

April 26, 2016

City of Lauderdale Personnel Policy

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I. INTRODUCTION

A. Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Lauderdale ("City"). **THE POLICIES CONTAINED HEREIN ARE NOT INTENDED TO BE CONSTRUED AS CONTRACT TERMS OR ESTABLISH A CONTRACT RELATIONSHIP BETWEEN THE CITY AND THE EMPLOYEE.** In addition, the policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies.

All employees of the City are at-will, which means the City has the right to terminate any employee at any time for any or no reason, except as otherwise prohibited by law. Employees of the City may similarly terminate their employment at any time for any reason.

B. Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. City Attorney;
3. Members of City Boards, Commissions and Committees;
4. Consultants and Contractors;
5. Volunteers.

If any specific provisions of the Personnel Policies conflict with any current labor agreement, the terms or provisions of the labor agreement will prevail. Any policy or portion thereof that does not conflict with a labor agreement will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the Department supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the Department supervisor.

C. Equal Employment Opportunity Policy Statement

The City is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership or activity in a local human rights commission.

D. Data Practices Advisory

Employee records are maintained in a location designated by the City's Data Practices Policy. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

E. News Releases

Except in extraordinary circumstances, no formal news release shall be issued by the City without prior approval from the City Council. All media interviews must be approved by the City Administrator before the interview is conducted. In addition, all contacts with the media should be reported to the City Administrator as soon as practicable.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee.

II. CITYWIDE WORK RULES & CODE OF CONDUCT

A. Conduct as a City Employee

In accepting employment with the City, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisors.
- Maintain good attendance.

B. Attendance & Absence

The operations and standards of service in the City require that employees be at work unless valid reasons warrant their absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of their absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangement otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report their absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days.

C. Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cellular telephones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with the City Administrator. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

D. Personal Appearance

The City places a high priority on appearance and dress in the workplace and the image we project to our customers. The dress and appearance of City employees is a direct reflection on the professionalism of our services. City employees meet with the public everyday as part of the regular workday. A neat, well-groomed employee will present a positive image of the City and demonstrate pride of our City employees.

The following should guide employees in their decision on dress in the workplace:

Radical departures from conventional dress or personal grooming or hygiene are not permitted. Clothing shall always be clean, neat and in good repair. Good hygiene is always expected. Cologne and perfume should be worn in moderation. Good judgment in choosing your attire should be used at all times since we are in the public eye. Employees who have questions concerning dress standards should direct them to the City Administrator.

1. **Non-uniformed personnel:** The following items are considered inappropriate attire for the office environment on a regular workday.
 - Sweatshirts
 - T-shirts
 - Tube tops

- Sweats or workout clothes
- No canvas tennis shoes
- Clothing that is overly revealing or outlandish so as to cause distraction
- Clothing that is overly worn, faded or in disrepair
- Shorts

2. **All personnel:** Should exercise good judgment.

Dress needs vary by job function. It is recognized that employees in certain departments must dress in uniforms or casual type of clothing due to specific duties and conditions of their position. Reasons include safety, excessive wear and tear on clothing and appropriateness for job performance. Staff who work in the office shall follow the guidelines listed above.

While off duty from work, employees should exercise good judgment in wearing hats or other apparel that identify the City's name or logo thereon. In particular, employees are prohibited from wearing such apparel while in a drinking establishment serving alcohol or while consuming alcohol off duty.

Tattoos must be covered.

3. **Dress at Conferences and Workshops**

Employees attending conferences or workshops on City time or at City expenses must follow the Personal Appearance policy for either uniform or non-uniform employees.

4. **Exceptions**

City Administrator may allow exceptions to this policy for short periods of time to meet unique workplace needs.

5. **Administration of the Dress Code**

Employees reporting to work in attire, which at the discretion of the City Administrator, does not convey a professional image and is in violation of this policy, shall be warned that such clothing is inappropriate and shall not be repeated. An employee who continues to report to work in inappropriate attire will be sent home to change clothes. The employee will not receive paid hours during this time.

E. Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. If an employee has any question about whether such a conflict exists he/she should consult the City Administrator.

F. Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

G. Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes.

H. Tobacco

All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning no person will smoke tobacco or other substances or use smokeless tobacco while in a City facility or vehicle.

Use of tobacco of any kinds, including pipes, cigars, and cigarettes, and the use of chewing tobacco are prohibited for employees while on duty. Employees 18 years of age and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

I. Employment of Relatives

Employment of relatives in the same area can cause conflicts and problems with favoritism and morale. Relatives of current employees may be hired only if they will not be working directly for or supervising a family member. Current employees may not have a direct reporting relationship with a family member.

For this policy, family member/relative includes: spouse, parents, children, siblings, grandparents, grandchildren, aunts, uncles, in-laws, "step" and half-blood relationships.

III. DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits

Privileges granted to qualified employees in the form of paid leave, continuing education opportunities and insurance coverage.

Benefit Earning Employees

Employees who are eligible for a least pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis. Full-time employees working 38 or more hours per week are eligible for health, dental, life, short term or long term disability insurance.

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Direct Deposit

As permitted by state law, all City employees are required to participate in direct deposit.

Employee

An individual who has successfully completed all stages of the selection process including the training period.

Exempt Employees

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings for Social Security and Medicare. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year

The period from January 1 to December 31, inclusive.

Full-time Employee

Employees who are required to work thirty-eight (38) or more hours per week year-round in an ongoing position.

Workweek

A workweek is seven consecutive 24-hour periods. For all employees the workweek will run from Saturday through the following Friday.

IV. EMPLOYEE RECRUITMENT & SELECTION**A. Scope**

The City Administrator will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment by resolution. All hires will be made according to merit and the applicant's qualifications related to the position being filled.

B. Recruitment System

All position vacancies will be filled through an open recruitment process. Application for employment will generally be made on application forms provided by the City. Other materials may be accepted in addition to the application form as determined by the City Administrator. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

Position vacancies may be filled on an "interim" basis as needed. The City Council will approve all interim appointments. Pay rate adjustments, if any, will be determined by the City Council.

C. Testing and Selection Process

Applicant qualifications may be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related examinations.

The City Administrator will establish minimum qualifications for each position with input from the appropriate Department staff. To be eligible to participate in the selection process a candidate must meet the minimum qualifications. The City will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership on a local human rights commission.

The selection process will be cooperative effort between the City Administrator and appropriate Department staff subject to final hiring approval by the City Council. The selection process shall proceed pursuant to hiring procedures approved by the City Council and compliant with applicable state and federal laws.

The process of hiring seasonal and temporary employees will be conducted the same process as permanent employees with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the City Administrator at any time, subject to City Council approval.

D. Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled. The background check will be conducted prior to the offer of employment being made to the applicant.

E. Medical Exams

The City Administrator may determine that a pre-employment medical examination is necessary to determine fitness to perform the essential functions of a City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of the finalist who is offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. The physician will notify the City Administrator that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job,

the City Administrator will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If the candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

V. ORGANIZATION

A. Job Descriptions

The City prepares and maintains a job description for each position within the City. New positions will be developed and added within the City as needed but the position and accompanying job description must be approved by the City Council prior to the position being filled.

Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions for all City positions.

Prior to posting a vacant position the existing job description is reviewed by the City Administrator and appropriate Department staff to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

All job description revisions must be approved by the City Council.

B. Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the City Administrator.

VI. HOURS OF WORK

A. Work Hours

Work schedules for employees will be established by the City Administrator. To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work during their established work schedules, unless away from the work site for a work related activity or on approved leave.

B. Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

Employees working in City buildings should take their break in the building in which they are working.

C. Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time.

Public works employees generally are required to report to work regardless of weather conditions.

VII. COMPENSATION

All employees of the City will be compensated according to schedules approved by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed.

A. Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the City Administrator of any change in their personal status including but not limited to change in address, telephone number, names of beneficiaries or marital status.

B. Time Reporting

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Where applicable, each time reporting form must include the signature of the employee and City Administrator. Reporting false information on a time sheet is cause for immediate disciplinary action, up to and include termination of employment.

C. Overtime/Compensatory Time

The City has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. Each position and employee with the City will be designated as either "exempt" or "non-exempt" for purposes of determining an employee's entitlement to overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

D. Non-Exempt (Overtime-eligible) Employees

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Vacation, sick leave and paid holidays count toward "hours worked". Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Saturday and runs until the following Friday night at 11:59 p.m. The City Administrator must approval all overtime hours for an employee.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once the employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All additional overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked on such official timesheets, both when it is earned and when it is used. The Administration Department will maintain compensatory time records. When an employee leaves employment with the City, all accrued compensatory time will be paid at the hourly pay rate the employee is earning at that time.

E. Exempt (Non-overtime-eligible) Employees

Exempt Employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an Exempt Employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek. Exempt Employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour.

The City will only make deductions from the weekly salary of an Exempt Employee in the following situations:

- The employee is in a position that does not earn vacation leave and is absent for a day or more for personal reasons other than sickness or disability.
- The employee is in a position that earns sick leave, receives a long term disability benefit or workers' compensation wage loss benefits and is absent for a full day or more due to sickness or disability, but he/she is not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted;
 - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under FMLA.

- Absences from work due to a budget-required furlough or work reduction program approved and imposed by the City Council.

The City will not make deductions from pay due to Exempt Employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently make an improper deduction to the weekly salary of an Exempt Employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisor as a condition of continued employment. Refusal to work overtime may result in disciplinary action. City Administrator will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

F. Leave Policy for Exempt Employees

Exempt Employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for management staff are Monday through Friday, 8:00 a.m. to 4:30 p.m., plus evening meetings as necessary.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly put in work hours above and beyond their typical work schedules. Exempt Employees must communicate their absence to the City Administrator.

All exempt positions may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory notice and approval. The time off for extra hours will not be on a one-for-one basis.

If an Exempt Employee is routinely absent from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the employee's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

VIII. PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations, and where applicable, salary adjustments.

Performance review will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to their performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the probationary period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

IX. BENEFITS

Health, Life and Long Term Disability Insurance

The City will contribute a monthly amount toward group health insurance benefits for each eligible employee. The amount to be contributed and the type of coverage will be determined by the City Council. An employee may provide proof of health insurance coverage and decline City group health insurance benefit with the monthly amount deposited into their deferred compensation account. The premiums for life and long term disability insurance are paid for by the City.

Retirement

The City participates in the Public Employees Retirement Association fund (PERA) to provide pension benefits for its eligible employees. The City and employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the City matches the employee's social security and Medicare withholding).

X. HOLIDAYS

The City shall observe the following official holidays for all regular full-time and part-time employees:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas

In addition to the holidays cited above, all employees will receive one (1) personal day to be taken in accordance with the rules governing vacation and used by December 31 of the year earned.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on Saturday, the preceding Friday will be the “observed” holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided that are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive pro-rated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday or the “observed” holiday. Employees who want to observe holidays other than those officially observed by the City may request vacation leave for such time off.

XI. LEAVES

Depending upon an employee’s situation, more than one form of leave may apply during the same period of time (e.g. Family and Medical Leave Act is likely to apply during a worker’s compensated absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City’s leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal laws, if there are requirements for such time off that are not described in the personnel policies.

A. Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below.

- Employee hired prior to April 26, 2016 shall be allowed to earn sick leave at the rate of 8 hours per month with a maximum accrual of 720 hours.
- Employee hired April 27, 2016 and after shall be allowed to earn sick leave at the rate of 8 hours per month with a maximum accrual of 480 hours.
- Part-time employees regularly scheduled to work at least 20 hours per week will accrue sick leave on a pro-rated basis of the full-time employee schedule.
- Part-time employees regularly scheduled to work fewer than 20 hours per week will not earn or accrue sick leave.
- Temporary and seasonal employee will not earn or accrue sick leave.

- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, of such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointments.
- To care for an ill spouse, father, mother, sister or brother.

After accrued sick leave has been exhausted, vacation leave may be used to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, of each and every day absent.
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member.
- After three days of sick leave, submit a physician's statement upon request.

After an absence of three days, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodations.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using vacation leave, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Accrued sick leave may also be paid out to an employee upon termination or retirement pursuant to Section XIII (E) herein.

B. Vacation Leave

1. Eligibility

Full-time employees will earn vacation leave immediately upon being hired by the City in accordance with the following schedule:

Vacation Leave Schedule

<u>Years of Service</u>	<u>Accrual</u>
0 – 5 years	3.08 hours per pay period
6-10 years	4.62 hours per pay period

Employees with more than ten (10) years of service with the City will accrue an additional .31 hours per pay period for each year of service starting with the eleventh (11) year up to twenty (20) years.

- Employee hired prior to April 26, 2016 shall be allowed to accrue twice their annual accrual.
- Employee hired April 27, 2016 and after shall be allowed a maximum accrual of 240 hours.

Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule. Part-time employees who work less than 20 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

2. Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

3. Earnings and Use

After six months of employment with the City, an employee may use vacation leave as it is earned, subject to approval by the City Administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance.

Vacation leave cannot be converted into cash payments except upon termination of the employee's employment with the City as referenced in Section XIII(E) herein.

4. Accrued Vacation and Compensatory Time Trade-In for Severely Ill Employee

Employees are allowed to trade-in accumulated vacation and compensatory time to help a fellow employee who has depleted their sick leave bank due to protracted illness. This trade-in shall require that every hour of accumulated vacation and compensatory time is worth one hour of sick time for the severely ill employee. These situations will be dealt with on a case by case basis, with a written request for each occurrence to be approved by the City Administrator or his/her designee.

C. Funeral Leave

Employees will be permitted to use up to three (3) days for the death of an immediate family member, with pay, as funeral leave upon the death of an immediate family member.

Immediate family members include spouse, parents, children siblings, grandparents, grandchildren, similarly-related step relationships and in-laws. This paid leave will not be deducted from the employee's vacation or sick leave balance.

Employees may request additional time off for a longer leave or to attend the funeral of a more distant relative or friend. Prior approval of the City Administrator is required, and if allowed, such leave actually used would be charged against the employee's sick leave account.

D. Military Leave

State and federal laws provide protection and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the property authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence.

Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

The employee is required to provide the City with advance notice of the military at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

E. Jury Duty

Full-time and part-time employees will be granted paid leaves of absences for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during the regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify the City Administrator as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to City Administrator approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

F. Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearance (e.g. subpoena fees) arising out of or in conjunction with City employment, minus mileage reimbursement, must be turned over to the City.

G. Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of the injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

H. Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks, and must begin within six (6) weeks after the birth or adoption of the child.

Employees are not required to use vacation leave during Parenting Leave but may use vacation leave at their option for any period of this leave.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently until eligibility for either leave expires.

I. Administrative Leave

Under special circumstances, an employee may be placed on paid administrative leave by the City Administrator pending the outcome of an internal or external investigation.

J. Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

K. School Conference Leave

Any employee who has worked half-time or more for more than twelve (12) consecutive months, may take unpaid leave for up to a total of sixteen (16) hours during any school year to attend school conferences or classroom activities related to the employee's child, provide the conference or classroom activities cannot be scheduled during non-work hours.

L. Bone Marrow Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by the City, to undergo medical procedures to donate bone marrow.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow.

M. Victim or Witness Leave

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony as a victim or witness to a crime is entitled to reasonable time off from work to attend criminal proceedings related to the case.

N. Elections/Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of the United State Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

O. Leave Without Pay

The City Administrator may authorize leave without pay for up to thirty (30) calendar days. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, life, and long term disability insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) calendar days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administration subject to approval of the City Council.

P. Family and Medical Leave

1. General

In accordance with the Family and Medical Leave Act (FMLA) unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

- a. Birth or placement of a child with the employee for adoption or foster care; or
- b. To care for a spouse, child or parent who has a serious health condition; or

- c. A serious health condition that make the employee unable to perform the essential functions of the position; or
- d. Any exigency arising out of the spouse, son, daughter or parent being called to "covered active duty" in the Armed Forces.

In accordance with the law, the following definitions apply:

"Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster, or step child, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.

An eligible "parent" includes a biological parent or a person who was charged with a parent's rights, duties and responsibilities over the employee when the employee was under the legal age, but doesn't include in-laws.

"Serious health condition" is defined in Federal law, but generally includes incapacity requiring absence from work of more than three (3) days that also involves continuing treatment by a health care provider (includes prenatal care).

2. Eligibility

An eligible employee is one who has worked for the City for a cumulative period of twelve (12) months and at least 1,250 hours during the twelve (12) month period prior to requesting the leave.

3. Length of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The entitlement to FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement of that child.

4. Leave Year

The twelve (12) month period is calculated by measuring twelve (12) months rolling backward from the start date of the employee's last FMLA leave.

5. Notice

The employee is to give verbal or written notice to the City Administrator at least thirty (30) days prior to the date on which leave is to begin or if thirty (30) days' notice cannot be given as much notice as practical.

If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt the City's operations.

6. Medical Certification

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee. A "Certificate of Physician or Practitioner" form can be obtained from the City Administrator.

The form is to be completed by the attending physician or practitioner and submitted to the City Administrator within ten (10) days after requested, or as soon as reasonably practicable.

The City may require a second (or third) opinion at the City's expense. If required, the City will select a health care provider not regularly associated with the City.

7. Recertification

Recertification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstance change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

8. Intermittent Leave

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis.

The City may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits that better accommodates the intermittent leave than the employee's regular position.

9. Fitness for Duty Certification

The City may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his/her regular job.

The City Administrator, in consultation with the City Attorney, may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act). If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

10. Job Protection

Employees returning from FMLA leave will be reinstated in their former position or a position equivalent in pay, benefits and other terms and conditions of employment.

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

11. Effect on Benefits

An employee granted leave under this policy will continue to be covered under the City's group health, life and long term disability insurance plans under the same conditions and at the same level of City contribution as would have been provided had they been continuously employed during the leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

The employee will be required to continue payment of the employee portion of group insurance coverage. Where not required by law, the City may choose to continue the City's portion if administratively more convenient.

Arrangements for payment of the employee's portion of the premiums must be made by the employee of the City. If an employee's contributions are more than thirty (30) days late, the City may terminate the employee's insurance coverage (subject to COBRA requirements).

12. Seniority

Seniority does not accrue during any period of unpaid FMLA leave except as allowed when the leave is covered by workers' compensation. However, seniority accrued prior to commencement of FMLA leave will not be lost.

13. Use of Accrued Paid Leave or Compensatory Time during Family and Medical Leave

During FMLA leave, employees must use accrued sick leave, vacation leave, and compensatory time prior to taking unpaid leave unless their medical condition/injury is covered by workers' compensation or the absence qualifies under the state Parental leave law (see Parental Leave Policy). FMLA leave counts as continued service for purpose of retirement and/or pension plans.

14. Records Retention

Records on FMLA leave will generally be kept with normal payroll records except that any medical record will be maintained separately as a confidential medical record in accordance with the law.

15. Failure to Return from FMLA Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to the maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins the employee must use any accrued sick leave, compensatory time or vacation leave that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily quit as described above, the City may seek reimbursement from the employee for the portion of the insurance premiums paid by the City on behalf of that employee during the period of leave.

16. Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary, disability-type purposes; assignment of light duty is at the discretion of the Department supervisory and City Administrator. This Department supervisory reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the Department supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected timeframe regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the Department supervisory will forward a copy of the report to the City Administrator.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the Department supervisor and City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the City offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the FMLA to accept a light duty assignment.

The circumstances of each disabled employee performing light duty will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

XII. RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

A. Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, and City Council members.

B. Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

C. Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and City Administrator what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from the City Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

D. Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon is prohibited on the City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.

E. Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encourage to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking on of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to the City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten (10) business days after your report.

Step1(c). In the case of violent behavior, all employees are required to report the incident immediately to the City Administrator or the Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable

information about such conduct, must report it within two (2) business days to the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Attorney.

F. Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a Department supervisor should report the allegations within two (2) business days to the City Administrator, who will determine whether an investigation is warranted after consultation with the City Attorney. A Department supervisor should act upon such report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, Department supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the City Administrator may choose to handle the matter informally. The City Administrator may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview.

Step 3. The City Administrator should notify the Department supervisor about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action shall be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable by the City Administrator. The complainant may not have the right to the findings and conclusions under data practices if no disciplinary action is taken or if an arbitrator overturns the discipline.

G. Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separated from the involved employees'

personnel files. If the disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

H. Retaliation

Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who report alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but it not limited to, any form of intimidation, reprisal or harassment.

XIII. SEPARATION FROM EMPLOYMENT

The following policies identify types of separation of employment as well as the payments to be made to the employee upon his/her separation of employment.

A. Discharge

Employees who are involuntarily terminated will be paid through their termination date. Employees will be paid for wages earned within 24 hours of their termination if requested by the employee. The basis of a discharge shall not be predicated on the employee's race, sex, creed, religion, color, age, national origin, disability, marital status, sexual orientation, political affiliation, or status with regard to public assistance.

B. Layoff

The City Administrator, with approval of the City Council, may lay-off any employee whenever such action is deemed necessary by reason of shortage of work or funds, the elimination of a position, changes in organization, or other causes. The duties performed by any employee laid off may be reassigned to other employees who occupy positions in other classifications, except the duties performed by veterans covered by the Veterans Preference Act shall not be in bad faith be transferred to non-veterans.

No regular employee shall be laid off while another provisional appointment or an appointment to temporary position exists in the same class in the same department. No suspension, demotion or dismissal of an employee from the armed services as disciplinary action shall be considered as a layoff, not shall separation as a result of reduction of federal or state funded programs be considered a layoff.

1. Order of Layoff

It is recognized that reductions in force may not impact all departments or divisions to the same extent. Therefore, it may be necessary to transfer employees from one department or division to another. When all other factors are equal, longevity shall be the determining criterion for layoffs of employees in their respective classifications. Reductions in grade, i.e., demotions may be made in conjunction with layoffs. Past performance and longevity shall be considered in the event of a reduction in grade instead of a layoff. An employee being demoted must be qualified for the position in which the employee will be employed. No regular employee shall be laid off or reduced in grade while another provisional appointment or probationary appointment or an appointment to a temporary position exists in the same classification.

2. Notice of Layoff

The City Administrator shall give written notice of a layoff to a regular or employee in training at last fourteen (14) calendar days before the effective date of the layoff. This policy only applies to regular part-time and full-time employees. Written notice of layoff may be given to provisional or temporary employees at any time prior to the effective date of the layoff.

C. Resignation

When an employee voluntarily resigns from employment with the City, he or she must submit a written notice at least two weeks in advance. Exempt Employees must submit a written notice at least 30 days in advance. Advance notice will assist the City in preparing to fill the position.

If an employee fails to submit a timely notice of resignation prior to their actual last day of work, it may result in loss of "good standing" and influence future employment opportunities with the City. In addition, it may impact the content of future reference reports on the individual. If an employee quits, but refuses to submit a written notice of resignation, the City Administrator will need to complete a written report on the circumstances surrounding the matter.

Unauthorized absences from work for a period of three (3) consecutive work days may be considered as a resignation without proper notice.

D. Return of City Property

Employees leaving City employment are required to return all property and equipment issued by the City prior to his or her last day of employment. This equipment includes, but is not limited to, building keys, gas pump and vehicle keys, identification badges, and all such other property issued to employees during the course of their employment. Employees may be asked to sign a form indicating they have returned all such property.

E. Separation Compensation

1. Vacation Payout

An employee will be compensated for accrued vacation and compensatory time upon separation.

2. Sick Leave Severance

Severance pay for accrued sick leave shall be paid to employees who leave in good standing that have been employed with the City for a minimum of ten (10) years in the following amounts:

One-half of accrued sick leave.

Sick leave severance benefits will be paid at the employee's regular rate of pay on the last date as an employee.

3. Insurance and Benefit Continuation

The City is required under federal and state laws to offer employees the continuation of certain benefits when qualifying events have occurred, such as termination of employment, retirement, disability or death. This policy is intended to provide a general summary of the applicable

continuation laws but if this information conflicts with the applicable federal or state law, the law will supersede and be implemented by the City.

4. Health and Dental Insurance

State and federal laws allow for the continuation of group health and dental insurance benefits for terminated or laid off employees of the City for up to 18 months at the former employee's expense. In the event an employee is separated from their employment with the City based on their total disability, health and dental insurance benefits may be available at the former employee's expense for an additional period of time as established by federal and state law.

Pursuant to applicable state law, retired employees will be allowed to continue on the City's group health insurance plan and/or dental plan at their own expense as long as they are either 1) receiving disability benefits or retirement annuity benefits from a Minnesota public pension plan (such as PERA) other than a volunteer firefighter plan; or 2) have met the age and service requirements necessary to receive an annuity from a public pension plan, but have opted not to draw upon the funds at the time they retire. Employees who retire before the age of 65 must be allowed to stay in the group benefit plans at the same rate as the active employees until age 65. Retirees at 65 and older may be provided different plan sponsored by the City and at a different premium rate.

The City will comply with all federal and state laws with regard to providing property notice to former employees of their rights to continued health and dental insurance coverage.

5. Life Insurance

Whenever a covered employee ceases employment with the City, insurance coverage will be discontinued on the first day of the month following the date of termination. An employee separated from their employment with the City may elect to continue life insurance for a period of up to 18 months at the terminating employee's expense.

6. Disability Insurance

Whenever a covered employee ceases employment with the City, disability coverage will be discontinued on the first day of the month following the date of termination.

XIV. DISCIPLINE

A. General Policy

Department supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The

Department supervisor or City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

B. Process

The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's Department supervisor has not resolved the matter. All Department supervisors have the ability to issue oral reprimands without prior approval.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Department supervisor with prior approval from the City Administrator.

A written reprimand will: 1) state what did happen; 2) state what should have happened; 3) identify the policy, directive or performance expectation that was not followed; 4) provide history, if any, on this issue; 5) state goals, including timetables and expectations for the future; and 6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension Without Pay

The City Council may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

XV. GRIEVANCE PROCEDURE

Any dispute between an employee and the City relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1. The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the Department supervisor within 21 calendar days after the alleged violation or dispute has occurred. The Department supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2. If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, by the employee to the City Administrator within seven (7) calendar days after the Department supervisor's response is due. The City Administrator will respond to the employee in writing within seven (7) calendar days.

Step 3. If the grievance has not been settled with Step 2, it must be presented in writing, stating the nature the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, by the employee to the City Council within seven (7) calendar days after the City Administrator's is due. The City Council will respond to the employee in writing within 21 calendar days. The decision of the City Council is final.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered waived by the Employee. If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee shall treat the grievance as denied at that step and immediately appeal the grievance to the next

step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

1. Performance evaluations; and
2. Pay increases or lack thereof.

The above list is not meant to be all inclusive or exhaustive.

XVI. EMPLOYEE EDUCATION & TRAINING

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

A. Policy

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

B. Job-Related Training & Conferences

The subject matter of the training session or conference must be directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employees will be considered in determining if the request is job-related. Courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties.

The City Administrator is responsible for determining job-relatedness and approving or disapproving training and conference attendance. Attendance at professional meetings or conferences directly related to the performance of the employee's work responsibilities require approval of the City Administrator. Advance approval by the City Administrator is required to ensure adequate Department coverage.

C. Procedure for Participation in Job-Related Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the City Administrator. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City. Upon completion of the job-related training or conference the employee, any certificate or evidence of completion of the training or conference will be included in the employee's personnel file. Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to the Deputy City Clerk-Treasurer for prompt payment.

D. Out of State Travel

All requests for out of state travel are reviewed for approval/disapproval by the City Council (proper form with cost estimate must be completed for review). Attendance at training or conferences out of state is approved only if the training or conference has a cost estimate and within budget, is not available locally, there is an overall benefit to the City, is a necessity for one's job, and passes any other review factors the City Council deems necessary.

E. Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act. Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

F. Membership and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator is allowed, providing funds are available. Upon separation of employment, individual memberships remain with the City, if possible, and may be transferred to another employee by the City Administrator.

G. Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of reasonable expenses for meals, lodging and necessary expenses incurred. Reimbursement for meals will not be permitted if meals are included as part of the training or conference attended by the employee.

Employees who find it necessary to use their private automobiles for City travel will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate. Employee should use City vehicles for work related travel when possible.

XVII. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City regard the City as their primary employment responsibility. All outside employment is to be reported to the City Administrator. Any employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political officer or an appointment to a government board or commission that is compatible with City employment. City employees are not permitted to accept outside employment that creates either the appearance of or the potential conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

XVIII. DRUG AND ALCOHOL TESTING AND DRUG FREE WORPLACE POLICY FOR NON-COMMERCIAL DRIVERS (Non-MnDOT Policy)

Purpose and Objectives

The City has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City does not intend to intrude into the private lives of its employees, but strongly believes that a drug and alcohol-free workplace is in the best interest of employees and the public alike. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of City property. The City's Drug and Alcohol Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the City's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the City must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement." A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

Persons Subject to Testing & Circumstances Under Which Testing May Be Required

Under this policy, the City may test any applicant to whom an offer of employment has been made, and may test any employee for alcohol and/or controlled substance under any of the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subd. 1.

Pre-Employment Testing

Every job applicant offered employment with the City receives the offer conditioned upon successful completion of a drug test, among other conditions. If the job offer is withdrawn based on drug test results, the City will inform the applicant of the reasons for the withdrawal. A failure of the drug test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

Temporary and seasonal employees are not subject to this policy with the exception of those designated by the hiring department as safety-sensitive positions.

Reasonable Suspicion Testing

Consistent with Minn. Stat. § 181.951, subd. 3, employees will be subject to alcohol and controlled substance testing when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol or a controlled substance; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol while working, while on City property, or while operating City vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the City's policies concerning alcohol or drugs may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample, and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all City employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify the City Administrator of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the City will notify the appropriate federal agency of such conviction within ten days of receiving notice from the employee.

Treatment Program Testing

In accordance with Minn. Stat. § 181.951, subd. 6., the City may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the City for chemical dependency treatment or evaluation, or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

Routine Physical Examination Testing

The City may request or require an employee to undergo drug testing as part of a routine physical examination. The City, in accordance with Minn. Stat. § 181.951, subd. 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks' written notice that the test will be required as part of the physical examination.

Random Testing

In accordance with Minn. Stat. § 181.951, subd. 4, the City may require an employee to submit to random testing if the employee is in a safety-sensitive position.

Right of Refusal

Employees and job applicants have the right to refuse to submit to an alcohol or drug test under this policy. However, such a refusal will subject an employee to immediate termination. If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug and/or alcohol test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

Refusal on Religious Grounds

An employee or job applicant who, on religious grounds, refuses to undergo drug or alcohol testing of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug or alcohol testing of a urine sample.

Cost of Required Testing

The City will pay for the cost of all drug and alcohol testing requested or required of all job applicants and employees, with the exception of confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

Prohibition against Controlled Substance and Alcohol**Use and Possession of Alcohol or Drug(s)**

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, or drug paraphernalia while on duty; is on City premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except 1) pursuant to a valid medical prescription used as properly instructed; 2) the use of over-the-counter controlled substance used as intended by the manufacturer; or 3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils or pills) on the worksite by a person working as an employee at the City or while “on call” and subject to return to work. Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. The federal government still classifies cannabis as an illegal drug, even though some states have

decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug and alcohol testing policy. And employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

While Impaired of Alcohol or Drug(s)

Employees are prohibited from being under the influence of alcohol or drugs or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; is on the City's premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except 1) pursuant to a valid medical prescription used as properly instructed; or 2) the use of over-the-counter controlled substance used as intended by the manufacturer.

Driving While Impaired

A conviction of driving while impaired in a City-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting City business, may result in discipline, up to and including discharge.

Criminal Controlled Substance Convictions

Any employee convicted of any criminal drug statute must notify his or her supervisor and the City Administrator in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a controlled substance-related conviction, the City will take appropriate personnel action against the employee up to and including discharge, or require the employee to satisfactorily participate in a controlled substance abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the City is receiving federal grants or contracts of over \$25,000, the City will notify the appropriate federal agency of such conviction within ten (10) days of receiving notice from the employee.

Failure to Disclose Lawful Controlled Substance

Employees taking a lawful controlled substance, including prescription and over-the-counter controlled substances, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to his/her supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

Review and Notification of Test Results

Notification of Negative Test Results

In the case of job applicants and in accordance with Minn. Stat. § 181.953, City Administrator will notify a job applicant of a negative drug result within three days of receipt of result by the City, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the City within three (3) working days of the confirmatory test result. A “Negative Test Results Notification” form will be sent to the job applicant, and the job applicant may request a copy of the test result report from the City Administrator.

In the case of current employees and in accordance with Minn. Stat. § 181.953, the City Administrator will notify the employee of a negative drug and/or alcohol result within three (3) days of receipt of result by the City. A “Negative Test Results Notification” form will be sent to the employee, and he or she may request a copy of the test result report from the City Administrator.

Notification of Positive Test Results

In the event of a confirmed positive blood or urine alcohol and/or drug test result, the City will notify the employee of a negative drug and/or alcohol result within three (3) days of receipt of the result.

The City Administrator will send to the employee or job applicant a “Positive Test Results Notification” letter containing further instructions. The employee or job applicant may contact the City Administrator to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the City within three working days of the confirmatory test result.

Right to Provide Information after Receiving Test Results

Within three working days after notice of a positive controlled substance or alcohol test result on a confirmatory test, the employee or job applicant may submit information to the City to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the City will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

Right to Confirmatory Retest

A job applicant or employee may request a confirmatory retest of the original sample at the job applicant’s or employee’s own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the City in writing of the job applicant’s or employee’s intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the City will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples

testing positive for a period of six months. The confirmatory retest will use the same controlled substance and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the City's job offer will be reinstated and the City will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the City will reimburse the employee for the actual cost of the confirmatory retest.

Access to Reports

In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

Dilute Specimens

A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

Consequences for Employees Engaging in Prohibited Conduct

Job Applicants

The City's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

Employees

- No Adverse Action without Confirmatory Test. The City will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.
- Suspension Pending Test Result. The City may temporarily suspend a tested employee with or without pay, or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the City believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public. The employee will be asked to return home, and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

Discipline and Discharge

Confirmatory Positive Test Result

The City will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The City has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

Other Misconduct

Nothing in this policy limits the right of the City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other City personnel policies.

Emergency Call Back to Work Provisions

If an employee is called out for a City emergency and he or she reports to work and is suspected of being under the influence of drugs or alcohol, he or she will not be subject to the testing procedures of this policy, but may be subject to discipline and will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol and/or drugs and who is called out for a City emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

Non-Discrimination

The City's policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., ch. 363, disability does not include conditions resulting from alcohol or other drug abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property of the safety of individuals.

Furthermore, the City will not retaliate against any employee for asserting his or her rights under this policy.

Policy Contact for Additional Information

If you have any questions about this policy or the City's drug and alcohol testing procedures, you may contact your immediate supervisor, or the City Administrator to obtain additional information.

By this policy, the City of Lauderdale has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each City employee will receive a copy of this policy and will be required to read it.

Definitions

Alcohol

Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

Alcohol use or usage

Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Applicant

Means a person applying for a job with the City.

City

Means the City of Lauderdale.

City premises

Means, but is not limited to, all City job sites and work areas. For the purposes of this policy, City premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the City.

City vehicle

Means any vehicle which employees are authorized to use solely for City business when used at any time; or any vehicle owned or leased by the City when used for City business.

Collection site

Means a place designated by the City where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of controlled substances and alcohol.

Confirmatory test

Means a controlled substance or alcohol test on a sample to substantiate the results of a prior controlled substance or alcohol test on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Drug

Has the same meaning as “controlled substance” defined in Minn. Stat. § 152.01, subd. 4.

Drug and alcohol testing, drug or alcohol testing, and drug or alcohol test

Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested.

Drug paraphernalia

Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

Employee

Means a person who performs services for compensation for the City and includes independent contractors except where specifically noted in this policy.

Initial screening test

Means a drug or alcohol test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Job applicant

Means a person who applies to become an employee of the City, and includes a person who has received a job offer made contingent on the person passing drug testing.

Positive test result

Means a finding of the presence of alcohol, illegal drugs, or their metabolites that exceeds the cutoff levels established by the City. Minimum threshold detection levels are subject to change as determined in the City's sole discretion.

Random selection basis

Means a mechanism for selection of employees that 1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and 2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

Reasonable suspicion

Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Safety-sensitive position

Means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

Under the influence

Means 1) the employee tests positive for alcohol or drugs, or 2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the City to conclude that the employee is impaired because of illegal drug use or alcohol use.

XIX. CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by the policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify the City Administrator on the first work day after any temporary, pending or permanent action is taken on their license and to keep the City Administrator informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

XX. CELLULAR TELEPHONE USE

A. Purpose

To establish a policy and guideline for 1) the use of City-owned cellular telephones and 2) the safe use of cellular telephones by employees while driving.

B. Definitions

Official Use – Includes communications that are necessary to the carrying out of City-related business.

- Text messages are limited to official City business.
- Photo-text features must have City Administrator approval prior to official use.

Cellular Telephone – A wireless communication device available commercially and available to the general public without any licensure requirement; may include both digital and analog wireless telephones.

Authorized Personal Use – Personal communication, not involving long distance charges, such as:

- Briefly (up to 5 minutes) and infrequently checking with family members.
- Scheduling medical or other routine personal appointments.
- Although minimal use of cellular telephone for calls of a personal nature is permitted, extensive personal use or other personal use that brings into question the validity of the official use of the cellular telephone may result in charging the employee for the monthly service of the cellular telephone.

Appropriate Ring Tones – Workplace appropriate professional ringtones are required for use of City and personal cellular telephones.

Eligible Personnel – Cellular telephones may be assigned to employees or otherwise made available for use when a valid City-related purpose exists. Personnel to whom cellular telephones may be assigned include those persons whose duties require frequent mobility but who must remain readily accessible due to the specific nature of their duties and those who must be available for emergency response or consultation after normal office hours.

C. Applicability

This directive is applicable to all City-owned telephones furnished to employees required to have and maintain cellular communication devices primarily for the purpose of conducting official City business.

