



City Council Agenda

Monday, March 20, 2017

City Council Chambers

(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

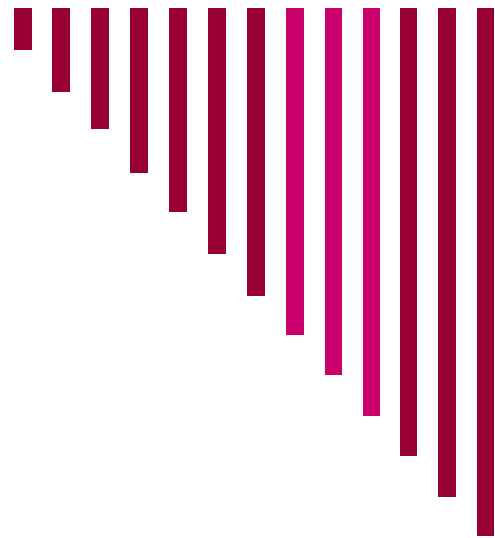
- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: McGehee, Willmus, Laliberte, Etten and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:05 p.m. **4. Public Comment**
- 5. Recognitions, Donations and Communications**
- 6:10 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m. a. NYFS Presentation
- 6:30 p.m. b. Received update on Rental Licensing Program
- 6:50 p.m. c. Fire Department Staffing Presentation
- 7:10 p.m. d. Discuss the annotated outline illustrating how the Subdivision Code is presently structured and how a rewritten code might be different, and provide input to guide the drafting of an updated ordinance (PROJ-0042)
- 7:30 p.m. e. Update on the Information Technology Strategic Plan
- 7:50 p.m. f. Receive Finance Commission Recommendations
- 8:05 p.m. g. Establishing 2018 Budget Process Timeline
- 8:30 p.m. h. Cedarholm Golf Course Clubhouse/Community Building Replacement Discussion
- 8. Approve Minutes**
- 8:50 p.m. **9. Approve Consent Agenda**

- 9:55 p.m. **10. Council and City Manager Communications, Reports and Announcements**
- 9:00 p.m. **11. Councilmember Initiated Future Agenda Items and Future Agenda Review**
- 9:05 p.m. **12. Closed Session**
 Consider Developing an Offer on Property Located at 2719 Lexington Avenue
 Reconvene Open Session
- 9:20 p.m. **13. Adjourn**

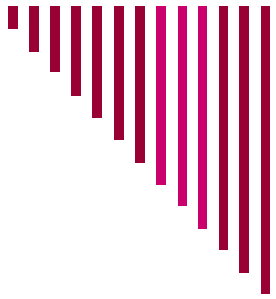
Some Upcoming Public Meetings.....

Wednesday	Mar 22	6:30 p.m.	Comp Plan 2040 Update
Monday	Mar 27	6:00 p.m.	City Council Meeting
Tuesday	Mar 28	6:30 p.m.	Public Works, Environment & Transportation Commission
Wednesday	Mar 29	6:00 p.m.	Human Rights Commission
April			
Tuesday	Apr 4	6:30 p.m.	Parks & Recreation Commission
Wednesday	Apr 5	5:30 p.m.	Variance Board
Wednesday	Apr 5	6:30 p.m.	Planning Commission
Monday	Apr 10	6:00 p.m.	City Council Meeting
Tuesday	Apr 11	6:30 p.m.	Finance Commission
Wednesday	Apr 12	6:30 p.m.	Ethics Training
Thursday	Apr 13	6:30 p.m.	Community Engagement Commission
Monday	Apr 17	6:00 p.m.	City Council Meeting
Tuesday	Apr 18	6:00 p.m.	Economic Development Authority
Wednesday	Apr 19	6:00 p.m.	Human Rights Commission

All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.



Presentation to the
City of Roseville
March 2017



“Continuity gives us roots;
change gives us branches,
letting us stretch and grow and
reach new heights.”

Pauline R Kezer

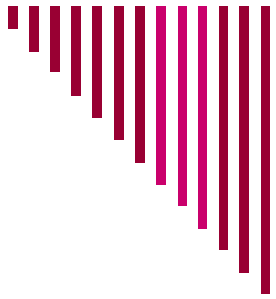


About NYFS

- Primary Population: 5-21 year olds
- 4,000 youth, adults, families
- \$3.2 million annual budget
- Three program areas
 - Mental Health
 - Day Treatment
 - Community Services

www.nyfs.org

Transforming lives today, creating a better tomorrow



NYFS Programs

Mental Health

- solution oriented
- school based, clinic based, in-home

Community Services

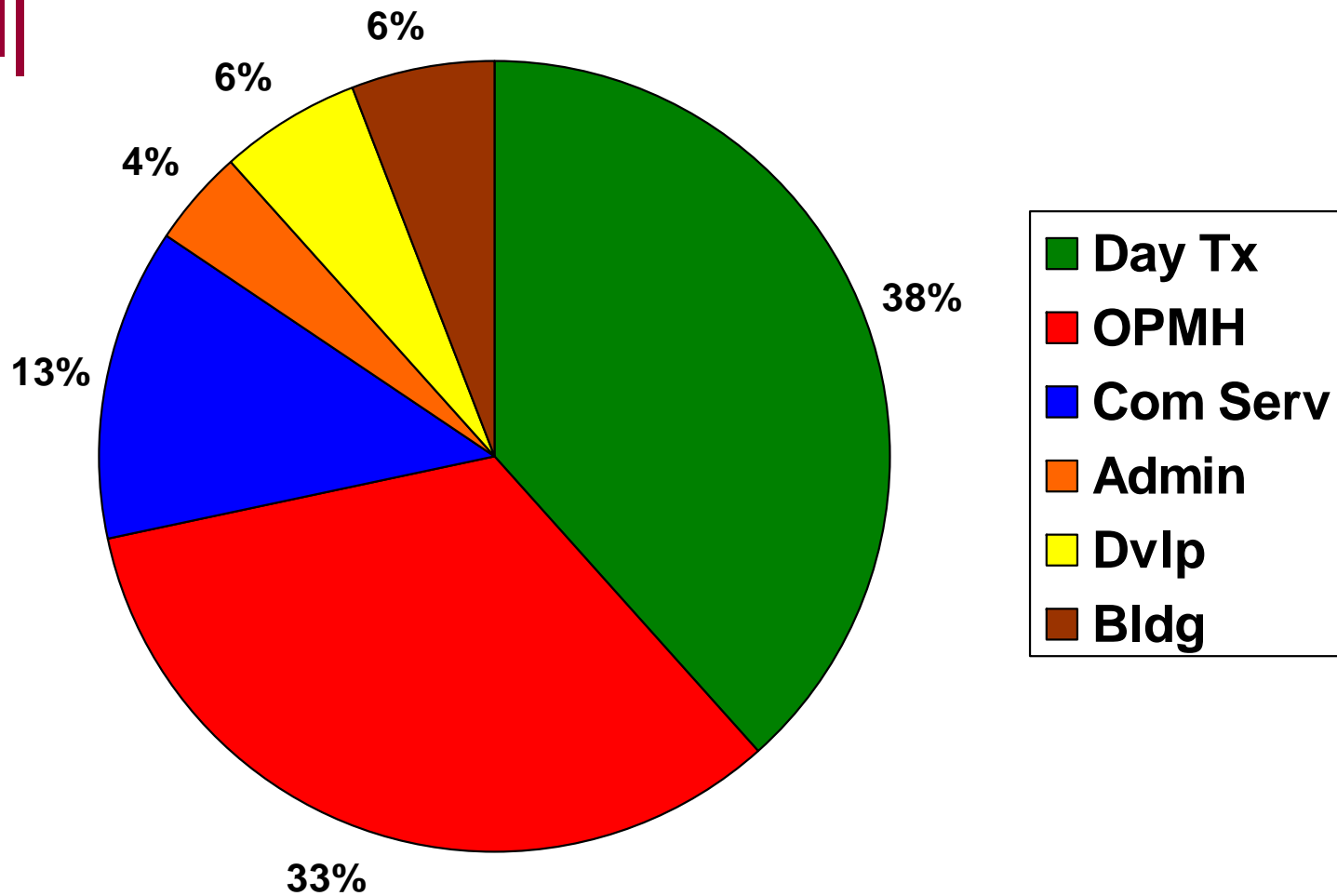
- academics, employment, life skills, citizenship
- Diversion, Out of School, Senior Chore

Day Treatment

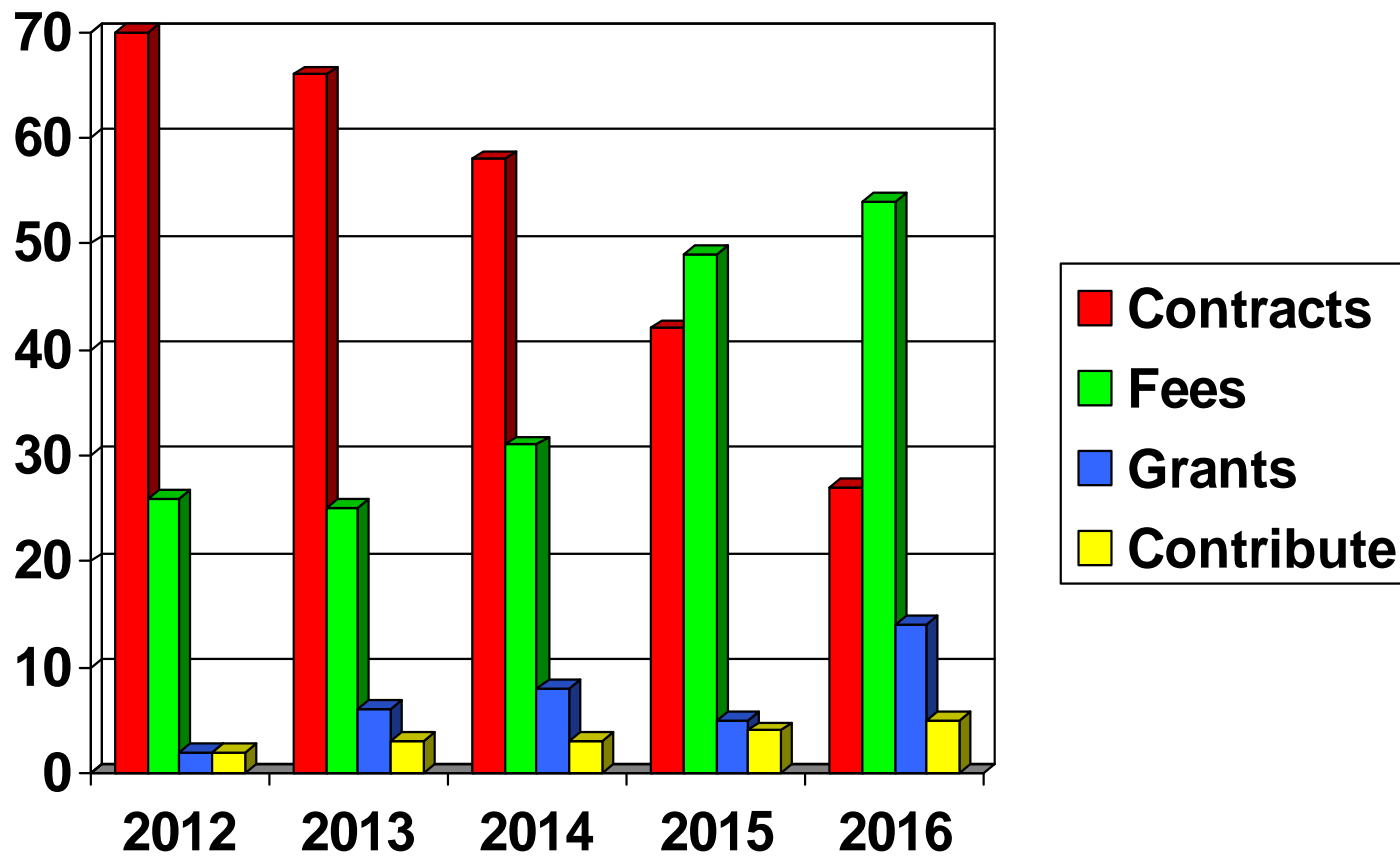
- therapy and academics
 - NETS, REACH
-

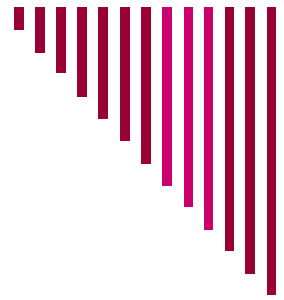


NYFS Budget: \$3,209,211



NYFS Revenue Sources





What your support buys

- Services for residents are assured
 - Benefits
 - Educational attainment
 - Effective workforce
 - Citizenship
 - Reduced costs to public
 - Leverage outside resources
-



2015-2016 Service Summary

Contracted Services	#	2015	#	2016
Counseling	81	\$128,400	91	\$153,450
Diversion	29	\$10,270	31	\$11,577
Senior Chore (seniors/youth)	70/7	\$10,460	36/6	\$12,350
Cost of Contracted	187	\$149,130	164	\$177,377
City Contract		\$53,775		\$53,990
Non Contracted	54	\$70,414	102	\$139,880



Current Community Trends

- Diversity
 - Demographics
 - Life experiences
 - Workforce
 - Labor shortages
 - Required skills
 - Community
 - Social media
 - Call to action
-



NYFS Partnerships

- **Communities**

Arden Hills, Birchwood Village, Falcon Heights, Hugo, Little Canada, Mahtomedi, Mounds View, New Brighton, North Oaks, Roseville, Shoreview, St. Anthony, Vadnais Heights, White Bear Lake, White Bear Township

- **School Districts**

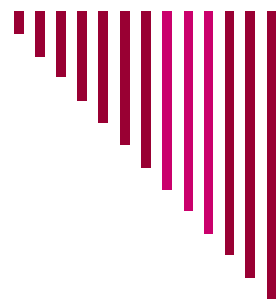
Mahtomedi, Mounds View, North St. Paul/Maplewood, Roseville Area, St. Anthony/New Brighton, White Bear Lake Area

- **Collaborations**

Minnesota Youth Intervention Program Association, North Suburban Gavel Club, Ramsey County Children's Mental Health Collaborative, Roseville Rotary, Shoreview/Arden Hills Rotary, St. Anthony-New Brighton Family Service Collaborative, Suburban Ramsey Family Collaborative, Twin Cities North Chamber of Commerce, Vadnais Heights Economic Development Council, White Bear Chamber

- **Faith Community**

- **Businesses**



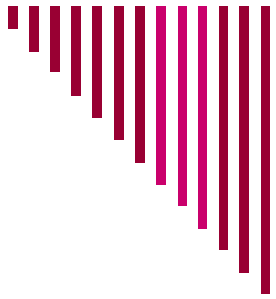
Future Events

Leadership Lunch

May 3, 2017

Mayor's Challenge Golf Tournament

June 12, 2017



“When the winds of change blow,
some people build walls
and others windmills”

Chinese Proverb

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3-20-17
Item No.: 7.b

Department Approval



Kari Collins
Community Development Director

City Manager Approval



Item Description: **Receive update on Rental Licensing Program.**

1 **BACKGROUND**

2 Roseville's Multifamily Rental License Ordinance (Chapter 908) was approved by City Council
3 on October 21, 2013. To date, Community Development Department staff implemented the
4 ordinance, completed the initial inspection/licensing cycle, and conducted renewal inspections
5 according to each property's inspection schedule.

6
7 **GOALS OF THE PROGRAM**

8 The intention of the program is to assure that multi-family rental dwellings are safe, sanitary and
9 well maintained, thereby providing a minimum level of health and safety for residents renting
10 apartments in Roseville. Also, to assure that residents and children may pursue activities free
11 from criminal activity, noises, nuisances, and fears of safety and security. While maintaining a
12 minimum level of physical appearance of rental properties in order to maintain property values
13 and the livability of neighborhoods. This program also intends to create greater awareness,
14 understanding and compliance with city codes and ordinances through education, cooperation
15 and enforcement.

16 **2016 PROGRAM RESULTS**

17 A detailed description of program activities is included with this RCA as Attachment A.

18 **PROPOSED ORDINANCE TEXT AMENDMENTS AND PROCESS CHANGES TO THE RENTAL**
19 **LICENSE PROGRAM**

20 In reviewing comments and suggestions made during the September 2016 Rental Property
21 Owners and Managers meeting and along with observations by staff, certain ordinance and
22 process revisions are proposed for consideration. These suggested revisions include:

- 23 • Propose current annual Fire Department inspections of Multifamily buildings replace
24 Community Development inspections to reduce redundancy of inspections and disruption to
25 property owners and tenants.
- 26 • Annual inspections will include site, building exterior, common areas and mechanical rooms.
- 27 • Propose individual unit inspections every three years with approximately 25% of units
28 inspected and previously inspected units with violations re-inspected (similar to current
29 three-year rated properties).
- 30 • Propose altering the fee structure to an annual fee.

31
32

33 **STAFF SUGGESTED PROGRAM CHANGES TO THE RENTAL REGISTRATION PROGRAM**

34 The Community Development Department currently operates the Rental Registration Program
35 (Chapter 907 – Roseville City Code), which registers rental properties of one to four units with a
36 \$35.00 annual fee. Staff is proposing to add an inspection component to these properties. In
37 response to the feedback from the Property Manager’s meeting (September 2016), Community
38 Development staff proposes that the Fire Department assume management of the Multifamily
39 Rental licensing. This shift would allow Code Enforcement staff to begin developing a more
40 comprehensive program for rental registration. A brief program overview might include:

- 41 • Staff inspecting approximately 1/3 of the 800+ known rental properties annually over a
42 three year period (which allows current staff to conduct the program).
- 43 • A fee structure similar to the Multifamily Rental License Program (Attachment C).

44 For Council consideration, a revised Chapter 908 (Attachment B) of City Code is attached for
45 review.

46 **FINANCIAL IMPACTS**

47 There are no financial impacts to the City of Roseville, as the proposed programs are intended to
48 be revenue neutral. Minor fee increases will be assigned to property owners who previously were
49 part of the Rental Registration Program, if approved by Council.

50
51 **STAFF RECOMMENDATION**

52 Based on the comments provided in this report, staff recommends approval to explore further the
53 possible shift of responsibility of the current Multifamily Rental License Program to the Fire
54 Department and the creation of an inspection component to the Rental Registration Program and
55 the combining of both programs into Chapter 908 Licensing of Rental Dwellings.

56
57 **REQUESTED COUNCIL ACTION**

58 Consider the shift of responsibility related to Rental Licensing of Multifamily Rental Dwellings
59 from Community Development to the Fire Department. Direct staff to compile a proposed
60 combined inspection program and implementation plan for Council review.

61
62 Prepared by: Dave Englund, Codes Coordinator

63
64 Attachments: A: 2016 Rental License Program Results
65 B: Chapter 908 with proposed revisions
66 C: Proposed Fee Schedule

Rental License Program 2016 Year End Update



Background:

- The Rental License Program was proposed by Roseville’s Economic Development Authority.
- The program was approved by City Council in 2013 for implementation in 2014 by the Code Enforcement Division of the Community Development Department.
- The program applies to multifamily buildings containing 5 or more dwelling units.
- The program is partially funded by fees and partially by the Community Development Department.

Goals of the Program:

- To assure that multifamily rental dwellings are safe, sanitary and well maintained, thereby providing a minimum level of health and safety for residents renting apartments in Roseville.
- To assure that residents and children may pursue activities free from criminal activity, noises, nuisances, and fears of safety and security.
- To maintain a minimum level of physical appearance of rental properties in order to maintain property values and the livability of neighborhoods.
- To create greater awareness, understanding and compliance with city codes and ordinances through education, cooperation and enforcement.

What is being Inspected:

- Site conditions:
 - Trip hazards, parking lot conditions, dead vegetation, outside storage, inoperable vehicles, etc.
- Building exteriors:
 - Peeling paint, rotted trim, broken windows/doors, damaged garage doors, etc.
- Common areas and mechanical rooms:
 - Condition of doors, walls, carpet, railings, gas lines, furnace venting, appliances, equipment, etc.
- Individual Units (25% are inspected):
 - Condition of doors, walls, carpet, appliances, smoke and CO detectors, egress windows, etc.

Numbers of Rental Properties Inspected during 2016:

- Staff inspected:
 - 36 buildings.
 - 320 units - 256 new units, 64 re-inspections

City Code Violations Observed:

- 233 building maintenance and city code violations.
- Most common violations observed:
 - Interior surfaces: walls, floors, and ceilings in disrepair.
 - Exterior paint, siding, and trim in disrepair.
 - Doors and windows in disrepair.
 - Egress windows blocked by furniture.
 - Missing/disabled Smoke and Carbon Monoxide Detectors.

Building 'Type' Assigned:

- Buildings are classified as Three Year, Two Year, One Year, and Six Month Renewal License Type (based upon the numbers of violations observed, with Three Year having the fewest violations and Six Month having the most).
 - 12 – Three Year License Type Buildings – 34%.
 - 10 – Two Year License Type Buildings -29%
 - 3 – One Year License Type Buildings – 8%
 - 10 - Six Month License Type Buildings – 29%

Miscellaneous Observations:

- Staff has noticed general acceptance of the program. Several property managers expressed appreciation for the program and our insights.
- Staff has noted a high level of cooperation and open communication with property managers and owners. Several interested parties contacted City staff proactively to prepare for inspections.
- One property manager noted that frequent inspections from multiple agencies such as the City, HUD, Section 8, etc. lead to frequent disruptions for his tenants, and he inquired about combining or coordinating inspections to minimize the number of times management enters each unit in a year.
- Staff observed that some commonly observed violations from 2014 such as exposed electrical wires, trip hazards, bare soil and erosion issues were far less common this year. This indicates an increased awareness and attention technical violations that were explained at previous inspections.
- Wear and tear on floors, walls, windows, and doors continues to account for a large percentage of total violations.
- Staff was able to educate both property managers and tenants about egress requirements from sleeping rooms. Furniture blocking bedroom egress windows accounted for 5% of total violations in 2016.
- Staff have received many questions, but only few complaints about the program.
- Many apartment building owners have made improvements to their buildings prior to inspection in order to obtain a higher rating.
- A number of managers have fixed violations in a matter of days after their inspection.
- Some property maintenance cases will take additional time to resolve due to financial/physical hardship by the property owner.
- The program is opening the eyes of many building maintenance personnel to safety issues they were not familiar with or aware of.
- Eight buildings were under new ownership this year. In October, two buildings were purchased by Mid Continent, which owns other buildings in the City of Roseville and is familiar with Roseville's Rental License Process. Those buildings received Three Year Licenses at their November inspection. In June, BBH Management Co. purchased six buildings. They are new owners in the City of Roseville, and had no prior experience with our rental program. At the inspection in September, those six buildings had 65 violations, accounting for 28% of the total violations among all 35 buildings inspected in 2016.

Completed to Date:

- Created forms, letters, brochures and mailing packets for the program.
- Streamlined processes and procedures for program maintenance.
- Maintained and improved spreadsheets, paper files, computer files, various reports, and financial accounts.
- Informed and educated property owners about the program (and advised them of most common violations so they can self-inspect and obtain a higher rating).
- Implemented the program; scheduling inspections, performing inspections, documenting outcomes, assigning license types, issuing licenses, and, processing license fees.
- Coordinated with Fire Inspectors and Police.
- Many code requirements are of a technical nature and not widely known. This results in more violations identified and lowers the scores of some properties.
- The City wishes to work cooperatively with property owners; which is one of the stated goals of the program.
- Completed Initial, One Year and Two Year renewal cycles.

Current and Future Actions:

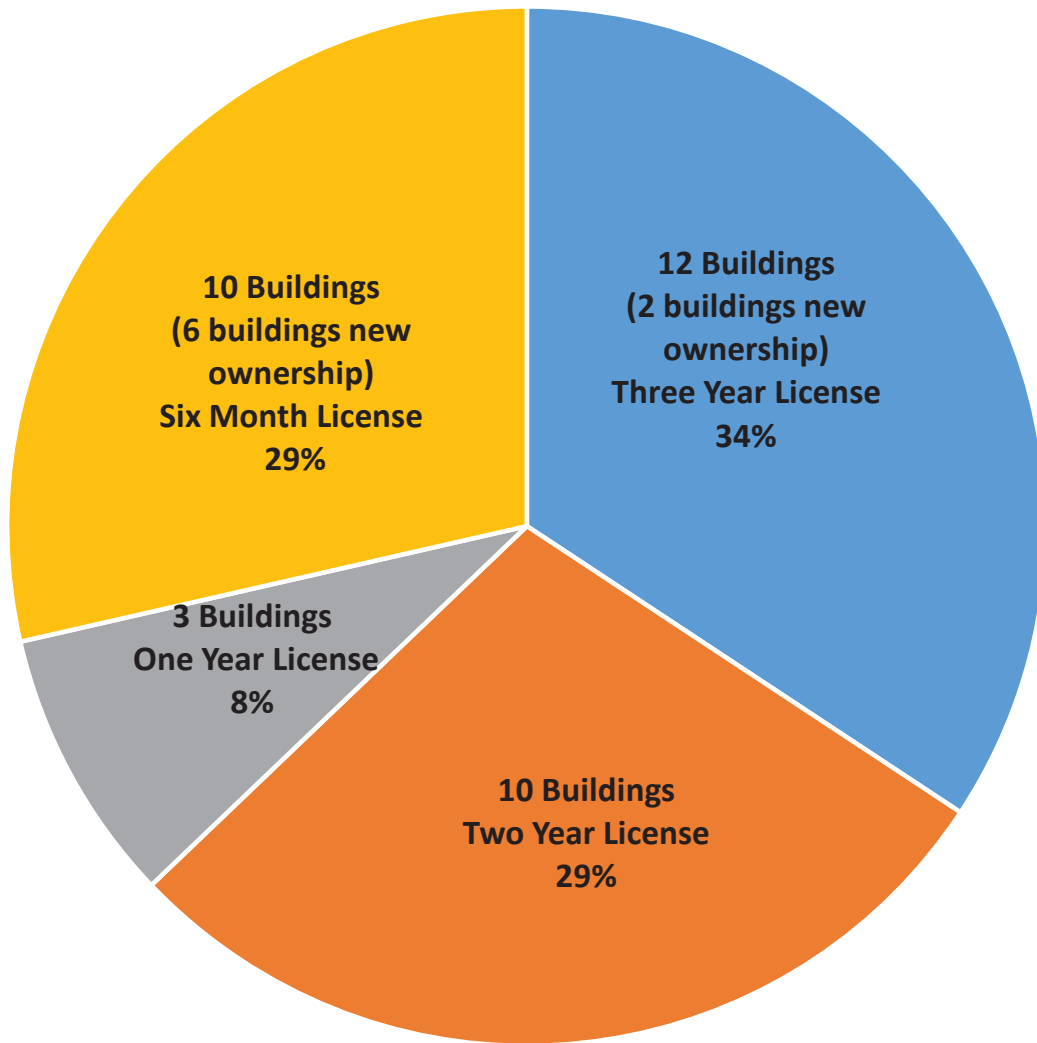
- Continue scheduling inspections, performing inspections, documenting outcomes, sending results/notification and invoices, issuing licenses and processing license fees, etc.
- Perform follow up inspections.
- Distribute reports.
- 11 buildings will be inspected in May of 2017
- 82 buildings will be inspected in October 2017
- One MOU remains active among all rental properties, the rest have been completed.
- Maintain a cooperative working relationship with property owners and managers.
- Continue looking for process improvements and necessary revisions/clarifications to the ordinance.
- Code Enforcement assumed responsibility of the Rental Registration Program.

Highlights:

- During the initial inspections for the buildings under new ownership:
 - 2 of 8 buildings received Three Year License Types.
 - 6 of 8 buildings received 6 month licenses. The previous owners of 4 of the 6 buildings had MOU's in place. Staff is meeting with the property owner to discuss maintenance plans and improvements.
- The Two Year License Type renewals had the following results:
 - 10 buildings reduced the number of violations, and elevated their license types to Three Year Licenses.
 - 10 of the buildings maintained a Two Year License Type.
 - 7 buildings had an increase in number of violations and received 1 Year or 6 Month License Types.
 - 8 Buildings were under new ownership.
- Since the beginning of the program, staff estimates an additional 2,751 smoke detectors have been installed predominately in bedrooms throughout the apartment buildings in the city.
- Maintenance personnel are now more aware of what is considered a violation.
- In September, staff held a meeting open to all rental property owners, managers, and interested parties. Speakers from Roseville's Community Development, Police, and Fire Departments and the International Institute of Minnesota's Refugee Services program presented information and answered audience questions.