IN GENERAL:

City-owned Cellular Telephones

The use of City-owned cellular telephones shall be for official use only, except for specifically authorized personal (non-official) use. City-owned cellular telephones cannot be used at any time in violation of state or federal laws or in violation of any departmental work rules. In addition, City-owned cellular telephone shall not be used for the purpose of creating personal financial gain. City Administrator will identify whether an employee is required to be furnished a City-owned cellular telephone. City-owned cellular telephone service will only be approved through City-authorized companies.

RESPONSIBILITIES:

City-owned Cellular Telephones

Those individuals' assigned cellular telephone shall assume the responsibility to use the equipment in accordance with the provisions of this directive as well as in accordance with all applicable laws. Personal calls from City-owned cellular telephone must be restricted to those incidental purposes as outline in this directive. Such calls should result in no additional cost to the City. If additional costs do occur which are due to personal calls, the user is responsible for the additional expense. Tolls calls outside the local service area for reasons other than official use of "900" calls are expressly forbidden. Out-of-pocket costs may occur simply because the personal use places the overall use for a billing period over the maximum allotted air time under the applicable billing plan.

City Administrator is responsible to review telephone bills of employees assigned a City-owned cellular telephone to assure compliance with this directive. When an employee terminates employment, the City Administrator is responsible to recover the City-owned cellular telephone. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the cellular telephone for return or inspection. Employees unable to present the cellular telephone in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Any employee using a City-owned cellular telephone must agree in writing to pay any excess personal usage through payroll deduction or accounts receivable.

Loss or Damage of City Cellular Telephones

Cellular telephones shall remain the sole property of the City and shall be subject to inspection or monitoring (including related records) at any time. Employees in possession of City equipment such as cellular telephones are expected to protect the equipment from loss, damage, or theft. In the event any cellular telephone or other related equipment is damaged in the course of business under reasonable circumstances, the item should be brought to the City Administrator for repair or replacement. Lost or stolen cellular equipment shall be immediately reported to the City Administrator so service may be cancelled; a timely police report should also be filed.

The City Administrator must authorize the replacement request and provide a budget to which the replacement will be charged. Employees may be financially responsible for the replacement if:

1. Equipment is lost or damaged while in the care of an employee as a result of the employee's gross negligence.
2. Equipment is not returned by an employee within the specified period of time or is damaged upon its return.
3. Equipment is damaged due to failure to adhere to maintenance or operational policies.

D. Safety Issues for Cellular Telephone Use

Employees whose job responsibilities include regular or occasional driving are encouraged to refrain from using a cellular telephone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to a reasonable-safe location and safely stop the vehicles before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, refrain from discussion of complicated or emotional issues, and keep their eye on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

In situations where a City cellular telephone has been issued and the employee's job responsibilities include regular driving and accepting of business calls, hand-free equipment will be provided to facilitate the provisions of this policy. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees should be aware that the use of cellular telephones may be illegal in certain jurisdictions.

Text messaging, reading emails, and writing emails while driving is not allowable under any circumstance. Employees who are charged with traffic violations resulting from the use of a cellular telephone while driving on duty may be subject to disciplinary action and personal liability resulting from such traffic violations. Violations of this policy will be subject to discipline, up to and including dismissal.

E. Procedure

All cellular operating expenses are budgeted and expended in the "telephone" operating account.

Incidental use of cellular telephone service by employees for personal use is not inconsistent with this policy. When such use takes place the employee will reimburse the City for the cost of the calls including taxes that are applied. When such use consists of long-distance telephone calls, the employee must charge such call to a private telephone number or private credit card. In the event an emergency long-distance personal telephone call is charged to the City, the employee will reimburse the City for the actual costs associated with the use.

XXI. SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each Department supervisor.

A. Reporting Accidents and Illnesses

Both Minnesota Workers' Compensation laws and state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employees, to his/her Department supervisor or the City Administrator. The employees and the employee's immediate Department supervisor are required to complete the First Report of Injury, Incident Reporting Form, and any other forms that may be necessary related to an injury or illness on the job.

B. Safety Equipment Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employees.

C. Unsafe Behavior

City Administrator is authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

XXII. ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATIONS, ARCHIVE SYSTEM AND INTERNET USE

The City recognizes that telephone and computer systems are increasingly interconnected and sophisticated in their ability to create, disseminate and store electronic files and messages, along with an increased potential for the inappropriate release of non-public information.

The City has developed policies and guidelines regarding appropriate use of City resources for both personal and business purposes, including: 1) making and receiving telephone and cellular telephone calls and disseminated voicemail; 2) using the Internet, 3) creating and disseminating

electronic mail and faxes; and 4) using the archive system 5) the creation, use and storage of computer files, and 6) using the wireless network.

The computer and communications systems operated by the City for the conduct of business are the property and work environment of the City, and all City policies relating to personal conduct apply to access to and use of these resources.

The Internet and the public and private telephone systems have become a de facto standard for communication between disparate governmental, commercial organizations and private citizens. Communications traffic may cross multiple and different networks prior to reaching the client destination. Yet the public has a high reliance on the integrity and accuracy of data shared from City. Therefore, each City employee should consider themselves to be responsible for adhering to the guidelines and policies regarding the use of these systems, to protect the accuracy, integrity and dependability of the City's electronic systems and information.

A. No Privacy

USERS HAVE NO EXPECTATION OF PRIVACY IN USING THESE SYSTEMS. NO COMMUNICATION USING THESE SYSTEMS SHOULD BE CONSIDERED PRIVATE OR PERSONAL. SINCE RECORDS RETENTION POLICIES MAY APPLY TO ELECTRONIC COMMUNICATIONS, USERS SHOULD ASSUME THAT EVEN DELETED MESSAGES ARE RETRIEVABLE AT A LATER DATE.

B. Careful Use

The City provides telephone, cellular telephone, fax, Internet access, archive system, wireless network, and e-mail to speedily conduct the business of the City. Department supervisors will grant use of these systems to employees as needed depending on their job function and responsibilities. Once given access, users are expected to use these systems in a responsible manner at all times. All usage should be able to withstand public scrutiny without embarrassment to the City.

Employees with City laptops with wireless cards may request the City Administrator to approve configuring the laptop to connect to the City's network. The City also has a wireless network in place for the public to use at City Hall. The network password will be given to be used when needed.

C. Content

Each user is responsible for the content of all text, audio, images and video they print, send over the Internet or telephone systems. All messages should contain the user's identity, and should be written in the same professional manner as any hard-copy correspondence.

Users should demonstrate respect for intellectual property and ownership of information by providing source attribution whenever possible. Users should respect system security and integrity by using such mechanisms properly. Users should respect their co-worker's right to privacy and to a workplace free from intimidation by their conduct when using these systems.

Personal use of telephone, cellular telephone, fax, Internet access, and e-mail is permitted, provide such use is 1) does not impair the employee's workplace performance and production, 2) done on the employee's personal time, 3) does not interfere with business usage, 4) does not contain harassing or threatening material, 5) is not performing work for profit, for personal gain, promotional use or solicitation, and 6) does not contain abusive, profane or offensive language and complies with all applicable City policies.

Note: The City can prohibit the use of any/all of this equipment or set limitations on its usage. The use of the City's electronic communication devices is a privilege not a right that may be revoked at any time.

Inappropriate Uses of telephone, cellular telephone, fax, archive system, Internet access and e-mail systems would include but are not limited to: participation in Fantasy Football, eBay (unless for City business), illegal activities, gambling, commercial activities, accessing sexually explicit or violent materials, using the systems to harass or disable other systems, creation or distribution of virus or destructive programs, distributing pirated software or stolen data.

D. Software Licenses

The City purchases software licenses for installation on all City authorized systems. Installation on systems at on-City facilities (including City staff home systems) is not permitted even if the software license allows it. Additional uses of City licenses are not permitted.

Software licenses and pertinent information should be stored and maintained in a central location for all software owned by the City.

In many cases a "license" is conveyed only by a sales receipt or paid invoice.

E. Introduction of External Software

City staff is expressly prohibited from installing any external software (i.e. music, screen savers, wallpaper) on any City information system. Installation of new software should be done only under the authority of the designated system administrator.

External software includes commercial software, shareware and freeware.

Note: It is the intent of this guideline to eliminate unlicensed or improperly licensed software on City systems. If such software is discovered on City systems, City, and its staff and users of that system could be subject to legal action by the software vendor.

F. Introduction of New Equipment

City staff should not modify, or allow to be modified, the hardware or software configuration of any computer or communications equipment except under the authority of the system administrator.

This guideline is intended to include such actions as:

- Addition or removal of a modem to a computer or terminal.

- Addition or removal of any computer hardware or peripheral (laptop, printer, scanner, disk drive, tape drive, memory).
- Addition or removal of any software or software configurations.

G. Media Contacts

In addition, only authorized individuals should communicate to the public news media regarding City business. Data that is not public under the Government Data Practices Act should not be transmitted in clear text over the Internet.

H. Presentation of the City

Requests for City information can become very time-consuming and expensive. The City may maintain public access points for information about the City, and for access to City records and information. These systems should be operated only by persons specifically authorized (and trained) to place or remove data on such a system. Release of data to the public in other formats should be carried out through authorized channels.

I. Virus Scanning

Incoming message containing file attachments may imperil City systems by importing viruses. Files or mail attachments entering the City network should always be scanned for viruses before being opened or used.

J. Virus Containment

The City staff should notify the system administrator immediately if they suspect or confirm that their computer system has been infected with a virus. Only properly trained individuals should attempt to destroy or remove a virus.

K. E-mail

The City authorizes and maintains e-mail and servers for staff use. These servers are all “official” publications of the City.

The content of e-mail is stored on City servers, and should be considered to be non-private in nature. System administrators may need to access materials contained in these e-mail accounts. Personal and non-governmental-related account material should not be stored on the City servers.

L. Staff E-mail Accounts

Use of official E-mail constitutes the creation of a public document and is to be used for communications in fulfillment of the governmental mission of the City.

M. Password Security Objectives

Password Policies: Passwords used within City Information Systems will be single user, non-trivial, hard-to-guess, non-repetitive passwords that have no direct relationship to the password user and/or creator, and which periodically expire.

Password Sharing: Passwords should not be shared across multiple users, or across multiple computer systems, unless expressly approved by the system administrator.

Password Expiration: Passwords will be changed periodically as determined by the system administrator for each system – in general this will be every 90 days. On automated systems with the capability, user should receive prior notice that the password is about to expire so that they are provided ample opportunity to change their password.

Password Protection: **City users should protect their passwords from any and all other individuals, and users should also respect this requirement of co-workers.**

Note: Department supervisors may require workers to supply them with their password to perform duties if member is absent from work location.

Suspected Disclosure: In event of a suspected disclosure of a password, that password should be immediately changed.

General “Netiquette”: Responsibly for Information User

The City-authorized users should log-out of computer terminals or systems if they are going to leave the computer terminal or system unattended. City staff should be alert about their computer or terminal status and take care that unauthorized individuals cannot read or modify data through a valid system login or session. When a user prints sensitive, proprietary or otherwise controlled information, that user should retrieve the printed material in a timely manner to ensure that it is not available for unauthorized use. City staff should not make extra copies of any City or client information beyond what is required to perform official duties.

N. Monitoring and Discipline

It is a supervisory responsibility to oversee use and to determine if uses of electronic systems are appropriate to assigned work. Although content is not routinely monitored, it may occur internally under administrative procedures, and externally under subpoena, request for public data or other legal actions, or due to unexpected absence of an employee, or for other business or technical reasons.

O. Reporting Problems (and Maintenance of Confidentiality)

If a City employee has knowledge of, or suspicion of a compromise or attempted compromise of City information systems, or access controls, that staff member is expected to report that knowledge or suspicion immediately upon becoming aware of potential security problem to their supervisor or to the system administrator. Such report will be considered confidential communications akin to “whistleblower” reports, and will not result in retaliation against the reporter.

The purpose of this guideline is to increase system integrity in City because even seemingly minor or trivial actions or changes to systems can snowball into major breakdowns.

Records Retention:

The City will establish and maintain a records retention policy consistent with Minnesota Statutes and which all City staff should receive training in and review periodically.

Summary:

Ultimately, responsibility for the content of a message or transmission that does not conform to these guidelines is with the individual who creates that message and sends it. The City reserves the right to treat the misuse of these resources as any other act of employment in accord with City personnel regulations.

XXIII. E-MAIL MAILBOX STORAGE DEFAULTS

City e-mail users are encouraged to clean up e-mail in Outlook.

XXIV. HIPPA

The Health Insurance Portability and Accountability Act of 1996 (“HIPPA”) privacy rules require an employer to guard against misuse of an individual’s identifiable health information, and to limit the sharing of such information. To comply with these regulations, we have taken the following steps:

1. The City has designated the City Administrator to ensure that HIPPA privacy procedures are adopted and followed:
2. By developing this HIPPA privacy policy, which limits access to health information to those employees who manage the flexible benefits program or process flex claims. This policy also allows flexible benefit participants to see and amend their health-related records (typically this refers to claim forms and the third party statements submitted with claim forms). This policy does not affect the flex plan rules for modifying flex elections;
3. The City will notify affected employees of the HIPPA privacy policy through distribution of this policy;
4. The City has developed criteria to limit requests for disclosure of health information to the minimum needed for the purpose of the request; and review each such request in accordance with those criteria. Requests for disclosure of health information may be needed for processing of flex claims. We must be able to determine the date the expense was incurred, for whom it was incurred, and the nature of the expense;
5. Employees who handle health information are trained so they understand the privacy procedures and prevent use of that information in employment decisions;
6. All submitted health information is placed in a secured location so that it is not readily available to persons who do not need to see it.

Adopted by the City Council of the City of Lauderdale on this 26th day of April, 2016.

Jeffrey Dains
Mayor

ATTEST:

Heather Butkowski
City Administrator

TJB

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion _____
Action _____
Resolution _____
Work Session X

Meeting Date April 26, 2016

ITEM NUMBER Fence Extension Request

STAFF INITIAL DS

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Ashley Peterson, owner of 1851 Carl Street, constructed an extension of her fence. When staff realized it, she was sent the following letter informing her that it violated the height provisions and that she didn't apply for a building permit for a fence of that height.

She is requesting the Council allow her to keep her fence extension. She provided the following pictures and the following note:

"Here are some pictures of the banner. Each of the poles is pounded 4 ft into the ground. The banner is made up of a thick vinyl type material. There are slits cut into it to allow wind to pass through. In one of the pictures you can see how much higher my neighbors yard is from mine and how even with a 6ft privacy fence I am allowed no privacy."

The question before the Council is whether you will allow her to have a fence in excess of six feet, and if so, may she keep the fence extension she has constructed. If the Council is in agreement, staff will work with her on the proper permits as a fence over seven feet tall still requires compliance with the State Building Code.

STAFF RECOMMENDATION:

COUNCIL ACTION:



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

April 5, 2016

Ashley Peterson
1851 Carl Street
Lauderdale, MN 55113

Dear Ms. Peterson,

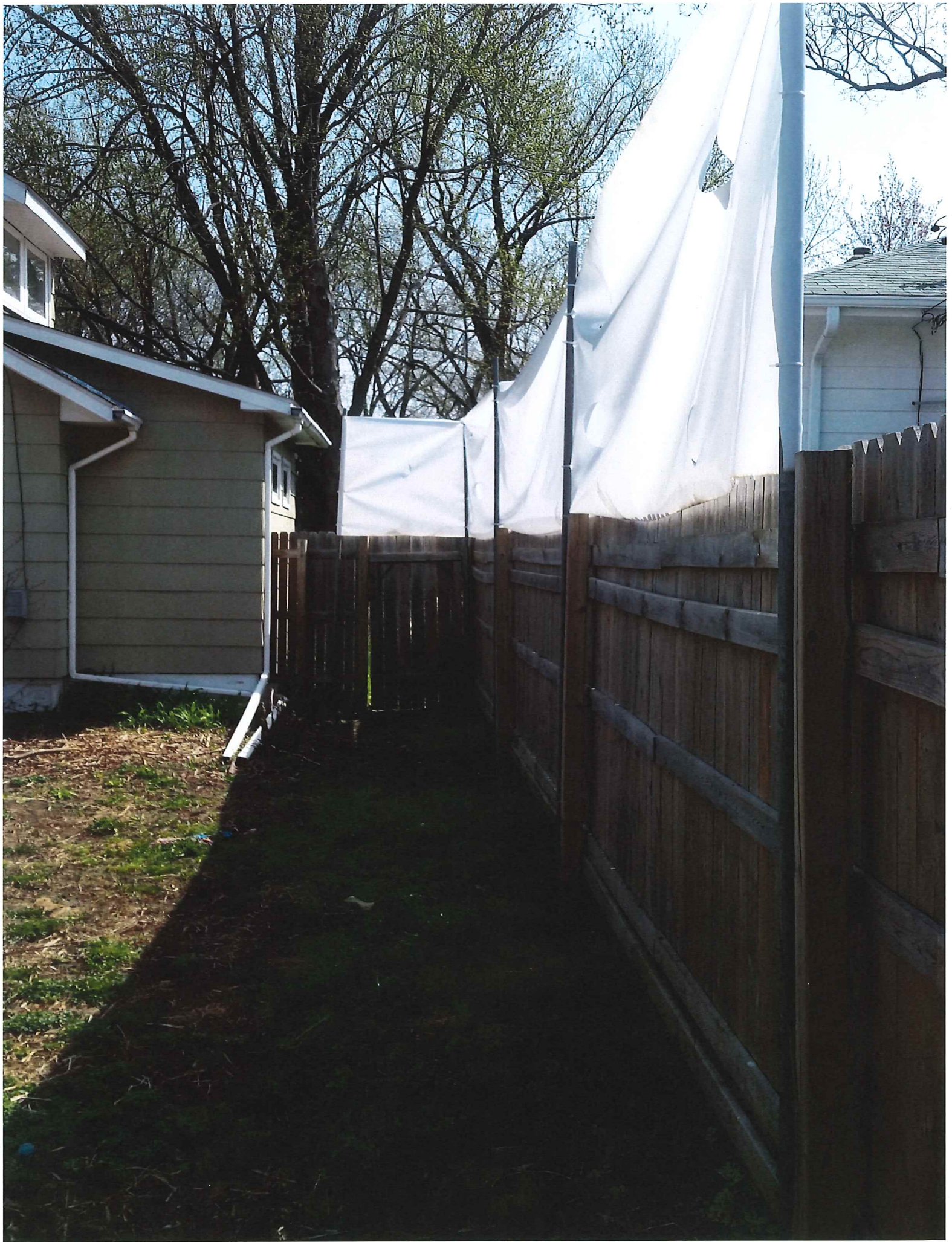
The fence extension constructed on your property violates City Code as you did not receive a permit to modify the fence per City Code Section 9-7-3 nor does the fence comply with the "Height of Fence" requirement found in City Code Section 9-7-4(F). Please make arrangements to remove the fence extension by April 13, 2016. Failure to do so will result in enforcement action.

Thank you for your cooperation.

Sincerely,

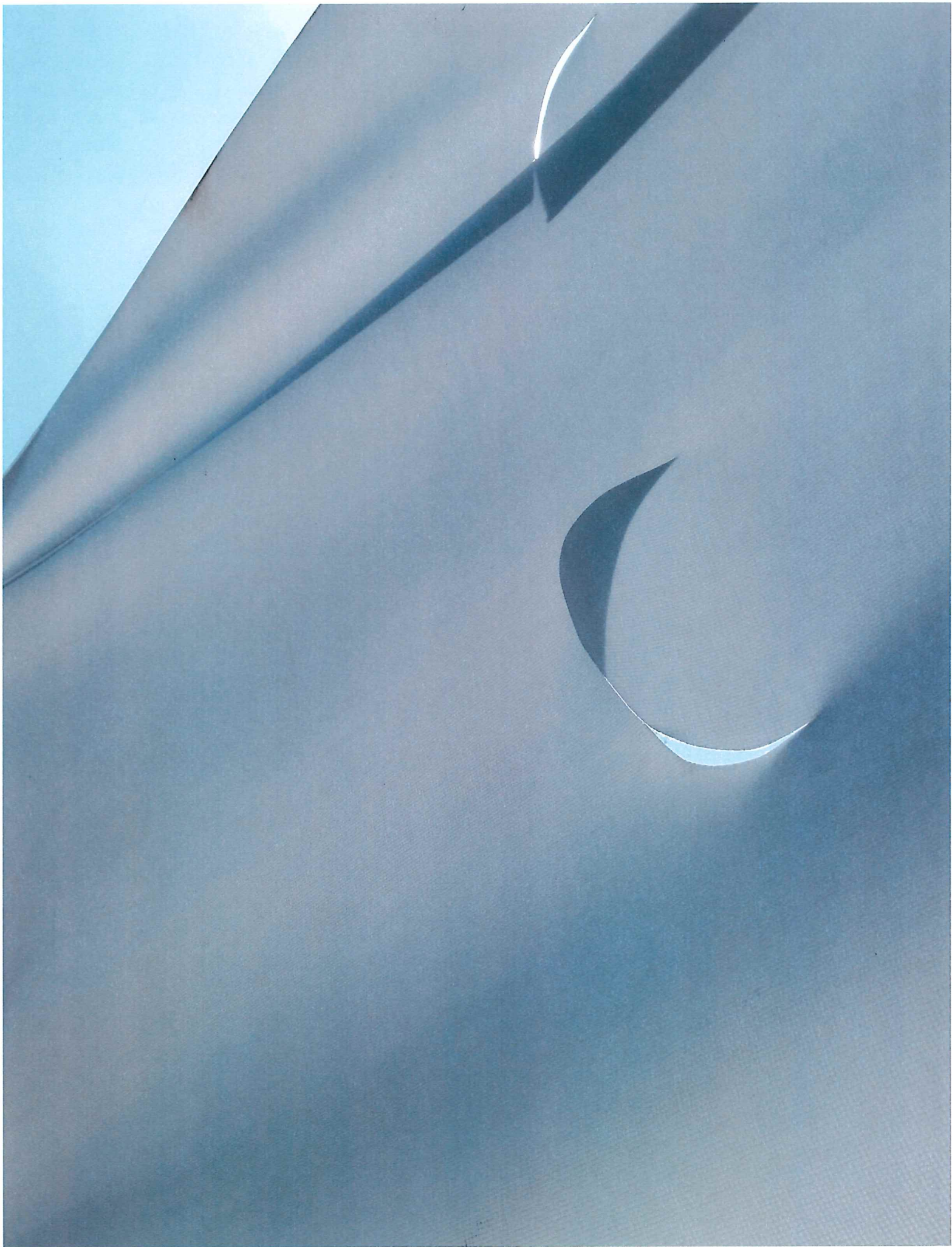
Heather Butkowski
City Administrator











LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion _____
Action _____
Resolution _____
Work Session X

Meeting Date April 26, 2016

ITEM NUMBER CTV Planning Discussion

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Barbara Raye, the Executive Director of the Center for Policy, Planning and Performance, will be at the meeting to facilitate a discussion about the services CTV provides. To avoid repetition, I included the email from Cor Wilson, CTV Executive Director, explaining the reason for the work session. Also attached are materials the Council is being asked to review prior to the meeting and questions for consideration.

STAFF RECOMMENDATION:

COUNCIL ACTION:

Heather Butkowski

From: Coralie A. Wilson <cwilson@ctv15.org>
Sent: Friday, April 15, 2016 4:06 PM
To: Heather Butkowski
Cc: 'Barbara Raye'
Subject: Material for April 26 work session
Attachments: strategic planning - background material.pdf

Heather –

As part of its strategic planning process, the Board of Directors of CTV North Suburbs is looking at the services we provide. We want to ensure that, over the next few years, we are meeting the needs of our constituents as effectively and efficiently as possible.

We appreciate the opportunity to have an informal conversation with your city council about the video programming and technical services we provide to the city and to the residents of Lauderdale. We are also seeking input from the councils of the other member cities, from the three school boards and from community organizations and agencies with whom we have worked. Our facilitator, Barbara Raye, the Executive Director of the Center for Policy, Planning and Performance, will be leading the discussion with you.

We have prepared some material to help the council members understand the North Suburban Communications Commission and CTV North Suburbs, their sources of funding, and information on our primary services – programming/video production and training. We have also pulled out key findings from the two telephone surveys that were conducted on our behalf last year. (A list of programs produced last year and the complete survey reports are also attached for those who want more detail.) In addition, here is a link to a short video that shows some of our activity for 2015 -- <https://vimeo.com/160386675>. We would like to open the discussion with the video.

We would also like the council members to think about the following questions once they have reviewed the informational material provided:

1. Do you have any general questions about CTV that are not addressed in the materials?
2. Of the services that CTV provides for local government, i.e., the city, which do you think are the most valuable?
3. What additional services or programs could CTV offer that would enhance civic engagement and transparency in local government?
4. Of the services that CTV provides for the community, which do you think are the most valuable?
5. What additional services or programs could CTV offer to improve the sense of community or enhance the skills/knowledge that residents gain through our educational and community programming?
6. What services and/or programs should CTV no longer provide?

7. What changes would you like to see in the next three to four years?

Thank you for your participation in our strategic planning process!

.cor wilson.

Coralie A. Wilson

Executive Director

NSCC/NSAC (CTV North Suburbs)

2670 Arthur Street

Roseville, MN 55113

651-792-7512

www.ctvnorthsuburbs.org



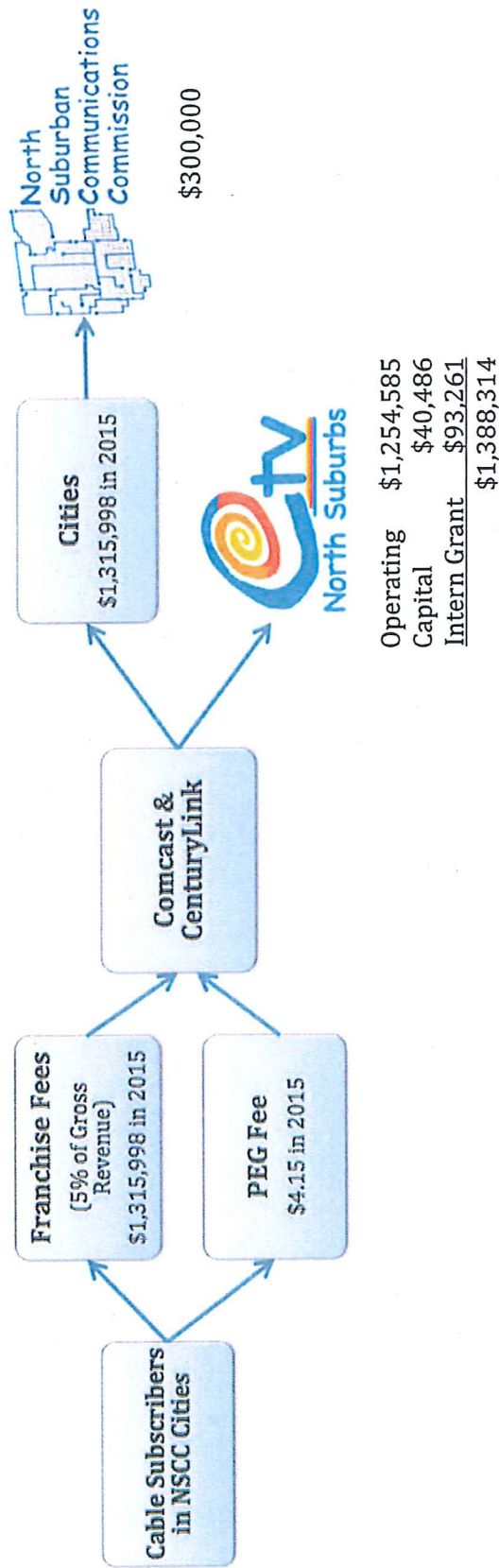
What is NSCC/CTV?

2 Sides of the Cable Franchise Coin



- Joint Powers Agreement (JPA) formed by 9 cities: Arden Hills, Falcon Heights, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville and St. Anthony
 - State & federal laws allow cities to enforce non-exclusive cable TV franchises for use of city rights-of-way by cable providers
 - Administers the cities' cable franchises
 - Handles complaints
 - Negotiates/renegotiates agreements
 - Audits cable providers' performance
 - Technical
 - Financial
- Nonprofit corporation formed by 9 NSCC cities
 - Provides community programming and services
 - Administers the CTV Channels
 - Produces community programs
 - Staff produced
 - Volunteer produced
 - Provides studio, production truck and portable video equipment
 - Provides video education and training to community members

NSCC/CTV Funding



**North Suburban Communications Commission (NSCC) &
CTV North Suburbs/North Suburban Access Corporation Member Cities:**
 Arden Hills • Falcon Heights • Lauderdale • Little Canada
 Mounds View • New Brighton • North Oaks • Roseville • St. Anthony



What Does CTV Do?

Public, Education & Government Programming

Public/Community Programming

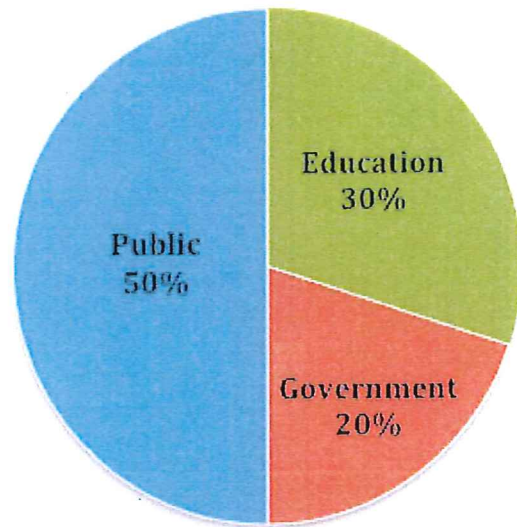
- Programs of local interest
- Examples of public/community programs:
 - *North Suburban Beat*
 - *Disability Viewpoints*
 - *Adventures in Public Speaking*
 - *4President Show*
- 362 programs in 2015
- 50% of total programs

Education Programming

- Coverage of high school/college sports, concerts & events
- Examples of education programs:
 - *Chalkboard Capers (Mounds View)*
 - *Graduation Ceremonies (all districts)*
 - *Roseville Adult Education Culture Fair*
 - *Bethel Women's Chorale*
- Coverage of meetings (*not included in total*)
 - 21 school meetings in 2015
- 218 programs in 2015
- 30% of total programs

Government Programming

- Coverage of local events, parades & festivals
- Examples of government programs:
 - *A Tale of the Cities*
 - *Candidates Speak Out*
 - *Mounds View Today*
 - *New Brighton Now*
- Coverage of meetings (*not included in total*)
 - 628 city meetings in 2015
 - 45 government meetings in 2015
- Municipal Assistance Program provides 100 hours of technical and production assistance per city per year at no charge
- Contractual services for cities & schools
 - Channel programming
 - Web streaming of meetings
- 146 programs in 2015
- 20% of total programs



The Value Proposition for CTV North Suburbs

- ❖ A community media center that serves the public/community, education and government is more effective and efficient, saving money on equipment and staff. And it
- ❖ Enables open government and transparency in government operations by providing television and web coverage of local government meetings and events;
- ❖ Cultivates civic engagement and community building by providing an environment for collaboration between public/community, education and government programmers;
- ❖ Facilitates the sharing of diverse opinions, ideas and cultures; and
- ❖ Provides training in media literacy for young people and new English speakers.



Youth Media Program & Community Training

Youth Media Program

170	Students involved in youth media programs
53	Programs produced by youth
37	Students taught Northstar Digital Literacy Standards
11	Teen interns hired by CTV worked 1,000 hours

Community Training

Classes Offered in 2015:

34	CTV 101
23	Camcorder
14	Basic Truck Crewing
11	Final Cut Pro Editing
9	Basic Studio Production
4	Adobe Premiere Pro Editing
3	CG/XPression/Score
1	Producers Club Workshop
1	Teen Production/Animation
100	Total Classes Offered

Students Received Training in 2015:

170	CTV 101
126	Camcorder
57	Basic Studio Production
49	Basic Truck Crewing
31	Final Cut Pro Editing
28	Adobe Premiere Pro Editing
7	Producers Club Workshop
5	Teen Production/Animation
4	CG/XPression/Score
477	Total Students Received Training *

** 57 Students from Roseville Adult Education – English Learners Program*



Community Survey Results

Telephone survey results from the 2015 Addendum to the 2013 Community Needs Ascertainment Report, conducted by The Buske Group:

- ◆ **NEARLY HALF (47.3%)** of all cable subscribers have watched a program on a CTV North Suburbs channel. Of these viewers:
 - **52.4%** said they watched local sports, community and city programming on channels 14, 15 or 16 at least once a month (25.9% said at least once a week)
 - **84.7%** have watched City Council meetings (37% said at least monthly)
 - **64.1%** have watched local sports (29.6% said at least monthly);
 - **38.6%** have watched School Board meetings (4.2% said at least monthly); and
 - **37.6%** have watched "North Suburban Beat" (13.8% said at least monthly)
 - **40.7%** said they watched local government programming on channel 19 at least once a month (19% said at least once a week)
 - **23.3%** said they watched educational channels 18 or 20 at least once a month (7.9% said at least once a week)
- ◆ **A MAJORITY (72.5%)** gave grades of "A" or "B" regarding how well CTV North Suburbs "provides a valuable community service" and **61.9%** gave grades of "A" or "B" to "provides programming that deals with local issues."
- ◆ **A MAJORITY (69.8%)** of all telephone survey respondents said it is "important" or "very important" to have local cable TV channels that feature programs about area residents, organizations, schools, government, events and issues.

Conclusions from the 2015 Morris Leatherman Cable Subscriber Survey:

- ❖ CTV North Suburbs' broad spectrum of programming over the three cable channels reaches an impressive **61%** of subscribers. **9%** would be considered "frequent" viewers, while **52%** are "occasional" viewers. *This is above the norm of 52% in the Twin Cities area.*
- ❖ Subscribers are split on the importance of local city, school district and public access channels. **49%** consider them either "very important" or "somewhat important," while **50%** think they are "not too important" or "not at all important." However among the **61%** viewers of CTV North Suburbs programming, **62%** indicate they are important with only **38%** considering them of less importance.

2015 CTV Programs

P = Public

E = Education

G = Government

S = Staff

V = Volunteer

O = Outside Producer

**(non-resident producer, not
Produced at CTV North Suburbs)**

P/E/G	Public/Community	Episodes	S/V/O
P	14AA Baseball	1	S
P	4Presidents show	13	V
P	7th Grade Football: St. Anthony vs. Spring Lake Park	1	V
P	A Day Trip To Mars	1	V
P	Adventures in Public Speaking	11	V
P	Amateur Baseball	4	V
P	Celebrity Jeopardy	1	S
P	Christ the King Annual Christmas Concert	1	V
P	Christ The King Christmas Pageant 2015	1	V
P	Christ the King Lutheran Church	50	V
P	Community Open House Promo	1	S
P	Community Survey Promo #1 verA	2	S
P	Community Survey Promo #2	1	S
P	Crocheting Flowers-short	1	V
P	CTV 2015 Volunteer Recognition Awards (Banquet VRAs)	1	S
P	CTV Promo - Only Takes 10 minutes	1	S
P	CTV Social Media Promo	1	S
P	Denny Ross Memorial Softball (NB)	1	V
P	Disability Viewpoints	34	V
P	EveretteSmithson-July 4 2015	1	V
P	Focus Forward	11	V
P	Fridley 1965 Tornado Open Mic	2	V
P	Gathering Place Stables-short	1	V
P	GenCTV Promo	1	S
P	Harriet Island Park - short	1	V
P	Health Now	13	V
P	House Calls	21	V
P	Housing Diversity Seminar	1	S

P	How to Make Magic	1	V
P	How to play Guitar	1	V
P	Juggle Balls	2	V
P	Kad's Deli -short	1	V
P	Kiwanis Youth Awards 2015	1	V
P	Korean War Picnic 2015	1	V
P	La Pirinola	2	V
P	Legion Baseball	2	S
P	Light on the Gospel	12	V
P	Lynne 03 26:01	1	V
P	Mass of Thanksgiving @ Benedictine Featuring Bishop Lee	1	S
P	Men's Bandy North American Cup	1	V
P	Minnesota Conversations The Voting Rights Act	1	V
P	MN Harvest Horse Show 2015	1	V
P	MOFAS LIVE!	4	S
P	N.O. Garden Club Lymne's Disease	1	V
P	NET Lifeline	18	V
p	North Metro Home & Garden Show Promo	1	V
P	North Suburban Beat	47	S
P	Official State of MN Veterans Day Program	1	O
P	Ordination to the Priesthood	1	V
P	Paranormal Crossover (UFOs and the Paranormal)	1	V
P	Performing Hmong Qeej-short	1	V
P	Princess Whatshername-SJB 2015	1	S
P	Public Safety Spotlight	8	V
P	Rand Paul Stand with Rand Iowa Rally	1	V
P	RBB at Como Park	1	V
P	Roller Derby - North Start Roller Girls	6	S
P	ROMAFH League of Women Voters (LWV) Part 2	1	S

P	Roseville Big Band	6	V
P	Roseville Open Figure Skating	3	V
P	Roseville String Ensemble	4	V
P	School of Rock	3	V
P	Senior Softball All Stars	1	S
P	Shakespeare & Co	3	V
P	Shoreview Northern Lights Variety Band Holiday Concert 2	1	V
P	Softball (NB 1-pitch)	3	V
P	Songs of Hope	1	V
P	SPACC present Transportation for the 21st Century	1	S
P	Special Gift	2	V
P	Speedskating America Cup	2	V
P	Speedskating John Rose Open	2	V
P	St. Anthony Civic Orchestra 40th Anniversary Concert 2015	1	V
P	St. Anthony Orch Spring Benefit Concert	1	V
P	St. Rose 75th Anniversary Diamond Jubilee Mass	1	V
P	St. Rose Holiday Concert	1	V
P	Sticky Rice with Banana	2	V
P	The Awful Truth "Equal"	1	S
P	The Messenger	3	V
P	The Real Deal in Real Estate	6	V
P	The Splatter Sisters	1	V
P	Transforming Stigma Into Strength with Mike Veny	3	V
P	UFO and the Paranormal	1	V
P	Water Festival-short	1	V
P	What's Brewin	7	S
P	Womens College Hockey: Gophers vs. Huskies	1	S