2016 One Year Renewal Rental License Program Totals			
Inspection Statistics	Number of Violations	Renewal Cycle Rating	Comments
Number of Buildings Inspected: 1 Buildings Number of Units Inspected: 16 Total Number of Inspections: 17	4	1 Building 3 Year Renewal 7/1/16-6/30/19	<ul style="list-style-type: none"> • Staff observed a variety of violations • Management was able to correct the violations within the given timeframe
2016 Two Year Renewal Rental License Program Totals			
Inspection Statistics	Number of Violations	Renewal Cycle Rating	Comments
Number of Buildings Inspected: 27 Number of Units Inspected: 271 Total Number of Inspections: 298	164	10 Buildings 3 Year Renewal 1/1/17-12/31/19 10 Buildings 2 Year Renewal 1/1/17-12/31/18 3 Buildings 1 Year Renewal 1/1/17-12/31/17 4 Buildings 6 Month Renewal 1/1/17-6/30/17	<ul style="list-style-type: none"> • Majority of buildings that received Three Year licenses did proactive inspections and repairs. • Violations that were common in 2014, have been significantly reduced – exposed wires, erosion issues- education is working • Expensive items such as deck repair and window replacement continue to be items that require more time to address.
2016 Initial Cycle (New Ownership) Rental License Program Totals			
Inspection Statistics	Number of Violations	Renewal Cycle Rating	Comments
Number of Buildings Inspected: 8 Number of Units Inspected: 32 Total Number of Inspections: 40	65	2 Buildings 3 Year Renewal 1/1/17-12/31/19 8 Buildings 6 Month Renewal 1/1/17-6/30/17 (Staff is working with ownership on maintenance plan)	<ul style="list-style-type: none"> • A wide range of violations were observed, many related to wear and tear on building floors and walls. • Windows and garages need significant work. • BBH purchased the McCarron's Apts in June 2016, our inspection was in September 2016. They are new owners to Roseville. Staff is meeting with ownership to review maintenance plan. • Mid-Continent Purchased Skillman Flats in October, and we inspected in November. They have participated in Roseville's rental program with other buildings they own.

Multifamily Rental License Program 2017 Renewal Inspection Results



City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE, TITLE 9, CHAPTER 908, TO REGULATE ~~RENTAL~~ LICENSING FOR ~~MULTIFAMILY~~ RENTAL DWELLINGS ~~OF 5 OR MORE UNITS~~

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Title 9, Chapter 908, to Regulate ~~Rental~~ Licensing for ~~Multifamily~~ Rental Dwellings ~~of 5 or More Units~~.

SECTION 2. Sections 908.01, 908.02, 908.03, 908.04, 908.06, 908.07, 908.08, 908.09, and 908.12 is hereby amended as follows:

CHAPTER 908 TO REGULATE ~~RENTAL~~ LICENSING FOR ~~MULTIFAMILY~~ RENTAL PROPERTY DWELLINGS OF 5 OR MORE UNITS

908.01: PURPOSE

It is the purpose of this Chapter to assure that ~~Multifamily~~ Rental ~~Dwellings property~~ (MRDs) ~~with 5 or more units~~ in Roseville are decent, safe, sanitary, and well maintained. The implementation of an MRD licensing program is a mechanism to ensure that rental housing will not become a nuisance to the neighborhood; will not foster blight and deterioration; and/or will not create a disincentive to reinvestment in the community. The operation of an MRD is a business enterprise that entails responsibilities. Operators are responsible to assure that residents and children may pursue the normal activities of life in surroundings that meet the following criteria: safe, secure, and sanitary; free from crimes and criminal activity, noises, nuisances, or annoyances; and free from unreasonable fears about safety of persons and security of property.

908.02: DEFINITIONS

For the purpose of this Chapter, the following terms shall be defined as set forth below.

- A. Codes Coordinator: The designated Building Official for the City of Roseville or his/her duly authorized representative(s).
- B. City: Shall mean the City of Roseville.
- C. City Council: Shall mean the City Council of the City of Roseville.
- D. City-Approved Inspector’s Report or Inspection Report: Shall mean a rental dwelling inspection report prepared and signed by a City rental housing inspector or inspector contracted by the City to conduct an inspection and provide a report to the City.
- E. Code Compliance Officer: City of Roseville rental ~~housing property~~ inspector as designated by the Codes Coordinator.

ATTACHMENT B

- 45 F. Denial: The refusal to grant a license to a new or renewing applicant by the City.
- 46 G. Dwelling Unit: Any portion of a building thereof that contains living facilities, including
- 47 provisions for sleeping, eating, cooking, and sanitation.
- 48 H. Family: Shall mean one of the following: (City Code Section 1001.10)
- 49 a. Any group of people living together as a single housekeeping unit in an owner occupied
- 50 dwelling unit, all of whom are related by blood, marriage, or adoption plus children who are
- 51 under foster care; or
- 52 b. Up to four people not so related, living together as a single housekeeping unit; or
- 53 c. Any group of people living together as a single housekeeping unit, if no more than two adult
- 54 members function as the heads of the household group and the remaining members are
- 55 dependent upon them for care and direction due to age, physical disability, a mental
- 56 incompetency, or for other reasons; or
- 57 d. Any individual, who is the owner, living and maintaining a common household and using a
- 58 common cooking and kitchen facility.
- 59 ~~H.~~ I. Fire Chief: The Chief of the Roseville Fire Department or his/her duly authorized
- 60 representative(s).
- 61 ~~I.~~ J. Fire Inspector: City of Roseville rental property inspector as designated by the Fire Chief.
- 62 ~~J.~~ K. Lease: An oral or written agreement between an MRD owner and a tenant for temporary use of
- 63 a rental dwelling unit, usually, but not limited to, in exchange for payment of rent.
- 64 ~~K.~~ L. License: The formal approval of an activity specified on the certificate of license issued by the
- 65 City.
- 66 ~~L.~~ M. Local Agent: Owner's representative who resides in any of the following Minnesota counties:
- 67 Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington.
- 68 ~~M.~~ N. Memorandum of Understanding: A document outlining the terms and details of an agreement
- 69 between parties, including each parties requirements and responsibilities.
- 70 ~~N.~~ O. Multifamily Rental Dwelling (MRD): Any building or portion thereof, including
- 71 the real property upon which it is located and which surrounds it, that contains five (5) or more
- 72 dwelling units that may be attached side-by-side, stacked floor-to-ceiling, and/or have a
- 73 common entrance and have a common owner that are being rented out in the City of Roseville.
- 74 This does not apply to: Minnesota Department of Health licensed rest homes, convalescent care
- 75 facilities, nursing homes; hotels, motels, managed home-owner associations, cooperatives, or
- 76 on-campus college housing.
- 77 ~~L.~~ M. Owner: A person, agent, firm, or corporation having a legal or equitable interest in the
- 78 property. In any corporation or partnership, the term owner includes general partners and
- 79 corporate officers.
- 80 ~~M.~~ N. Permissible Occupant Load: The maximum number of persons permitted to occupy a building
- 81 or space within a building per City Code.
- 82 ~~N.~~ O. Person: Includes natural persons as well as business entities, whether one or more.
- 83 ~~O.~~ P. Re-inspection: A follow-up inspection that is a) conducted to determine if a Code violation has
- 84 been corrected; b) needed because a licensee, owner, or other responsible party fails to attend a
- 85 scheduled inspection; c) needed because a scheduled inspection does not occur or is prevented
- 86 due to any act of a licensee, owner, or responsible party; or d) any inspection other than the
- 87 initial inspection for a license application where one or more violations are found.
- 88 ~~P.~~ Q. Rent: The consideration paid by a tenant to the owner of a rental dwelling unit for temporary
- 89 and exclusive use of the rental dwelling unit by the tenant. The consideration is not limited to
- 90 cash.
- 91 ~~Q.~~ R. Repair: To restore to a sound and functional state of operation, serviceability, or

- 92 appearance.
- 93 ~~R.~~ S. Residential Rental Property (RRP): Any building, structure, room, enclosure, or mobile
 94 home with 1 to 4 units, including the real property upon which it is located and which
 95 surrounds it, which is rented or offered for rent as living quarters. This does not apply
 96 to: on-campus college housing, hospital units, nursing home units, Multifamily Rental
 97 Dwellings, or hotels / motels with daily rental units.
- 98 ~~S.~~ T. Revoke: To take back a license issued by the City.
- 99 ~~T.~~ U. Safety: The condition of being reasonably free from danger and hazards that may cause
 100 accidents or disease.
- 101 V. Suspend: To make a license temporarily inoperative.
- 102 W. Tenant: Any adult person granted temporary use of a rental dwelling unit pursuant to a lease
 103 with the owner of the MRD.

104

105 **908.03: LICENSING REQUIREMENTS**

106

107 General Rule. No person shall operate, let, or cause to be let ~~an~~ a Multifamily Rental Dwelling
 108 (MRD) or Residential Rental Property (RRP) that has not been properly licensed by the City of
 109 Roseville in the manner required by this Ordinance. A license must be obtained for each MRD and RRP.
 110 Upon receipt of a properly executed initial or renewal application for a rental license, the Community
 111 Development Department shall cause an inspection to be made for all RRPs and the Roseville Fire
 112 Department shall cause an inspection to be made of the all MRD properties to determine ~~whether it is in~~
 113 compliance with all applicable codes and ordinances. The standards for compliance shall include with
 114 Chapter 906 (Building Maintenance and Preservation Code), City of Roseville Ordinances and other
 115 applicable Codes or other nationally recognized standards and the laws of the State of Minnesota, as
 116 adopted by the City Council. RRP's shall be inspected no less than every three years, MRD properties
 117 shall be inspected annually with A a minimum of twenty-five percent (25%) of ~~all rental individual~~
 118 dwelling units ~~shall be~~ inspected every three years to determine if they comply compliance with all
 119 applicable codes and ordinances. Also, during renewal inspections, previously inspected units with
 120 noted violations shall be re-inspected to verify correction of noted violations.

- 121 A. Licensing: A license will be granted ~~as Three Year, Two Year, One Year or Six Month~~ based on
 122 nationally recognized standards recommended by the Codes Coordinator and adopted by the City
 123 Council. All rental dwelling units shall be licensed before being let, in whole or in part. Licenses
 124 will expire as determined by the license property type and City.
- 125
- 126 B. Criminal Background Check: The licensee shall conduct criminal background checks on all
 127 prospective tenants. The owner shall acknowledge and comply with the Kari Koskinen Manager
 128 Background Check Act in Minnesota State Statutes 299C.66 to 299C.71. Proof of background
 129 checks shall be made available upon City request.
- 130 The criminal background check must include the following:
- 131 1. A statewide (Minnesota) criminal history check covering at least the last three years; the
 132 check must be done utilizing the most recent update of the state criminal history files.
 - 133 2. A criminal history check in their previous states of residence, unless not allowed,
 134 covering at least the last three years if they have not resided in Minnesota for three years
 135 or longer.
 - 136 3. A criminal history check shall be conducted in accordance with the standards of the
 137 Federal Fair Housing Act.
- 138

ATTACHMENT B

- 139 C. Disorderly Behavior Lease Provisions: All tenant leases shall contain crime-free, drug-free
140 provisions as on file with the City or equivalent that prohibit disorderly behavior identified in
141 City Code Section 511.02. These lease provisions shall be incorporated into every new or
142 renewing lease for a tenancy.
143
- 144 D. Occupancy Register: Every owner of a licensed rental dwelling shall keep, or cause to be kept, a
145 current register of occupancy for each dwelling unit. Such register shall be made available for
146 viewing by an authorized City representative or upon City receipt of a report of potential
147 occupancy violation. The Occupancy Register must contain the following information:
148 1. Dwelling unit address.
149 2. Number of bedrooms in dwelling unit and size of each bedroom, including the maximum
150 number of occupants allowed.
151 3. Legal names and dates of birth of adult occupants.
152 4. Number of adults and children (under 18 years of age) currently occupying each
153 dwelling unit.
154 5. Dates renters occupied and vacated dwelling units.
155 6. A list of complaints and requests for repair by dwelling unit occupants that relate to the
156 provisions of this Code of Ordinances.
157 7. A similar list of all corrections made in response to such requests and complaints.
158
- 159 E. Application Submittal: A license application shall be submitted to the **Community**
160 **Development Department City of Roseville** on forms furnished by the City **of Roseville** and must
161 contain the following information:
162 1. Name, address, telephone number, and e-mail address of the owner of the **RRP or MRD**.
163 This is the address that all future correspondence from the City will be sent to. The
164 owner shall indicate if the business entity is a corporation, partnership, sole
165 proprietorship, or other.
166 2. Name, address, telephone number, and e-mail address of designated local agent
167 responsible for the management of the **RRP or MRD**, if applicable.
168 3. Street address (es) and unit numbers for the **RRP or MRD**.
169 4. Number of dwelling units including: unit size, bedroom size (One [1] Bedroom, Two [2]
170 Bedrooms, etc.) and number of bathrooms.
171 5. Owner shall certify compliance with the requirement found in 908.03B for
172 conducting background checks on prospective tenants.
173 6. Owner shall certify compliance with the requirement in 908.03C to include
174 disorderly behavior lease provisions.
175 7. Owner shall certify compliance with the requirement of 908.03D occupancy
176 register.
177
- 178 F. Changes in Ownership or Property Status: A license is not assignable. Any changes occurring
179 in the ownership of an **RRP or MRD** requires a new license. The new owner must submit an
180 application for a new license within thirty (30) calendar days of acquiring the
181 property. **Conversion of owner-occupied property to rental property shall be subject to a**
182 **conversion fee pursuant to Section 908.05**. The applicant shall be responsible for compliance to
183 all sections listed herein under City Code Chapter 908.
184
- 185 G. Amended Licenses: If changes occur to any information required on the application for a current

ATTACHMENT B

186 license, the owner must submit an amended license application to the City within thirty (30)
 187 calendar days of the change. If any rental dwelling units are added to a current license, the
 188 additional rental dwelling units must be licensed by amendment of the current license and must
 189 be accompanied by the fee required for the additional units.
 190

191 H. Complaint-Based Inspection: The City may, upon receipt of a credible third party complaint or
 192 a complaint by residents with reasonable concerns, require an inspection. A complaint-based
 193 inspection may require additional units to be inspected. As a result of the additional inspection,
 194 the City may require a license category criteria inspection be performed using the same standards
 195 as the license renewal inspection.
 196

197 I. Additional Requirements. The City may require additional educational training or
 198 participation in programs related to the license property type.
 199

200 J. Exceptions. Rental licensing requirements do not apply to residential property that is owner
 201 occupied.
 202

908.04: LICENSING TERM

203
 204
 205 Licenses will be issued for a time period according to ~~the License Type as indicated in~~ Diagram 1. All
 206 licenses may be reviewed at any time after the beginning of the license term to determine whether the
 207 property continues to have the appropriate license ~~type~~ term.
 208

Diagram 1

Requirement →	Renewal of License, Inspections and Payment of Licensing Fee	Memorandum of Understanding for correction of nuisance	Monthly Updates
<u>License Term</u> <u>By property type</u> ↓			
<u>RRP</u> <u>Three-Year</u>	Once every 3 years	Optional	N/A
<u>MRD/</u> <u>MRD individual</u> <u>units</u> <u>Two-Year</u>	Once a year /Once every 3 years (25% of units) Once every two years	Optional	N/A
<u>One-Year</u>	<u>Once a year</u>	<u>Optional</u>	<u>N/A</u>
<u>Six-Month</u>	<u>Once every 6 months</u>	<u>Required</u>	<u>Required</u>

210
 211 A. New Licenses: ~~MRDs that have legally not been required to have a rental license due to new~~
 212 ~~construction or conversion to rental, will qualify for a Two-Year License. must submit A a~~ rental
 213 license application ~~must be submitted~~ to the City within thirty (30) calendar days from the

ATTACHMENT B

- 214 issuance of a Conditional or Permanent Certificate of Occupancy or date of change to rental
215 status. The applicant shall be responsible for compliance to all sections listed herein under City
216 Code Chapter 908.
- 217
- 218 B. Operating without Valid License: Properties found operating without a valid rental license from
219 the City, properties failing to meet City Code requirements, or properties that have been the
220 subject of enforcement actions such as criminal prosecution or civil penalties for violation of this
221 chapter, will only qualify for a One Year or Six Month license. may be subjected to other
222 enforcement measures as allowed under City Code.
- 223
- 224 C. License Renewals: All licensed rental properties shall be required to submit a renewal
225 application. After renewal inspection, the license type term may be reassigned based on the total
226 number of violations noted. The level of compliance with City Codes and applicable regulations
227 may also affect license type term.
- 228
- 229 D. Chronic Code Violations: For properties having chronic code violations that are not being
230 resolved in a timely manner, the City Council may pursue any and all remedies under Minnesota
231 Statutes sections 504B.395 through 504B.471 in addition to any other legal or equitable relief.
- 232
- 233 E. License Category Criteria: License type term will be determined may be reduced due to by the
234 number of property code and nuisance violations as recommended by the City Manager and
235 approved by the City Council.
- 236 1. Property Code and Nuisance Violations. Standards for property maintenance will be
237 based on compliance with City and other applicable Codes or other nationally recognized
238 standards, as adopted by the City Council.
- 239
- 240 F. License Process and Renewal:
- 241 1. All owners or owner's representatives of RRPs and MRDs in the City must submit a full
242 application to the Community Development Department City of Roseville. The Community
243 Development Department City of Roseville will notify the applicant of the inspection date,
244 approximately thirty (30) calendar days prior to inspection.
- 245 2. After the inspection has been completed an notice of licensing type and inspection report will
246 be sent to the applicant. The licensing fee will be due and payable by the license renewal
247 date.
- 248 5. After City Council approval, a license may be issued for each RRP or MRD.
- 249 6. A renewal application packet will be sent to the owner of each licensed RRP or MRD.
250 License renewal applications shall be submitted to the Community Development
251 Department City of Roseville by the MRD owner/agent between 90 and 120 days prior to the
252 license expiration date.
- 253
- 254 G. Issuance of License: The City shall issue a license once the City deems the property to not have
255 any unsafe, unsanitary, or dilapidated conditions (as defined in Section 906.03H or elsewhere in
256 Roseville's City Code), or a Memorandum of Understanding (MOU) has been signed and
257 submitted, and all City fees and fines have been paid. Every Owner of an RRP or MRD shall
258 conspicuously post the current license within fourteen (14) calendar days of receipt in the main
259 entryway or other conspicuous location within the RRP or MRD. For MRDs that do not have a
260 shared common area or entrance, the Owner must provide a copy of the license to each tenant by

261 attaching a copy to the tenant’s copy of the executed lease agreement.

262

263 **908.05: FEES**

264

265 There shall be a licensing fee as established by the City Fee Schedule in Section 314.05. All fees and
266 fines shall be charged to and payable by the property owner.

267

268 **908.06: LOCAL AGENT REQUIRED**

269

270 A. Local Agent: No operating license shall be issued or renewed for a nonresident owner of an **RRP**
271 **or MRD** (one who does not reside in any of the following Minnesota counties: Anoka, Carver,
272 Dakota, Hennepin, Ramsey, Scott, or Washington) unless such owner designates in writing to the
273 Codes Coordinator **or Fire Chief**, the name of the owner’s local agent (one who does reside in
274 any of the following Minnesota counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or
275 Washington) who is responsible for maintenance and upkeep and who is legally constituted and
276 empowered to receive notice of violations of the provisions of the City Code of Ordinances, to
277 receive and to effect such orders, and to accept all service or process pursuant to law.

278

279 B. Responsibility for Acts of Manager, Operator, or Local Agent: Licensees are responsible for the
280 acts or omissions of their managers, operators, local agent, or other authorized representative.

281

282 **908.07: LICENSING SUSPENSIONS, REVOCATION, DENIAL, AND NONRENEWAL**

283

284 A. Applicability: Every license issued under the provisions of this Chapter is subject to suspension,
285 revocation or nonrenewal by the City Council.

286

287 B. Unoccupied or Vacated Rental Units: In the event that a license is suspended, revoked, or not
288 renewed by the City Council, it shall be unlawful for the owner or the owner’s duly authorized
289 agent to thereafter permit any new occupancies of vacant or thereafter vacated rental units until
290 such time as a valid license may be restored by the City Council.

291

292 C. Grounds for License Action: The City Council may revoke, suspend, or decline to renew any
293 license issued under this Chapter upon any of the following grounds:
294 1. False statements, misrepresentations, or fraudulent statements on any application or other
295 information or report required by this Chapter to be given by the applicant or licensee.
296 2. Failure to pay any application fee, fine, penalty, re-inspection fees, reinstatement fee, special
297 assessments, real estate taxes, or other financial claims due to the City as required by this
298 Chapter and City Council resolution.
299 3. Failure to continuously comply with any property maintenance, zoning, health, building,
300 nuisance, or other City Codes; or failure to correct deficiencies noted in an Inspection Report
301 or other compliance notices within the time specified.
302 4. Failure to comply with the provisions of an approved memorandum of understanding (MOU)
303 with the City that addresses noted deficiencies and violations of any property maintenance,
304 zoning, health, building, nuisance, or other City Codes.
305 5. Failure to comply with the provisions of an approved memorandum of understanding (MOU)
306 with the City that addresses the underlying causes for the nuisance conduct and provides a
307 course of action to alleviate the nuisance conduct.

ATTACHMENT B

- 308 6. Failure to actively pursue the termination of the tenancy of tenants who have violated the
309 provision of this Chapter or Lease Addendum on file with the City or have otherwise created
310 a public nuisance in violation of City, state, or applicable laws.
- 311 7. Failure to eliminate imminent health and life safety hazards as determined by the City or its
312 authorized representatives.
- 313 8. Failure to operate or maintain the licensed premises in conformity with all applicable state
314 and local laws and ordinances.
- 315
- 316 D. License Action Sections: Revocation, suspension, and non-renewal may be brought under either
317 this Section or any other Section of Chapter 908.
- 318
- 319 E. Notification, Hearing and Decisions Basis:
- 320 1. Written Notice, Hearing: A decision to revoke, suspend, deny, or not renew a license shall
321 be preceded by written notice to the applicant or licensee of the alleged grounds, and the
322 applicant or licensee will be given an opportunity for a hearing before the City Council
323 before final action to revoke, suspend, deny, or not renew a license.
- 324 2. Decision Basis: The City Council shall give due regard to the frequency and seriousness of
325 violations, the ease with which such violations could have been remedied or avoided, and the
326 good faith efforts to comply. The City Council shall issue a decision to deny, not renew,
327 suspend, or revoke a license only upon written findings.
- 328
- 329 F. Affected RRP or MRD: The City Council may suspend, revoke or not renew a license for part or
330 all of an RRP or MRD.
- 331
- 332 G. License Actions, Reapplication:
- 333 1. Suspension: Licenses may be suspended for up to ninety (90) calendar days and may after
334 the period of suspension be reinstated subject to compliance with this Chapter and any
335 conditions imposed by the City Council at the time of suspension.
- 336
- 337 2. Revocation, Denial, Nonrenewal: Licenses that are revoked will not be reinstated until the
338 owner has applied for and secured a new license and complied with all conditions imposed at
339 the time of revocation. Upon a decision to revoke, deny, or not renew a license, no approval
340 of any application for a new license for the same facility will be effective until after the
341 period of time specified in the City Council's written decision, which shall not exceed one
342 (1) year. The City Council shall specify in its written decision the date when an application
343 for a new license will be accepted for processing. A decision not to renew a license may take
344 the form of a suspension or revocation. A decision to deny an application for a new facility
345 will not take the form of a suspension or revocation unless false statements have been made
346 by the applicant in connection with the application. A decision to deny an application shall
347 state conditions of reapplication.
- 348
- 349 3. Reinstatement Fees: All new applications must be accompanied by a reinstatement fee, as
350 specified by City Council resolution, in addition to all other fees required by this Chapter.
- 351
- 352 4. Written Decision, Compliance: Written decisions to revoke, suspend, deny, or not renew a
353 license or application shall specify the part or parts of the facility to which it applies.
354 Thereafter, and until a license is reissued or reinstated, no rental units becoming vacant in

such part or parts of the facility may be re-let or occupied. Revocation, suspension, or non-renewal of a license shall not excuse the owner from compliance with all terms of state laws and Codes and this Code of Ordinances for as long as any units in the facility are occupied. Failure to comply with all terms of this Chapter during the term of revocation, suspension, or non-renewal is a misdemeanor and grounds for extension of the term of such revocation or suspension or continuation of non-renewal, or for a decision not to reinstate the license, notwithstanding any limitations on the period of suspension, revocation, or non-renewal specified in the City Council’s written decision or in paragraph 6 of this Section.

- 5. New License Prohibited: A property owner who has a rental license revoked may not receive a new rental license for another property within the City for a period of one (1) year from the date of revocation. The property owner may continue to operate currently licensed MDRs if the properties are maintained in compliance with City Codes and other applicable regulations.
- 6. Council Action: The City Council may postpone or discontinue an action to deny, not renew, revoke, suspend a license, or fine a licensee or applicant, if the licensee or applicant has taken appropriate measures to correct the violation.

908.08: APPEALS

- A. An appeal pertaining to any licensing decision addressed in this Chapter may be filed by an RRP or MRD property owner.
 - 1. The appeal shall be submitted to the City Manager within thirty (30) calendar days after the making of the order or decision being appealed.
 - 2. The appeal shall state the specific grounds upon which the appeal is made.
 - 3. The appeal shall be accompanied by the fee set forth in Chapter 314.
- B. When an appeal is filed, a public meeting regarding the matter shall be held before the City Council, acting as the Board of Adjustments and Appeals, at a regular meeting held within ninety (90) calendar days of the receipt of the appeal. The Board of Adjustments and Appeals may consider any of the evidence that had previously been considered as part of the formal action that is the subject of the appeal. New or additional information from the appealing applicant(s) may be considered by the Board of Adjustments and Appeals at its sole discretion if that information serves to clarify information previously considered by the Codes Coordinator or Fire Chief.

908.09: MAINTENANCE OF RECORDS

All records, files, and documents pertaining to the Licensing of RRPs or MRDs shall be maintained in the office of the City and made available to the public as allowed or required by laws, rules, codes, statutes, or ordinances.

908.10: AUTHORITY

Nothing in this Chapter shall prevent the City from taking action under any applicable rule, standard, statute, or ordinance for violations thereof and to seek either injunctive relief or criminal prosecution for

402 such violations as therein provided. Nothing contained in this Chapter shall prevent the City from
403 seeking injunctive relief against a property owner or designated agent who fails to comply with the
404 terms and conditions of this Chapter on licensing.

405
406 **908.11: RULES, POLICIES, AND PROCEDURES**
407

408 By resolution the City Council may adopt, from time to time, rules, policies, and procedures for the
409 implementation of this Chapter. Violation of any such rule, policy, or procedure by a property owner
410 shall be considered a violation of this Ordinance.

411
412 **908.12: NO WARRANTY BY THE CITY**
413

414 By enacting and undertaking to enforce this Chapter, neither the City, its designees, the City Council, or
415 its officers, agents, or employees warrant or guarantee the safety, fitness, or suitability of any RRP or
416 MRD in the City. Owners or occupants should take whatever steps they deem appropriate to protect
417 their interests, health, safety, and welfare. A warning in substantially the foregoing language shall be
418 printed on the face of the rental license.

419
420 **908.13: SEVERABILITY**
421

422 If any provision of this Chapter or amendment thereto, or the application thereof to any person, entity, or
423 circumstance, is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of
424 this Chapter shall remain in full force and effect and the application thereof to other persons, entities, or
425 circumstances shall not be affected thereby.

426 Passed by the City Council of the City of Roseville this day of , 2017.

427
428
429 (SEAL)

CITY OF ROSEVILLE

433 BY: _____
434 Daniel J. Roe, Mayor

435 ATTEST:
436
437
438 _____
439 Patrick Trudgeon, City Manager
440

Excerpt from City of Roseville 2017 Fee Schedule
Building Permit and Plan Review Fees

Fee Description	City Code	2016 Amount	2017 Amount	Proposed 2018 Fee Change	Comments
Multi-Family Rental Licensing:	908				
<u>Multifamily Rental Dwelling</u>					
Multifamily Rental License fee (per building)		102.00	102.00		
Multifamily Rental License fee (per unit)		20.00	20.00		
<u>Residential Rental Property</u>					
<u>Condominium</u>				<u>61.00</u>	
<u>Single Family/ADU/Townhome</u>				<u>122.00</u>	
<u>Two Family/Duplex</u>				<u>142.00</u>	
<u>Triplex</u>				<u>162.00</u>	
<u>Fourplex</u>				<u>182.00</u>	
Reinstatement fee			102.00		
<u>Conversion to rental fee</u>				<u>500.00</u>	
Re-inspection fee (per unit)		66.00	66.00		After 1 st reinspection
Failure to submit license application within 60 days of license expiration		500.00	500.00		
Failure to renew license within 30 days of <u>license</u> expiration		500.00	500.00		See Comments
Appeal to City Council			50.00		

Comments: (a) Fee will double every two weeks until license is paid.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/20/2017
Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Fire Department Staffing Presentation

1 **BACKGROUND**

2 The Fire Department is nearing the completion of its initial transition phase of moving the department
3 from primarily part-time time staffing model to a primarily full-time staffing model.

4 With the approval and adoption of the final step of full-time hiring plan scheduled for 2018 the
5 department will have completed its initial transition plan.

6
7 Tonight the Fire Department will provide City Council with several pieces of information, starting with
8 a current update of the transition plan, current staffing levels, and future staffing estimates.

9
10 Additionally, the Fire Department will provide information regarding current and future programs,
11 including potential for rental licensing, and hotel / motel inspection programs.

12
13 Lastly, the Fire Department will provide City Council with a preliminary look at its 2018 budget
14 request funding needs, and end the presentation with a look at the future needs of the department.