Staff Produced	84
Volunteer Produced	277
Outside Produced	1
Public/Community Total	362

P/E/G	Education	Episodes	V/S
E	Bethel Women's Chorale	1	V
E	Chalkboard Capers 2015	1	S
E	Culture Fair 2015 Roseville Adult Education	1	S
E	Fairview Alternative HS Graduation	1	V
E	Graduation Promo 2015	1	V
E	Heads and Tails (Adult Education)	1	V
E	IDHS Everyone's Watching PSA	1	V
E	IDHS Irondale Athlete Alumni	1	V
E	Irondale High School Graduation Ceremony	1	V
E	Irondale Pops Concerts	1	V
E	Mounds View High School Graduation	1	V
E	Mounds View High School Speech Showcase	1	V
E	MV Chippewa Middle School Presents 7th Grade Spring Co	1	V
E	Mounds View High School Graduation Ceremony	1	S
E	RAHS All District Orchestra Festival	1	V
E	RAHS Concert Series I	4	V
E	RAHS Concert Series III	3	V
E	RAHS Winter Jazz Concert	2	V
E	Roseville High School Graduation Ceremony	1	S
E	SAHS Senior Band Concert	1	V
E	School Chamber Musical Recital District 621	1	S
E	St. Anthony High School Graduation Ceremony	1	S
E	St. John the Baptist School Holiday Concert 2015	1	S
E	St. Rose 2015 School Play	1	V
SPORTS			
E	Baseball: Irondale vs. Blaine	1	O
E	Baseball: Irondale vs. Fridley	1	S
E	Baseball: St. Anthony vs. DeLa Salle	1	V

E	Baseball: St. Anthony vs. St. Agnes	1	V
E	Baseball: St. Anthony vs. St. Paul Academy	1	V
E	Boys Basketball: Irondale vs. Park Center	1	S
E	Boys Basketball: Irondale vs. So. St. Paul	1	S
E	Boys Basketball: Irondale vs. Totino Grace	1	S
E	Boys Basketball: Roseville vs. Anoka	1	V
E	Boys Basketball: Roseville vs. Cretin DH	1	V
E	Boys Basketball: Roseville vs. Forest Lake	1	V
E	Boys Basketball: Roseville vs. Kennedy	1	V
E	Boys Basketball: Roseville vs. N. St. Paul	1	V
E	Boys Basketball: Roseville vs. Woodbury	1	V
E	Boys Basketball: St. Anthony vs. Mpls Edison	1	V
E	Boys Basketball: St. Anthony vs. St. Agnes	1	V
E	Boys Hockey: Irondale vs. Anoka	1	O
E	Boys Hockey: Irondale vs. St. Louis Park	1	O
E	Boys Hockey: Roseville vs. Cretin DH	1	V
E	Boys Hockey: Roseville vs. East Ridge	1	V
E	Boys Hockey: Roseville vs. Hermantown	1	V
E	Boys Hockey: Roseville vs. Mounds View	1	V
E	Boys Hockey: Roseville vs. Park CG	1	V
E	Boys Hockey: Roseville vs. WBL	1	V
E	Boys Hockey: Roseville vs. White Bear Lake	1	V
E	Boys Hockey: TotinoGrace vs. Breck	1	O
E	Boys Lacrosse: Mounds View vs. Centennial	1	O
E	Boys Lacrosse: Roseville vs. Cretin DH	1	V
E	Boys Lacrosse: Roseville vs. Park CG	1	V
E	Boys Soccer: Centennial vs. St. Anthony/SLP	1	O
E	Boys Soccer: St. Croix Lutheran vs. Concordia Academy	1	O
E	Boys Soccer: Totino Grace vs. Maple Grove	1	O

E	Boys Swimming: Roseville vs. Park CG	1	V
E	College Football: Bethel vs. Carleton	1	V
E	College Football: Bethel vs. Gustavus	1	V
E	College Football: Bethel vs. Hamline	1	V
E	College Football: Bethel vs. St. John's	1	V
E	College Football: Bethel vs. Wartburg	1	V
E	College Football: Northwestern vs. Iowa Wesleyan	1	V
E	Football: Andover vs. Totino Grace	1	O
E	Football: Blaine vs. Totino Grace	1	O
E	Football: Burnsville vs. Roseville	1	V
E	Football: Coon Rapids vs. Totino Grace	1	O
E	Football: Roseville vs. Cretin DH	1	V
E	Football: Roseville vs. East Ridge	1	V
E	Football: Roseville vs. Mounds View	1	V
E	Football: Roseville vs. Stillwater	1	V
E	Football: St. Anthony vs. Highland Park	1	V
E	Football: St. Anthony vs. Mpls Southwest	1	V
E	Football: St. Anthony vs. Washburn	1	V
E	Football: St. Anthony vs. Westonka	1	V
E	Football: Totino Grace vs. Anoka	1	O
E	Girls Basketball: Irondale vs. Blaine	1	S
E	Girls Basketball: Irondale vs. Coon Rapids	1	S
E	Girls Basketball: Irondale vs. Elk River	1	S
E	Girls Basketball: Irondale vs. Osseo	1	S
E	Girls Basketball: Irondale vs. St. Louis Park	1	O
E	Girls Basketball: Irondale vs. St. Louis Park	1	O
E	Girls Basketball: Roseville vs. Anoka	1	V
E	Girls Basketball: Roseville vs. Cooper	1	V
E	Girls Basketball: Roseville vs. Cretin DH	1	V

E	Girls Basketball: Roseville vs. East Ridge	1	V
E	Girls Basketball: Roseville vs. Mounds View	1	S
E	Girls Basketball: Roseville vs. Stillwater	1	V
E	Girls Basketball: Roseville vs. White Bear Lake	1	V
E	Girls Basketball: St. Anthony vs. Apple Valley	1	V
E	Girls Basketball: Totino Grace vs. Armstrong	1	O
E	Girls Hockey: Irondale vs. Blaine	1	O
E	Girls Hockey: Irondale vs. Champlin Park	1	O
E	Girls Hockey: Irondale vs. Spring Lake Park	1	O
E	Girls Hockey: Roseville vs. Centennial	1	V
E	Girls Hockey: Roseville vs. Edina	1	V
E	Girls Hockey: Roseville vs. Minnetonka	1	V
E	Girls Hockey: Roseville vs. Mounds View	1	V
E	Girls Hockey: Roseville vs. Mounds View	1	V
E	Girls Hockey: Roseville vs. Tartan	1	V
E	Girls Hockey: Roseville vs. Woodbury	1	V
E	Girls Hockey: Totino Grace vs. North Metro	1	O
E	Girls Lacrosse: Irondale vs. Coon Rapids	1	O
E	Girls Lacrosse: Roseville vs. White Bear Lake	1	V
E	Girls Soccer: Centennial vs. St. Anthony/SLP	1	O
E	Girls Soccer: Totino Grace vs. Maple Grove	1	O
E	Girls Swimming: Roseville vs. Woodbury	1	V
E	Girls Swimming: St. Anthony vs. Mpls. South	1	V
E	High School Football: All-Star vs. Game	1	O
E	HS All-Star Baseball: West vs. North	1	O
E	JV Boys Basketball: Irondale vs. Coon Rapids	1	S
E	JV Boys Basketball: Irondale vs. Osseo	1	S
E	JV Boys Basketball: Irondale vs. Park Center	1	S
E	JV Boys Basketball: Irondale vs. So. St. Paul	1	S

E	JV Boys Basketball: Irondale vs. Totino Grace	1	S
E	JV Girls Basketball: Irondale vs. Elk River	1	S
E	JV Girls Basketball: Roseville vs. Mounds View	1	S
E	Robotics: FIRST Regionals vs. @ U of M	1	V
E	Section Baseball: Roseville vs. So. St. Paul	1	V
E	Section Baseball: St. Anthony vs. Harding	1	V
E	Section Boys Basketball: Roseville vs. Mahtomedi	1	V
E	Section Boys Hockey: Mounds View vs. Hill Murray	1	O
E	Section Boys Hockey: Roseville vs. Mounds View	1	S
E	Section Football: St Louis Park vs. Irondale	1	O
E	Section Girls Basketball: Irondale vs. Osseo	1	S
E	Section Girls Basketball: Roseville vs. Tartan	1	V
E	Section Girls Basketball: Roseville vs. White Bear Lake	1	V
E	Section Girls Hockey: Irondale vs. Champlin Park	1	O
E	Section Girls Hockey: Mounds View vs. Blaine	1	O
E	Section Girls Hockey: Roseville vs. Cretin DH	1	V
E	Section Girls Hockey: Roseville vs. Tartan	1	V
E	Section Girls Soccer: Coon Rapids vs. Irondale	1	O
E	Section Softball: Irondale vs. Spring Lake Park	1	O
E	Section Softball: Irondale vs. Totino Grace	1	S
E	Section Softball: St. Anthony vs. St. Paul Johnson	1	V
E	Section Volleyball: Irondale vs. Mahtomedi	1	O
E	Section Volleyball: Roseville vs. Mounds View	1	V
E	Section Volleyball: Roseville vs. Stillwater	1	V
E	Section Volleyball: Roseville vs. Totino Grace	1	V
E	Softball: Irondale vs. Coon Rapids	1	O
E	Softball: Irondale vs. Maple Grove	1	S
E	Softball: Roseville vs. Cretin DH	1	V
E	Softball: Roseville vs. Mounds View	1	V

E	Softball: Roseville vs. Stillwater	1	V
E	Softball: St. Anthony vs. Columbia Heights	1	V
E	Softball: TotinoGrace vs. Maple Grove	1	O
E	State Boys Basketball: Roseville vs. Shakopee	1	V
E	State Girls Soccer: Mounds View vs. Centennial	1	O
E	Volleyball: Andover vs. Irondale	1	O
E	Volleyball: Fridley vs. St. Anthony	1	V
E	Volleyball: Irondale vs. Coon Rapids	1	O
E	Volleyball: Roseville vs. Forest Lake	1	V
E	Volleyball: Roseville vs. Mpls Southwest	1	V
E	Volleyball: Roseville vs. Rosemount	1	V
E	Volleyball: Roseville vs. Stillwater	1	V
E	Volleyball: St. Anthony vs. Brooklyn Center	1	V
E	Volleyball: St. Anthony vs. Columbia Heights	1	V
E	Volleyball: Totino Grace vs. Osseo	1	O
E	Volleyball: White Bear Lake vs. Concordia Academy	1	O
E	Wrestling: Roseville vs. Park CG	1	V
E	Wrestling: TotinoGrace vs. Maple Grove	1	O

YOUTH MEDIA

E	A Bad Day of Monster	1	V
E	Bullying	1	V
E	Cellists of Minnesota	1	V
E	CreaTV episode 5	1	V
E	CTV In Studio:Ryan Evans - White Spider	1	V
E	CTV In-Studio Elizabeth Bishop	1	V
E	CTV Tours Promo (Teen/Youth)	1	V
E	Deadringer Trailer	1	V
E	Disco Dance Party- Cub Scout Pack 419 (Teen/Youth)	1	V
E	East Side Documentary	1	V

E	Ego Death	4	V
E	GGAL	3	V
E	I Made the Earth to Shelter You	1	V
E	Kayode's Skateboard Documentary	1	V
E	Me & I	1	V
E	Military Teen Summit Promo	1	V
E	MN Weather PSA	1	V
E	Neighborhood Game Show	1	V
E	OSFNA 2015	1	V
E	Pack 167 Visits CTV 1:53	1	V
E	Quest for college Recruitment Promo	1	V
E	Retrovirus-Nick Henry	1	V
E	Summer Promo (Teen/Youth)	1	V
E	TCYMN Illuminate! 2015 Showcase Promo (Teen/Youth)	1	V
E	TCYMN Show	12	V
E	The Emperor of Ice Cream	1	V
E	The Normal-ish Cooking Show	1	V
E	The Tuesday Interviews (Youth/Teen)	1	V
E	The Wednesday Interviews (Youth/Teen)	1	V
E	The Worst Short Films Ever Competition 2015	1	V
E	Toothed Mammals vs. Finger Snots	1	V
E	Transition Plus Tour (Teen/Youth)	1	V
E	Troop 53102	1	V
E	Waite House News (Teen/Youth)	1	V
E	YL Promo	1	V

218

Staff Produced 27

Volunteer Produced 152

Outside Produced	39
Education Total	218

P/E/G	Government	Episodes	S/V/O
G	A Tale of the Cities	28	V
G	AH City Tour Video	1	S
G	AH Clean Up Days Promo	1	S
G	AH Fall Clean Up	1	S
G	AH Fall Clean Up Promo	1	S
G	AH Lexington Station Promo	1	S
G	AH State of the City	1	S
G	Candidates Speak Out	5	S
G	Conversation with the Mayor	2	V
G	Election Results 2015	1	S
G	Electronics Recycling Tech Dump FH/LD	1	S
G	Falcon Heights Curtiss Playground Build	1	S
G	Falcon Heights Fire Dept Open House 2015	1	S
G	Falcon Heights Ice Cream Social 2015	1	S
G	FH Winterfest 2015	1	S
G	FH/LD 5K Fun Run 2015	1	S
G	FH/LD Winter Carnival Presentation	1	S
G	FH/LD/SA Sustainability Fair	1	S
G	FH/LD/SA Sustainability Fair 2015 Promo	1	S
G	Fourth of July at Central Park	1	V
G	Lauderdale 50th Anniversary Video Conversations	1	S
G	Lauderdale Citywide Garage Sale	1	S
G	Lauderdale Day in the Park 2015	1	S
G	Lauderdale DIP/RV Puppet Show 2015	1	S
G	Lauderdale Farmers Market	1	S
G	Lauderdale Farmers Market Promo	1	S
G	Lauderdale Halloween Party 2015	1	S
G	LC Arbor Day	1	S

G	LC Button Contest Winner	1	S
G	LC Public Works Facility Dedication	1	S
G	LCCC Mtg	1	S
G	LCFD Booya Sale	1	S
G	LCRA Ice Fishing Tourney	1	S
G	LCRA Ice Skating Party	1	S
G	Little Canada Parade 8-2-2015	1	V
G	Mounds View Bel Rae Opening	1	S
G	Mounds View Car show	1	V
G	Mounds View Community Center Fall Festival 2015	1	S
G	Mounds View Cookies with Santa	1	S
G	Mounds View Fall Family Fun Festival	1	S
G	Mounds View Festival Bike Race	1	S
G	Mounds View Festival in the Park 2015	1	S
G	Mounds View Festival in the Park 5k Promo	3	S
G	Mounds View Festival in the Park Parade 2015	1	V
G	Mounds View National Night Out Promo	1	V
G	Mounds View Today	3	V
G	Music in the Park	2	V
G	MV Citizen of the Year Nominations	1	V
G	MV Cookies with Santa 2015 promo	1	V
G	MV SBM Fire Santa parade	1	S
G	MV Volunteer Coach of the Year Nominations	1	V
G	MVCC Spring Dance Recital	1	S
G	MVCT Crazy for You Promo	1	S
G	NB/MV Rotary Easter Egg Hunt	1	S
G	New Brighton 2015 Stockyard Days Parade LIVE	1	V
G	New Brighton Bridge Construction Video	1	S
G	New Brighton Coronation 2015	1	V

G	New Brighton Now	25	V
G	New Brighton Stockyard Parade 2015	1	V
G	North Oaks Festival & Parade	1	S
G	Radon Safety in Your Home	1	V
G	RamCo Officer Memorial Ceremony 2015	1	S
G	Ramsey County Community Forum 2015	1	S
G	Ramsey County Sheriff's Medicine Drop	1	O
G	Rosefest Parade	1	V
G	Roseville Alzheimer/Dementia Video	1	S
G	Roseville Family Night Out	1	S
G	Roseville Night 2 Unite	1	S
G	Roseville Night to Unite 2015	1	S
G	Roseville Oval Time Lapse	1	S
G	Roseville OVALumination	1	S
G	Roseville Police Dept Behind the Badge #1	1	S
G	Roseville Rosefest Promo :50	1	S
G	Roseville State of the City	1	S
G	Roseville Taste of Rosefest	1	S
G	St. Anthony Candy Cane Hunt	1	S
G	St. Anthony Chamber Holiday Lights Contest	1	S
G	St. Anthony Field Trip Art Fair 2015	1	S
G	St. Anthony Much Ado About Nothing	1	S
G	St. Anthony Silverwood Art Festival 2015	1	S
G	St. Anthony Silverwood Gallery Art Video	1	S
G	St. Anthony Silverwood Park Egg Hunt	1	S
G	St. Anthony VillageFest Parade 7-31-2015	1	V
G	Sustainability Fair LD/FH/SA	1	S
G	Winter Problems for Fire Departments	1	V

Staff Produced	70
Volunteer Produced	75
Outside Produced	1
Government Total	146

**ADDENDUM TO THE
2013 COMMUNITY NEEDS ASCERTAINMENT REPORT**

**NORTH SUBURBAN COMMUNICATIONS COMMISSION
(Arden Hills, Falcon Heights, Lauderdale, Little Canada,
Mounds View, New Brighton, North Oaks, Roseville,
and St. Anthony, Minnesota)**

November 17, 2015

Prepared by

**THE BUSKE GROUP
4808 T STREET
SACRAMENTO, CA 95819
(916) 441-6277**

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III. TELEPHONE SURVEY OF CABLE SUBSCRIBERS	14
IV. PEG ACCESS EQUIPMENT RECOMMENDATIONS	16
V. SUMMARY OF FINDINGS	18

APPENDICES

1. 2015 On-Line Survey Questionnaire
 - 1a. Questionnaire Open-Ended Responses: Comments about Comcast
 - 1b. Questionnaire Open-Ended Responses: Comments about CTV North Suburbs
2. 2015 Telephone Survey Report
3. 2015 CTV North Suburbs Video Facility Inventory
4. 2015 Updated CTV North Suburbs Equipment Replacement/Upgrade Packages

ADDENDUM TO THE COMMUNITY NEEDS ASCERTAINMENT

NORTH SUBURBAN COMMUNICATIONS COMMISSION

I. INTRODUCTION AND OVERVIEW

The Buske Group was asked by the North Suburban Communications Commission ("NSCC") -- a nine-city municipal joint powers consortium consisting of the Cities of Arden Hills, Falcon Heights, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville, and St. Anthony, Minnesota (the "NSCC franchise area") -- to prepare this Addendum to the Community Needs Ascertainment report that it submitted to the NSCC on July 15, 2013. The Buske Group was authorized to conduct the following research activities for this Addendum:

- Prepare and conduct an on-line survey to obtain up-to-date information about community needs and interests related to cable TV in the nine cities served by NSCC and CTV North Suburbs.
- Conduct a telephone survey of Comcast cable subscribers in the NSCC franchise area to obtain up-to-date information regarding the company's service packages, customer service, and related matters; PEG Access awareness and viewership; and the importance of local PEG Access programming.
- Prepare updated recommendations regarding the PEG Access equipment packages, taking into consideration the equipment purchases made by CTV North Suburbs since The Buske Group evaluated its inventory and made the recommendations included in the July 15, 2013 Community Needs Ascertainment.