15 **POLICY OBJECTIVE**

16 Update City Council on Fire Department Staffing Programs

17 **FINANCIAL IMPACTS**

18 There are no financial impacts at this time.

19 **STAFF RECOMMENDATION**

20 No action is needed at this time. Item is only for informational purposes at this time.

21 **REQUESTED COUNCIL ACTION**

22 No.

23 Prepared by: Timothy O'Neill, Fire Chief (651) 792-7305

Attachments: PowerPoint

Fire Department Update March 2017



Current Status



Staffing

- Part-time to Full-time transition timeline
 - January 2017 hired 3 full-time firefighters
 - Staffing make-up:
 - 9 full-time firefighters on-duty 24/7
 - 3 Battalion Chiefs working 24/7
 - Total part-time staff 32-----total full-time staff 14

Staffing

- Part-time to Full-time transition timeline
 - January 2016 promoted David Brosnahan to Assistant Fire Chief
 - March 2016 transitioned Battalion Chiefs to supervise shifts 24/7
 - March 2016 hired three full-time firefighters
 - Staffing make-up:
 - 6 full-time firefighters (2 per shift) on-duty 24/7
 - 3 Battalion Chiefs working 24/7
 - Total part-time staff of 34-----total full-time staff of 11

Staffing

- Part-time to Full-time transition timeline
 - March 2015 hired six full-time firefighters
 - Staffing make-up:
 - 6 firefighters (2 per shift) on-duty 24/7
 - 2 Battalion Chiefs working 12 hour shifts Sunday-Friday
 - Part-time supervisors working Saturday day and all night shifts
 - Total part-time staff of 45-----Total full-time staff of 10

Staffing Transition Timeline



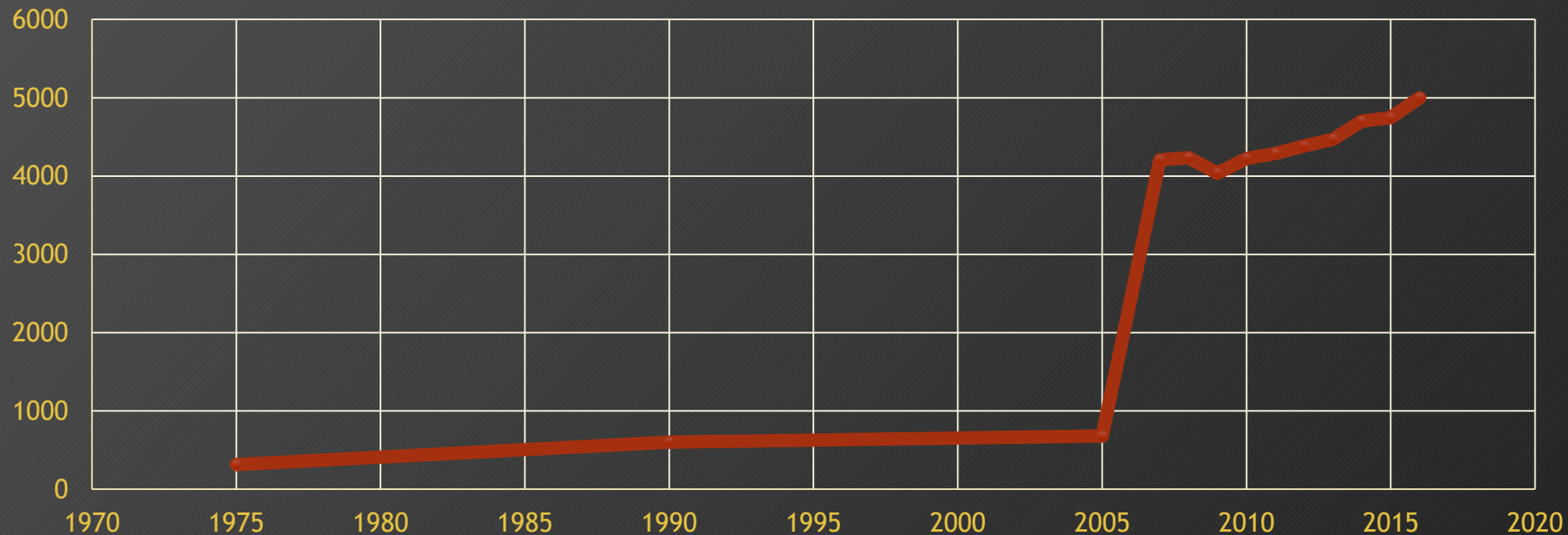
Staffing Transition- Personnel

Year	Full-Time Staff	Part-Time Staff
2014	5	55+
2015	10	45
2016	11	34
2017 (to-date)	14	30

Emergency Response Data

- 2016-Record year for call volume
 - Responded to 4997 emergency incidents
 - 5.3% increase over 2015 & 17% increase over last 5 years

Emergency Calls



Emergency Response Data

- Services and Programs
 - Fire Response
 - Emergency Medical Response
 - Rescue Response
 - Hazardous Materials Response
 - Fire Inspections
 - New construction
 - Existing construction / systems
 - Multi-family
 - Fire safety
 - Commercial vent hoods
 - Daycare
 - Complaint
 - Others

Prevention Programs & Community Outreach

- Block parties
- Open houses
- Explorers
- Friday with firefighters
- School visits
- Station tours
- Library reading to kids
- Blood pressure checks
- Community wellness events
- Lemonade stands
- New business open houses
- Smoke detector installation and battery replacement program
- Family night out
- Night to unite
- After school soccer and basketball events at the schools
- Community CPR training
- CPR training at the high school
- Drivers education at the high school
- EMT ride-a-long educational programs

City Wide Programs

- City Hall & Fire Station flag program
- Police First Responder & CPR training annual 24 hour training course
- N-95 mask certification for all Police employees annually
- City Wide employee CPR instruction & certification
- Quarterly fire extinguisher checks of all City extinguishers
- Annual fire extinguisher checks of all City extinguishers including all vehicles
- Maintenance and replacement program for all City extinguishers
- First-aid and CPR training for Parks summer staff
- OSHA training for Public works and Parks staff
- Calibration of public works air monitoring equipment
- Centralized purchase and distribution of all first aid supplies for the City
- Monitoring and maintenance of City positioned defibrillators
- Participation in Police sponsored Family Night Out
- Coverage for medical response for Run for the Roses
- Participation and medical coverage for Rosefest Parade
- Participation in Parks sponsored touch a Truck event
- Participation in Parks sponsored Wellness fair
- Coverage for annual fireworks show- Parks sponsored
- Medical Blood draws for police arrests
- Annual employee wellness day- Provide blood pressure checks for employees
- First aid training for Skating center staff
- Technical rescue and confined space training for Streets Dept
- Emergency Medical coverage for skating events at the oval
- Participation in Living Smarter event

School District Programs

- Emergency Medical stand-by for youth basketball
- First aid training for Youth basketball coaches
- Medical coverage for annual 623 walk/run
- Medical training for school nurses
- Participation with Roseville Area High School Emergency Response Team
- Attendance at school readiness program
- Attendance at School vehicle awareness program
- Multiple fire education visits and fire drills

A Day in the Life at RFD

- 0600- Truck and Equipment Checks
- 0700- Shift Meeting/Roll Call
- 0800-1100 Training, Station Duties, Inspections
- 1100-1300 Break
- 1300- Community Events and Inspections
- 1500- Exercise/PT
- 1700- Station Clean
- 1800- PT Shift Change
- 1800-2200- Additional duties and training
- 2200-0600- Rest time



On the Horizon

- Rental Licensing & Inspection- Multi-family
- Lodging Licensing & Inspections- Hotel / Motel
- Advanced Life Support (ALS) Services
- Community Medic / EMT Programs
- Others???

Rental Licensing & Inspection

- Fire Department inherits rental licensing from Community Development January 1st, 2018 (with council approval)
- Inspections program a good fit for Fire Inspectors
- Addresses redundant fire and licensing inspections
- Rental Licensing Program fees help offset costs of 2018 hiring plan
- Customer friendly:
 - Less overall inspections
 - One point of contact
 - Ability for annual fire /safety inspections
 - Maintain incentive based rental inspections schedule

Rental Licensing- How it Works

- Fire Inspector will be assigned duties for inspection of all multi-family buildings annually.
 - Inspector will perform rental licensing inspections on performance schedule currently in place. (one-three year cycle)
 - Inspector will perform fire/safety inspection on off scheduled licensing years & full licensing inspections as program rules dictate
 - Fire department will coordinate licensing program, scheduling, inspection, scoring, follow-up issues, final correspondence, on-going contact and issue resolution including complaint resolution

Lodging Licensing & Inspection

- Fire Department launches Lodging licensing and inspections program January 2018.
- Lodging “fire safety” inspections previously conducted by State Fire Marshals Office.
- Lodging licensing program closely resembles Rental Licensing program.
- Other Metro Cities/Fire Departments have similar programs.
- Program Guidelines and Regulation discussions conducted summer 2017 with approvals and ordinance adoption fall 2017.

Lodging Licensing & Inspection

- Mechanism to ensure that lodging properties are safe, well maintained, sanitary, and do not become nuisance to the neighborhood, or consume an absorbent number of public safety resources, exemplify the image of the Community, and promote a positive business community.
- Building positive and constructive relationships with our lodging partners
- Stakeholders:
 - Property owners / management
 - Roseville Visitors Association (RVA)
 - Community Development / Building
 - Police

2018 Plan

- Hire an additional three full-time firefighters
 - Staffing make-up
 - 12 full-time firefighters
 - 3 full-time Battalion Chiefs
 - 15 total firefighters; 5 per working shift on duty
 - Part-time firefighters will work fill-in shifts for full-time vacancies and continue call-back and training responsibilities.
 - *Estimated 22-25 part-time firefighters to begin 2018, and an estimated 12-15 part-time firefighters at the end of 2018.
- Rental Licensing Program fees help offset costs of 2018 hiring plan.
- Lodging Licensing Program fees help offset costs of 2018 hiring plan.
- Additional fire and safety inspection fees help offset costs of 2018 hiring program.
- Savings from reduced part-time shift coverage and personnel help offset costs of 2018 hiring plan.

2018 Plan

- Additional funding needed to hire three additional firefighters is approximately: **\$78,000**
 - For the cost of less than one position we get three
 - Added staff capacity will allow for implementation of both fire based multi-family rental licensing inspections and lodging licensing and inspection program
- What are the challenges should we not proceed with next step in the transition process?
 - Limited number of part-time firefighters available/willing to work
 - Number of time-off shifts
 - Additional over-time of one additional OT shift per week
 - Costs projection of \$44,500
 - Net cost for three new staff without additional OT: \$33,500 (78,000-44,500)
 - Over-time impacts on staff (physical- mental- family)
 - No capacity for additional multi-family rental licensing or lodging inspections programs



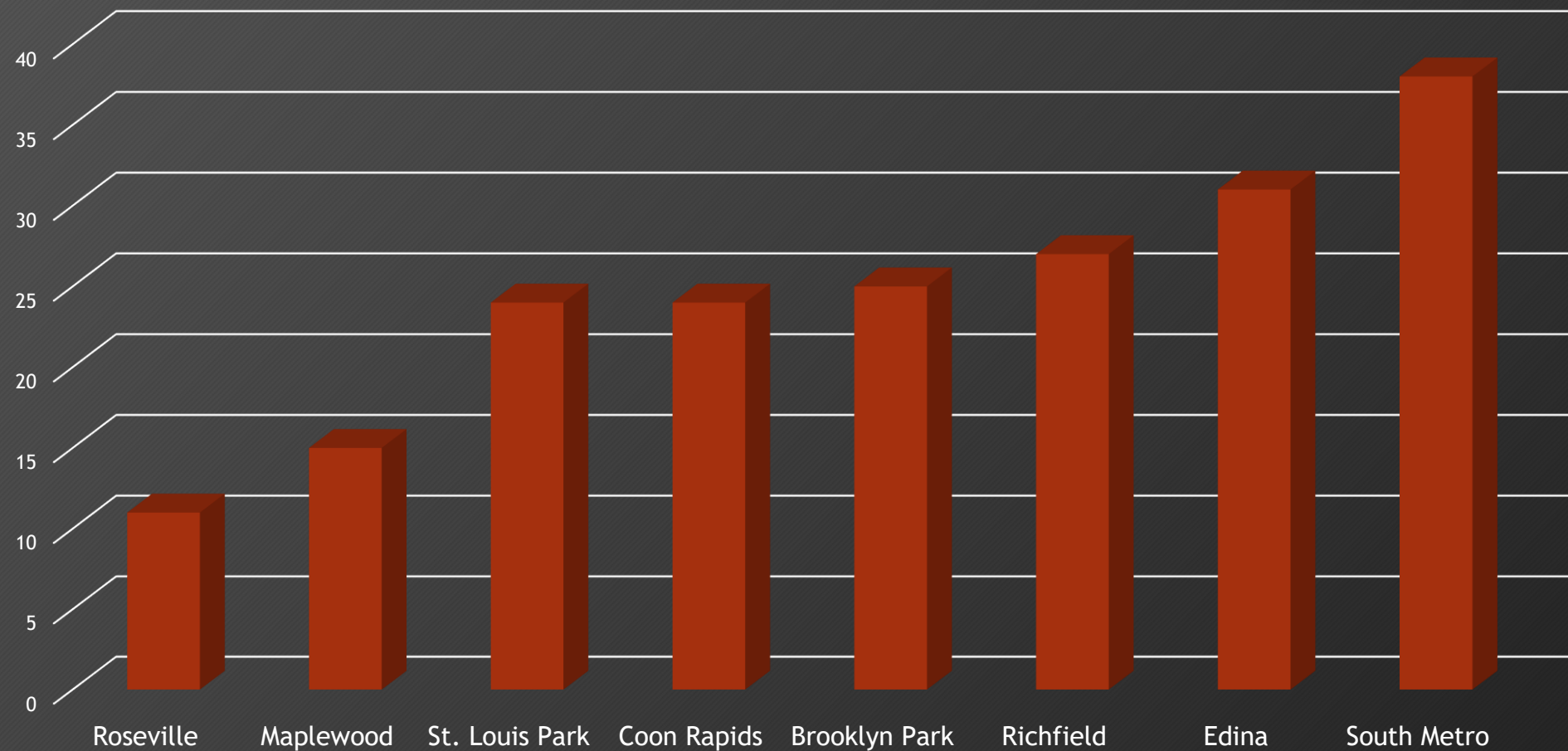
Future Staffing Levels

- What is the correct number of full-time staff?
- What is the correct number of on-duty staff?
- What are the long term impacts of our call volume and program levels?

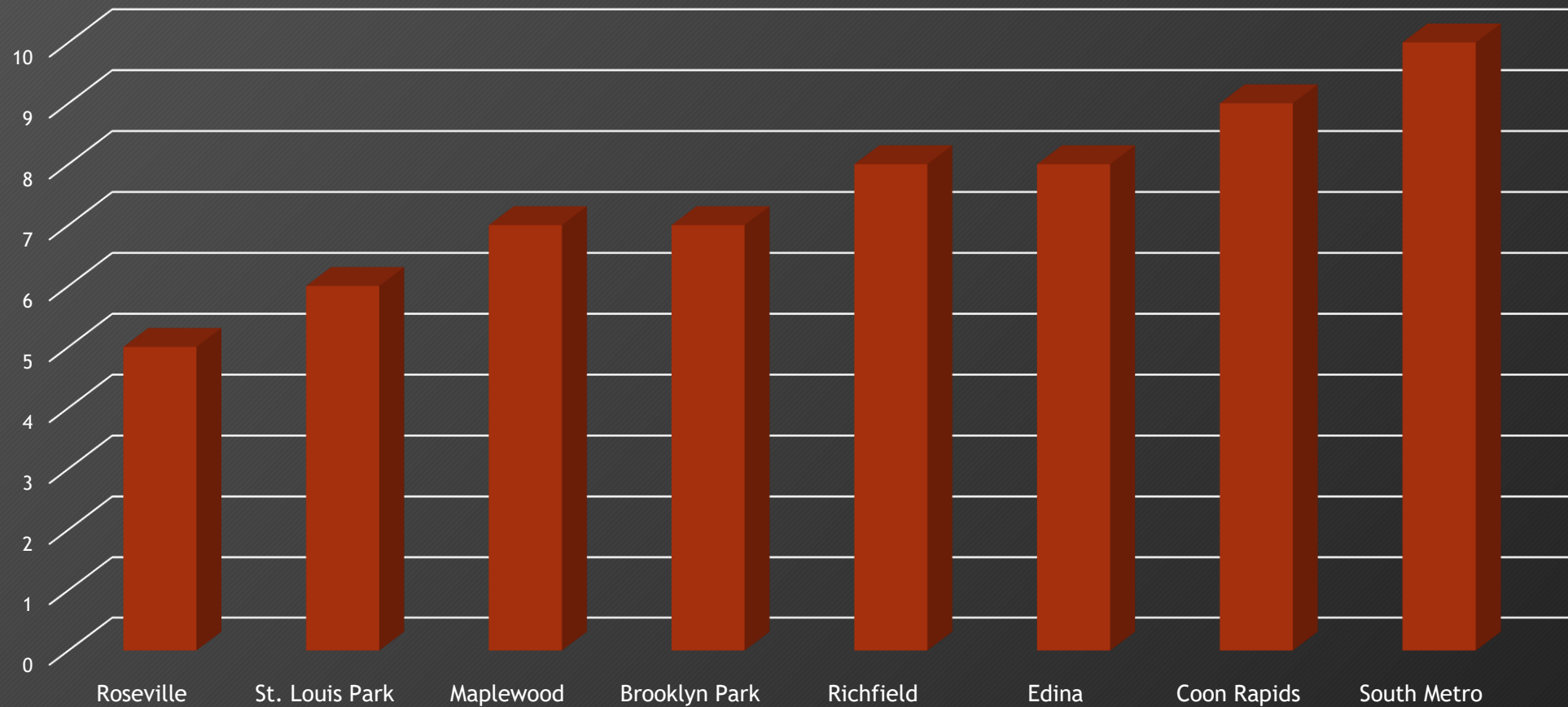
Comparison City Structures

- Brooklyn Park- Combination department (31 POC firefighters)
- Maplewood- Combination department (???)
- Coon Rapids- Combination department (20 POC firefighters)
- Edina- Combination department (15 POC firefighters)
- St. Louis Park- Combination department (25 POC firefighters)
- South Metro- South St. Paul-West St. Paul- Career department (36 firefighters)
- Richfield- Career department (27 firefighters)

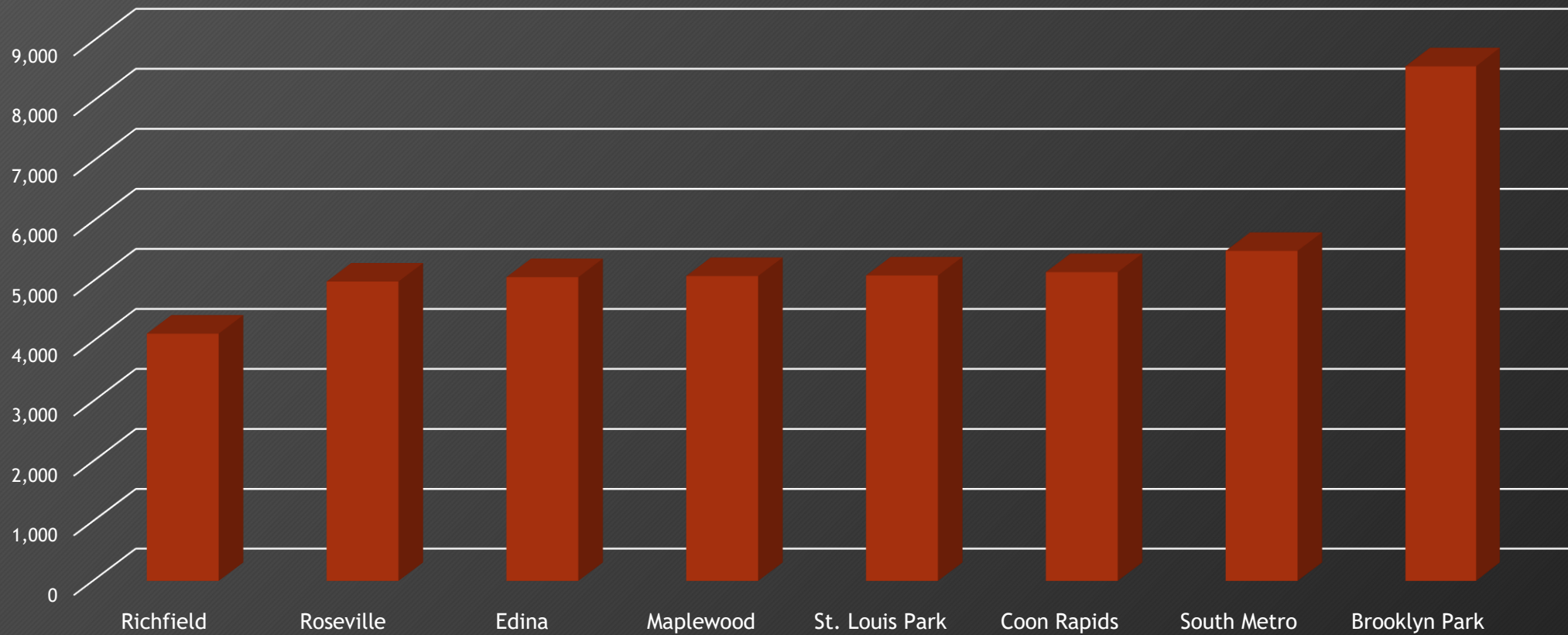
Career Sworn Firefighters



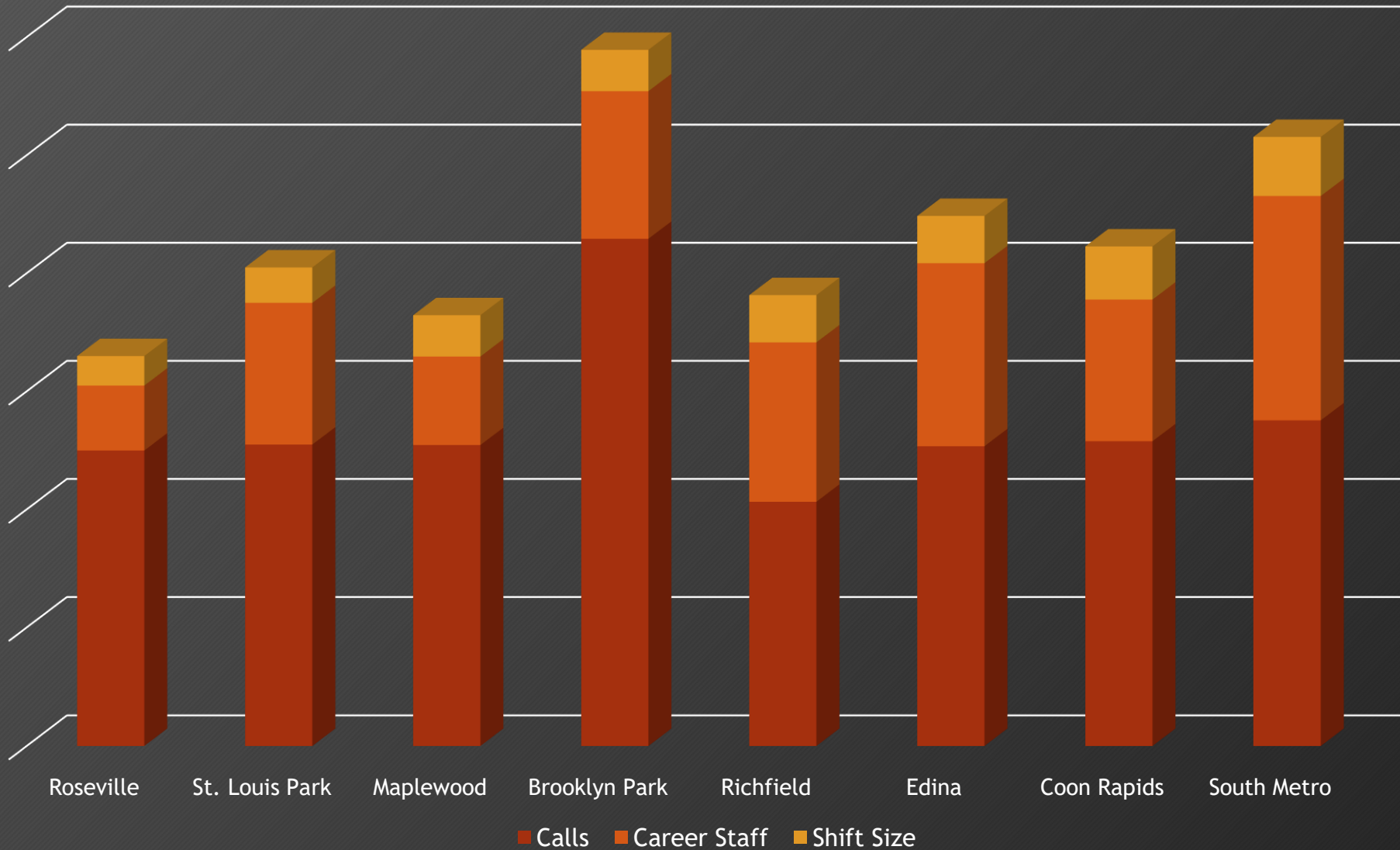
Shift Size per City



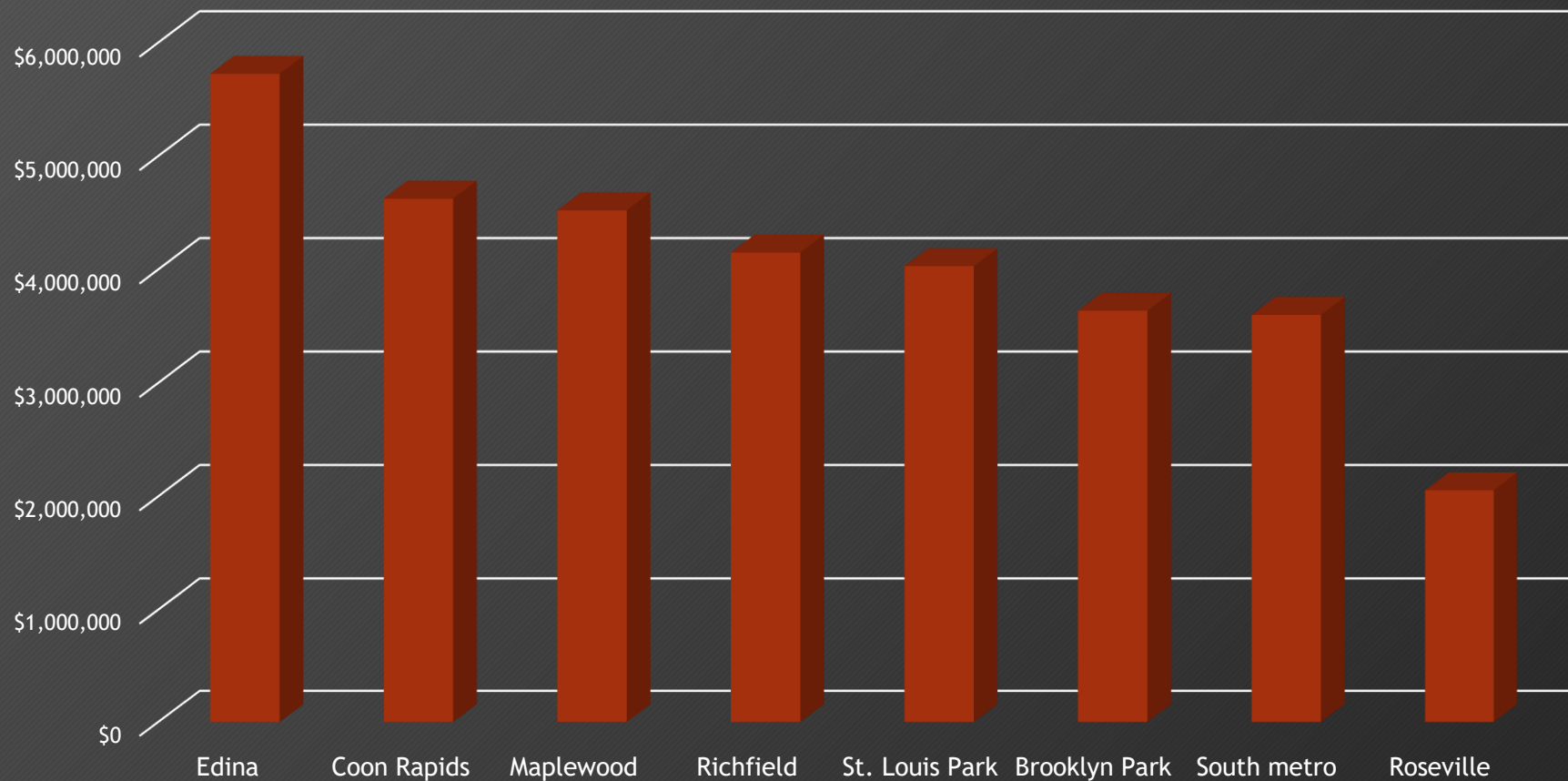
Call Volume Per City



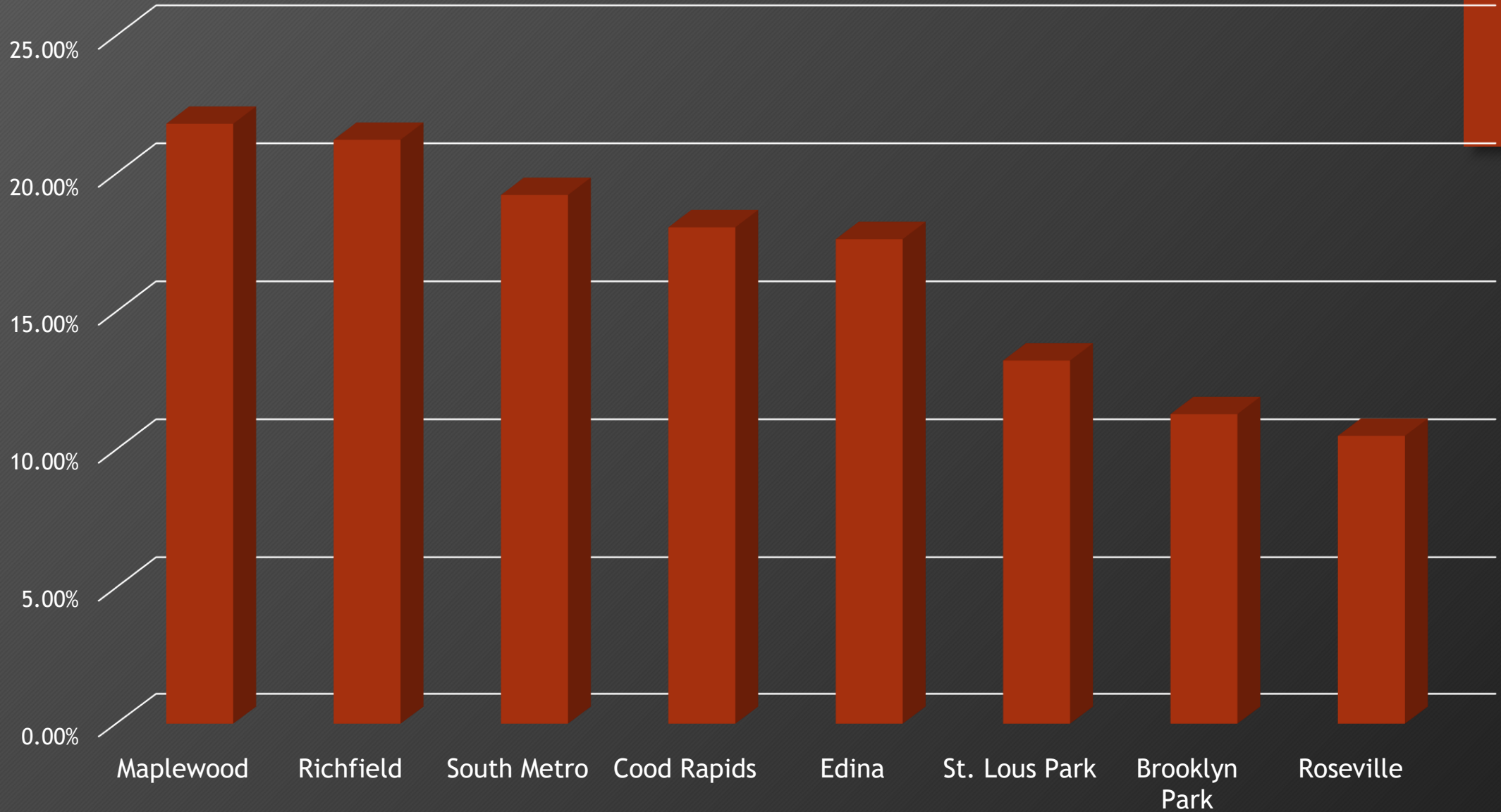
Calls per Department vs. Staff & Shift Size



Annual Fire Budget per City



Fire Department Percentage of Levy per City



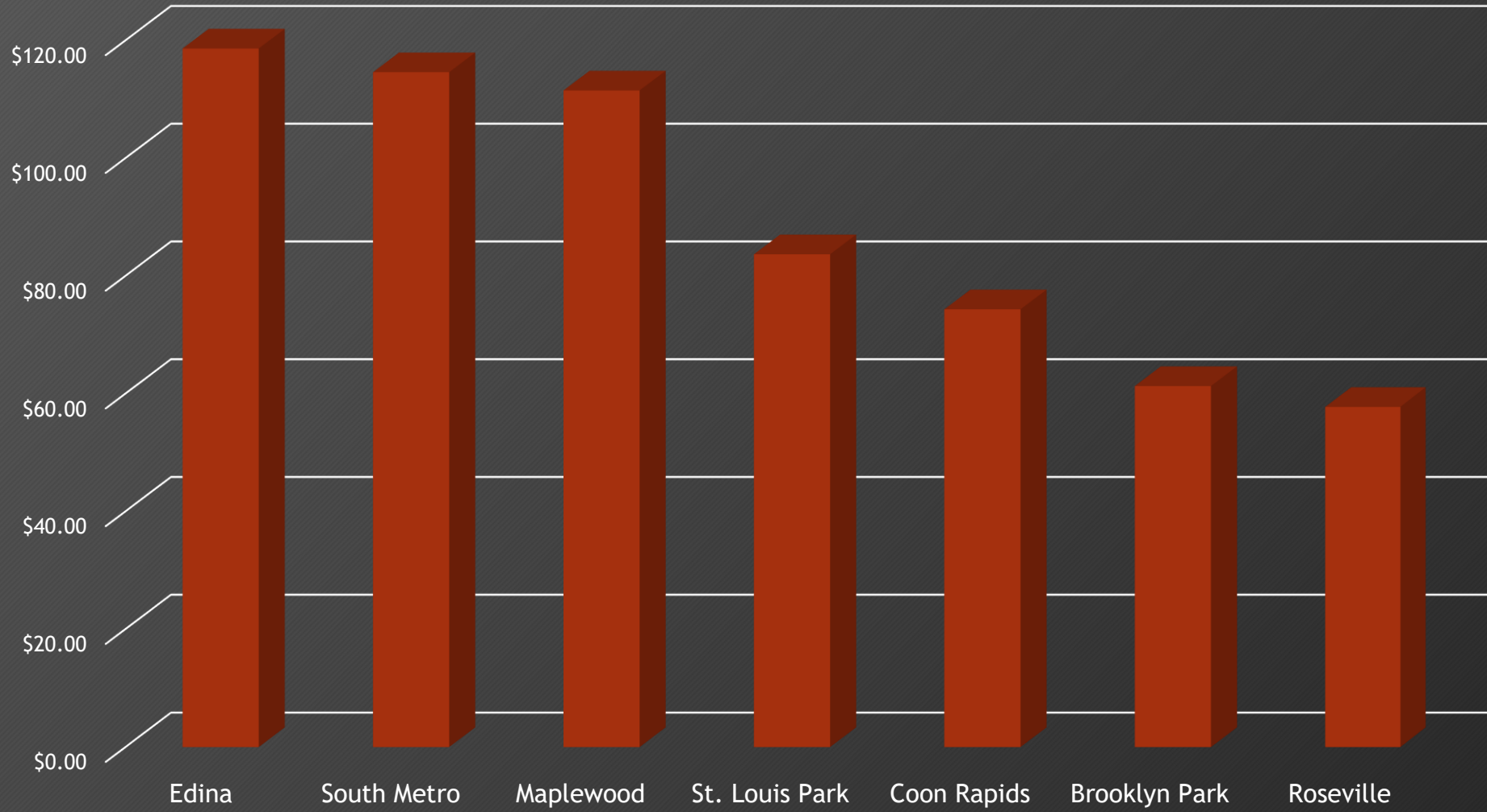
Fire Budget in Relation to City Levy

• Coon Rapids	26%
• Edina	23%
• Maplewood	22%
• South Metro (West & South St. Paul)	19.1%
• Richfield	18.3%
• St. Louis Park	16.3%
• Brooklyn Park	13%
• Roseville	10.5%
• Average	17.4%

Fire Budget in Relation to Cost Per Resident

<i>City</i>	<i>Population</i>	<i>Cost per Resident</i>
• Edina	50,138	\$118.61
• South Metro (West & South St. Paul)	36,216	\$114.59
• Maplewood	40,567	\$111.49
• St. Louis Park	48,171	\$83.66
• Coon Rapids	62,240	\$74.31
• Brooklyn Park	79,149	\$61.28
• Roseville	35,580	\$57.74
• Average	\$91.92	
• Roseville below average by	\$34.18	
• Budget Capacity Based on Average	\$3,270,514	Increase of \$1,216,019

Cost per Resident



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Agenda Date: 3/20/2017

Agenda Item: 7.d

Department Approval



City Manager Approval



Item Description: Discuss the annotated outline illustrating how the Subdivision Code is presently structured and how a rewritten code might be different, and provide input to guide the drafting of an updated ordinance (**PROJ-0042**)

1 **BACKGROUND**

2 The consultants from Kimley-Horn engaged to lead the update of Roseville's Subdivision
3 Code have begun the process performing an in-depth review of our existing code, and by
4 conducting research into how several other communities' subdivision codes are structured
5 and what their strengths and shortcomings might be. With this information, the consultants,
6 Mike Lamb and Leila Bunge, have developed an annotated outline of Roseville's existing
7 code to identify what needs attention and make some initial suggestions regarding how an
8 updated code might change. This annotated outline is included with this staff report as
9 Exhibit A, and a memo detailing the consultants' background research is included as Exhibit
10 B. A copy of the existing Subdivision Code is also included as a reference and identified as,
11 Exhibit C.

12 **PUBLIC COMMENT**

13 The Planning Commission discussed the annotated outline at its March 1, 2017, meeting;
14 draft minutes are included with this report as Exhibit D. In general, the Planning Commission
15 was supportive of the bulk of the suggested changes identified in the annotated outline, which
16 were geared toward modernizing language, cleaning up definitions, and removing
17 infrastructure design details (which are essential to making such improvements but not
18 necessarily at the subdivision phase of development) to another regulatory document. The
19 Commission was also generally supportive of exploring how the park dedication process
20 could contribute to Roseville's plans pertaining to bicycle and pedestrian infrastructure.
21 Planning Commissioners were interested to know more about how easement requirements
22 might address more than just drainage/utility easements (e.g., solar access easements,
23 conservation easements, pathway easements, or others), despite the uncertainty about how
24 other easements could be required if they were determined to be desirable. And
25 Commissioners were generally uncomfortable with the idea of administrative subdivisions, as
26 introduced in the annotated outline, although the Planning Commission remained open to
27 considering a process for administrative approval of simple residential lot split applications
28 that met a thorough list of qualifying criteria.

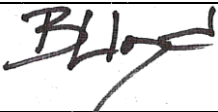
29 **PLANNING DIVISION COMMENTS**

30 Councilmembers will note that the annotated outline is somewhat sparse in comparison to
31 other code amendment proposals that have come before them, and that is intentional. The
32 consultants have recommended this approach to allow the Planning Commission and City
33 Council to provide feedback about the general direction of the updated ordinance before
34 significant time is invested in drafting new code language. The annotated outline has been
35 updated by the consultants, based on feedback from the Planning Commission. The most
36 notable among these updates pertain to adding greater detail about how administratively
37 approved lot splits could work in conjunction with a broader system of subdivision processes,
38 and to adding suggestions of how park dedication requirements could be used to advance the
39 City’s connectivity goals.

40 **REQUESTED DISCUSSION**

41 Mike Lamb will be facilitating this discussion about the annotated outline with the goal of
42 solidifying a clear consensus of the desired nature of the updated subdivision code, which
43 will guide the subsequent step of drafting new code language. The intent has been to develop
44 a draft Subdivision Code to be presented to the Planning Commission at its April 5, 2017,
45 meeting. Members of the Planning Commission noted, however, that the April 5 meeting will
46 be the first meeting of two new Commissioners appointed by the City Council on March 13,
47 and opined that the new Commissioners could be overwhelmed by the prospect of taking
48 action on a major subdivision code update at their first meeting. If the public hearing were
49 delayed until May 3, 2017, the City Council could still take action to adopt a new ordinance
50 by May 22, which is in advance of the May 31, 2017, expiration of the interim ordinance
51 prohibiting residential minor subdivisions.

- | | | |
|-----------|----------------------|---|
| Exhibits: | A: Annotated Outline | C: Existing Subdivision Code |
| | B: Case Studies Memo | D: Draft 3/1/17 Planning Commission minutes
& other public comment |

Prepared by:	Senior Planner Bryan Lloyd 651-792-7073 bryan.lloyd@cityofroseville.com	
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Title 11 - Subdivisions

CHAPTER 1101: GENERAL PROVISIONS

1101.01: Purpose and Jurisdiction

1101.02: Definitions

1101.01: PURPOSE AND JURISDICTION:

A. Purpose:

B. Jurisdiction:

1101.02: DEFINITIONS:

1101.01 –

Outdated language in purpose statement, e.g. “disastrous disconnected patchwork of pattern”; “unified scheme of community interests”, etc.

SUGGESTION

Rewrite/edit purpose statement with updated language, remove outdated or poorly worded references and phrases.

1101.02 –

Definitions are outdated, somewhat inconsistent, and need updating, e.g. there are 12 definitions related to streets and roads but 51 references of various street facilities in the body of the code.

SUGGESTION

Decide which definitions should be used and which to be added/removed/edited (e.g. building setback/build to line, marginal access street, pedestrian way, protective covenants, roadway).

SUGGESTION

Reference to the Comp Plan in definitions. What about references to other plans and policies? E.g. 2008 Pathway Master Plan (see definitions section).

CHAPTER 1102: PLAT PROCEDURES

- 1102.01: Procedure
- 1102.02: Necessary Data for Preliminary Plat
- 1102.03: Requirements Governing Approval of Preliminary Plat
- 1102.04: Necessary Data for Final Plat
- 1102.05: Acceptance of Streets
- 1102.06: Required Land Improvements
- 1102.07: Arrangements for Improvements

SUGGESTION

1102.01: PROCEDURE:

- A. Sketch Plan:
 - 1. Contents of Plans:
 - 2. Informal Consideration:
 - 3. Modifications:
- B. Developer Open House Meeting
 - 1. Purpose:
 - 2. Timing:
 - 3. Location:
 - 4. Invitations:
 - 5. Summary:
- C. Submission; Filing:
- D. Action by Planning Staff:
- E. Hearing by Planning Commission
 - 1. Hearing on the Preliminary Plat:
 - 2. Report of The Planning Commission:

1102.01 –

Might be helpful to include a flow chart to help the public and applicants understand the approval process.

Provide an administrative review process for minor subdivisions, which are defined as lot line adjustments, residential lot splits, minor plats. This could benefit the public by saving time and money on applications that do not need to go through the full public review process. The review process could include 4 categories:

- 1. Lot Line Adjustment
 - a. *Administrative review and approval. Submission requirements should be sketch-plan level of detail, as with existing code requirements.*
- 2. Residential Lot Split (1 lot divided into 2 parcels)
 - a. *Can be administratively approved if applicant satisfies checklist of information, e.g. preliminary assessment of storm water issues, no public improvements required, etc.*
- 3. Minor Plat
 - a. *Public hearing by Planning Commission, action by City Council. Limited to plats creating less than n lots (n might practically equal 4), cannot involve new public infrastructure, might involve rezoning and/or variance, does not require open house, allows combined prelim/final action by council).*
- 4. Plat
 - a. *Same as current code requirements.*

Option to include a checklist of conditions that must be met to apply for a minor subdivision (PC and Council can review and approve checklist).

RCA Exhibit A

F. Action By The City Council: (on preliminary plats)

G. Final Plat:

1. Final Plat Submission:

2. Required Changes Incorporated:

H. Approval and Recording:

1102.01 B – Open house seems overly detailed.

Refer to open house meeting requirements but reference application for details about specific meeting and reporting requirements.

1102.02 – Data requirements under review; maybe details are listed in application form instead of in the code.

1102.02: NECESSARY DATA FOR PRELIMINARY PLAT:

A. Identification and Description:

SUGGESTION

B. Existing Conditions:

C. Subdivision Design Features:

Platting Not Required: Platting shall not be required when the subdivision constitutes a minor subdivision as defined in section 1102.01, provided the following conditions are met:

1102.03: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:

A. Recommendations by Planning Commission:

B. Tentative Approval:

C. Subsequent Approval:

D. Flooding:

(1) The lot or lots have frontage on an existing improved street and access to municipal services.

(2) The lot or lots to be divided are previously platted land.

(3) The lot or lots meet the minimum standards for lot width and area for the zoning district in which they are located.

(4) The division of the lots shall not cause a remaining part of a lot to become a separately described tract which does not meet the minimum standards of the zoning district in which it is located or which does not have street frontage and access to municipal services.

(5) The division does not result in a split zoning classification on a single lot.

(6) The division does not result in the creation of a nonconforming structure or use.

1102.04: NECESSARY DATA FOR FINAL PLAT:

A. General:

B. Additional Delineation:

1102.05: ACCEPTANCE OF STREETS:

A. Approval of Plat or Annexation into City not Considered Acceptance:

B. Acceptance by Resolution of City Council:

1102.06: REQUIRED LAND IMPROVEMENTS:

A. Sewers:

B. Water Supply:

RCA Exhibit A

- C. Street Grading:
- D. Street Improvements:
- E. Off-Street Improvements:
- F. Pedestrian Ways:
- G. Public Utilities:

1102.07: ARRANGEMENTS FOR IMPROVEMENTS:

- A. Contract for Development:
- B. Improvements:
- C. Bond:
- D. Street Access to Improved Lots Required:

(7) No lot shall be created where the building pad area for the principal structure has an existing slope steeper than eighteen (18) percent or where a driveway steeper than twenty (20) percent is required to reach the building site. However, planning staff may approve the creation of a steeper lot, as an exception to this regulation, where the steeper lot is specifically consistent with a city-approved neighborhood plan or redevelopment project.

1102.06 (F) – *Public Works Design Standards manual refers to sidewalks/trail ways but not pedestrian ways. Check for consistency in terms.*

1102.07 – *Reference Public Works Design Standards manual.*

CHAPTER 1103: DESIGN STANDARDS

- 1103.01: Street Plan
- 1103.02: Streets
- 1103.021: Minimum Roadway Standards
- 1103.03: Alleys and Pedestrian Ways
- 1103.04: Easements
- 1103.05: Block Standards
- 1103.06: Lot Standards
- 1103.07: Park Dedication

1103.01: STREET PLAN:

1103.02: STREETS:

- A. Right of Way:

- B. Horizontal Street Lines:

- C. Tangents:

- D. Center Line Gradients:

- E. Connecting Street Gradients:

- F. Minor Streets:

- G. Street Jogs:

- H. Intersections:

- I. Alleys:

- J. Half Streets:

- K. Reserved Strips:

1103.021: MINIMUM ROADWAY STANDARDS:

- A. Signage Requirements:

- B. Right-Of-Way Width:

- C. Cul-De-Sacs:

1103.02 Street Plan

Street plan and streets section needs better consistency of terms, standards, definitions, etc.

SUGGESTION

E.g. Street shall mean any highway, sidewalk, alley, avenue or other public way or grounds or public easements in the City.

(Source: City of Chaska)

1103.02 B - 1103.04 – Reference to street design and construction to be addressed by the Public Works Design Standards manual. Data requirements under review.

RCA Exhibit A

1103.03: ALLEYS AND PEDESTRIANWAYS:

A. Alleys:

1103.04 – Only for drainage and utilities?

B. Pedestrian Ways:

1103.04: EASEMENTS:

1103.05 – 1,800 ft. maximum block length seems excessive. Revise so design requirements fit into the existing street network and not specific dimensions.

1103.05: BLOCK STANDARDS:

1103.06: LOT STANDARDS:

1103.07: PARK DEDICATION:

A. Condition to Approval:

1103.06 – Should this be defined in zoning code only?

1103.07 – Park Dedication:

Park Dedication should function to support the broad goals, policies, and plans of the City - the Parks and Rec Master Plan, Pathways Master Plan, and other official plans/policies.

“...when a new building site is created in excess of one acre...”

SUGGESTION

In addition to land and/or cash dedication, consider how the code may support park, trail, and sidewalk connectivity by having an option for the applicant to provide a new trail or sidewalk improvement that connects to existing features and resources.

***Park Dedication Fees:** Park Dedication fees are set annually by resolution of the City Council as part of the fee schedule.*

(Source: Parks and Rec Dept. Staff)

SUGGESTION

***Procedure:** To initiate the process, a full and complete packet of materials must be submitted to the Parks and Recreation Department a minimum of 25 calendar days prior to a scheduled Parks and Recreation Commission meeting. Packet to include a:*

- *Written description of the project*
- *Site location map*
- *Site plan of the project*
- *Proposed plan for a park if land was recommended as an option*
- *Proposed trail or sidewalk connection*
- *Proposed private space for public use*

Parks and Recreation Commission will review the proposal and either request more information or make a recommendation to accept cash, land, or other improvements.

CHAPTER 1104: ADMINISTRATION AND ENFORCEMENT

- 1104.01: Inspection at Subdivider’s Expense
- 1104.02: Building Permit
- 1104.03: Occupancy Permit
- 1104.04: Platting Alternatives (Ord. 1395, 9-13-2010)
- 1104.05: Variances
- 1104.06: Record of Plats

1104.01: INSPECTION AT SUBDIVIDER'S EXPENSE:

1104.01 – Update language. E.g. remove reference to city staff salaries and reference a fee schedule.

1104.02: BUILDING PERMIT:

1104.03: OCCUPANCY PERMIT:

1104.04: PLATTING ALTERNATIVES:

- A. Common Wall Duplex Subdivision:
- B. Recombination:
- C. Consolidations:
- D. Corrections:
- E. Three Parcel Minor Subdivision:

1104.05 – Review subdivision variance process – applications can have conflicting approvals E.g. sometimes can be City Council and Variance Board.

SUGGESTION

1104.06 – The owner, or agent of the owner, of any parcel of land located in a proposed subdivision shall not transfer ownership of such parcel before a plat of said subdivision has been approved by the city council and has been filed with the county recorder or registrar of titles of Ramsey County.

(Source: City of St. Paul)

1104.05: VARIANCES:

- A. Hardship:
- B. Procedure for Variances:

OTHER:

SUGGESTION

- *Tree preservation?*
- *Green infrastructure dedication? (for trails, open space, wetland habitat, watershed protection, etc.)*
- *Solar orientation?*

MEMORANDUM

To: Bryan Lloyd, City of Roseville
From: Mike Lamb and Leila Bunge
Kimley-Horn and Associates, Inc.
Date: February 23, 2017
Subject: Roseville Subdivision Code Update – Case Studies Memo

General Observations:

- **Cities that have similar subdivision process to Roseville:**
 - St. Louis Park
 - Shoreview
 - Maplewood
 - Richfield
 - Chaska
 - South St. Paul
 - Elk River
 - Victoria
 - Sun Prairie, WI
- **Cities that have a minor subdivision process:**
 - Minnetonka – Planning staff can approve for lot line adjustments only.
 - St. Paul - Planning staff can approve for lot splits and adjustments of common boundaries only.
 - Plano, TX – For minor subdivisions, which are subdivisions of four or fewer lots requiring no public improvements, may be approved by staff in a one step process. Minor plats can also be processed by staff for either residential or nonresidential subdivisions.
- **Cities that have a hybrid administrative/public review:**
 - Eden Prairie - Planning staff can review minor subdivisions but final approval/denial is with the City Council.
 - Minneapolis – Planning staff can review minor subdivisions but final approval/denial is with the Plan Commission.
 - Middleton, WI – Planning staff can review minor subdivisions but final approval/denial is with the Plan Commission.

Case Studies - Interviewed

- **City of Elk River**
 - Most of their new subdivisions are in Planned Unit Developments so staff can adjust what each proposed subdivision does for setbacks, sidewalks, etc.
 - Staff reviews lot line adjustments, however; they don't do anything besides pull the document together for the County.

RCA Exhibit B

- Prior to approval of all plats, each application goes to the Parks Board for review. That is where staff requires trail connections and easements. If the trails are planned in the Park Master Plan, staff requires the developer to put in the trail then the City usually takes it over. Staff have difficulty requiring trails to be put in if it is not in the Trail Master Plan.
- The City also provides credits to businesses for preserving the trees on site through a tree preservation ordinance. If they choose to cut all trees down, then they are required to plant more trees.
- Subdivision code can be found here:
https://www.municode.com/library/mn/elk_river/codes/code_of_ordinances?nodeld=COOR_CH30LADERE_ARTVIZO_DIV5SURE_SDIINGE
- **City of Victoria**
 - The City does not have language directly related to sustainability but through the PUD chapter and park dedication, staff can guide development that is thoughtful. The City just rewrote the park dedication chapter found [here](#). It hasn't been codified yet.
 - Staff are in the middle of revising the PUD chapter but what they currently use can be found [here](#). 99% of recent development in the past 10 years has been using a PUD, which has allowed us to have a bit of control over conservation elements.
 - Subdivision code can be found here:
https://www.municode.com/library/mn/victoria/codes/code_of_ordinances?nodeld=PTIILADEOR_CH107SU
- **City of Minnetonka**
 - As far as subdivision requirements, Minnetonka does not have much for sustainability or sidewalk requirements. The only subdivision requirement of this type is the city does require a park dedication fee (\$5,000 per new unit) or land dedication (which is rarely used).
 - Other than that, the City obtains easements on properties to connect planned trail systems (based on the trail system in our comprehensive plan).
 - There is not much in the city code on sustainability. Personally, not speaking for the city of Minnetonka, I think it would be beneficial for communities to investigate incentives for builders or developers to use sustainable or green building techniques.
 - Subdivision code can be found here:
<https://eminnetonka.com/city-code>

Case Studies – Code Excerpts

- **Middleton, WI - Code Excerpts Related to Minor Subdivision Process**
 - Pre-application procedure - this includes an environmental assessment checklist
 - Plan Commission shall within ninety (90) days from the date submitted, approve, approve conditionally or reject the preliminary plat and when included, the development plan, based on its determination of conformance with the intent and provisions of this Ordinance, and all related plans and ordinances, and recommendations of appropriate City committees and commissions
 - Minor Subdivision Requirement: **No person, firm or corporation shall divide any land** located within the corporate limits of the City of Middleton or within the three (3) mile extraterritorial plat approval jurisdiction thereof which shall result in a minor

RCA Exhibit B

subdivision as defined by this Ordinance **without first filing an application and a certified survey map** for approval by the Plan Commission (and the Common Council when dedication of land is involved), and **subsequently recording said map with the Dane County Register of Deeds**. The certified survey map shall comply fully with Wis. Stat. s. 236.34 and with all applicable requirements of this Ordinance.

- Subdivision code can be found here:
- <http://www.ci.middleton.wi.us/DocumentCenter/View/29>

- **Sun Prairie, WI – Code Excerpts Related to Plan Commission Role, RLS procedure, Conceptual Plats**

- **Conceptual Plat** - Before submitting a preliminary plat for approval, the **subdivider may prepare, at their option, a conceptual plat** and submit it to the city for nonbinding review and comments
- **Plan Commission grants variances for subdivisions**. The plan commission shall recommend approval or conditional approval of the plat to the city council or shall reject the plat.
- **Recording a Plat or Certified Survey**. Certified surveys, approved by the common council of the city, must be recorded together with the adopting resolution, with the Dane County register of deeds within six months after the date of the last approval and within twenty-four (24) months after the date of the first approval.
- General Requirements.
 1. All design files shall be on the coordinate system and vertical datum currently specified by the city of Sun Prairie.
 2. All surveys shall be prepared by or under the direct supervision of a Wisconsin Registered Land Surveyor (RLS) and a letter certifying such, which is signed by the RLS, shall accompany all survey data transmittals.
 3. Surveyed locations on at least two section corners, to which the plat is tied, must be provided. Include both record and measured distances and bearings through two monumented points on the plat boundary.
- **Roadway naming, lot setbacks, landscaping/buffers, wetlands, floodplains requirements are all referenced in other places in the code.**
- Subdivision code can be found here:
https://www.municode.com/library/wi/sun_prairie/codes/code_of_ordinances?nodeId=COOR_TIT16SU

- **Plano, TX – Code Excerpts Related to Minor Subdivision Process**

- **Minor Subdivision Approval Process** - The ordinance provides a one step process for minor plats. **A minor plat is defined as a subdivision of four or fewer lots not requiring any public improvements**. Minor plats can be processed for either residential or nonresidential subdivisions. **Minor plats can be approved by staff without any action by the Planning & Zoning Commission.**
- Subdivision code can be found here:
<http://www.plano.gov/DocumentCenter/View/1319>

- **St. Paul, MN - Code Excerpts Related to When Platting is Not Required**

- **Platting shall not be required when the subdivision constitutes a lot split or adjustment of common boundaries** as defined in section 69.200
- Sec. 69.304. - Approval of lot splits and adjustments of common boundaries.