II. ON-LINE SURVEY

The Buske Group prepared an on-line survey questionnaire, based upon the one that was used for the focus group/on-line survey in September-October, 2011. The 2015 on-line survey was conducted from October 5-31. Three hundred ninety-seven (397) people completed the survey, significantly more than the one hundred fifty-five (155) that responded to the 2011 survey.

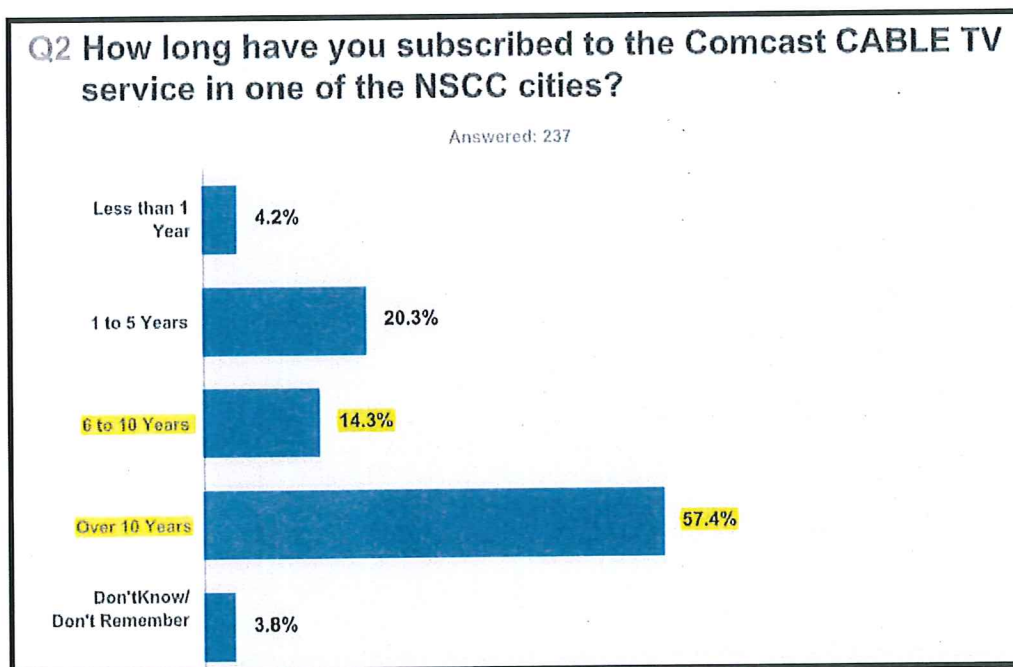
A list of the 36 organizational and institutional affiliations represented by the on-line survey respondents is provided below and on the following page. (Many of them did not indicate an organizational or institutional affiliation, and some of the organizations listed were identified by more than one participant.)

- Abbott Northwestern Hospital
- "Around Town" TV & Around Town Media, LLC
- Arthur's Residential Care
- Autism Works
- Bethel University
- Business - FIC
- City of Falcon Heights
- City of St. Anthony
- Fosston Townhomes
- Gausman & Moore Associates, Inc.
- Hamline University
- Hip Hope
- Kahler
- Kinyon Properties (Rental Twin Homes on Raymond Ave.)
- Mat Talk Online
- Metro State U
- Minnesota Organization on Fetal Alcohol Syndrome
- Minnesota State Horticultural Society
- Mounds View City Council
- Mounds View High School
- Mounds View Schools
- Ms.
- New Brighton City Council
- OneEyedHog

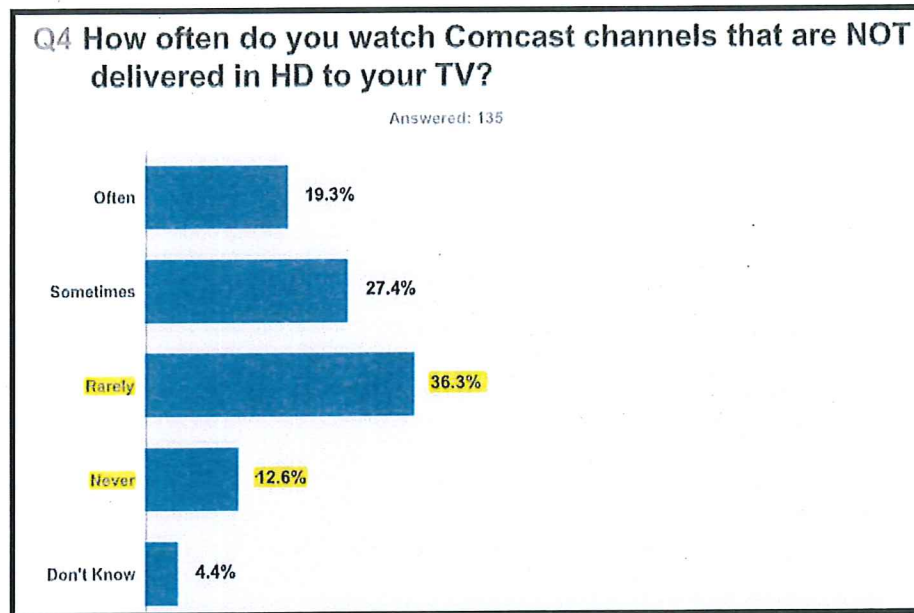
Organizational Affiliations of Focus Group/On-Line Survey Participants (continued)

- RCBC
- Realife of Mounds View
- Roseville Area Schools / 623 Productions
- Roseville Big Band
- Roseville Rotary
- Roseville Schools
- Roseville String Ensemble
- Saltar Solutions
- Small Business Growth Alliance
- St. Jude Medical
- Twin Cities North Chamber of Commerce
- University of Northwestern

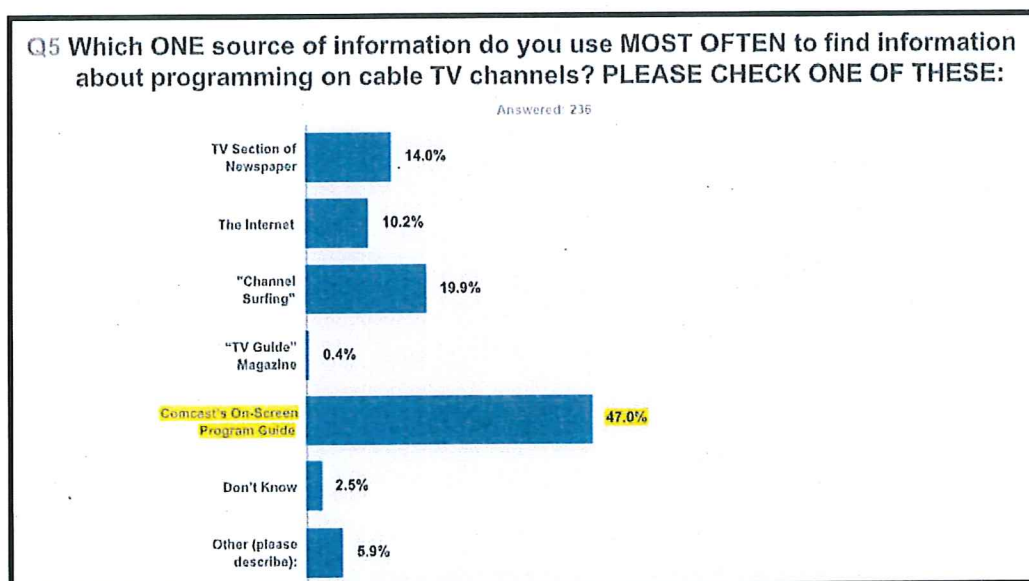
Over half (59.7%) of the online survey respondents said they subscribe to the Comcast cable TV service in one of the NSCC cities. Of these subscribers, 71.7% said they have been Comcast customers for more than five years.



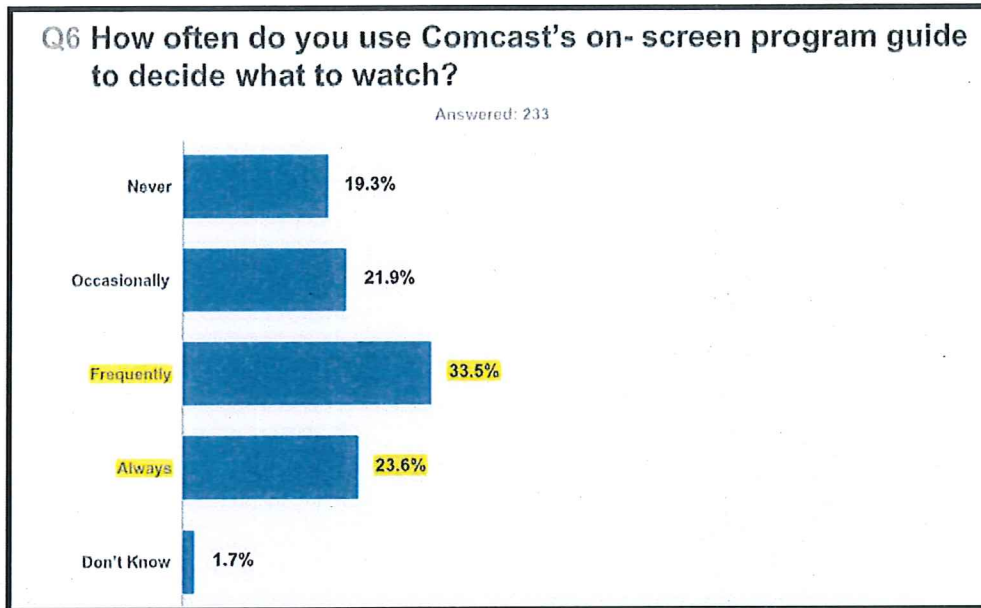
Of the Comcast cable TV subscribers, 56.8% (up from 45% in the 2011 survey) indicated that they pay extra to receive Comcast's high definition ("HD") channels. These HD customers were asked to indicate how often they watch Comcast channels that are not delivered in HD. As illustrated below, nearly half (48.9%) answered "rarely" or "never."



The Comcast subscribers were asked to indicate which one source they used most often to find information about programming on cable TV. The most frequently used source (47%, up from 44.2% in 2011) was Comcast's on-screen program guide, as shown below.



Over half (56.1%, up from 49.4% in 2011) of the Comcast subscribers said they use Comcast's on-screen program guide "frequently" or "always" to decide what to watch.

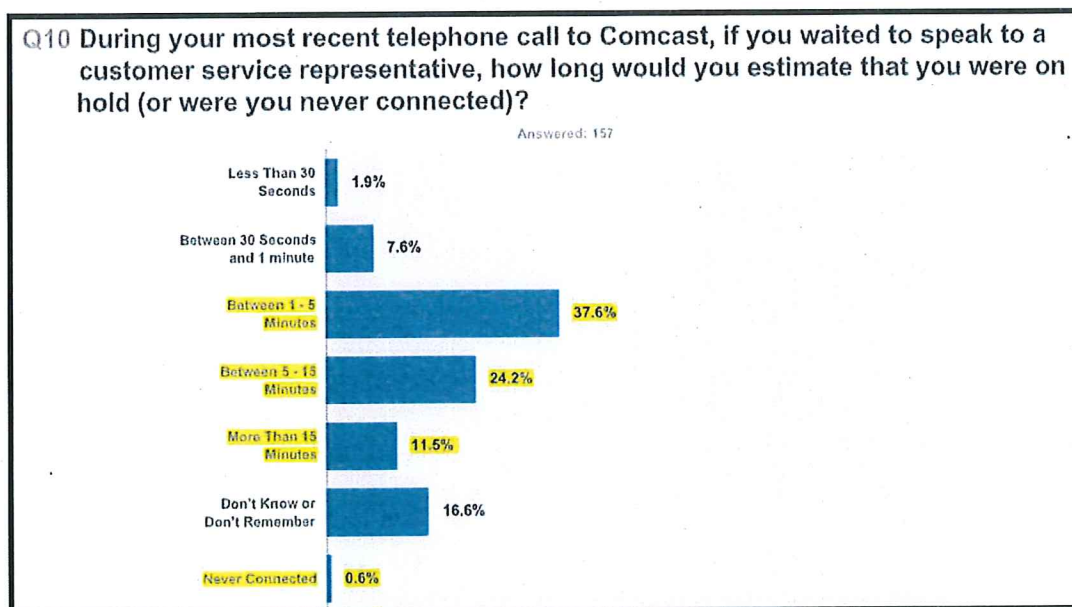


The Comcast subscribers were then asked to indicate their level of satisfaction with Comcast's service in 10 different areas. The chart on the next page displays their responses. The highest-rated items are the *quality of the picture and sound* (rated "Very Good" or "Good" by about 82% of these respondents, up from 79% in 2011) and the *reliability of the Comcast cable TV service* (rated "Very Good" or "Good" by about 68%, a drop from 79% in 2011). The lowest-rated item is the *rates charged by Comcast for cable TV service* (rated "Very Poor" or "Poor" by 63%, up from 52.7% in 2011). Other items for which there were notable increases in the "Very Poor" or "Poor" responses as compared to the 2011 online survey included: *ability to quickly speak to a customer service representative* (37%, up from 15.7% in 2011); *ease of getting services installed or changed by Comcast* (28.6%, up from 13.3% in 2011); and *helpfulness of customer service representatives* (26.2%, up from 18.5% in 2011).

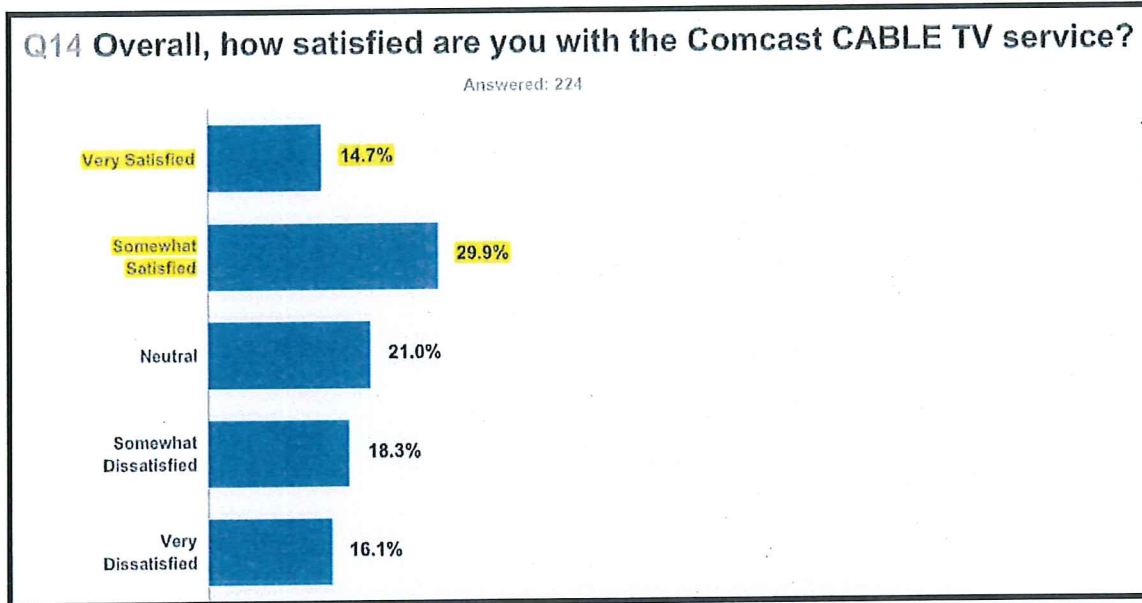
Q7 Please indicate your level of satisfaction with Comcast's CABLE TV service (NOT telephone or Internet service) in the following areas. If you don't know or the item is not applicable ("N/A") to you, just indicate that.

	VERY GOOD	GOOD	FAIR	POOR	VERY POOR	DON'T KNOW	Total
Quality of the picture and sound	34.2% 76	47.7% 106	13.5% 30	0.9% 2	2.3% 5	1.4% 3	222
Reliability of the Comcast cable TV service	24.3% 54	43.2% 96	20.7% 46	7.2% 16	3.2% 7	1.4% 3	222
Number & variety of channels offered	26.5% 59	38.6% 86	22.4% 50	6.7% 15	2.7% 6	3.1% 7	223
The rates charged by Comcast for CABLE TV service	3.7% 8	7.3% 16	24.7% 54	28.8% 63	34.2% 75	1.4% 3	219
Considering how much it costs and the quality of service you receive, the overall value of your cable TV service	4.1% 9	19.4% 43	33.3% 74	25.7% 57	16.7% 37	0.9% 2	222
Ability to quickly speak to a customer service representative when you call Comcast	8.1% 17	21.0% 44	31.0% 65	20.0% 42	17.1% 36	2.9% 6	210
Helpfulness of Comcast's customer service representatives	10.5% 22	29.5% 62	31.0% 65	16.2% 34	10.0% 21	2.8% 6	210
Ease of getting services installed or changed by Comcast	11.2% 22	22.4% 44	30.1% 59	14.3% 28	14.3% 28	7.7% 15	196
Comcast's ability to quickly get problems repaired or resolved	7.3% 15	26.7% 55	29.6% 61	17.5% 36	13.1% 27	5.8% 12	206
Ability of Comcast to respond to a service call within the promised time period	14.7% 28	34.7% 66	26.3% 50	8.4% 16	6.8% 13	8.9% 17	190

Subscribers were asked if they had tried to contact Comcast by telephone during the past year – about 78% said “Yes.” Of those who waited to speak to a customer service representative, 73.9% said they were on hold for one minute or more, or were never connected, as illustrated below.



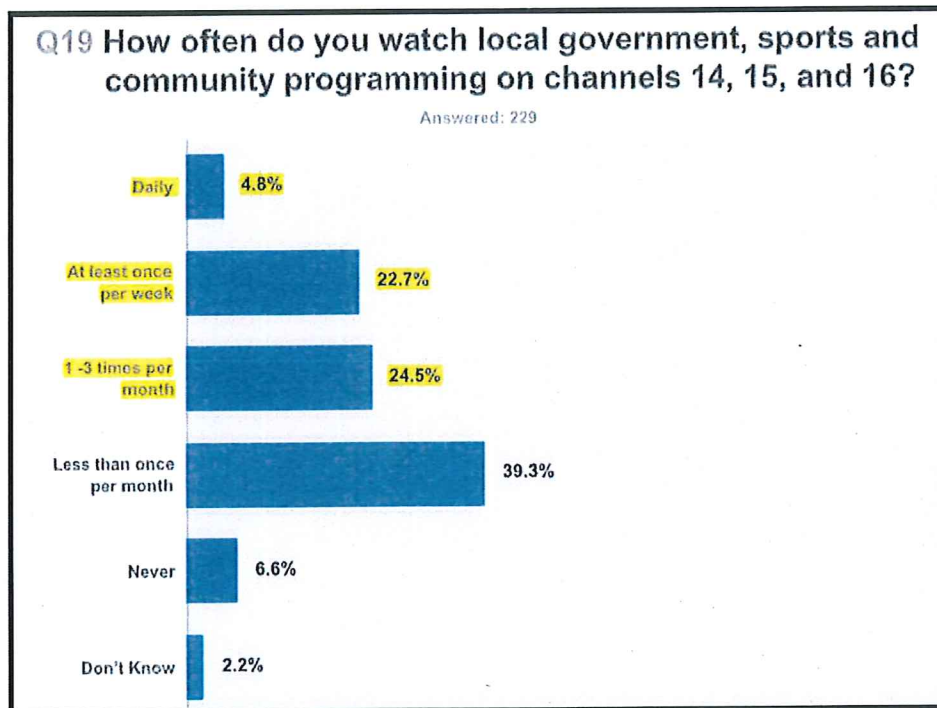
The Comcast subscribers were asked to indicate how satisfied they were with the Comcast cable TV service, overall. As illustrated below, 44.6% (down from 56% in 2011) indicated that they were "Very Satisfied" or "Somewhat Satisfied."



The respondents could also provide any open-ended comments about the Comcast cable TV service, all of which are provided in Appendix 1a to this Addendum report. Negative comments outnumbered positive/neutral comments by four to one (five to one in 2011). Once again, common criticisms included too high rates and the lack of an a la carte option.

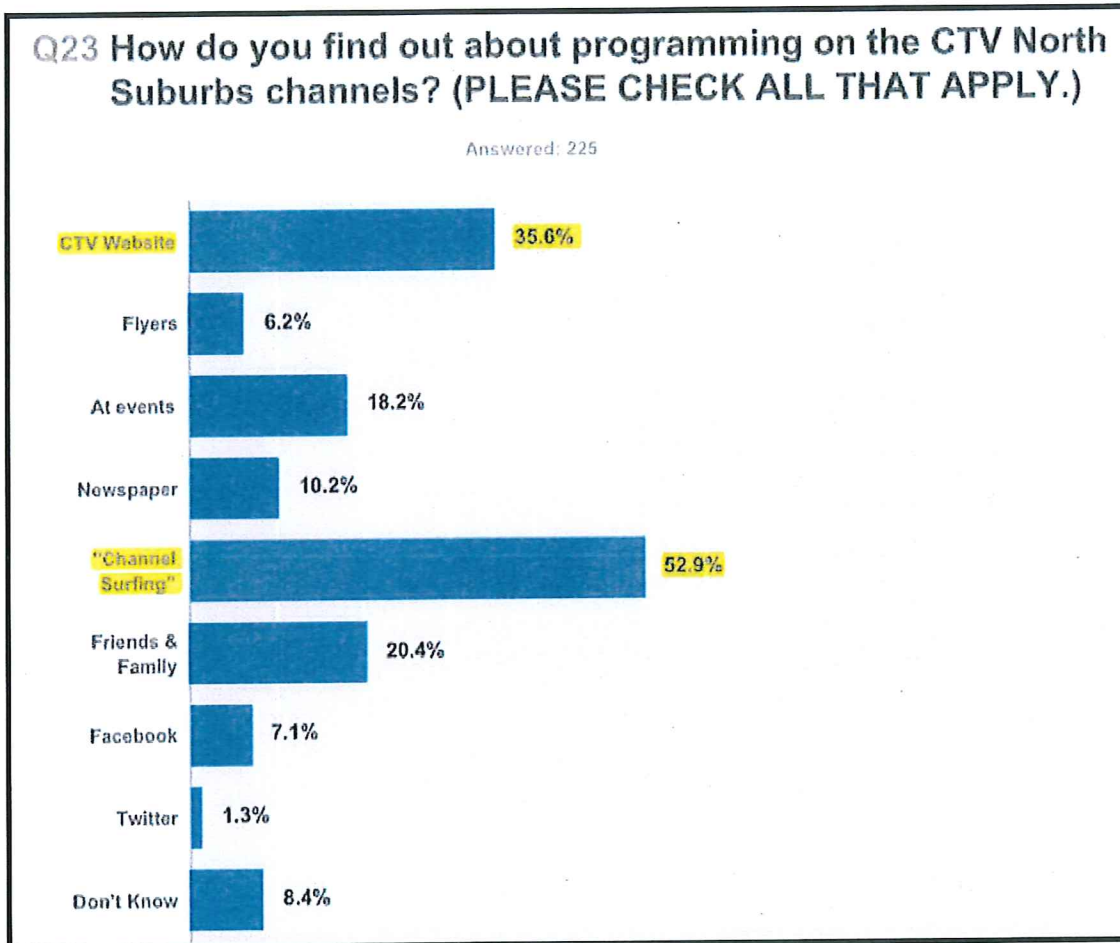
The online survey respondents who do not subscribe (or have never subscribed) to the Comcast cable TV service in the NSCC franchise area were asked to indicate the reasons why they do not subscribe. Of those who previously subscribed, the most frequently indicated reason was "Comcast's cable TV service is too expensive," followed by "I can watch programs that are delivered through the Internet" and "Comcast's customer service was poor." Of those who had never subscribed to the Comcast cable TV service, the most frequently indicated reasons were "Comcast's cable TV service is too expensive" and "I can watch programs that are delivered through the Internet," followed by "I'm not interested – I don't watch TV enough to make it worthwhile."

Next, all respondents (including Comcast subscribers and non-subscribers) were asked if they had ever watched programming on one of the channels delivered by CTV North Suburbs (i.e., local sports, community and city programming on channels 14, 15, and 16; local educational programming on channels 18 and 20; local government programming on channel 19; non-local programming on channel 21; and NASA TV on channel 98). 69.5% of them answered that they had watched a CTV North Suburbs channel. Of those who had ever watched a CTV North Suburbs channel, over half (52%) said they watched programming on channels 14, 15 and 16 at least once per month, as illustrated below:



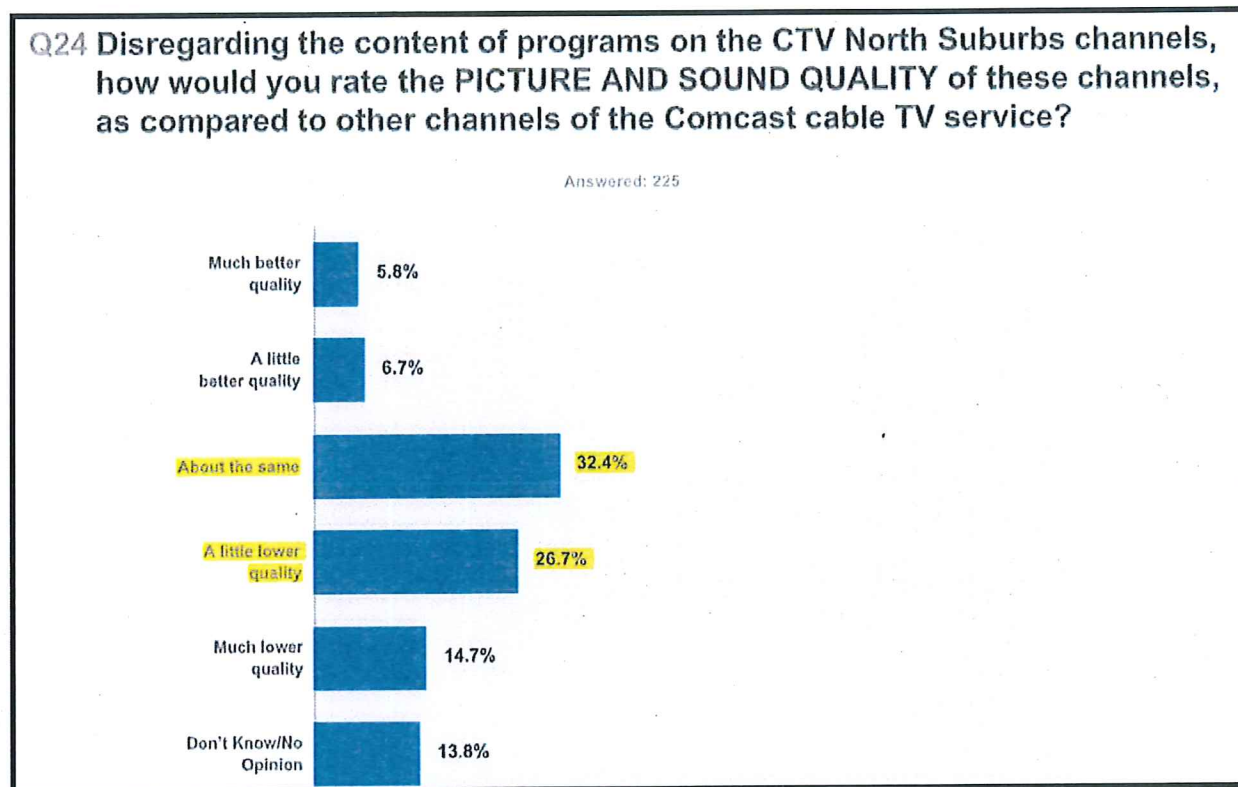
In response to similar questions, 29.5% said they watched programming on channels 18, 19 and 20 at least once per month; 17.9% said they watched programming on channel 21 at least once per month; and 15% said they watched programming on channel 98 at least once per month.

The on-line survey respondents who had watched a channel delivered by CTV North Suburbs were then asked how they found out about the programming on these channels.¹ As illustrated below, the most frequent method was “channel surfing,” followed by the “CTV North Suburbs website.”



¹ NOTE: Prior to September 21, 2015, Comcast did not provide information about the programming shown on any of the channels delivered by CTV North Suburbs on its on-screen program guide, which was indicated as the most frequently used source of cable programming information by the survey/questionnaire respondents.

The respondents who had watched programming on a channel delivered by CTV North Suburbs were then asked, disregarding the content of programs on these channels, to rate the picture and sound quality of these channels, as compared to the other channels of Comcast's cable TV service. As illustrated below, about three-fifths of them answered "about the same" (32.4%) or "a little lower quality" (26.7%).



Respondents who had watched a channel delivered by CTV North Suburbs were provided a list of programs that appear on these channels and were asked to indicate how many times they had watched them. The chart below display their responses, and shows that most often mentioned as being watched at least once per month were: (1) "City Council Meetings" [32.2%], (2) "Local Sports (football, baseball, hockey, etc.)" [31.6%], (3) "Tale of Our Cities" [21.7%], and (4) "North Suburban Beat" [21.1%].

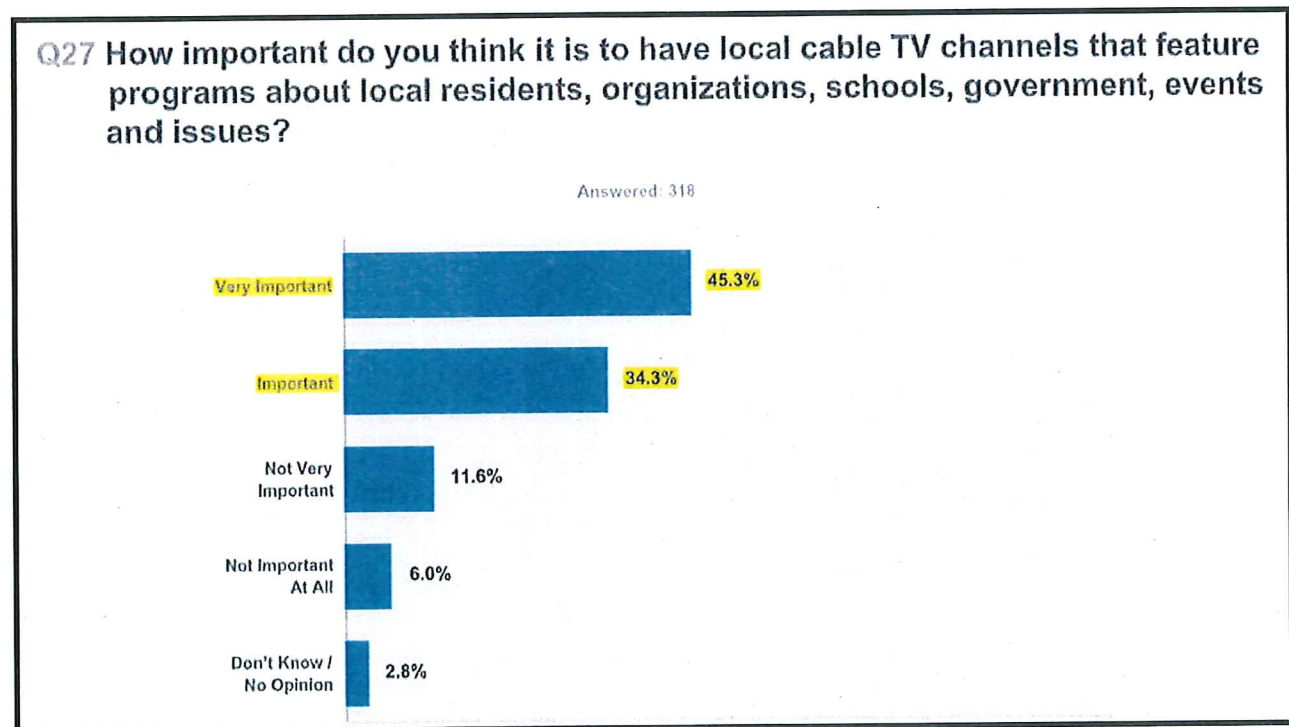
Q25 Please indicate if you have ever watched any of the following programs that are regularly shown on a CTV North Suburbs channel and how regularly you have watched them.

	NEVER	LESS THAN MONTHLY	1-3 TIMES PER MONTH	AT LEAST WEEKLY	DON'T KNOW	Total
City Council Meetings	22.6% 47	44.2% 92	25.5% 53	6.7% 14	1.0% 2	208
Ramsey County Board Meetings	62.0% 116	25.7% 48	9.6% 18	0.5% 1	2.1% 4	187
Tale of Our Cities	52.3% 101	24.9% 48	15.5% 30	6.2% 12	1.0% 2	193
Local Sports (football, baseball, hockey, etc.)	26.6% 52	40.3% 79	17.3% 34	14.3% 28	1.6% 3	196
Disability Viewpoints	69.4% 129	15.1% 28	8.1% 15	3.2% 6	4.3% 8	186
North Suburban Beat	49.7% 97	26.7% 52	14.4% 28	6.7% 13	2.6% 5	195
NET Lifetime Mass	79.2% 145	8.7% 16	6.0% 11	1.6% 3	4.4% 8	183
WWA Talk Show	61.8% 153	5.3% 10	5.0% 11	0.5% 1	6.4% 12	187
Education Conversations (from MN Dept. of Education)	0.0% 0	0.0% 0	0.0% 0	0.0% 0	0.0% 0	0
School Board Meetings	45.5% 90	37.4% 74	13.1% 26	2.0% 4	2.0% 4	198
Democracy Now!	73.9% 139	9.0% 17	11.7% 22	3.2% 6	2.1% 4	188
In The Fight	83.1% 152	5.5% 10	3.8% 7	1.1% 2	6.6% 12	183

Respondents who had watched programming on a channel delivered by CTV North Suburbs were asked to indicate their opinion of four statements about the CTV North Suburbs channels. As illustrated below, 63% to 83% of them “strongly agreed” or “agreed” with each statement.

Q26 Please indicate your opinion of the following statements about the CTV North Suburbs channels:						
	STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE	Total
Provides programming that deals with local issues	34.1% 74	49.3% 107	15.2% 33	1.4% 3	0.0% 0	217
Provides programming that publicizes local services	29.5% 64	45.2% 98	22.1% 48	3.2% 7	0.0% 0	217
Provides programming with diverse points of view	25.1% 54	38.1% 82	33.5% 72	3.3% 7	0.0% 0	215
Provides a valuable public service	44.0% 96	36.2% 79	17.0% 37	2.3% 5	0.5% 1	218

Next, all on-line survey respondents (cable subscribers and non-subscribers) were asked how important they think it is to have local cable TV channels that feature programs about local residents, organizations, schools, government, events and issues. As illustrated below, about 80% of them said that these channels are “Very Important” (45.3%) or “Important” (34.3%).



All on-line survey respondents were then asked if they had ever provided or helped to produce a program to show on a CTV North Suburbs channel, or appeared as a guest on a program shown on a CTV North Suburbs channel. One-third (33.1% -- 120 of the respondents) answered "Yes".

The following series of questions were asked of the 120 respondents who said that they had helped to produce or appeared as a guest on a program to show on a channel delivered by CTV North Suburbs.

- How would you describe the typical condition of the CTV North Suburbs equipment when you have used it?
"Excellent" = 33%; "Good" = 57.7%
- Does the quantity and technical capability of the CTV North Suburbs equipment currently meet your needs?
"Yes" = 84.5%

Finally, all on-line survey respondents were invited to provide any other comments about CTV North Suburbs, all of which are provided in Appendix 1b to this report. Positive/neutral comments outnumbered negative comments by about four to one.

III. TELEPHONE SURVEY OF CABLE SUBSCRIBERS

During the period from October 19-28, 2015, Group W Communications conducted a telephone survey of 400 Comcast cable subscribers in the NSCC franchise area, drawn at random from active residential and cellular telephone numbers. The telephone survey questionnaire was similar to the one used by Group W for the September 21 - October 1, 2011 survey that it conducted. This telephone survey again included questions regarding aspects of Comcast's cable TV service and related matters, as well as awareness and viewership of the CTV North Suburbs channels and the importance of local PEG Access programming. Following are the primary findings of the survey.

The ratings given by the 2015 telephone survey respondents regarding several quality and service measures are very similar to those given to these items by the respondents to the 2011 telephone survey. Almost 90% rated the *reliability of Comcast's cable TV service* and the *quality of the picture and sound* as "good" or "very good." Over 70% of the respondents rated the *number & variety of channels offered* and the *helpfulness of Comcast's customer service representatives* as "good" or "very good." About two-thirds of them rated the *ability of Comcast to respond to a service call within the promised time period* as "good" or "very good." Over half rated the *ability to quickly speak to a customer service representative when you call Comcast*, the *ease of getting services installed or changed by Comcast*, and *Comcast's ability to quickly get problems repaired or resolved* as "good" or "very good." The items that received low ratings were the *rates charged by Comcast for cable TV service*, which was rated as "good" or "very good" by only 14.8% of the respondents (38.6% rated this item as "poor" or "very poor"), and the *overall value of your cable TV service, considering how much it costs and the quality of service you receive*, which was rated as "good" or "very good" by 38.3%.

- Overall, 68.3% of the telephone survey respondents said they are very or somewhat satisfied with their cable TV service (down from 73.1% in the 2011 survey).
- 41% of all cable subscribers (up from 36% in the 2011 telephone survey) pay extra to receive Comcast's high definition channels. This year's survey asked the HD subscribers how often they watch channels that are not delivered in HD. *Nearly half said they rarely (31.1%) or never (15.9%) watch the non-HD channels.*

- 50.5% of all cable subscribers (up from 45.3% in the 2011 telephone survey) say they *most often use Comcast's on-screen guide to find programming information, far more than any other method.*
- Nearly half (47.3%) of all cable subscribers have *watched a program on a CTV North Suburbs channel* (as compared to 49.5% in 2011). Of these viewers:
 - * 52.4% (up from 46% in 2011) said they watched local sports, community and city programming on channels 14, 15 or 16 at least once a month (25.9% said they watch at least once a week).
 - * 23.3% said they watched educational channels 18 or 20 at least once a month (7.9% said they watch at least once a week).
 - * 40.7% said they watched local government programming on channel 19 at least once a month (19% said they watch at least once a week).
 - * 8.5% (up from 5.7% in 2011) said they watched non-local programming on channel 21 at least once a month (3.2% said they watch at least once a week).
 - * 12.2% (up from 12.1% in 2011) said they watched NASA TV on channel 98 at least once a month (3.7% said they watch at least once a week).
 - * 84.7% (down from 86.9% in 2011) have watched City Council meetings (37% said at least monthly);
64.1% (up from 57.1% in 2011) have watched local sports (29.6% said at least monthly);
38.6 (up from 37.9% in 2011) have watched School Board meetings (4.2% said at least monthly); and
37.6% (up from 26.8% in 2011) have watched "North Suburban Beat" (13.8% said at least monthly).
 - * 45% (up from 37% in 2011) say the picture and sound quality on the CTV North Suburbs channels is equal to the picture and sound quality for the other channels of the cable system.
 - * 72.5% (up from 59% in 2011) gave grades of "A" or "B" regarding how well CTV North Suburbs *"provides a valuable community service"* and 61.9% (up from 57.6% in 2011) gave grades of "A" or "B" to *"provides programming that deals with local issues."*
- As was the case in 2011, a very large majority (69.8%) of all telephone survey respondents said it is "important" or "very important" to have local cable TV channels that feature programs about area residents, organizations, schools, government, events and issues.