RCA Exhibit B

- Lot splits and adjustments of common boundaries are permitted without platting, provided the following conditions are met:
 - The lot or lots have frontage on an existing improved street and access to municipal services.
 - The lot or lots to be divided are previously platted land.
 - The lot or lots meet the minimum standards for lot width and area for the zoning district in which they are located.
 - The division of the lots shall not cause a remaining part of a lot to become a separately described tract which does not meet the minimum standards of the zoning district in which it is located or which does not have street frontage and access to municipal services.
 - The division does not result in a split zoning classification on a single lot.
 - The division does not result in the creation of a nonconforming structure or use.
 - No lot shall be created where the building pad area for the principal structure has an existing slope steeper than eighteen (18) percent or where a driveway steeper than twenty (20) percent is required to reach the building site. However, the planning administrator may approve the creation of a steeper lot, as an exception to this regulation, where the steeper lot is specifically consistent with a city-approved neighborhood plan or redevelopment project.
- Subdivision code can be found here:
https://www.municode.com/library/mn/st._paul/codes/code_of_ordinances?nodeId=PTIILECO_TITVIIIIZOCO_CH69ZOCOUBRE
- **Minneapolis, MN - Code Excerpts Related to Minor Subdivisions**
 - In applications for minor subdivision, the application procedure for plats and registered land surveys is waived and the requirements of this section shall apply.
 - (1) *Submission of application.* City staff shall review the complete application for conformance to Minnesota Statutes, the Minneapolis City Charter, the Minneapolis Code of Ordinances and these land subdivision regulations. Staff will advise the subdivider of changes, if any, required to bring the subdivision into conformance.
 - (2) *Public hearing.* The planning commission shall hold a public hearing on the application, as revised by the subdivider, if at all, in response to staff review. Following the hearing, the planning commission shall make its findings and decision to approve or disapprove the minor subdivision.
 - Subdivision code can be found here:
https://www.municode.com/library/mn/minneapolis/codes/code_of_ordinances?nodeId=MICOOR_TIT22LASU
- **Ankeny, IA – Code Excerpts Related to Lot Standards and Sidewalks**
 - **Design Standards for Lots:** Size, width, depth, shape and orientation of lots may be appropriate for the use of passive and active solar applications and for the locations, type and use of the development; consideration should be given to locating lots to allow buildable sites on each lot which will not encroach into the 100-year flood line.
 - **Park Dedication Fees:** Special Fund. All payments in lieu of park land collected by the City shall be deposited in a special fund to be known and designated as Special Fund for the Acquisition and Development of Park and Recreational Facilities and such funds shall

be used for such purposes and at such places and in such manner as shall be determined and directed by the City following recommendations by the Park Board, after consultation with the subdivider or developer, and which shall be consistent with the intent of paragraph C of this subsection; and authorization for creation of said fund is granted. Any and all interest accumulated upon such funds shall be added to the special fund and be used only for acquisition and development of parks and recreational areas.

- **Sidewalks:** Sidewalks shall be constructed on both sides of all streets being dedicated for public use. The sidewalks shall be a minimum of four feet in width and have a minimum thickness of four inches and shall be constructed of Portland cement in accordance with designs and specifications approved by the Council.
- Subdivision code can be found here:
http://www.amlegal.com/codes/client/ankeny_ia/

- **W. Des Moines, IA – Code Excerpts Related to Park Dedication for Trails/ Sidewalks**

- **Dedicate Land for Park And Recreational Purposes:** All persons making a development application shall dedicate to the city, within the land covered by the development application, land for park and recreational purposes sufficient to meet the requirements of this section.
- In each tract of land covered by a development application, there shall be reserved and dedicated to public use two and thirty-nine hundredths (2.39) acres of land for park purposes and three and seventy six hundredths (3.76) acres of land for greenway use for each one thousand (1,000) people, based upon the projected population of the completed development application as calculated in accord with this section. For purposes of this chapter, property subject to a horizontal property condominium regime under Iowa Code chapter 499B shall be treated as single-family detached. Such dedication shall be prorated to the amount indicated by the projected population to the nearest one thousand (1,000) square feet of land to be dedicated, but in any event, no dedication of either park or greenway space shall contain a total for combined park and greenway usage less than ten thousand (10,000) square feet of land to be dedicated.
- For purposes of this section, population in the completed area covered by the development application will be determined by multiplying the number of housing units projected in the area covered by the development application for each use category times the anticipated average per unit as given below. The quantity calculated for each residential type shall be added together and the sum shall be the projected population for purposes of the development application. For the purposes of this chapter the following population estimates per residential type will be used:
 - Single-family detached: 2.90 people.
 - Single-family attached: 1.63 people.
 - Multi-family unit: 1.73 people.
- **Sidewalks**
 - The intent and purpose of this section is to establish the regulations regarding the installation of public sidewalks and pathways in the city to ensure the orderly and harmonious development of a citywide sidewalk system in existing and new developments in such a manner as to provide a comprehensive sidewalk system that will safeguard the public's health, safety and general welfare.
 - Notwithstanding any other provisions of this code, all dwellings, nonresidential buildings and uses, whether occupied or unoccupied, shall have, after adoption

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of this ordinance, a permanent sidewalk built for the entire width and/or length of the lot or lots upon which the dwelling, nonresidential building or use is located, and the sidewalk(s) shall be built for the entire width and/or length of all sides of any lot or lots which abut a public street.

- Subdivision code can be found here:
http://www.sterlingcodifiers.com/codebook/index.php?book_id=568

**TITLE 11
SUBDIVISIONS**



CHAPTER 1101 GENERAL PROVISIONS

SECTION:

1101.01: Purpose and Jurisdiction

1101.02: Definitions

1101.01: PURPOSE AND JURISDICTION:

- A. Purpose: Because each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the future community and to which the future community will of necessity be forced to adhere, and further because piecemeal planning of subdivisions will bring a disastrous, disconnected patchwork of pattern and poor circulation of traffic unless its design and arrangement is correlated to a proposed master plan study aiming at a unified scheme of community interests; all subdivisions of land lying within the incorporated limits of the City shall in all respects fully comply with the regulations set forth in this Title.
- B. Jurisdiction: It is the purpose of this Title to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes chapters 412, 429, 471, 505 and 508, which regulations the City Council deems necessary for the health, safety, general welfare, convenience and good order of this community. (Ord. 358, 2-5-1962)

1101.02: DEFINITIONS:

For the purpose of this Title, certain words and terms are defined as follows:

ALLEY: A public right of way which affords a secondary means of access to abutting property. (Ord. 215, 7-5-1956)

BOULEVARD: The portion of the street right of way between the curb line and the property line. (1990 Code)

BUILDING SETBACK LINE: A line within a lot or other parcel of land so designated on the plat of the proposed subdivision between which and the adjacent boundary of the street upon which the lot abuts the erection of an enclosed structure or fence or portion thereof is prohibited.

COLLECTOR STREET: A street which carries traffic from minor streets of residence development and the principal circulating streets within such a development.

COMPREHENSIVE PLAN: The composite of the functional and geographic elements of the Comprehensive Plan, or any segment thereof, in the form of plans, maps, charts and textual material as adopted by the City.

CUL-DE-SAC: A short minor street having one open end and being permanently terminated at the other by a vehicular turnaround.

DESIGN STANDARDS: The specifications to landowners or subdividers for the preparation of preliminary plans indicating, among other things, the optimum, minimum or maximum dimensions of such features as right of way and blocks as set forth in Chapter 1103.

EASEMENT: A grant by a property owner for the use of a strip of land by the public or any person for a specific purpose or purposes. (Ord. 216, 7-5-1956; amd. 1995 Code)

EMERGENCY VEHICLE: Any vehicle that is used for the preservation of the health, safety, and welfare of the residents, property owners, visitors, workers, and property of Roseville. (Ord. 1167, 7-8-1996)

FINAL PLAT: A map or plan of a subdivision and any accompanying material as described in Section 1102.04.

LOT: A portion of a subdivision or other parcel of land intended for building development or for transfer of ownership.

MARGINAL ACCESS STREET: A minor street which is parallel to and contiguous with a thoroughfare and which provides access to abutting properties and protection to local traffic from fast, through-moving traffic on the adjoining thoroughfare.

MINOR STREET: A street other than a thoroughfare or collector street which affords local access to abutting properties.

OWNER: Includes the plural as well as the singular, and includes any person.

PEDESTRIANWAY: A public or private right of way across a block or providing access within a block to be used by pedestrians and for the installment of utility lines.

PLANNING COMMISSION: The Planning Commission of the City.

PRELIMINARY PLAT: A tentative map or plan of a proposed subdivision as described in Section 1102.02.

PROTECTIVE COVENANTS: Contracts made between private parties and constituting an agreement between these parties as to the manner in which land may be used with the view to protecting and preserving the physical, social and economic integrity of any given area. (Ord. 216, 7-5-1956; amd. 1995 Code)

ROADWAY: A driving surface made for vehicular traffic, including public and private roads and drive aisles. (Ord. 1167, 7-8-1996)

STREET: A public or private right of way which affords primary access by pedestrians and vehicles to abutting properties whether designated as a street, avenue, highway, road, boulevard, lane or however otherwise designated. (Ord. 216, 7-5-1956; amd. 1995 Code)

STREET R.O.W.: The property dedicated for the construction of the street, sidewalks, and utilities. Property located between property lines of a platted public street. (Ord. 1167, 7-8-1996)

STREET WIDTH: The shortest distance between curb lines or edge of pavement.

SUBDIVISION: A described tract of land which is to be or has been divided into two (2) or more lots or parcels, any of which resultant parcels is less than five (5) acres in area, for the purpose of transfer of ownership or building development or, if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.

THOROUGHFARE: A public right of way with a high degree of traffic continuity and serving as an arterial traffic way between the various districts of the Roseville area, as shown in the Comprehensive Plan. (Ord. 216, 7-5-1956; amd. 1995 Code)

CHAPTER 1102 PLAT PROCEDURES

SECTION:

- 1102.01: Procedure
- 1102.02: Necessary Data for Preliminary Plat
- 1102.03: Requirements Governing Approval of Preliminary Plat
- 1102.04: Necessary Data for Final Plat
- 1102.05: Acceptance of Streets
- 1102.06: Required Land Improvements
- 1102.07: Arrangements for Improvements

1102.01: PROCEDURE:

Except as provided in Section 1104.04 of this Title, before dividing any tract of land into two or more lots or parcels, the owner or subdivider shall submit a preliminary plat of the subdivision for the approval of the Planning Commission and the Council in the following manner:

A. Sketch Plan:

1. Contents of Plans: Subdividers shall prepare, for review with the Planning Commission staff, subdivision sketch plans which shall contain the following information: tract boundaries, north point, streets on and adjacent to the tract, significant topographical and physical features, proposed general street layout and proposed general lot layout.
2. Informal Consideration: Such sketch plans will be considered as submitted for informal and confidential discussion between the subdivider and the Community Development staff. Submission of a subdivision sketch plan shall not constitute formal filing of a plat with the Commission.
3. Modifications: As far as may be practical on the basis of a sketch plan, the Community Development staff will informally advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this Title and will discuss possible plan modifications necessary to secure conformance. (1990 Code; 1995 Code)

B. Developer Open House Meeting

1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an applicant shall hold an open house meeting with property owners in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
2. Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the submission of an application for approval of a preliminary plat and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
3. Location: The open house shall be held at a public location (not a private residence) in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville's boundaries) preferably in Roseville. In the event that such a

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meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.

4. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within the public hearing notification area established in Chapter 108 of the City Code, members of the Planning Commission and City Council, and other community members who have registered to receive the invitations. The invitation shall clearly identify the name, phone number, and email address of the host of the open house to be contacted by invitees who have questions but are unable to attend the open house. The invitations shall also include a sentence that is substantially the same as the following:

This open house meeting is an important source of feedback from nearby property owners and is a required step in the process of seeking City approval for the proposed preliminary plat. A summary of the comments and questions raised at the open house meeting will be submitted to the City as part of the formal application.

5. Summary: A written summary of the open house shall be submitted as a necessary component of a preliminary plat. The summary shall include a list of potential issues/concerns and any possible mitigations or resolutions for resolving the issue(s) and/or concern(s). Citizens are also encouraged to submit their own summary of the meeting highlighting concerns/issues and any mitigations and resolutions. It is encouraged that a list (name and address) of attendees be kept and submitted with open house summary.
- C. Submission; Filing: Four copies of the preliminary plat shall be filed with the Community Development Director prior to the regular Planning Commission meeting at which the plat is to be considered, together with the filing fee and an abstractor's certified property certificate showing the property owners within 500 feet of the outer boundary of proposed subdivision. (Ord. 1357, 1-14-2008)
 - D. Action by Planning Staff: Prior to the meeting of the Planning Commission at which the preliminary plat is to be considered, the Community Development Director and Public Works Director shall examine the plat for compliance with this and other ordinances of the City, and submit a written report to the Commission. (1990 Code; 1995 Code)
 - E. Hearing by Planning Commission:
 1. Hearing on the Preliminary Plat: The Planning Commission shall hold a public hearing on the preliminary plat in accordance with the procedure set forth in Chapter 108 of this Code.
 2. Report of The Planning Commission: Within ten days after the completion of the hearing, the Planning Commission shall make a report concerning the preliminary plat unless the Planning Commission requests additional time as set forth in Chapter 108 of this Code.
 - F. Action By The City Council: (on preliminary plats)
 1. The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within 120 days after the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council shall disapprove said preliminary plat, the grounds for any such refusal shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. (Ord.

1176, 11-25-1996)

RCA Exhibit C 2. Approval of the preliminary plat shall not be construed to be approval of the final plat. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)

G. Final Plat:

1. Final Plat Submission: The owner or subdivider shall submit the final plat of a proposed subdivision not later than six months after the date of approval of the preliminary plat; otherwise, the preliminary plat will be considered void unless an extension is requested in writing by the subdivider and granted by the City Council. The owner or subdivider shall also submit with the final plat an up to date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control in the applicant. (Ord. 1176, 11-25-1996) (Ord. 1296, 10-20-2003) (Ord. 1363, 3-24-2008)

2. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council; in all other respects it shall conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time, provided that such portion conforms with all the requirements of this Title. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)

H. Approval and Recording: The City Council shall act upon a final plat application within 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. If the final plat is approved, the subdivider shall record said plat with the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord. 1363, 3-24-2008)

1102.02: NECESSARY DATA FOR PRELIMINARY PLAT:

In addition to the data prescribed by the law of the State of Minnesota, the preliminary plan shall include the following data:

A. Identification and Description:

1. Proposed name of subdivision, which name shall not duplicate the name of any plat previously recorded in the County.
2. Location by township, section, town or range or by other legal description.
3. Names and addresses of the owner or subdivider having control of the lands included in said plan, the designer of the plan and the surveyor.
4. Graphic (engineering) scale not less than one (1) inch to one hundred (100) feet.
5. North point (designated as true north).
6. Date of preparation.

B. Existing Conditions:

1. Boundary line of proposed subdivision clearly indicated.
2. Existing zoning classification.
3. Total approximate acreage in said plan.
4. Location, widths and names of all existing or previously platted streets or other public ways showing type of improvement, if any, railroad and utility rights of way, parks and other public open spaces, permanent buildings and structures, easements and section and corporate lines within the tract and to a distance of one hundred (100) feet beyond the tract.
5. Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of one hundred (100) feet beyond the tract. Such data as grades, invert elevations and location of catch basins, manholes and

hydrants shall also be shown.

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6. Boundary lines of adjoining unsubdivided or subdivided land within one hundred (100) feet, identified by name and ownership. (Ord. 216, 7-5-1956)
 7. Topographic data including contours at vertical intervals of not more than two (2) feet, except that contour lines shall be no more than one hundred (100) feet apart. Water courses, marshes, rock outcrops and other significant features also shall be shown. Topography maps shall be clearly indicated with dotted lines.
- C. Subdivision Design Features:
1. Layout of streets showing right-of-way widths and names of streets. The name of any street previously used in the City or its environs shall not be used, unless the proposed street is an extension of an already named street in which event the name shall be used.
 2. Location and widths of alleys, pedestrian ways and utility easements.
 3. Typical cross-sections of streets and alleys, together with an indication of the proposed storm water runoff.
 4. Approximate center line gradients of streets and alleys, if any.
 5. Location, size and approximate gradient of sewer lines.
 6. Layout, numbers and typical dimensions of lots to the nearest foot.
 7. Minimum front and side street building setback lines indicating dimensions of same.
 8. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use including the size of such area or areas in acres. (Ord. 216, 7-5-1956)

1102.03: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:

- A. Recommendations by Planning Commission: The Planning Commission may recommend and the City Council may require such changes or revisions as the City Council deems necessary for the health, safety, general welfare and convenience of the City.
- B. Tentative Approval: The approval of a preliminary plat by the Planning Commission and the City Council is tentative only involving merely the general acceptability of the layout as submitted.
- C. Subsequent Approval: Subsequent approval will be required of the engineering proposals pertaining to water supply, storm drainage, sewerage and sewage disposal, gas and electric service, grading, gradients and roadway widths and the surfacing of streets by the Public Works Director and other public officials having jurisdiction prior to the approval of the final plat by the City.
- D. Flooding; Poor Drainage: No plat will be approved for a subdivision which is subject to periodic flooding, or which contains poor drainage facilities and which would make adequate drainage of the streets and lots impossible. However, if the subdivider agrees to make improvements which will, in the opinion of the Public Works Director, make the area completely safe for residential occupancy and provide adequate street and lot drainage, the preliminary plat of the subdivision may be approved. (Ord. 216, 7-5-56)

1102.04: NECESSARY DATA FOR FINAL PLAT:

- A. General: All information, except topographic data and zoning classification required on the preliminary plat shall be accurately shown.
- B. Additional Delineation:
 1. Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features. Lot lines to show dimensions in feet and hundredths.

- RCA Exhibit C**
2. An identification system for all lots and blocks.
 3. True angles and distances to the nearest established street lines or official monuments (not less than 3), which shall be accurately described in the plat.
 4. Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.
 5. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.
 6. Accurate location of all monuments, which shall be concrete six inches by six inches by thirty inches (6" x 6" x 30") with iron pipe cast in center. Permanent stone or concrete monuments shall be set at each corner or angle on the outside boundary. Pipes or steel rods shall be placed at the corners of each lot and at each intersection of street center lines. All U.S., State, County or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.
 7. Accurate outlines, legal descriptions of any areas to be dedicated or reserved for public use or for the exclusive use of property owners within the subdivision with the purpose indicated therein.
 8. Certification by a registered land surveyor to the effect that the plat represents a survey made by such surveyor and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.
 9. Notarized certification by owner and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas.
 10. Certifications showing that all taxes and special assessments due on the property to be subdivided have been paid in full.
 11. Approval by signature of City, County and State officials concerned with the specifications of utility installations. (Ord. 216, 7-5-56)
 13. Form for approval by County authorities as required. (Ord. 245, 5-10-58)

1102.05: ACCEPTANCE OF STREETS:

- A. Approval of Plat or Annexation into City not Considered Acceptance: If any plat or subdivision contains public streets or thoroughfares which are dedicated as such, whether located within the corporate limits of the City or outside the corporate limits or contains existing streets outside of said corporate limits, the approval of the plat by the City Council or the subsequent annexation of the property to the City shall not constitute an acceptance by the City of such streets or thoroughfares, nor the improvements constructed or installed in such subdivision, irrespective of any act or acts by an officer, agent or employee of the City with respect to such streets or improvements.
- B. Acceptance by Resolution of City Council: The acceptance of such streets or thoroughfares shall be made only by the approval of a resolution by the City Council after there has been filed, with the City Manager, a certificate by the Public Works Director. The certificate shall indicate that all improvements required to be constructed or installed in or upon such streets or thoroughfares in connection with the approval of the plat of subdivision by the City Council have been fully completed and approved by the Public Works Director, or a cash deposit or bond is on file to ensure the installation of such required improvements. However, if it appears to the City Council that a public local improvement will be constructed in any such street or thoroughfare within a reasonable foreseeable time, the City Council, upon the recommendation of the Public Works Director may, by resolution, temporarily accept such street or thoroughfare for the purpose of maintenance by the City, and defer the completion of the street or thoroughfare by the developer until such local improvement has been constructed. (Ord. 280, 8-4-59; amd. 1995 Code)

1102.06: REQUIRED LAND IMPROVEMENTS:
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No final plat shall be approved by the City Council without first receiving a report signed by the Public Works Director certifying that the improvements described in the subdivider's preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the following: (Ord. 373, 5-28-62; amd. 1995 Code)

A. Sewers:

1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available.
2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, they shall be sodded in accordance with subsection 1102.06E4.
3. Neighborhood Grading and Drainage Plan: The developer will submit a Neighborhood Grading and Drainage Plan (similar to plan submitted to F.H.A.) indicating the elevation of proposed houses, surrounding ground and the direction of flow. The developer will adhere to this plan, and the developer shall obtain prior written acceptance from the Public Works Director before any changes can be made.
4. City Participation in Cost: Where sewer mains are larger than required to serve the subdivision as delineated in the preliminary plan, the City may elect to participate in the cost of such sewer mains.

B. Water Supply: Where a connection to the City water system is presently available, water distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve all properties within the subdivision. Water mains shall be a minimum of six inches in diameter and where larger mains are required to serve future growth, the City may elect to participate in the cost of such water mains. Looping of all water mains shall be required and shall conform to the City Master Plan.

C. Street Grading: The full width of the right of way shall be graded, including the subgrade of the areas to be paved, in accordance with the plans approved by the Public Works Director and in accordance with the applicable requirements for street construction of the City. (Ord. 216, 7-5-56)

Street Improvements¹:

1. All streets shall be improved with pavements to an overall width in accordance with the projected 20 year traffic volumes and consistent with street width policy adopted by the City Council. (1995 Code)
2. All pavements shall be constructed in accordance with the provisions of applicable requirements of the City.
3. Concrete curbs and gutters on all streets within the subdivision shall be constructed in accordance with applicable requirements of the City.
4. In congested traffic areas or in areas where the City Council deems necessary for the health, safety and general welfare of this community, sidewalks, to a width of not less than five feet and constructed of Portland cement concrete, shall be required.
5. Storm water inlets and necessary culverts shall be provided within the roadway improvement at points specified by the Public Works Director.
6. All curb corners shall have a radii of not less than 15 feet, except at collector and

¹ See also Chapters 703 and 704 of this Code.

marginal access streets where they shall be not less than 25 feet.

RCA Exhibit C. All parkways within the dedicated street area shall be graded and sodded in an approved manner. (Ord. 216, 7-5-56; amd. 1995 Code) (Ord.1358, 1-28-2008)

E. Off-Street Improvements:

1. One tree having a trunk diameter (measured 12 inches above ground) of not less than 2 ½ inches shall be planted in a naturalistic way in the front yard of each lot in the subdivision, except that corner lots shall have 2 trees. They shall be accepted by the City only after one growing season as a live and healthy plant. Trees shall not be allowed to be planted in the boulevard area.

2. Driveways must be constructed of pavement approved by the Public Works Director. Each driveway shall be graded within the dedicated area to fit the boulevard section, and shall be a minimum of 12 feet in width in the boulevard area (excluding radii). The construction shall conform to City requirements, and the grade of the driveway shall conform to the requirements of the State Building Code.

3. The entire boulevard area, except driveways, shall be sodded with a good quality weed free sod.

4. All drainage swales shall be graded and sodded with a good quality weed free sod. (1990 Code; amd. 1995 Code)

F. Pedestrianways¹: Pedestrianways installed or required by the City Council, shall be constructed according to specifications approved by the Public Works Director. (1995 Code)

G. Public Utilities:

1. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines and services constructed within the confines of and providing service to customers in a newly platted residential area shall be buried underground. Such lines, conduits or cables shall be placed within easements or dedicated public ways in a manner which will not conflict with other underground services. Transformer boxes shall be located so as not to be hazardous to the public.

2. The City Council may waive the requirements of underground services as set forth in subsections 1 and 2 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development or unusual topography, soil or other physical conditions make underground installation unreasonable or impractical. (Ord. 598, 5-26-69)

1102.07: ARRANGEMENTS FOR IMPROVEMENTS:

A. Contract for Development: Prior to the acceptance of the final plat, the owner or subdivider shall enter into a contract for development of new subdivisions with the City. In conjunction with this contract, the owner or subdivider shall deposit with the Public Works Director either a cash deposit or a corporate surety performance bond, approved as to form by the City Attorney, in an amount equal to one and one-half (1 1/2) times the Public Works Director's estimated cost of said improvements or one and one-fourth (1 1/4) times the actual bid. This bond shall also have a clause which guarantees said improvements for a period of one year after acceptance by the City of said improvements. In lieu of this clause, a separate one year maintenance bond approved as to form by the City Attorney, shall be submitted to the Public Works Director upon acceptance of said improvements by the City Council. Upon receipt of this maintenance bond the performance bond may be released.

¹ See also Chapter 704 of this Code.

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- B. Improvements: All such improvements shall be made in accordance with the plans and specifications prepared by a registered professional engineer and approved by the Public Works Director and in accordance with applicable City standards and requirements.
 - C. Bond: The owner or subdivider shall deposit with the Public Works Director cash or an approved indemnity bond to cover all expenses incurred by the City for engineering, legal fees and other incidental expenses in connection with the making of said improvements listed in Section 1102.06. In the event of a cash deposit, any balance remaining shall be refunded to the owner or subdivider after payment of all costs and expenses to the City have been paid.
 - D. Street Access to Improved Lots Required: It is not the intent of this Section to require the owner or subdivider to develop the entire plat at the same time making all the required improvements, but building permits will not be granted except as to lots having access to streets on which the required improvements have been made or arranged for by cash deposit or bond as herein provided. (1990 Code)

CHAPTER 1103 DESIGN STANDARDS

SECTION:

- 1103.01: Street Plan
- 1103.02: Streets
- 1103.021: Minimum Roadway Standards
- 1103.03: Alleys and Pedestrianways
- 1103.04: Easements
- 1103.05: Block Standards
- 1103.06: Lot Standards
- 1103.07: Park Dedication

1103.01: STREET PLAN:

The arrangement, character, extent, width, grade and location of all streets shall conform to the Comprehensive Plan, the approved standard street sections, and plates of applicable chapters, and shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic, to topographical conditions, to runoff of storm water, to public convenience and safety and in their appropriate relation to the proposed uses of the area to be served. (Ord. 216, 7-5-1956)

1103.02: STREETS:

- A. Right of Way: All rights of way shall conform to the following minimum dimensions:

Collector streets	66 feet
Local streets	60 feet
Marginal access streets	50 feet

(1995 Code)
- B. Horizontal Street Lines: Where horizontal street lines within a block deflect from each other at any one point more than 10° there shall be a connecting curve. Minimum center line horizontal curvatures shall be:

Collector streets	300 feet
Minor streets	150 feet
- C. Tangents: Tangents at least 50 feet long shall be introduced between reverse curves on collector streets.
- D. Center Line Gradients: All center line gradients shall be at least 0.5% and shall not exceed on:

Collector streets	4 %
Minor streets	6 %
- E. Connecting Street Gradients: Different connecting street gradients shall be connected with vertical parabolic curves. Minimum length, in feet, of these curves, shall be 15 times the algebraic difference in the percent of grade of the two adjacent slopes. For minor streets, the minimum length shall be 7 ½ times the algebraic difference in the percent of grade of the two adjacent slopes.
- F. Minor Streets: Minor streets shall be so aligned that their use by through traffic will be discouraged.
- G. Street Jogs: Street jogs with center line offsets of less than 125 feet shall be prohibited.

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- H. Intersections: It must be evidenced that all street intersections and confluences encourage safe and efficient traffic flow.
 - I. Alleys: Alleys are not permitted in residential areas unless deemed necessary by the City Council.
 - J. Half Streets: Half streets shall be prohibited. Wherever a half street is adjacent to a tract to be subdivided, the other half of the street shall be platted within such tract. In cases where the entire right of way has been dedicated to the public but the property of the owner and subdivider is located on one side of such street, the owner and subdivider shall be required to grade the entire street in accordance with the plans to be approved by the Public Works Director under the provisions of Section 1102.07, but the owner and subdivider shall only be required to deposit payment for one-half of the Public Works Director's estimated costs of the improvements required under this Title. Building permits shall be denied for lots on the side of the street where the property is owned by persons who have not entered into an agreement with the City for the installation of the improvements required under this Chapter.
 - K. Reserved Strips: Reserved strips controlling access to streets are prohibited. (Ord. 216, 7-5-1956; amd. 1995 Code) (Ord. 1358, 1-28-2008)

1103.021: MINIMUM ROADWAY STANDARDS:

The following minimum dimensional standards shall apply to all existing City and private roadways when newly constructed or reconstructed. All local residential streets must be constructed to a width of 32 feet from the face of curb to face of curb. In cases where this width is impractical, the City Council may reduce this dimension, as outlined in the City street width policy. However, for purposes of emergency vehicle access, no street shall be constructed to a width less than 24 feet. In order to preserve the minimum clear width, parking must be restricted according to subsection A of this Section.

- A. Signage Requirements: "No parking" signs shall be installed in accordance to the following:
 - 32 feet Parking permitted on both sides of the street (no signs needed).
 - 26-32 feet No parking on one side of the street (signs on one side).
 - 24-26 feet No parking on both sides of the street (signs on both sides).
- B. Right-Of-Way Width: For City streets, the right of way shall be in accordance with Section 1103.02 of this Chapter. County Roads must comply with the Ramsey County right-of-way plan.
State highways must comply with the Minnesota State Highway Department right-of-way plans.
- C. Cul-De-Sacs: If there is not a looped road system provided and the street is greater than 200 feet in length, an approved turnaround shall be constructed.
 - 1. Length: Cul-de-sacs shall be a maximum length of 500 feet, measured along the center line from the intersection of origin to the end of right-of-way.
 - 2. Right-Of-Way: Cul-de-sac right-of-way shall extend at least 10 feet outside of the proposed back of curb.
 - 3. Standard Design: The standard cul-de-sac shall have a terminus of nearly circular shape with a standard diameter of 100 feet.
 - 4. Alternatives to the Standard Design: An alternative to the standard design, to accommodate unusual conditions, may be considered by the Public Works Director and shall be brought to the City Council for approval based on the Public Works Director's recommendation.
 - 5. Islands: As an option, a landscaped island may be constructed in a cul-de-sac terminus. A minimum clear distance of 24 feet shall be required between the island and the outer curb. No physical barriers which would impede the movement of emergency

RCA Exhibit C vehicles shall be allowed within the island. No parking shall be allowed in a cul-de-sac terminus with a landscaped island unless reviewed and recommended for approval by the Fire Marshal. (Ord. 1358, 1-28-2008)

1103.03: ALLEYS AND PEDESTRIANWAYS:

- A. Alleys: Where permitted by the City Council, alley rights of way shall be at least twenty (20) feet wide in residential areas and at least twenty four (24) feet wide in commercial areas. The City Council may require alleys in commercial areas where adequate off-street loading space is not available.
- B. Pedestrianways: Pedestrian rights of way shall be at least twenty (20) feet wide. (Ord. 216, 7-5-1956; amd. 1995 Code)

1103.04: EASEMENTS:

- A. Easements at least a total of twelve (12) feet wide, centered on rear and side yard lot lines, shall be provided for drainage and utilities where necessary. They shall have continuity of alignment from block to block, and at deflection points easements for pole line anchors shall be provided.
- B. Where a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right of way conforming substantially with the lines of such water courses, together with such further width or construction or both as will be adequate for the storm water drainage of the area. (Ord. 216, 7-5-1956)
- C. All drainage easements shall be so identified on the plat and shall be graded and sodded in accordance with Section 1102.06. (1990 Code)

1103.05: BLOCK STANDARDS:

- A. The maximum length of blocks shall be one thousand eight hundred (1,800) feet. Blocks over nine hundred (900) feet long may require pedestrianways at their approximate centers. The use of additional access ways to schools, parks or other destinations may be required by the City Council.
- B. Blocks shall be shaped so that all blocks fit readily into the overall plan of the subdivision and their design must evidence consideration of lot planning, traffic flow and public open space areas.
- C. Blocks intended for commercial, institutional and industrial use must be designated as such and the plan must show adequate off-street areas to provide for parking, loading docks and such other facilities that may be required to accommodate motor vehicles.
- D. Where a subdivision borders upon a railroad or limited access highway right of way, a street may be required approximately parallel to, and at a distance suitable for, the appropriate use of the intervening land as for park purposes in residential districts or for parking, commercial or industrial purposes in appropriate districts. Such distances shall be determined with due regard for the requirements of approach grades and possible features grade separations. (Ord. 216, 7-5-1956)

1103.06: LOT STANDARDS:

- A. The minimum lot dimensions in subdivisions designed for single-family detached dwelling developments shall be:
 - 1. Eighty five (85) feet wide at the established building setback line and on outside street curvatures.
 - 2. Not less than one hundred ten (110) feet in minimum depth.

- RCA Exhibit C**
3. Not less than eleven thousand (11,000) square feet in area.
- The minimum corner lot dimensions for single-family detached dwelling developments where permitted under the Zoning Code shall be:
1. One hundred (100) feet wide at the established building setback line.
 2. Not less than one hundred (100) feet in depth.
 3. Not less than twelve thousand five hundred (12,500) square feet.
- C. The minimum dimensions at the rear lot line of any lot shall be thirty (30) feet.
- D. Butt lots shall be platted at least five (5) feet wider than the average interior lots in the block.
- E. Streets.
1. Public Streets: See Section 1103.021.
 2. Private Streets: Private streets may be allowed by the Council in its discretion provided they meet the following conditions:
 - a. Are not gated or otherwise restrict the flow of traffic;
 - b. Demonstrate a legal mechanism will be in place to fund seasonal and ongoing maintenance; and
 - c. Meet the minimum design standards for private roadways as set forward in Section 1103.021.(Ord. 1359, 1-282-2008)
- F. Side lines of lots shall be at right angles or radial to the street line. (Ord. 1359, 1-28-2008)
- G. Double frontage lots shall not be permitted, except:
1. Where lots back upon a thoroughfare, in which case vehicular and pedestrian access between the lots and the thoroughfare shall be prohibited, and (Ord. 216, 7-5-1956)
 2. Where topographic or other conditions render subdividing otherwise unreasonable.
- Such double frontage lots shall have an additional depth of at least twenty (20) feet greater than the minimum in order to allow space for a protective screen planting along the back lot line and also in such instances vehicular and pedestrian access between lots and the thoroughfare shall be prohibited. (Ord. 245, 5-10-1958)
- H. Lots abutting upon a water course, drainage way, channel or stream shall have an additional depth or width as required to assure house sites that meet shoreland ordinance requirements and that are not subject to flooding.
- I. In the subdividing of any land, due regard shall be shown for all natural features such as tree growth, water courses, historic spots or similar conditions which, if preserved, will add attractiveness and value to the proposed development. (Ord. 216, 7-5-1956; amd. 1995 Code)
- J. Where new principal structures are constructed on lots contiguous to roadways designed as major thoroughfares in the City's Comprehensive Plan, driveways servicing such lots shall be designed and constructed so as to provide a vehicle turnaround facility within the lot. (Ord. 993, 2-10-1986)
- K. Where new single-family residential lots are created on a new street, the driveway cut for the new lot must be placed within the new street. (Ord. 1359, 1-28-2008)

1103.07: PARK DEDICATION:

- A. Condition to Approval: As a condition to the approval of any subdivision of land in any zone, including the granting of a variance pursuant to Section 1104.04 of this Title, when a new building site is created in excess of one acre, by either platting or minor subdivision, and including redevelopment and approval of planned unit developments, the subdivision shall be reviewed by the Park and Recreation Commission. The

RCA Exhibit C Commission shall recommend either a portion of land to be dedicated to the public for use as a park as provided by Minnesota Statutes 462.358, subdivision (2)(b), or in lieu thereof, a cash deposit given to the City to be used for park purposes; or a combination of land and cash deposit, all as hereafter set forth.

- B. Amount to be Dedicated: The portion to be dedicated in all residentially zoned areas shall be 10% and 5% in all other areas.
- C. Utility Dedications Not Qualified: Land dedicated for required street right of way or utilities, including drainage, does not qualify as park dedication.
- D. Payment in lieu of dedication in all zones in the city where park dedication is deemed inappropriate by the City, the owner and the City shall agree to have the owner deposit a sum of money in lieu of a dedication. The sum shall be reviewed and determined annually by the City Council by resolution. (Ord. 1061, 6-26-1989)
- E. Park Dedication Fees may, in the City Council's sole discretion, be reduced for affordable housing units as recommended by the Housing and Redevelopment Authority for the City of Roseville.
(Ord. 1278, 02/24/03)

CHAPTER 1104 ADMINISTRATION AND ENFORCEMENT

SECTION:

- 1104.01: Inspection at Subdivider's Expense
- 1104.02: Building Permit
- 1104.03: Occupancy Permit
- 1104.04: Platting Alternatives (Ord. 1395, 9-13-2010)
- 1104.05: Variances
- 1104.06: Record of Plats

1104.01: INSPECTION AT SUBDIVIDER'S EXPENSE:

All required land improvements to be installed under the provisions of this Title shall be inspected during the course of construction by the Public Works Director. Salaries and all costs pursuant to such inspection shall be paid by the owner or subdivider in the manner provided in Section 1102.07 of this Title. (Ord. 216, 7-5-1956; 1990 Code)

1104.02: BUILDING PERMIT:

No building permit shall be issued for the construction of any building, structure or improvement to the land or any lot within a subdivision as defined herein which has been approved for platting until all requirements of this Title have been complied with fully. (Ord. 216, 7-5-1956; 1990 Code)

1104.03: OCCUPANCY PERMIT:

No occupancy permit shall be granted for the use of any structure within a subdivision approved for platting or replatting until required utility facilities have been installed and made ready to service the property and roadways providing access to the subject lot or lots have been constructed or are in the course of construction and are suitable for car traffic. (Ord. 216, 7-5-1956; 1990 Code)

1104.04: PLATTING ALTERNATIVES:

The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in Chapter 1102 (Ord. 1395, 9-13-2010):

- A. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Director. The owner shall file with the Community Development Director three copies of a certificate of survey prepared by a registered land surveyor showing the parcel or lot, the proposed division, all building and other structures or pavement locations and a statement that each unit of the duplex has separate utility connections. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line. Within 60 days after approval by the City Manager, the applicant for the common wall duplex minor subdivision shall record the subdivision and the certificate of survey with the Ramsey County Recorder. Failure to record the subdivision within 60 days shall nullify

the approval of the subdivision.

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- C. Recombination:** to divide one recorded lot or parcel in order to permit the adding of a parcel of land to an abutting lot and create two buildable parcels, the proposed subdivision, in sketch plan form, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the commission by the Community Development Director for clarification. The proposed recombination shall not cause any portion of the existing lots or parcels to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply a certificate of survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days after approval by the City Manager.
- C. Consolidations:** The owner of two or more contiguous parcels or lots of record may, subject to Community Development Director and City Manager approval, consolidate said parcels or lots into one parcel of record by recording the consolidation with Ramsey County Recorder as a certificate of survey showing same, within 60 days of approval. No hearing is necessary unless the proposal is appealed by the applicant to the City Council. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code.
- D. Corrections:** When a survey or description of a parcel or lot has been found to be inadequate to describe the actual boundaries, approval of a corrective subdivision may be requested. This type of subdivision creates no new lots or streets. The proposed corrective subdivision, in sketch plan form, along with a letter signed by all affected owners agreeing to the new subdivision, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the Commission by the Community Development Director for clarification. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.
- E. Three Parcel Minor Subdivision:** When a subdivision creates a total of three or fewer parcels, situated in an area where public utilities and street rights of way to serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor subdivision approval. The proposed subdivision, in sketch plan form, shall be submitted to the City Council at a public hearing with notice provided to all property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director for review and approval. A certificate of survey shall be required on all proposed parcels. After completion of the review and approval by the City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision. (Ord. 1171, 9-23-1996) (Ord. 1357, 1-14-2008)

(Ord. 1395, 9-13-2010)

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1104.05: VARIANCES:

- A. Hardship: Where there is undue hardship in carrying out the strict letter of the provisions of this Code, the City Council shall have the power, in a specific case and after notice and public hearings, to vary any such provision in harmony with the general purpose and intent thereof and may impose such additional conditions as it considers necessary so that the public health, safety and general welfare may be secured and substantial justice done.
- B. Procedure For Variances: Any owner of land may file an application for a variance by paying the fee set forth in section 1015.03 of this title, providing a completed application and supporting documents as set forth in the standard community development department application form, and by providing the city with an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the parcel of land on which the variance is requested. The application shall then be heard by the variance board or planning commission upon the same published notice, mailing notice and hearing procedure as set forth in chapter 108 of this code. (Ord. 1359, 1-28-2008)

1104.06: RECORD OF PLATS:

All such plats of subdivisions after the same have been submitted and approved as provided in this Title shall be filed and kept by the City Manager among the records of the City. (Ord. 216, 7-5-1956)

ORDINANCE NO. 1501

AN ORDINANCE AMENDING TITLE 11 OF THE CITY CODE CLARIFYING THE INTENT AND APPLICABILITY OF CERTAIN SUBDIVISION REGULATIONS

The City Council of the City of Roseville does ordain:

Section 1. The Roseville City Code is hereby amended as follows.

1103.06: LOT STANDARDS:

A: The minimum lot dimensions in subdivisions designed for single-family detached dwelling developments ~~shall be:~~ shall be those of the underlying zoning district as defined in Title 10 of this Code, or of the intended zoning district if the subdivision is in conjunction with a zoning change, in addition to any requirements herein defined.

~~1. Eighty five (85) feet wide at the established building setback line and on outside street curvatures.~~

~~2. Not less than one hundred ten (110) feet in minimum depth.~~

~~3. Not less than eleven thousand (11,000) square feet in area.~~

~~B: The minimum corner lot dimensions for single family detached dwelling developments where permitted under the Zoning Code shall be:~~

~~1. One hundred (100) feet wide at the established building setback line.~~

~~2. Not less than one hundred (100) feet in depth.~~

~~3. Not less than twelve thousand five hundred (12,500) square feet.~~

~~C:B:~~ The minimum dimensions at the rear lot line of any lot shall be thirty (30) feet.

~~D:C:~~ Butt lots shall be platted at least five (5) feet wider than the average interior lots in the block.

~~E:D:~~ Streets.

1. Public Streets: See Section 1103.021.

2. Private Streets: Private streets may be allowed by the Council in its discretion provided they meet the following conditions:

a. Are not gated or otherwise restrict the flow of traffic;

b. Demonstrate a legal mechanism will be in place to fund seasonal and ongoing maintenance; and

c. Meet the minimum design standards for private roadways as set forward in Section 1103.021. (Ord. 1359, 1-282-2008)

~~F:E:~~ Side lines of lots shall be at right angles or radial to the street line. (Ord. 1359, 1-28-2008) The shapes of new lots shall be appropriate for their location and suitable for residential development. Lots with simple, regular shapes are considered most appropriate and suitable for residential development because the locations of the boundaries of such lots are easier to understand than the boundaries of lots with complex, irregular shapes, and because they ensure greater flexibility in situating and designing homes for the new lots.

1. Lots which are appropriate for their location and suitable for residential development often have:
 - a. side lot lines that are approximately perpendicular or radial to front the lot line(s) of the parcel(s) being subdivided, or
 - b. side lot lines that are approximately parallel to the side lot line(s) of the parcel(s) being subdivided, or
 - c. side lot lines that are both approximately perpendicular or radial to the front lot line(s) and approximately parallel to the side lot line(s) of the parcel(s) being subdivided.
2. It is acknowledged, however, that property boundaries represent the limits of property ownership, and subdivision applicants often cannot change those boundaries to make them more regular if the boundaries have complex or unusual alignments. Subdivisions of such irregularly-shaped parcels may be considered, but the shapes of proposed new lots might be found to be too irregular, and consequently, applications can be denied for failing to conform adequately to the purposes for which simple, regular parcel shapes are considered most appropriate and suitable for residential development.
3. Flag lots, which abut a street with a relatively narrow strip of land (i.e., the “flag pole”) that passes beside a neighboring parcel and have the bulk of land area (i.e., the “flag”) located behind that neighboring parcel, are not permitted, because the flag pole does not meet the required minimum lot width according to the standard measurement procedure.

G:F: Double frontage lots shall not be permitted, except:

1. Where lots back upon a thoroughfare, in which case vehicular and pedestrian access between the lots and the thoroughfare shall be prohibited, and (Ord. 216, 7-5-1956)
2. Where topographic or other conditions render subdividing otherwise unreasonable. Such double frontage lots shall have an additional depth of at least twenty (20) feet greater than the minimum in order to allow space for a protective screen planting along the back lot line and also in such instances vehicular and pedestrian access between lots and the thoroughfare shall be prohibited. (Ord. 245, 5-101958)

H:G: Lots abutting upon a water course, drainage way, channel or stream shall have an additional depth or width as required to assure house sites that meet shoreland ordinance requirements and that are not subject to flooding.

I:H: In the subdividing of any land, due regard shall be shown for all natural features such as tree growth, water courses, historic spots or similar conditions which, if preserved, will add attractiveness and value to the proposed development. (Ord. 216, 7-5-1956; amd. 1995 Code)

RCA Exhibit C

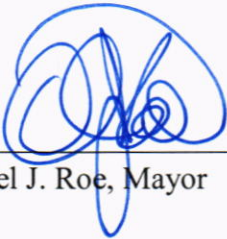
J:I: Where new principal structures are constructed on lots contiguous to roadways designed as major thoroughfares in the City's Comprehensive Plan, driveways servicing such lots shall be designed and constructed so as to provide a vehicle turnaround facility within the lot. (Ord. 993, 2-10-1986)

K:J: Where new single-family residential lots are created on a new street, the driveway cut for the new lot must be placed within the new street. (Ord. 1359, 1-28-2008)

Section 2. Effective Date. This ordinance amendment to the City Code shall take effect upon the passage and publication of this ordinance.

Passed this 23rd day of May 2016.

BY:



Daniel J. Roe, Mayor

ATTEST:



Patrick Trudgeon, City Manager



1 **6. Other Business**

2 **a. PROJECT FILE 0042: Subdivision Code Rewrite**
3 **Discuss the annotated outline illustrating how the Subdivision Code is**
4 **presently structured and how a rewritten code might be different and**
5 **provide input to guide the drafting of an updated ordinance.**

6 Mr. Lloyd introduced this first look by the Planning Commission of the intended
7 rewrite of the subdivision ordinance, seeking their initial feedback for staff and
8 the consultant, Kimley-Horn, to guide the updated ordinance. As detailed in the
9 staff report and attachments, Mr. Lloyd reported that the City Council had
10 approved hiring of the consulting firm Kimley-Horn to facilitate this process.

11 Mr. Lloyd noted that tonight’s discussion should focus on the broader focus using
12 the annotated outline provided by the consultant with the initial questions they
13 and staff had formulated based on past practice and their recommended
14 amendments for discussion issues (Attachment A); a case studies memorandum
15 prepared by Kimley-Horn based on their research of other subdivision codes
16 (Attachment B); and the city’s existing subdivision code (Attachment C). Mr.
17 Lloyd clarified that the minor amendments made to the subdivision ordinance in
18 2016 had not been incorporated at this point into this copy as found on the city’s
19 website, but were minor in nature.

20 Mr. Lloyd advised that staff was seeking the Commission’s input tonight, and
21 would be holding a similar session with the City Council in a few weeks. Mr.
22 Lloyd advised that subsequent to these opportunities, staff would bring that
23 feedback to the consultants for their response and to inform a revised draft
24 subdivision code to initiate feedback from both bodies again.

25 Member Bull noted that, approximately one year ago, discussion was held on the
26 subdivision ordinance at which time he provided a document with twenty or more
27 questions, but had received no response to-date. Therefore, Member Bull stated
28 that he was at a loss as to where the city was at and where it desired to go as it
29 related to the subdivision ordinance. While he offered to resubmit that document,
30 Member Bull asked that staff provide their feedback to his questions.

31 Mr. Lloyd stated his recollection of that document and while not having reviewed
32 it recently due to the subdivision ordinance having been put on hold due to other
33 workload issues and staff pulled off the project completely for the duration, he
34 noted that typical approaches for code rewrites involved working from current
35 code to amend from within. However, Mr. Lloyd advised that this subdivision
36 code process was instead intended to forget about the current code details with the
37 consultant approaching it from how best to position a new subdivision code. Mr.
38 Lloyd stated that he could reference the list of questions submitted by Member
39 Bull to see how they might interact with those things being suggested or needing
40 addressed in the rewrite.

41 Member Bull stated that he would appreciate that.

42 Member Gitzen suggested that it would be helpful for the full Commission to see
43 the questions submitted by Member Bull; with Mr. Lloyd recognizing that request

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44 and advising that staff would in turn provide a response to each in light of this
45 current process.

46 Interim Vice Chair Murphy refocused tonight’s discussion on Attachment A to
47 address each of the consultant’s suggestions and any additional feedback from the
48 Commission.

49 Member Gitzen agreed that he would like to go through Attachment A in the
50 organized way the consultant had laid out this initial draft while referencing the
51 current Title 11 – Subdivisions of Roseville City Code. Member Gitzen stated that
52 he was not in favor of throwing out the entire document even though it may
53 require a major rewrite to update some of the sections; noting that other
54 communities as noted in the consultant’s case studies had similar formats but
55 provided a more modern and up-to-date subdivision code. Member Gitzen noted
56 since Attachment A was still in outline form, he may be reading things into it that
57 were not intended by the consultant; and therefore found it difficult to comment
58 beyond a high overview.

59 Mr. Lloyd advised that the overall structure would remain the same similar to
60 other city code sections (e.g. zoning code), but components within the code would
61 need updating, thus the need for a consultant to guide the process. Mr. Lloyd
62 advised that when the original subdivision code was adopted in 1956, large
63 portions of the city were still farms and large tracts of land able to be subdivided.
64 However, Mr. Lloyd noted that the city faced a much different situation today
65 with few remaining locations for development or large plots, necessitating a
66 subdivision code that would take in to consideration replatting of smaller
67 subdivisions as being of more use today and more appropriate.

68 Member Daire referenced Attachment C and asked if it reflected the current
69 ordinance or if there were recent changes made that do not yet appear.

70 Mr. Lloyd reiterated that the current ordinance (Attachment C) was what was
71 currently posted on the city’s website as the subdivision code, but it didn’t reflect
72 the most recent changes made in the late summer of 2016 when lot size
73 parameters were revised to eliminate redundancies of other provisions now in the
74 city’s zoning code.

75 Member Daire stated that Attachment C then didn’t represent what the city’s
76 current subdivision ordinance actually said.

77 Mr. Lloyd clarified that it is essentially the same other than as previously
78 mentioned, opining that the substance of the code was current, advising that the
79 new subdivision code would not address lot size parameters that were now
80 handled in the city’s zoning code.

81 Member Daire opined that it struck him that the direction reflected in those more
82 recent changes made to reduce redundancies were causing him some concern
83 related to four or fewer lots part of an administrative approval process as well as
84 approving design standards administratively. Member Daire asked if that
85 represented a general trend for staff to increasingly handle more minor
86 considerations that typically came before the Commission.

87 For clarity, Mr. Lloyd responded that four or fewer lots as reflected in Attachment
88 A as a potential suggestion was simply that – a suggestion that minor subdivisions

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could be approached in that way. Mr. Lloyd reminded the Commission that city code provided a distinction between minor and not minor subdivisions (3 and fewer or 4 or more lots) and stated that he didn't expect that to change. Mr. Lloyd clarified that the case study suggestion provided by the consultant from Plano, TX was simply one possible route beyond Roseville's version included for example and consideration.

With Kimley-Horn chosen as consultants, Member Daire stated one thin that had struck him when reviewing the materials, was that those cities cited as having similar subdivision processes to that of Roseville didn't involve first-ring suburbs. Member Daire stated that raised questions in his mind as to where the development status of those cities may be.

Having once worked in Plano, TX, Member Bull reported that it was a northern suburb of Dallas, opining it would be comparable to Richfield, MN as a first-ring suburb on an expressway with heavy access through the community.

Member Daire noted, therefore, that they may have a feature of interest to incorporate into the Roseville process.

Mr. Lloyd cautioned that there may be differing state requirements for Texas and Minnesota.

Specific to concerns raised by Member Daire related to trends, Mr. Lloyd advised that when he was reviewing the most recent revisions to the city's subdivision code, another change made last summer involved not only lot size parameters now addressed in zoning code, but also defining lot shapes acceptable for new lots. Mr. Lloyd reported that those new provisions were less rigid and in his review of neighboring community subdivision codes, he had found an exception in Falcon Heights, but in almost all other communities, he had found verbatim the same provisions now included in Roseville's subdivision code. Whether or not that meant Roseville was moving in the right direction, Mr. Lloyd noted there weren't many examples from its immediate neighbors that provided any good new ideas.

Interim Vice Chair Murphy noted that those surrounding communities were experiencing similar development trends as that of Rose Township, now the City of Roseville.

Members Kimble and Daire both spoke in support of a Commission work session if the intent was to review the subdivision code on a line by line basis; or that the Commission does homework on the process and brings that feedback to the meeting to inform the discussion.

Mr. Lloyd reiterated that the purpose of tonight's discussion was simply for general feedback without much detail at this point to help the consultants understand the concerns of the Commission and those areas needing the most thought going forward in shaping that substance. Mr. Lloyd assured the Commission that the next iterations of the draft document would involve greater detailed scrutiny of areas needing the most work.

Commission Discussion – Attachment A

RCA Exhibit D

132 For the record, Interim Vice Chair Murphy recognized a written comment via
133 email and dated February 27, 2017 from Carl & Charity Willis, 1885 Gluek Lane,
134 provided as a bench handout, attached hereto and made a part hereof.

135 Page 1

136 With this first page dealing with definitions and purpose statements and the
137 regulatory authority for Roseville as a jurisdiction, Mr. Lloyd referenced the
138 suggestions made by the consultant and references to other documents (e.g.
139 comprehensive and enabling plans)

140 Member Bull stated that he shared the questions of Member Daire in his review
141 and that while consultants were to help with the process, there was no clear
142 concept of the goal from the consultants: where to rewrite it, modernize it or to
143 bring it up to the language of other communities' subdivision codes. Member Bull
144 asked if there was a stated purpose for what the consultants had been engaged to
145 do.

146 Mr. Lloyd advised that indeed there was a stated purpose as detailed in the City
147 Council-approved Request for Proposals (RFP) issued for engaging a consultant
148 in the first place. Mr. Lloyd clarified that the purpose was geared toward updating
149 the current subdivision code to better reflect that Roseville is fully developed now
150 versus when the current code was essentially written in 1956 and involving large
151 plats. Mr. Lloyd noted that the other part of the rewrite involved minor
152 subdivisions and the City Council's enactment of a moratorium on minor
153 subdivisions for residential parcels and required application information and
154 perceived level needed in certain situations to make decisions on their approval or
155 denial. While this involves some stated focus, Mr. Lloyd noted that generally
156 speaking there isn't any intent to dramatically change Roseville's subdivisions
157 based on findings of the Single-Family Lot Split Study performed approximately
158 seven years ago.

159 Generally speaking, Mr. Lloyd advised that the intent was to continue subdivision
160 processes in the manner allowed historically, but recognizing that a major portion
161 of the current ordinance was outdated and no longer worked well in reality as it
162 had in the past, or had become problematic not only due to code language but due
163 to changes in the institutional culture and what something meant and how the city
164 anticipated facilitating subdivisions within the community. As an example, Mr.
165 Lloyd noted that the existing subdivision code had a list of details required for
166 Preliminary Plat applications, some that were no longer relevant or needed.

167 Member Daire stated that helped his understanding of the process. However,
168 Member Daire asked if requirements for a subdivision application were removed
169 from the ordinance and made part of the application procedure, wouldn't that
170 allow administrative modifications that would no longer inform or involve the
171 Commission or review agency that may not know about those changes. Member
172 Daire stated that, by having those requirements addressed in ordinance, it
173 provided a guideline for those reviewing applications coming forward (e.g. the
174 subdivision of a large lot on the west side of Roseville, originally proposed for
175 seven lots and then reduced to four lots) that could be handled administratively.
176 Member Daire asked how staff intended to be aware of objections from

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surrounding neighbors and other ramifications that may result by removing those guidelines from ordinance.

Mr. Lloyd responded that a balance was needed to ensure that requirements not be overlooked, but also for the applicant to understand and know that requirements will need to be met. Mr. Lloyd advised that, throughout this rewrite process, staff and the consultant would be working in conjunction with the City Attorney to ensure that submission requirements as amended with new technologies and situations are taken into consideration without compromising the process.

City Planner Paschke advised that the process being considered is similar to current processes and applications for Interim Uses and Conditional Uses that come before the Planning Commission. While code doesn't spell out all requirements, as part of the application submitted for staff review and creation of their report to the Commission and City Council, Mr. Paschke advised that each may have a unique site and may require as few as five or as many as forty-five requirements as part of that application. However, to be consistent and not have things listed in code, Mr. Paschke noted that during the review process, staff has the flexibility to request additional information for review by staff, the Commission and City Council, while other requirements listed on application forms even for permitted uses may or may not be necessary depending on the site and situation (e.g. traffic studies)

Interim Vice Chair Murphy noted that in the definition section, consistency was needed with other chapters of city code (e.g. "streets" and "emergency vehicles") and to determine where those definitions were needed to avoid confusion but allow use-friendly formatting without excessive cross-referencing.

Community Development Director Kari Collins noted that the consultant had found twelve definitions and fifty-one references in current city code related to "streets." Ms. Collins suggested the rewrite process would involve initial observations needing addressed and then consistency among plans. However, as noted by Mr. Lloyd, Ms. Collins reiterated that the purpose for tonight's initial review was for the Commission to comment on the direction of the consultant and staff and whether or not that was appropriate from the Commission's perspective, and without getting into the finer details at this point, which would come at a later time. Ms. Collins asked that the Commission provide their general observations on the staff's and the consultant's notes and advise if they were appropriate or not. For example and specific to a suggested administrative review for determining lot lines, Ms. Collins noted that this was simply the consultant exploring options based on other communities from taking each application for a lot split through the entire platting process as the most aggressive option to consider, some level of administrative review as an option, or a combination of those options. Ms. Collins clarified that the consultant had included those notes to obtain a reaction from the Commission during their review tonight and before moving further into the process.