A complete analysis of the responses to the telephone survey, prepared by Group W Communications and The Buske Group, is included in Appendix 2 to this Addendum report.

IV. PEG ACCESS EQUIPMENT RECOMMENDATIONS

The findings and recommendations regarding the PEG Access equipment packages that were indicated in the 2013 Community Needs Ascertainment report were based upon: (1) our August 2011 inspection of the PEG Access facilities and equipment in the franchise area; and (2) the Video Facility Inventory forms completed by the CTV North Suburbs staff (as updated in April 2013). The 2013 report stated that *"CTV should upgrade much of its field production, editing, studio, master control, and the member cities' Council Chambers equipment, based upon the observed age, condition, and limited functionality of the equipment. All PEG Access equipment should be able to record and transmit programs in both standard and high definition formats."* The 2013 report also included a detailed set of equipment packages to address these needs, based upon the equipment inventories at that time.

The Buske Group was asked by the NSCC to prepare updated recommendations regarding the PEG Access equipment packages, taking into consideration the equipment purchases made by CTV North Suburbs and other developments since the 2013 Community Needs Ascertainment report was submitted. The major purchases included: (1) new cameras, tripods, production switcher, replay unit, audio mixer, and internal distribution equipment in one of the two production trucks; (2) new cameras, controllers and mounts for the Roseville City Council Chambers; and (3) new complete audio/video production package for the Little Canada City Council Chambers.

In October 2015, updated Video Facility Inventory forms (Appendix 3 to this Addendum report) were provided to The Buske Group by the CTV North Suburbs staff. After reviewing the updated inventories and having follow-up discussions with staff, we prepared an updated set of equipment replacement/upgrade packages (as shown in Appendix 4). The equipment replacement/upgrade packages in Appendix 4 reflect the impact of: (1) the recent equipment purchases by CTV North Suburbs; (2) the departure of the City of Shoreview from the NSCC (thereby removing the upgrade of an audio/video production package for that City's council chambers); and (3) input from CTV North Suburbs staff regarding the current needs at the CTV facility and each City Hall location.

The factors described above resulted in an estimated cost for the equipment replacement/upgrade packages of approximately \$10,000,000 over the 10-year franchise term. This estimate is \$2,000,000 less than the amount indicated as the total cost for the equipment replacement/upgrade packages in the 2013 Community Needs Ascertainment report.

As stated in the 2013 Community Needs Ascertainment report, since media equipment is evolving very rapidly, the items identified in Appendix 4 are examples of what could currently satisfy the identified equipment needs, and are not intended to be specific items to be purchased.

V. SUMMARY OF FINDINGS

The tasks conducted by The Buske Group for this Addendum to the 2013 Community Needs Ascertainment report yielded very useful, updated information about community needs and interests in the NSCC franchise area. Responses to both the on-line survey and the telephone survey, each of which were conducted during October 2015, were quite similar to the responses in the 2011 surveys, with a few interesting differences. In addition, while the vast majority of the aging PEG Access facilities and equipment in the franchise area has continued to be used (despite the fact that many items in the updated inventory are now 15-25 years old), much-needed upgrades have occurred for a few of the equipment packages. Therefore, *we believe that the recommendations outlined in the 2013 Community Needs Ascertainment report continue to apply, and in many cases have been strengthened by the findings from the tasks described in this Addendum to that report.*

A. On-Line Survey.

Significantly more people (397) responded to the 2015 on-line survey, as compared to 155 respondents to the 2011 survey. Below are several findings from the 2015 on-line survey:

- Of the 237 respondents who are Comcast cable TV subscribers, 56.8% (up from 45% in the 2011 survey) indicated that they pay extra to receive Comcast's HD channels. Importantly, we learned that *almost half (48.9%) of Comcast's HD subscribers said that they rarely or never watch channels that are not in HD.*
- When all Comcast cable TV subscribers were asked to indicate the one source they used most often to find information about programming on cable TV, *most frequently mentioned was Comcast's on-screen program guide (47%, up from 44.2% in 2011).*
- When the Comcast subscribers were asked to indicate their level of satisfaction with Comcast's service in many areas, several items were ranked significantly lower than they were in the 2011 survey. The highest rated item was the *quality of the picture and sound*, and the lowest-rated item was the *rates charged by Comcast for cable TV service*. These were also the highest and lowest rated items in the 2011 survey.

- Overall, 44.6% of Comcast subscribers (down from 56% in 2011) indicated that they were “very satisfied” or “somewhat satisfied” with Comcast’s cable TV service.
- Of the subscribers who had tried to contact Comcast by telephone during the past year and waited to speak to a customer service representative, 73.9% said they were on hold for one minute or more, or were never connected.
- All on-line survey respondents were invited to provide comments about their Comcast cable TV service. Of the nearly 140 respondents who replied to this invitation, negative comments outnumbered positive/neutral comments by nearly four to one. As in the 2011 survey, common criticisms included too high fees and no a la carte option.
- The online survey respondents who do not subscribe to Comcast’s cable TV service in the NSCC franchise area most frequently indicated that they don’t subscribe because “Comcast’s cable TV service is too expensive”, followed by “I can watch programs that are delivered through the Internet.”
- 69.5% of all online survey respondents indicated that they had watched a CTV North Suburbs channel. Of these respondents:
 - * 52% said they watched programming on channels 14, 15 and 16 at least once per month.
 - * 29.5% said they watched programming on channels 18, 19 and 20 at least once per month.
 - * 17.9% said they watched programming on channel 21 at least once per month.
 - * 15% said they watched programming on channel 98 at least once per month.
 - * The most frequently mentioned method that these respondents said they used to find out about the programming on a CTV North Suburbs channel was “channel surfing” (52.9%), followed by “CTV North Suburbs website” (35.6%).
 - * Disregarding the content of programs, 32.4% said the picture and sound quality of the CTV North Suburbs channels, as compared to the other Comcast channels, was “about the same” and 26.7% said “a little lower quality.”
 - * The most frequently mentioned CTV North Suburbs programs that these respondents said they had watched at least once per month were “City Council Meetings” (32.2%); “Local Sports (football, baseball, hockey, etc.” (31.6%); “Tale of Our Cities (21.7%); and “North Suburban Beat” (21.1%).
 - * Very high percentages said they agreed or strongly agreed that the CTV North Suburbs channels provide programming that deals with local issues (83.4%) and provide a valuable public service (80.2%).

- About 80% of all online survey respondents (cable subscribers and non-subscribers) said it was "very important" (45.3%) or "important" (34.3%) to have local cable TV channels that feature programs about local residents, organizations, schools, government, events and issues.
- All on-line survey respondents were invited to provide comments about CTV North Suburbs. From the nearly 110 respondents who replied to this invitation, positive/neutral comments outnumbered negative comments by about four to one.

B. Telephone Survey of Cable Subscribers.

The 2015 telephone survey obtained the responses of 400 Comcast cable subscribers in the NSCC franchise area, drawn at random from active residential and cellular telephone numbers. Below are several findings from the 2015 telephone survey:

- Ratings given by the 2015 telephone survey respondents regarding several quality and service measures were very similar to those given to these items by the respondents to the 2011 telephone survey.
 - * Almost 90% rated the *reliability of Comcast's cable TV service* and the *quality of the picture and sound* as "good" or "very good."
 - * Over 70% of the respondents rated the *number & variety of channels offered* and the *helpfulness of Comcast's customer service representatives* as "good" or "very good."
 - * About two-thirds of them rated the *ability of Comcast to respond to a service call within the promised time period* as "good" or "very good."
 - * Over half rated the *ability to quickly speak to a customer service representative when you call Comcast*, the *ease of getting services installed or changed by Comcast*, and *Comcast's ability to quickly get problems repaired or resolved* as "good" or "very good."
 - * Low ratings were given to the *rates charged by Comcast for cable TV service* (rated "good" or "very good" by only 14.8% of the respondents -- 38.6% rated this "poor" or "very poor"), and the *overall value of your cable TV service, considering how much it costs and the quality of service you receive* (rated "good" or "very good" by 38.3% of the respondents).
 - * Overall, 68.3% of the telephone survey respondents said they are very or somewhat satisfied with their cable TV service (down from 73.1% in 2011).
- 41% of all cable subscribers (up from 36% in the 2011 telephone survey) pay extra to receive Comcast's high definition channels. *Nearly half said they rarely (31.1%) or never (15.9%) watch the non-HD channels.*

- 50.5% of all cable subscribers (up from 45.3% in the 2011 telephone survey) say they *most often use Comcast's on-screen guide to find programming information, far more than any other method.*
- Nearly half (47.3%) of all cable subscribers have *watched a program on a CTV North Suburbs channel* (as compared to 49.5% in 2011). Of these viewers:
 - * 52.4% (up from 46% in 2011) said they watched local sports, community and city programming on channels 14, 15 or 16 at least once a month (25.9% said they watch at least once a week).
 - * 23.3% said they watched educational channels 18 or 20 at least once a month (7.9% said they watch at least once a week).
 - * 40.7% said they watched local government programming on channel 19 at least once a month (19% said they watch at least once a week).
 - * 8.5% (up from 5.7% in 2011) said they watched non-local programming on channel 21 at least once a month (3.2% said they watch at least once a week).
 - * 12.2% (up from 12.1% in 2011) said they watched NASA TV on channel 98 at least once a month (3.7% said they watch at least once a week).
 - * 84.7% (down from 86.9% in 2011) have watched City Council meetings (37% said at least monthly);
64.1% (up from 57.1% in 2011) have watched local sports (29.6% said at least monthly);
38.6 (up from 37.9% in 2011) have watched School Board meetings (4.2% said at least monthly); and
37.6% (up from 26.8% in 2011) have watched "North Suburban Beat" (13.8% said at least monthly).
 - * 45% (up from 37% in 2011) say the picture and sound quality on the CTV North Suburbs channels is equal to the picture and sound quality for the other channels of the cable system.
 - * 72.5% (up from 59% in 2011) gave grades of "A" or "B" regarding how well CTV North Suburbs *"provides a valuable community service"* and 61.9% (up from 57.6% in 2011) gave grades of "A" or "B" to *"provides programming that deals with local issues."*
- As was the case in 2011, a very large majority (69.8%) of all telephone survey respondents said it is "important" or "very important" to have local cable TV channels that feature programs about area residents, organizations, schools, government, events and issues.

C. PEG Access Equipment Recommendations.

Since the 2013 Community Needs Ascertainment report was submitted by The Buske Group, significant equipment purchases by CTV North Suburbs and other developments occurred. Major purchases included: (1) new cameras, tripods, production switcher, replay unit, audio mixer, and internal distribution equipment in one of the two production trucks; (2) new cameras, controllers and mounts for the Roseville City Council Chambers; and (3) new complete audio/video production package for the Little Canada City Council Chambers.

After reviewing the updated equipment inventories prepared by the CTV North Suburbs staff, and having follow-up conversations with them, an updated set of equipment replacement/upgrade packages was prepared (see Appendix 4). The equipment replacement/upgrade packages reflect the impact of: (1) the recent equipment purchases by CTV North Suburbs; (2) the departure of the City of Shoreview from the NSCC (thereby removing the upgrade of an audio/video production package for that City's council chambers); and (3) input from CTV North Suburbs staff regarding the current needs at the CTV facility and each City Hall location. These factors resulted in an estimated cost for the equipment replacement/upgrade packages of approximately \$10,000,000 over the 10-year franchise term. This estimate is \$2,000,000 less than the amount indicated as the total cost for the equipment replacement/upgrade packages in the 2013 Community Needs Ascertainment report.

The Morris Leatherman Company

CTV North Suburbs

2015 Cable Subscriber Survey

Findings and Implications

Findings:

1. Currently, 40% of the subscribers in the CTV North Suburbs communities subscribe to only Comcast cable television service. Sixty percent take a bundle of services.
2. The typical cable television household subscribed for 6.9 years. Eighteen percent subscribed during the past two years, while 11% subscribed over 15 years ago. Eighty-five percent rate their cable television service as "excellent" or "good;" sixteen percent see it as "only fair" or "poor." When considering the monthly charge and quality of cable television service they receive, 80% think the general value is "excellent" or "good." Twenty-one percent, however, think the value is "only fair" or "poor."
3. Fifty percent of the subscribers had contact with the cable company either in person or by telephone during the past year. The typical subscriber waited on hold for 7½ minutes to reach a customer service representative. Seventy-seven percent rate the level of service they received as "excellent" or "good;" twenty-three percent see it as "only fair" or "poor." Critical respondents point to a "long wait on hold" and "didn't fix the problem" each at 24%, "rude," at 13%, and "hung up on or disconnected" at 9%. Twenty-five percent also report they have experienced technical problems either "frequently" or "occasionally."
4. Viewing of local government and sports Channel 14 varies with the type of programming. The table below summarizes the percentage of households tuning in during the past year:

<i>Programming</i>	<i>Viewership</i>
Your City Council meeting	25%
High School Sports	18%
Ramsey County Board meetings	17%
Other City Council meetings	9%
Roseville Skating Center events	5%
North Star Girls Roller Derby	3%

Overall, 43% of cable television subscribers report watching Channel 14 either “frequently” or “occasionally.”

5. Similarly, viewing of local programming on Channel 15 varies with the type of programming. The table below summarizes the percentage of households tuning in during the past year:

<i>Programming</i>	<i>Viewership</i>
City parades and festivals	22%
High School concerts	15%
CTV Election coverage	13%
City concerts	12%
Shoreview Northern Lights Variety Band Christmas concert	12%
High School graduations	11%
WWA Talk Show	10%
A Tale of Our Cities	9%
Roseville Strings Concert	8%
North Suburban Beat	7%
Disability Viewpoints	7%
UFO's and the Paranormal	7%
High School Robotics Competition	4%

Not very different from the result in the case of Channel 14, 42% of cable television subscribers report watching Channel 25 at least “occasionally.”

6. Finally, viewing of non-local programming on Channel 21 varies with the type of programming. The table below summarizes the percentage of households tuning in during the past year:

<i>Programming</i>	<i>Viewership</i>
Saint Paul Saints' games	21%
Classic arts	11%
Democracy Now	9%

Thirty percent of cable television subscribers report watching Channel 21 either “frequently” or “occasionally.”

5. Forty-nine percent of cable subscribers think local city, school district and public access channel are “very important” or “somewhat important.” Fifty percent do not share this perspective.

6. Sixty-two percent report using Comcast's on-screen guide to find information about programming on cable television channels. Fifteen percent find the information through "channel surfing." Only eight percent use the "television section in the newspaper," while six percent use "TV Guide magazine."

7. Forty-six percent "almost always" watch cable television programming in high definition. An additional 39% watch in high definition either "frequently" or "occasionally." Only fifteen percent report they watch in high definition either "rarely" or "never."

Subscriber Demographics:

The chart below shows the demographic characteristics of two groups – the population of cable subscribers and viewers of CTV North Suburbs programming – for comparison. The first column lists the demographic group, the second column shows the percentage of that group within the entire sample, and the third column indicates the percentage of that group within the sub-sample of viewers:

<i>Demographic Characteristic</i>	<i>Sample</i>	<i>Viewers</i>
Seniors in household	26%	27%
School-aged children and pre-schoolers in household	35%	37%
Home owners	69%	77%
Home renters	31%	23%
18-34 years old	19%	12%
35-44 years old	23%	24%
45-54 years old	20%	21%
55-64 years old	18%	23%
65 and over	21%	22%
High school or less education	27%	28%
Post-secondary experience	32%	34%
College graduate	42%	38%
Under \$35,000 yearly household income	12%	11%
\$35,000-\$50,000 yearly household income	35%	24%
\$50,000-\$75,000 yearly household income	33%	37%
Over \$75,000 yearly household income	19%	19%
Male	48%	51%
Female	52%	49%
Arden Hills residents	6%	7%
Falcon Heights residents	5%	5%
Lauderdale residents	2%	3%
Little Canada	10%	10%

<i>Demographic Characteristic</i>	<i>Sample</i>	<i>Viewers</i>
Mounds View residents	9%	10%
New Brighton residents	20%	17%
North Oaks residents	5%	4%
Roseville residents	34%	36%
Saint Anthony residents	9%	8%

In general, viewers are a general reflection of the cable subscriber population. This is unusual because most Metropolitan Area cable systems show significant deviations in age, household composition, or education level.

Conclusions:

A. CTV North Suburbs' broad spectrum of programming over the three cable channels reaches an impressive 61% of subscribers. Nine percent would be considered "frequent" viewers, while 52% are "occasional" viewers. This is above the norm of 52% in the Twin Cities suburban area.

B. Forty-three percent of the cable subscribers at least "occasionally" turn to Channel 14, while another 42% watch Channel 15 on at least an "occasional" basis. Channel 21 draws a somewhat lower 30% of the city's households. In the first two cases, viewership is higher than the suburban norm of 34%.

C. Subscribers are split on the importance of local city, school district and public access channels. Forty-nine percent consider them either "very important" or "somewhat important," while 50% think they are "not too important" or "not at all important." However among the 61% viewers of CTV North Suburbs programming, 62% indicate they are important with only 38% considering them of less importance.

D. Comcast's On-Screen Guide is the most important source of information for a very high 62% of subscribers. Local programming needs a presence on this guide to broaden viewership in the future.

E. Two-thirds of subscribers currently watch cable television programming in high definition, while only 15% indicate they "rarely" or "never" watch. Any efforts to provide local programming in high definition should be strongly considered as the expectation for this option continues to grow in the coming years.

F. Customer ratings of the level of service prove to be lower than the norm. The threshold for high quality customer service in the public sector is 80% satisfaction; the cable company's satisfaction rating is 77%. Complaints center on two areas: "the problem wasn't fixed" and "long waiting time on hold." Both of these areas should be improved.

Methodology:

This study contains the results of a survey administered to 400 randomly selected of CTV North Suburbs cable subscribers. Professional interviewers conducted the survey by telephone between August 24th and September 2nd, 2015. The typical respondent took 11 minutes to complete the questionnaire. The results of the study are projectable to all CTV North Suburbs cable subscribers within $\pm 5.0\%$ in 95 out of 100 cases.