Member Daire stated that if definitions were moved to a unique location and only referenced in other sections of code, for tracking purposes, if only a paper copy was available, it would be difficult to track; and cumbersome for online tracking of links for definitions.

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223 Ms. Collins noted that staff would explore a variety of options but the intent
224 would be to have definitions included for context and integral in applicable
225 sections of code so someone didn't need to choose their own adventure path in
226 finding the definitions. Ms. Collins reiterated that the goal of staff and the
227 consultant was to make definitions more consistent across the board.

228 The consensus of the Commission was to have definitions clearly stated if
229 differing in any way from common understandings, and legally and clearly
230 defined as appropriate.

231 While not seeking to railroad this process, Member Bull opined that it seemed out
232 of place in the midst of the comprehensive plan update to shape the community
233 and that being a one-year process. Member Bull opined that it may be
234 inappropriate to look at subdivision code details now that may not fir with that
235 comprehensive plan update in a year, causing him some discomfort.

236 On the contrary, Interim Vice Chair Murphy opined that he saw the
237 comprehensive plan at one level with this subdivision ordinance as a blueprint as
238 part of it. Member Murphy stated that how the city did business would not change
239 its goal; and therefore a review of the subdivision could be done regardless of the
240 end target. Member Murphy stated that he wasn't feeling that same disconnect,
241 but opined that this was simply dealing with another set of issues.

242 Member Kimble agreed with Member Murphy, opining she saw it all as part of
243 the process.

244 Ms. Collins agreed that, especially related to the residential subdivision process,
245 the City Council had expressed their eagerness to get clarity in that area to address
246 procedural language and due to the current moratorium, necessitating the need to
247 move forward with it despite the comprehensive plan process.

248 At the request of the Commission, Mr. Lloyd advised that the original moratorium
249 was for six months ending mid-March 2017, but could be extended for a more
250 realistic finalization in late spring or early summer of 2017. Mr. Lloyd advised
251 that staff would be seeking that extension from the City Council in the near
252 future.

253 Page 2

254 Mr. Lloyd provided a general overview involving a flow chart of existing
255 procedures that was quite cumbersome. Mr. Lloyd advised that, while not yet
256 formulated, the intent would be for staff to develop an extensive list of criteria or
257 conditions applicable for minor subdivision applications in order to qualify for
258 administrative approval. Then, for those applications not able to initially address
259 that list of criteria or being of a more complicated nature, Mr. Lloyd noted those
260 would move beyond administrative approval and applicable to any and all
261 subdivision application.

262 While not yet approved by the City Council after recent recommended approval
263 by the Commission, Mr. Lloyd noted that the open house provision would be
264 replicated in this chapter to follow the same process as in other chapters of code.

265 From her perspective for business and/or residential applicants, and from general
266 feedback from the recent Urban Land Institute (ULI) workshop, Member Kimble
267 noted the need for Roseville to be seen as development and project friendly to

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attract what was wanted in the community. When considering that perspective and the checklist mentioned by Mr. Paschke, Member Kimble agreed that staff needed to have the ability to ask for some things, but using her current process in seeing a lot-split development project through the City of St. Paul’s planning process as an example, she noted her frustrations with a lack of clarity in what is or is not required. Member Kimble opined that her initial reaction was that she was less comfortable having approvals done on an administrative basis even though she had the utmost confidence in staff; but instead based her discomfort on the lack of land available for development in Roseville leading to the need for a more formalized process. Member Kimble stated her continued support for the administrative approval process for four or less lots; but also noted that as a resident in a neighborhood where that subdivision was occurring next door to you, the size and configuration was a big deal and therefore, she felt that needed Planning Commission and City Council consideration and approval.

Member Daire concurred with those comments of Member Kimble.

While agreeing with administrative approval for smaller lot splits, Member Kimble sought clarification as to whether or not there would be an appeal process available for an applicant if they were in disagreement with staff’s findings.

Interim Vice Chair Murphy concurred that he would support such a process, similar to that for variances.

Mr. Lloyd opined that he was inclined to think the administrative approval process would be implemented for two to three lots, not four.

Member Gitzen suggested a maximum of three lots; and at the request of Member Bull, Mr. Lloyd clarified that the intent was for a total of net lots.

In her reading of existing subdivision language, Member Kimble asked if the city had considered a one-stop site plan review process to avoid extended delays from one department or commission to another (e.g. Public Works/Engineering and/or Parks & Recreation).

Mr. Lloyd noted that at the staff level, the city had a Development Review Committee (DRC) that reviewed all land use applications; and while there was that staff coordination in Roseville, there wasn’t a unified development ordinance as some communities had with building code and all other requirements in a single document for an applicant to understand all that would be required. Mr. Lloyd advised that it had been mentioned as an option on the staff level, but given the mammoth review required of city code all at once, there had been no further consideration given to it.

Member Gitzen stated his agreement in large with Member Kimble, including not supporting administrative review of four lots. However, Member Gitzen opined that the flow charts or checklist could be made easier and better; and advised that the minimum he’d be comfortable with was a review by planning staff like that used by the City of Eden Prairie, with City Council approval after that initial staff review.

Mr. Lloyd recognized the apprehensive expressed by the Commission about Minor Subdivision administrative review, and if constrained to a simple lot split (one lot into two) that would be their comfort level. At the request of Member

RCA Exhibit D

313 Gitzen, Mr. Lloyd clarified that the current process was for staff review then to
314 the City Council for their approval for up to three lots; but noted the proposed
315 option would be for total administrative review and approval different from that
316 current process.

317 For minor lot splits from one to two lots, Member Kimble asked if the checklist
318 involved notifying neighbors.

319 Mr. Lloyd advised that at this point the checklist had yet to be developed, with
320 tonight's discussion seeking Commission feedback. Mr. Lloyd suggested a similar
321 comparison might be the current process for accessory dwellings or extra
322 dwelling units and code parameters for occupancy permits through staff review.
323 Mr. Lloyd noted that this was a public process with staff reviewing the application
324 and working through issues, and if all requirements are met, staff then sends a
325 letter to surrounding property owners explaining the application and staff's
326 findings, with their intent to approve the application on a date specific, and
327 seeking comment or questions before that approval. Mr. Lloyd advised that with
328 the few applications processed by staff to-date, he had only heard from one
329 person, even though the process intended to provide neighbors with a heads up to
330 appeal any administrative decision upon receipt of the information. Mr. Lloyd
331 sought feedback on the Commission's interest in pursuing this idea further or
332 other ideas.

333 Member Gitzen stated his interest in seeing what the checklist and public
334 notification process may look like before making a decision.

335 To put things in context and as part of staff's work with the consultant, Ms.
336 Collins advised that the goal was to balance as much public engagement as
337 possible and City Council review with the city being seen as business- and
338 development-friendly. Thus, Ms. Collins noted the direction to the consultant to
339 provide options as outlined in their case studies. Ms. Collins reviewed the
340 checklist for submittal requirements and approval approvals that she was familiar
341 with from her tenure with the City of Milwaukee, WI.

342 Member Bull stated that he was open to reviewing administrative procedures,
343 reserving his concerns with public openness if an appropriate balance could be
344 found.

345 Member Daire stated that he felt strongly that the Planning Commission served as
346 citizen-volunteer representatives to consider what should or should not be done by
347 city staff. Member Daire opined that the more done administratively, the less
348 public involvement, causing him considerable concern.

349 Mr. Lloyd duly noted that concern. Mr. Lloyd recalled previous conversations
350 about the Commission's keen observations about records kept of open houses
351 and/or meetings, and advised that specific to the example of the accessory
352 dwelling process, the process has worked well-to-date.

353 For further consideration, Mr. Lloyd advised that state statute allowed that Minor
354 Subdivisions could be administratively approved and did not need a public
355 hearing. However, whether or not Roseville wants to follow that procedure was
356 another matter, but Mr. Lloyd wanted to bring that to the attention of the
357 Commission that it was allowed in Minnesota that provided pertinent
358 requirements were met, administrative approval was allowed. However, Mr.

RCA Exhibit D

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Lloyd also noted there was still some risk involved with politically or emotionally charged situations or atmospheres of public review even if an application met all requirements, with that part of the consideration as well.

Interim Vice Chair Murphy stated his interest in seeing a draft checklist as a starting point, and to possibly serve to allay some concerns.

Member Kimble thanked Ms. Collins for her comments about staff’s interest in being developer-friendly, noting that there were a lot of ways to do so without circumventing review of something by adjoining property owners. With a one-stop review or other process oriented toward that goal, Member Kimble opined that would allow interested parties to review and comment on developments in their immediate neighborhoods.

Recess

Interim Vice Chair Murphy recessed the meeting at approximately 8:39 p.m. and reconvened at approximately 8:46 p.m.

Page 3

Member Kimble sought clarification, confirmed by Mr. Lloyd that current design standards required developers to provide streets.

Member Gitzen noted that “public works design standards manual” and similar references were inconsistent; duly noted by Mr. Lloyd. Member Gitzen further stated his preference for keeping things in code for the application form that could change periodically (e.g. comment on 1103.04), suggesting that at that point, the Public Works Design Standards Manual, actually a survey document, created a disconnect. If referencing anything, Member Gitzen suggested it should be the Ramsey County Guidelines for Subdivided Plats,” especially since Ramsey County would actually be doing the review and establishing requirements, with only required city signatures their only involvement.

Mr. Lloyd thanked Member Gitzen for that timely mention, noting that the city’s attorney was also the attorney for several other communities in the metropolitan area, and was currently working with the Ramsey County surveyor and had put on an informational program just yesterday that was attended by several of the Community Development Department’s staff, at which he had first encountered the survey standards manual. Mr. Lloyd opined that he anticipated a considerable bit of information gleaned from that meeting would work its way into this rewrite.

Member Gitzen suggested that document would be an appropriate one to reference in this code chapter; duly noted by Mr. Lloyd.

At the request of Member Bull, Mr. Lloyd advised that the Metropolitan Council did not have a requirement for subdivisions.

Member Daire asked staff to summarize the current process for plat approval; advising that based on his personal research on review and approval of final plats, he wasn’t satisfied with the results of that search.

Mr. Lloyd reviewed the current process, clarifying that staff was no suggesting considerable changes beyond simple refinement with the main revision being subdivisions of land that triggered park dedication requirements being first determined by the Parks & Recreation Commission for land or cash in lieu of land

RCA Exhibit D

403 and their recommendations as part of the approval process when applying for
404 Preliminary Plat approval for staff review. At that point, Mr. Lloyd advised that
405 the approval process then would move to the Commission and City Council for
406 their approval; and applicants then circling back to prepare a final plat application
407 that would essentially meet all the conditions applied to the preliminary plat with
408 that application then reviewed by staff for requirements/conditions and then to the
409 City Council for approval. Mr. Lloyd noted that the key component for final plat
410 approval was to ensure that it was essentially the same as the preliminary plat
411 requirements and not something else entirely or another iteration. Mr. Lloyd
412 advised that this broader review by the City Council verified that what they had
413 approved in the preliminary plat remained intact, at which point the applicant
414 recorded the final plat with Ramsey County.

415 Page 4

416 No comment.

417 Page 5

418 Mr. Lloyd advised that there remained more work to be done with design
419 standards as they related to the subdivision code (e.g. rights-of-way and lot layout
420 and their relationship to each other) as part of center line gradients and curve
421 specifications that were important with respect to rights-of-ways. While some can
422 go in a different section of city code, Mr. Lloyd advised that current 1800'
423 maximum block length standards were extremely long for Roseville; and
424 suggested focusing more on the existing street network rather than simply
425 guessing at how long the longest block may or should be.

426 Interim Vice Chair Murphy noted this page provided one of his examples for
427 “streets” and their definition; duly noted by Mr. Lloyd.

428 In Section 1103.02, Interim Vice Chair Murphy noted Item J referencing “half
429 streets” and their prohibition, asking what they were and whether or not a
430 definition would appear in this document. Member Murphy noted this involved
431 the concept of definitions again, and whether or not they were worthy to appear in
432 the definition section and if so to provide for a concise definition.

433 Page 6

434 While understanding the first suggestion under section 1103.04, Interim Vice
435 Chair Murphy questioned how code would embody that for future change, noting
436 that from his understanding the city was really constrained as to how it could
437 spend park dedication fees.

438 Mr. Lloyd responded that code could require this similar to dedication of park
439 land or strips of land for trails as part dedication land. While the current
440 subdivision code language is very general about cash or land, Mr. Lloyd advised
441 that code could be much more specific requiring dedications of some nature to
442 begin piecing together the city’s pathway plans for example even though it wasn’t
443 specified in any way at this point, but allowing the city to potentially use park
444 dedication fees to acquire that necessary land. Mr. Lloyd agreed that use of those
445 funds were restricted, but could be used for acquisition and some improvements,
446 and may possibly include sidewalks as part of rights-of-way dedication ideas for
447 related plans.

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448 Referencing consultant comments for the park dedication section and broader
449 goals of the city, Member Kimble suggested staff push the consultant to provide
450 examples of new and innovative ideas for privately owned public spaces that
451 would comply with restrictions for park dedication fees while providing ideas of
452 benefit to the community. Member Kimble asked that this opportunity be opened
453 up and reviewed, opining that there were some examples available within the
454 Roseville community.

455 Specific to drainage and utility easements, Member Gitzen stated that he had
456 never understood how Roseville required 12' on a side but nothing on the front,
457 while most communities allotted 10' on the front and center on side and rear lot
458 lines. From his perspective, Member Gitzen spoke in support of 5' on each side
459 versus the current 6' and requiring 10' on front similar to most other metropolitan
460 urban communities.

461 Mr. Lloyd responded that both the City's current Public Works Director/Engineer
462 and City Engineer had been surprised to find no front yard easement requirement
463 in Roseville; and opined that would be included in this rewrite.

464 On the plat, Member Gitzen noted that some counties only allowed public utilities
465 on a dedicated plat, while unsure of Ramsey County's requirements, but
466 suggesting the City be consistent with Ramsey County.

467 Mr. Lloyd noted the current limitations of plat detail, including other easements
468 (e.g. solar access) that could be required and may require a separate document.

469 Member Gitzen noted other communities (e.g. City of Afton, MN) that required a
470 conservation easement on steep slopes, an option that can be done outside the
471 platting process; and duly noted by Mr. Lloyd.

472 At the request of Mr. Lloyd, Members Gitzen, Kimble and Murphy asked for
473 more information before making a decision on whether to only require drainage
474 and utility easements, or to include conservation or solar access easements as
475 well.

476 Page 7

477 Mr. Lloyd provided the current process for park dedications, including the written
478 version and unwritten policy of how they were handled now; with the intent for
479 including them as part of the annual fee schedule reviewed by staff and
480 recommendations brought to the City Council.

481 Mr. Lloyd advised that the procedure section was taken from the Parks &
482 Recreation Department staff's unwritten policy to present to the Parks &
483 Recreation Commission for recommendation to the City Council, done as one of
484 the first steps added to the beginning of the process before receipt of the
485 subdivision application itself. While the current unwritten process seemed to work
486 well, Mr. Lloyd advised that the intent to include it in code was so applicants
487 were not caught off guard or be unaware of this standard city process; and by
488 including it in code it would be more obvious to all parties moving forward.

489 Page 8

490 Regarding the "Other" suggestion, Member Kimble noted her issues with new
491 developments and signage and the impact that signage had on a community.

RCA Exhibit D

492 Mr. Lloyd reviewed several administrative items needing revision or restructuring
493 to be in line with current practices and processes (e.g. 1104.05). Compared to
494 current language in a subdivision application and lot shape not supported by
495 subdivision code and variance applications required, Mr. Lloyd advised that the
496 process proceeded directly to the Variance Board for their review for practical
497 difficulties. Mr. Lloyd clarified that the Variance Board strictly addressed the
498 variance issue and not the overall subdivision itself; with the City Council then
499 addressing the subdivision portion of the application, but not determining whether
500 or not the variance is acceptable. Mr. Lloyd opined that it made more sense to
501 have one body ultimately responsible for both decisions, such as City Council
502 review of the subdivision application and variance portion as a package; or as
503 done in the past in Roseville, a subdivision application may just proceed to the
504 City Council, or otherwise to the Planning Commission and ultimately the City
505 Council. Mr. Lloyd opined that the process needed to be tightened up to avoid
506 opening up the process for conflict, thus the reference on page 8.

507 Mr. Lloyd reported that he had only recently learned that the property owner's
508 signature was required on the plat document, including a line for another party's
509 signature if the parcel was sold to another party before being recorded at Ramsey
510 County. Mr. Lloyd noted that currently, there was no place for that second
511 signature, invalidating the plat; opining that the suggestion in section 1104.06 was
512 intended to avoid that situation.

513 Regarding the "other" noted, Mr. Lloyd advised that their references were
514 included as part of consideration of the subdivision ordinance but not necessarily
515 fitting in elsewhere in the current outline.

516 In response to Member Bull, Mr. Lloyd clarified that the current process is
517 working according to code at this time; with the Variance Board responsible for
518 variance applications and the City Council responsible for subdivision
519 applications. Mr. Lloyd recalled the process and long-standing interpretation of
520 code provisions and related variances from approximately 8 – 10 years ago that
521 provided for an alternate process for the Planning Commission to provide a
522 recommendation to the City Council for the entire application. However, Mr.
523 Lloyd noted that at some point, an observation was made that this was not what
524 the code said and the process was changed accordingly.

525 General Comments

526 Mr. Lloyd thanked the Commission for their participation in this difficult starting
527 discussion, and for providing good insight about things still needing to be
528 addressed to move forward and identifying the less-favored directions as well as
529 those having more support from the Commission at this point.

530 Interim Vice Chair Murphy offered an opportunity for public comment,
531 recognizing that this wasn't a formal public hearing, but no one appeared to
532 speak.

533 Member Gitzen noted in the staff report the intent to bring a revised draft back for
534 the April 5, 2017 Planning Commission meeting. However, Member Gitzen
535 suggested it be presented that night without discussion, in light of the two new
536 commissioners coming on and to allow them time to review the document and get
537 up to speed, suggesting discussion ensue in May.

RCA Exhibit D

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Mr. Lloyd suggested staff could mention that to the City Council as an option; and while not having any objections in theory, reiterated the moratorium and need to extend it at their discretion. Mr. Lloyd noted that further delay in this process may represent a further extension of something people may be anxiously awaiting, even though it was a fair observation being made by Member Gitzen about the new commissioners.

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From: noreply@civicplus.com
To: [*RVPlanningCommission](#)
Subject: Online Form Submittal: Contact Planning Commission
Date: Monday, February 27, 2017 8:08:18 PM

Contact Planning Commission

Please complete this online form and submit.

Subject: Input on Minor Subdivision Code

Contact Information

Name: Carl Willis

Address: 1885 Gluek Ln

City: Roseville

State: Minnesota

Zip: 55113

How would you prefer to be contacted? Email
Remember to fill in the corresponding contact information.

Phone Number:

Email Address:

Please Share Your Comment, Question or Concern

To the City of Roseville Planning Commission, As you consider revisions to the City of Roseville code concerning minor subdivision, we do not think commissioners should seek ways to expedite the process, but instead should require applicants to address additional issues as they submit a request for approval. The City of Roseville has few areas remaining where lots can be subdivided. These few lots should be given careful scrutiny prior to approval for subdivision. The current minor subdivision code for the City of Roseville allows applicants where utilities and streets already exist to notify other property owners within 500 feet and then simply submit a sketch plan to City Council for approval. The purpose of subdivision is often for improvements on the newly created lot(s). The problem with this process is that the applicant may assume he will be able to proceed with improvements, while numerous variables can arise affecting this process. It would be preferable to address these variables prior

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to subdivision approval. Examples of issues that should be addressed prior to approval include: • survey - showing adequate property lines and easements • topographical survey – including grading proposal • proximity to wetland, marshes, bodies of water, or floodplain • soil analysis – focusing on infiltration rate for runoff calculation and groundwater table height • rain water runoff impact and storm water mitigation plan • tree preservation proposal The applicant would be responsible for the financial burden of these studies, would be invested in the process, and would have a greater degree of security the lot is a candidate for improvements. We do not agree with the suggestion for staff to have the authority to approve minor subdivision requests. Roseville has some unique neighborhoods that do not lend themselves to standard lot subdivision. City Council should have the final authority for approval of the application. Thank you for considering this request, Carl and Charity Willis 1885 Gluek Ln Roseville, MN 55113

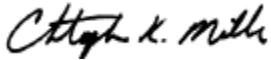
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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 03/20/17
Item No.: 7.e

Department Approval



City Manager Approval



Item Description: Update on the Information Technology Strategic Plan

BACKGROUND

Over the past several years, the City Council has received a number of information packages and presentations outlining the City’s Information Technology function including:

- ❑ October 14, 2013 Council meeting presentation providing an general overview
- ❑ May 22, 2014 Memo providing an updated overview of the IT Function
- ❑ May 27, 2015 Council meeting presentation on the IT Strategic Plan
- ❑ July 9, 2015 Memo providing an updated overview of the IT Function

The purpose of this memo is to provide the Council with an update on the operational changes made in conjunction with the IT Strategic Plan, and to receive guidance on proposed changes moving forward. This update will include a brief review of the Strategic Plan, an overview of the Metro I-Net Business Model, examples of cost savings for Roseville, and, lastly, a discussion of risk-reward considerations.

Strategic Plan Priorities

The IT Strategic Plan established in 2015 identified four primary priorities. The following table provides on update on these priorities.

Strategic Priority	Action Steps Taken
Improve the Organizational Structure of IT	Established IT Support & IT Infrastructure Supervisor Positions; Engaged Departments in IT Planning; Coordinated on-going discussions with Metro I-Net Group
Transform the IT Workforce	Refined on-boarding process; Provided greater emphasis on training, technical certifications and professional development programs; Established clear avenues for promotional opportunities
Establish an Enterprise Architecture (EA) Service Model	Implemented an equitable cost-distribution model for Metro I-Net Group
Empower Technology Users	Established IT Leadership Discussion Group with representation from ALL City departments

22 While these action steps resulted in a stronger and more resilient IT function, additional actions steps are
23 necessary to continue the improvements outlined in the strategic plan.
24

25 The following table identifies the near-term measures discussed with City Department Heads as well as
26 the Metro I-Net Group.
27

Strategic Priority	Action Steps Pending
Improve the Organizational Structure of IT	Refine Roseville departmental IT Planning process; Discussion on Metro I-Net Advisory Committee
Transform the IT Workforce	Adjust staffing levels to meet operational requirements; Establish new Help Desk (lower level) position
Establish an Enterprise Architecture (EA) Service Model	Publish a service catalog for Roseville users and Metro I-Net Group; Develop a communications technology infrastructure plan
Empower Technology Users	Coordinate computer and software training classes for users; Publish an IT newsletter/blog

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30 The key item in the 2017 action plan is the planned adjustment of IT staffing levels. The additional
31 staffing is necessary to address the continued loss in productivity that results from hardware malfunctions
32 or the interruptions of software applications that are integrated into of our service delivery models. They
33 are also necessary to address the increasing support needs within our public safety areas which continues
34 to place some of the greatest demands on the City’s IT support function.
35

36 The new positions will not only reduce downtime and improve service levels, they will also allow for
37 more proactive education and training for end-users on the capabilities of citywide technologies. These
38 operational needs have been assigned a high priority in response to discussions with all city departments
39 as well as other Metro I-Net agencies.
40

41 Like most initiatives, the next series of action steps will require additional financial resources. Roseville’s
42 estimated share of the 2017 staffing adjustments is \$45,000 with these costs funded by wireless tower
43 lease revenue and fiber/internet service revenues. This will NOT require additional tax levy funds to
44 fulfill the 2017 hiring objectives.
45

46 **Overview of Metro I-Net Business Model**

47 The Metro I-Net regional collaboration began in 1999 and has grown to 43 separate agencies across the
48 north and east metro areas. These agencies collectively fund \$1.8 million annually for IT support, phones,
49 software licensing, and internet access; providing *economies of scale* that few governmental
50 organizations can create on their own. This Collaborative also creates one of the most *expansive and*
51 *diverse stable of knowledge and technical skills* in the entire region. The fundamental principle of this
52 business model is to *share costs and provide collaboration* among participating agencies.
53

54 Roseville’s role in the IT Collaborative is the “fiscal and operating agent” for the consortium. Roseville
55 employs all IT staff to manage and support the daily IT functions for the Collaborative. The Collaborative
56 shares all operating expenses and capital equipment purchases.
57

58 To derive the annual service charges, the cost-distribution model takes into account the number of end
59 users, computers, network devices, enterprise applications and servers and other technology related
60 services operated by each agency. Labor and capital costs recovered through a fixed charge are applied
61 to the supported service units.

62 The cost distribution model provides the same fixed unit cost regardless of agency size. Larger agencies
 63 pay a greater total of the budget because these agencies operate more computing devices than smaller
 64 agencies. Overall, the business model provides significant cost savings and increased support for all
 65 agencies particularly when compared to what an agency could provide individually to maintain the same
 66 level of services and support-

67

68 **Roseville Cost Savings**

69 As shown in the table and graphs below, Roseville constitutes approximately 33% of FTE costs based on
 70 the overall share of supported units; however, Roseville pays for 27% of the FTE costs. Even within the
 71 shared service model, this is a savings of approximately \$112,000 in *personnel* costs alone by spreading
 72 labor charges across a diverse collective of technology through cost savings.

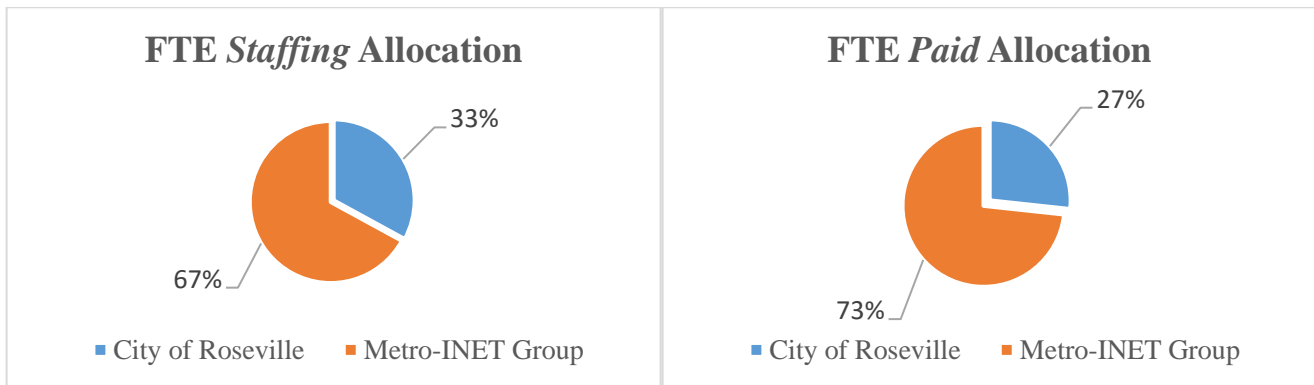
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	FTE Staffing Allocation		FTE Paid Allocation	
City of Roseville	5.6	33%	\$ 481,039	27%
Metro-INET Group	11.4	67%	\$ 1,319,861	73%
Total FTE (2016)	17		\$ 1,800,900	

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80 The cost summary above illustrates Roseville’s participation in the shared cost model- The cost value is
 81 proven by comparing the Collaborative against a standalone Roseville IT Division funded 100% by the
 82 City. However to begin an analysis, a fundamental question needs to be asked, “If Roseville operated its
 83 own IT Division, how many employees does it need?”

84

85 To approximate the service levels that Roseville employees currently have, Roseville would require 7
 86 FTE to manage and support today’s employees and required technology. Based on current salaries and
 87 benefits for the following positions, Roseville’s labor cost would be \$798,700 in 2017.

88

Total FTE Required: 7	2017 Salary and Benefits
IT Division Manager	\$ 142,100
Systems Engineer/Supervisor	\$ 131,200
Network Systems Engineer	\$ 115,400
Server Support Specialist	\$ 109,700
Server Support Specialist	\$ 109,700
Computer Support Specialist	\$ 95,300
Computer Support Specialist	\$ 95,300
Total Compensation	\$ 798,700
Average FTE Compensation	\$ 114,100

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In this costing scenario, Roseville has effectively reduced its operating costs by \$317,661 if comparing a Roseville-only IT Division against the city’s share of the labor cost in the Metro-INET Collaborative. But what needs to be further considered is that the shared service model also provides an additional 10.0 FTE to supplement the daily support of the City’s technology needs at no cost to Roseville. This additional workforce also provide the 24x7x365 support coverage needed to respond to critical outages and expanded support of remote and mobile computer users.

99 As detailed in the previous sections, Roseville realized significant labor cost reductions and increased IT support levels through participation the Metro I-Net Collaborative. However, beyond personnel costs, other savings result from this partnership. A few examples include a reduction in Telephony charges (\$75,000), Laserfiche (\$17,000), Facility Wi-Fi (\$6,000), Internet Access (\$12,000) and further reductions available due to volume discounts for software and hardware purchases. Overall, the City realizes an additional \$150,000 per year in reduced capital costs.

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Risk-Reward Considerations

103 In its role as the sole employer of IT staffing resources, it could suggest that Roseville bears a disproportionate share of the on-going employment burden if one or more agencies withdrew their funding. This risk is mitigated through an annual review and adjustment of service fees charged to the other agencies. The service contracts are not a fixed rate with a built-in inflationary adjustment like other long-term contracts might provide. If, for example, an agency left and withdrew \$100,000 in funding, adjustments to the cost distribution model covers this deficit. If work force reduction were required to offset a significant operating shortfall, any short-term unemployment payments are shared amongst the remaining agencies as part of their annual service charges. Adjustments through attrition are a consideration to adapt to changes in support needs for the Metro-INET group.

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A secondary consideration is potential changes in the physical space needs of the Roseville IT division. Office space at Roseville City Hall provides work areas for 10 FTE. This space is sufficient for current and future staffing levels. Other agencies provide office space for IT staff scheduled at that location. A potential risk is the event of a complete, or nearly complete, disbandment of the network collaboration. This would require a workforce reduction creating excess office space. However, it is realistic to expect that the city’s overall office space needs will grow as it looks to employ cost-saving measures such as job-sharing and temporary staffing.

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126 **Final Comments**

127 The Metro I-Net Group has held several discussions about improving IT Support capabilities by adding
128 three lower-level Computer Support/Help Desk positions. Each Metro I-Net member authorized
129 additional spending in their 2017 budgets to address the pending action steps shown above.

130
131 The Council is asked to consider authorizing staff to add these three new positions to the IT Division to
132 fulfill the request from our partnering agencies as outlined in the IT Strategic Plan.

133 **POLICY OBJECTIVE**

134 Joint cooperative ventures are consistent with past practices as well as the goals and strategies outlined
135 in previous visioning and goal-setting processes. The IT Strategic Plan continues these collaborative
136 strategies to providing programs and services.

137 **FINANCIAL IMPACTS**

138 The cost of implementing the next phase of the IT Strategic Plan is \$45,000 to be funded by wireless
139 tower lease and fiber/internet service revenues.

140 **STAFF RECOMMENDATION**

141 Staff recommends that the Council consider hiring three additional IT Staff positions as outlined above.

142 **REQUESTED COUNCIL ACTION**

143 Staff is seeking guidance from the City Council on implementing the next phase of the IT Strategic Plan
144 including the hiring of three additional IT Staff members at a cost of \$45,000.

145

146

Prepared by: Chris Miller, Finance Director
Attachments: A: Information Technology Strategic Plan

Information Technology Division Strategic Plan

2015–2018

The City of Roseville IT Division Strategic Plan

Terre Heiser

Information Technology Manager

May 27, 2015

Table of Contents

Executive Summary	3
Mission Statement	3
Vision	4
Values	4
Overview of the Information Technology Division	5
Strategic Priorities and Goals	6
Action Plan Summary	7
Action Plan Detail	9
Appendix A: SWOT Analysis (2015)	24
Appendix B: Key Technology Drivers and Accomplishments	26
Appendix C: Job Class Descriptions	30

Executive Summary

The 2015-2018 Strategic Plan for the Information Technology Division has been developed in accordance with the Division's overall mission and long-term vision. Within this framework, the Division has established goals and priorities that will guide the allocation of resources and operational decisions of the Division.

Mission Statement

The Information Technology Division's mission is:

To provide and promote an information technology service and support organization, in partnership with willing public entities, enabling the creation, management and dissemination of technology as well as providing effective shared IT solutions delivered as Common Good Services.

This mission reflects the Division's, and its employee's, commitment to serving as a central IT Services and Operations Department for all agencies that collectively participate in technology cost sharing initiatives.

Common Good Services

As information technology and related services become increasingly important and predominate in local government across the state of Minnesota, public sector employees require and expect IT tools, services and solutions to be delivered to them. This technology ubiquity illustrates the extraordinary role IT plays not only for the City of Roseville but throughout the consortium and its community members.

Common Good Services are those basic information technology services that most members would agree are critical to conducting business. Currently the Roseville IT Division provides an assemblage of Common Good IT services to thirty-seven public agencies located in the northeast Twin Cities Metropolitan area.

IT COMMON GOOD SERVICES AND SUPPORT

- Multi-layer IT support
- Active Directory Authenticated Services
- Centralized Data Centers
- Storage Area Network
- IP Telephony
- Wireless LAN Infrastructure
- Mobile Data Access
- Hardware purchasing/renewal
- Anti-virus
- Exchange email and calendar
- Records Management

Vision

- To advance the expectation that new technologies are incumbent to our success
- To support entrepreneurial ideas and initiative that enhance taxpayer value

All areas of a city's mission — public safety, infrastructure, parks and recreation, transportation, water and sewer utilities, information technology, human capital and management — require a resilient, agile and sustainable IT infrastructure with advanced technologies for the city to achieve its mission. This Strategic Plan lays the groundwork for enabling a portfolio of IT services and support within a highly capable Enterprise Architecture (EA), delivering reliable and effective technology solutions needed to fulfill the civic responsibilities of its participants. To achieve this, the City will need a flexible and secure IT infrastructure. To administer the enterprise, the City requires capable engineering and management of IT resources with common, standardized, shared IT services.

In support of the Division's mission, the IT Division developed vision statements to guide long term planning efforts and to identify new areas of opportunity. This vision is complemented by core values commonly expected of public entities and these values are incorporated into the day-to-day activities of the IT Division and in employee expectations. These values are designed to foster a work environment and culture that is committed to excellence.

Values

- To maintain a professional work environment at all times
- To encourage accountability and responsibility among all employees by rewarding honesty and acknowledging personal improvement
- To instill a culture based on ethical decisions and actions

Overview of the Information Technology Division

The Information Technology (IT) Division is one of three operating divisions within the broader Finance Department. The Department also includes the Finance & Accounting and License Center divisions.

The IT function of the city was established under the Finance department in the late 70's when the only computer technology centered on a mainframe financial software program provided over telephone lines from LOGIS, a public IT service consortium now located in Golden Valley. In 1986 the city transitioned to local server based application and ended its relationship with LOGIS. The Finance Director oversaw the daily IT operations and computer needs for the Finance Department and established the first components of the city network. Most departments, including police and administration, used computers primarily for word processing while other departments created their own autonomous networks, disconnected from other department networks. By 1996 the city had 4 independent networks without any centralized or coordinated management or operations. This changed in 1997 with the adoption of city-wide email that required the establishment of single, unified network.

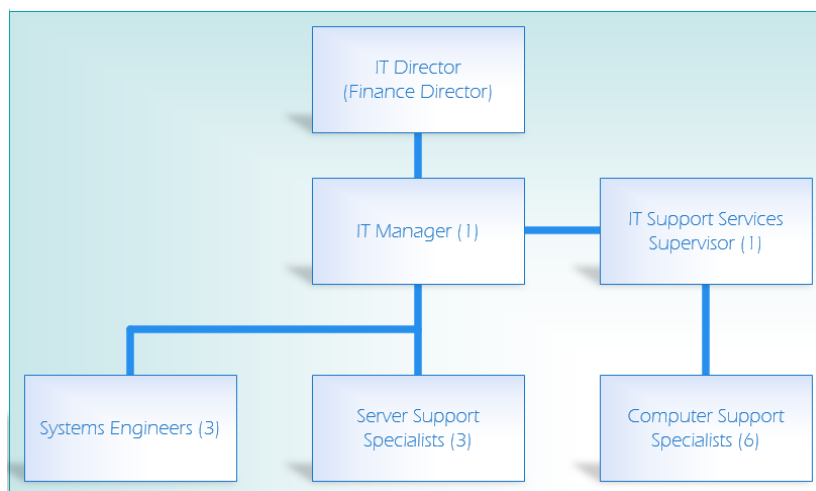
The IT function transitioned to an operating division of the Finance Department in 1999 with the assignment of two full-time employees to support 95 computer/email users, 75 computers and 4 servers.

Today the IT Division is the central resource for providing computers, telephone service, Internet, wireless, and a myriad of data and application services to the city. In addition to the city of Roseville, the Division provides IT services to 38 public entities through a series of intergovernmental shared service agreements. The Division actively supports the network infrastructure, hardware, software and all peripheral systems that includes:

- 1,313 PC's including desktops, notebooks and tablets
- 400 network and desktop printers
- 200 physical and virtual servers
- 1,739 User profiles
- 188 Site locations
- 535 Network access devices (switches, firewalls and wireless)
- 35 Enterprise applications
- 100 Desktop applications
- 1,500 IP telephones
- 150 IP security cameras

The IT Division is currently led by one full-time IT Manager reporting to the Finance Director and oversees the management and coordination of all day-to-day IT operations. The Division has one full-time Support Services supervisor, reporting to the Division Manager, that oversees the IT Help Desk and supervises the computer support specialist positions. In addition to the manager and supervisor, the Division consists of twelve (12) full-time positions.

The IT Division current organizational structure is depicted below.



Strategic Priorities and Goals

The IT Division's strategic priorities have been established with input from IT service stakeholders. Input was gathered through meetings held over the past year on IT related issues. Feedback from the user community was provided through frequent surveys.

The IT strategic priorities described in the following table address the key areas of focus and change needed to realize the IT vision outlined in the previous section.

Priority 1: Improve the Organizational Structure of IT

Priority 2: Transform the IT Workforce

Priority 3: Establish an Enterprise Architecture (EA) Service Model

Priority 4: Empower Technology Users

ACTION PLAN SUMMARY

Strategic Priority 1: Improve the Organizational Structure of IT		
Goal	Action Steps	Target Commencement Date
1. Align IT Management Structure to fulfill key components of the Strategic Plan	<ul style="list-style-type: none"> • Creation of the Information Technology Department • Establish Operating Divisions of the IT Department • Adjust Job Titles and Descriptions for Existing Managerial and Supervisor Staff 	<ul style="list-style-type: none"> • January 2016 • January 2016 • December 2015
2. Engage departments to participate in IT strategic planning and operations	<ul style="list-style-type: none"> • Establish Agency IT Steering Committee 	<ul style="list-style-type: none"> • March 2016
3. Strengthen relationships with Joint Powers partners.	<ul style="list-style-type: none"> • Establish a Management/Advisory Board 	<ul style="list-style-type: none"> • July 2016
Strategic Priority 2: Transform the IT Workforce		
Goal	Action Steps	Target Commencement Date
1. Efficient allocation of staff resources and to align skillsets with work assignments.	<ul style="list-style-type: none"> • Establish IT Staffing Ratio Targets • Establish multi-tier job classification and pay grade scale • Adjust staffing levels to meet operational requirements 	<ul style="list-style-type: none"> • September 2015 • January 2016
2. Grow employees through training and development	<ul style="list-style-type: none"> • Develop, fund and implement a structured certificate-based training programs 	<ul style="list-style-type: none"> • January 2017
Strategic Priority 3: Establish an Enterprise Architecture (EA) Service Model		
Goal	Action Steps	Target Commencement Date
1. Expansion and maintenance of an agile and secure infrastructure	<ul style="list-style-type: none"> • Develop Communication Infrastructure Strategic Plan 	<ul style="list-style-type: none"> • July 2015
2. Develop an equitable cost distribution model across multiple departments and organizations	<ul style="list-style-type: none"> • Define 'Common Goods' Services • Publish Service Catalog 	<ul style="list-style-type: none"> • April 2016 • April 2017

Information Technology Division Strategic Plan: 2016-2018

Strategic Priority 4: Empower Technology Users		
Goal	Action Steps	Target Commencement Date
1. Engage users of technology	<ul style="list-style-type: none">• Establish IT Leadership Groups• Publish ITLG Newsletter	<ul style="list-style-type: none">• July 2015
2. Improve the use of technology	<ul style="list-style-type: none">• Organize training classes for users• Conduct training programs	<ul style="list-style-type: none">• January 2016

ACTION PLAN DETAIL

Strategic Priority 1: Align the Organizational Structure of IT	
Objective 1:	Action Steps
Management of Information Technology	<ul style="list-style-type: none"> • Creation of the Information Technology Department • Establish Operating Divisions of the IT Department • Adjust Job Titles and Descriptions for Existing Managerial and Supervisor Staff

Operational Needs

The IT Division provides services to 38 public entities that collectively serve a population base of nearly 350,000 residents. The combined number of service units (computers, servers, users, software applications, etc...) has created one of the largest networks in the State of Minnesota. Only Minneapolis and St. Paul operate larger municipal networks.

The SWOT analysis revealed that the current operating division, established under the Finance Department, limits the ability for the current IT management staff to effectively contribute to formulating strategic goals for the IT service organization and its service partners. Key responsibilities that would otherwise be undertaken by a Chief Information Officer (CIO) or an IT Director, are carried out by the city Finance Director, a position that is also responsible for directing the daily work activities of the Finance Department. The IT Division now has more employees than the parent Finance Department making it difficult for the Director to provide management support to the IT Division.

The 2015 Strategic Plan seeks to improve the management structure of IT through the establishment of the IT Department and to create operating divisions within the new department to further guide the components of the IT strategic and execute annual operating plans.

Action Step 1: Establish the Information Technology Department**Action Step 2: Establish Operating Divisions of the Information Technology Department**

To further define the roles and responsibilities of the IT Department and to establish a mid-level management structure two operating divisions would be created: IT Operations and IT Services.

Action Step 3: Adjust Job Titles and Descriptions for Existing Managerial and Supervisor Staff

The only immediate staffing change would be to realign three key positions to fill the management roles of the newly created department and divisions. Internal shifts of current lead positions to the new management positions and modest pay grade changes will greatly minimize the cost to implement the new management structure.

- **Information Technology Department Director**

This would be a title and pay grade change of the existing IT Manager position.

Current	Proposed
Title: IT Manager	Title: IT Director
Pay Grade: 16 (Exempt)	Pay Grade: 18 (Exempt)
Range (2015): \$42.91 - \$51.70	Range (2015): \$48.21 - \$58.08
Pay Rate (2015): \$51.70 (Step G)	Pay Rate (2015): \$52.85 (Step C)
Annual Base: \$107,536	Annual Base: \$109,928

- **Network Operations Division Manager**

This would be a title and pay grade change of the existing senior Network Systems Engineer position.

Current	Proposed
Title: Network Systems Engineer	Title: Network Operations Manager
Pay Grade: 13 (Exempt)	Pay Grade: 16 (Exempt)
Range (2015): \$34.39 - \$41.43	Range (2015): \$42.91 - \$51.70
Pay Rate (2015): \$41.43 (Step G)	Pay Rate (2015): \$47.04 (Step C)
Annual Base: \$86,174	Annual Base: \$97,857

- **IT Support Services Division Manager**

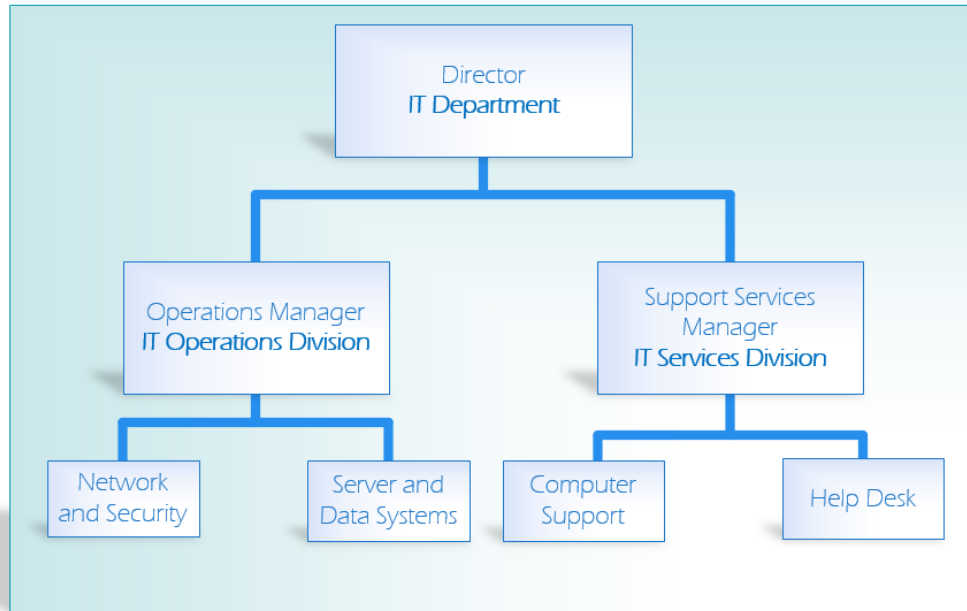
This would be a title and pay grade change of the existing IT Support Supervisor position.

Current	Proposed
Title: IT Support Supervisor	Title: Support Services Division Manager
Pay Grade: 14 (Exempt)	Pay Grade: 15 (Exempt)
Range (2015): \$37.48 - \$45.16	Range (2015): \$40.11 - \$48.32

Information Technology Division Strategic Plan: 2016-2018

Pay Rate (2015): \$42.45 (Step D)	Pay Rate (2015): \$43.97 (Step C)
Annual Base: \$88,296	Annual Base: \$91,457

Revised Organizational Structure – Information Technology Department



Short Term Budget Impact: The 2016 budget impact is an increase of \$17,236 in base salary using the proposed pay grades and rate steps.

Budget Note: Roseville contributes approximately 22% of IT staffing labor costs based on the current level of participation in the cost sharing programs. The net increase for the described pay grade adjustments for Roseville is \$3,791 in the 2016 budget.

Information Technology Division Strategic Plan: 2016-2018

Long Term Budget Impact: Management Base Salary Change (Step change and estimated 1% annual COLA)

	2016	2017	2018	2019	2020
Current Total	\$ 282,006	\$ 291,876	\$ 302,092	\$ 312,665	\$ 323,608
Adjusted Total	\$ 299,242	\$ 309,175	\$ 320,556	\$ 331,775	\$ 343,387
Change	\$ 17,236	\$ 17,839	\$ 18,464	\$ 19,110	\$ 19,779
Roseville Total (est.)	\$ 3,791	\$ 3,924	\$ 4,061	\$ 4,204	\$ 4,351

Strategic Priority 1: Improve the Organizational Structure of IT	
Objective 2:	Action Step
Engage Directors to participate in IT strategic planning and operations	Establish Agency IT Steering Committee

Operational Needs

The SWOT analysis revealed a number of weaknesses in the organizational decision making process that has created severe funding and IT staffing shortfalls resulting in a lack of organization and coordination for IT related projects. Individual departments push for their own IT agenda, many times at the cost of critical projects that benefit the organization as a whole. The continuous add of new technologies without consideration of the associated support costs has created a significant threat to IT operations, leading to unrealistic service expectations amongst users as IT staff become increasingly stretched thin. Insufficient or misaligned staffing levels result in critical tasks not being completed, increases staff turnover as overworked employees seek other employment and contributes to the increased threat of network and information security breaches and data loss. The Strategic Plan seeks to improve these conditions by delegating to Directors and officers the responsibility of guiding and approving IT projects and determine the prioritization of resources.

Action Step: Establishment of the IT Steering Committee

- The steering committee is to be comprised of the director of each city department or a designee approved by the department head and city manager.
- The IT Steering Committee is charged with the following:
 - IT Strategic Planning and Budgeting
 - Project Review
 - Project Prioritization
 - Project Approval
- Meeting agendas are related to the future IT needs of the business.
- IT priorities are established well in advance of the budget cycle.
- Emerging technologies are reviewed and an assessment made of how these benefit the organization.

Short Term Budget Impact: None

Long Term Budget Impact: None

Strategic Priority 1: Improve the Organizational Structure of IT	
Objective 3:	Action Step
Foster and leverage existing relationships with Joint Powers partners	Establish a Management/Advisory Board

Operational Needs

The SWOT analysis highlights the positive cooperation that exists amongst the public agencies that participate in the shared IT services program (commonly referred to as Metro-INET) provided through the City of Roseville. Most understand and appreciate the value of collaboration and are committed to the success of the program. There are, however, some that feel left out of the overall process for guiding IT not only for their agency but also at the enterprise level. Some agencies perceive the shared services model as more of a customer/vendor relationship. This creates a significant problem when developing an annual budget and work plan. In its current form, the approval process of the IT operating budget is dependent on 38 independent agencies and the 180+ elected individuals that review and approve their individual share of the IT costs. One agency's rejection of their share immediately triggers a recalculation of shared costs. This leads other agencies to pay more if one or more agencies demand to pay less.

The Strategic Plan seeks to improve these conditions by coordinating the IT strategic policies through a collective board or advisory committee. Similar organizations appear in the form of cable commissions, joint fire service districts and LOGIS, an IT services consortium established in 1976 that now serves 30+ government entities.

Action Step: Establish a Management/Advisory Board or Commission

- The board would be comprised of the chief operating official of each participating agency or their designee.
- The board is charged with IT Strategic Planning for the enterprise network and reviewing and adopting the cost allocation for Common Goods Services.

Annual Time Constraint: 120-160 Hours (IT Staff time only)

Short Term Budget Impact: None

Long Term Budget Impact: None

Strategic Priority 2: Transform the IT Workforce	
Objective	Action Steps
1. Efficient allocation of staff resources and to align skillsets with work assignments.	<ul style="list-style-type: none"> • Establish IT Staffing Ratio Targets • Establish multi-tier job classification and pay grade scale • Adjust staffing levels to meet operational requirements

Operational Need

The SWOT analysis revealed a significant deficiency in the IT staffing levels when compared to similar sized organizations that support a like number of users, computers and systems. This deficiency has created a less than desirable service level for resolving support requests or completing projects. Additionally a number of critical tasks including data backups, system patches and updates and security auditing go unchecked and incomplete. The current staffing level makes it impossible to consider additional technologies or adapt to changes in technology. The recent deployment of new County-wide dispatch systems in Anoka and Ramsey County created a significant increase in the number of supported systems, resulting in diminished service levels for other programs. To be able to adapt to ever changing technologies and increased service requests, it is essential to maintain a staffing level that can accommodate current and future IT service demands.

The Strategic Plan seeks to adjust staffing levels to meet current support requirements as well as adjusting the pay grades and classes to realize cost efficiencies by aligning skillsets with the annual operating and work plans.

Action Step 1: Establishing IT Staffing Ratio

Comparative Target – IT FTE versus Computer Users

Entity	IT FTE	Users (est.)	IT FTE Ratio
Washington County	37	1500	1:40
Anoka County	32	1500	1:46
City of St Paul	77	4600	1:59

Information Technology Division Strategic Plan: 2016-2018

City of Bloomington	13	500	1:40
City of Blaine	5	225	1:45
Totals/Average	164	8325	1:50
Metro-INET (Current)	14	1739	1:124
Targeted Ratio	30	1739	1:57

Action Step 2: Establish multi-level job classification system

The current contingency of positions within the IT Division are not aligned with the skillsets, pay scales and work performed. For example, systems engineers that are paid at a much higher rate than others in the Division are frequently called to perform service tasks that could be accomplished by others with a much lower skillset and pay. This is due in large part to a narrow class distribution and insufficient staffing levels. The Division consists of only three skill levels; Computer Support Specialist, Server Support Specialist, and Network Systems Specialist (Systems Engineers). The current minimum requirements for the Computer Support Specialist (lowest class position) includes a 4 year college degree and/or 5 plus years of equivalent work experience. Even at this level, many of the daily work orders like a user password reset or repair of a printer could be performed by individuals with little or no work experience but have an aptitude for computers and related technologies. Creating an entry level class of Help Desk Specialist would provide an excellent opportunity for economically disadvantaged individuals the opportunity to gain valuable work experience and on the job training.

Appendix C: Job Class Descriptions provides the proposed job classes, tier structure and position summaries.

Action Step 3: Adjust staffing levels to meet operational requirements

Recent deployments of new dispatch systems in Anoka and Ramsey County have created a significant increase in the service demands for IT. Public safety operates on a 24X7 basis further increasing these demands. Other technology additions including telecommuting and VPN access, building security, IP video, and water/sewer control, AMR, smartphones, Wi-Fi and building ventilation and lighting controls systems have all contributed to this increase in service demands.

Based on a target rate of 1:50 (IT staff versus IT users) the Strategic Plan identifies 16 new positions that need to be added. The positions and number are provided in the following chart.

Information Technology Division Strategic Plan: 2016-2018

		Strategic Plan	Current 2015	Add 2016	Add 2017	Add 2018	Add 2019	Total
CLASS 1 Help Desk	IT Help Desk I	1	0	1	0	0	0	1
	IT Help Desk II	2	0	0	1	1	0	2
	IT Help Desk III	1	0	0	0	1	0	1
CLASS 2 Computer Support	Computer Support Specialist I	2	0	2	0	0	0	2
	Computer Support Specialist II	6	6	0	0	0	0	6
	Computer Support Specialist III	3	0	1	2	0	0	3
CLASS 3 Server Support	Server Specialist I	2	0	1	1	0	0	2
	Server Specialist II	4	3	0	0	1	0	4
	Server Specialist III	1	0	1	0	0	0	1
CLASS 4 Network Systems Support	Network Systems Engineer I	1	0	1	0	0	0	1
	Network Systems Engineer II	2	2	0	0	0	0	2
	Network Systems Engineer III	1	0	0	0	1	0	1
CLASS 5 Management	Administrative Office Assistant	1	0	0	1	0	0	1
	IT Support Services Mgr.	1	1	0	0	0	0	1
	Network Operations Manager	1	1	0	0	0	0	1
	Information Technology Director	1	1	0	0	0	0	1
		30	14	7	5	4	0	30

Budget Impact (Roseville): 2016 - \$108,542
2017 - \$ 70,718
2018 - \$ 63,218

Strategic Priority 2: Transform the IT Workforce	
Objective	Action Steps
2. Grow employees through training and development	<ul style="list-style-type: none"> • Develop, fund and implement a structured certificate-based training programs

Operational Need

Training programs help employees strengthen the skills one needs to perform their job. This is increasingly important in IT where systems change frequently. The past 10 years have seen 5 different desktop operating systems. And new applications are being released on an annual basis. A training and development program can bring employees to a higher level so they all have similar skills and knowledge. This helps reduce dependencies on individuals in a work team and creates an overall knowledgeable staff who can work independently without constant help and supervision from others. Continuous training also keeps IT staff knowledgeable on current technologies and prepares them to adapt to changes. Competent and trained employees helps insure the IT Department remains a technology leader. A structured training and development program ensures that employees are understanding of basic policies and procedures within the department.

Action Step 1: Develop, fund and implement a structured certificate-based training programs

Short Term Budget Impact: \$50,000 – 2016 Budget (Increase of \$45,000)

Long Term Budget Impact: Allocate \$2,500 per year for each employee. Annually adjusted based on number of employees and projected training programs in budget year.

Strategic Priority 3: Establish an Enterprise Architecture (EA) Service Model		
Objective	Action Steps	Target Commencement Date
1. Expansion and maintenance of an agile and secure infrastructure	<ul style="list-style-type: none"> Develop Communication Infrastructure Strategic Plan 	<ul style="list-style-type: none"> In Progress

Operational Need

The physical network connections that constitute Metro-INET is a mix of different systems including municipal fiber optics, leased dark fiber optics, data circuits over telephone lines, VPN over Internet, point-to-point wireless and lastly, Comcast I-NET (Institutional Network).

Municipal or Public Fiber	Leased Fiber	Comcast I-NET	VPN	Radio/Wireless	Frame Relay (Circuit)
103	4	30	28	19	1

Comcast I-NET is a provision of local cable franchise agreements with most of the municipal entities in the consortium and the free use of these connections is subject to the terms of the agreement. Many of the agreements will expire in the next 12-36 months and the inclusion on the INET in future renewals is not guaranteed.

The majority of the I-NET connected facilities are city halls and fire stations. For some sites, VPN connections are an option absent I-NET but for others it will be necessary to obtain higher bandwidth services that provide a greater degree of security and reliability than available VPN over Internet technologies. Determining the appropriate service to support current and future data connectivity needs varies by site and would be reviewed through the development of a communications infrastructure strategic plan.

Action Step 1: Develop Communications Infrastructure Strategic Plan

Time Constraint: 120-160 Hours (Various Staff)

Short Term Budget Impact: None

Long Term Budget Impact: None

Strategic Priority 3: Establish an Enterprise Architecture (EA) Service Model		
Objective	Action Steps	Target Commencement Date
2. Develop an equitable cost distribution model across multiple departments and organizations	<ul style="list-style-type: none"> • Define 'Common Goods' Services • Publish Service Catalog 	<ul style="list-style-type: none"> • April 2016 • April 2017

Operational Need

"Common Good Services" refers to a set of non-specialized IT services that all IT customers reasonably expect to be "always on" and readily available. Services like network and Internet access, Wi-Fi, email, file and print services and functioning computers are beneficial for nearly all members of the consortium. The services are not, and do not need to be, specialized for a particular department or agency. These core services can be delivered efficiently through a central services entity.

Other IT services exist that are unique to a single entity or department. Custom software applications, database programs, secure mobile VPN and other currently supported programs can consume an inordinate amount of IT labor that impacts the shared labor pool. This creates a disparity between what agencies contribute to the shared IT service pool and what they receive in return.

The Strategic Plan seeks to develop an equitable cost distribution model that defines core Common Goods that are shared equally by all members and to further distinguish those services that incur additional and separate costs.

Action Step 1: Define 'Common Goods' Services

Common Goods would consist of a list of services provided at a fixed cost as part of the annual service shared service charge.

Action Step 2: Publish Services Catalog

A supplemental service catalog would consist of services available at additional costs and provided through the IT Department or referred to an external contractor.

Strategic Priority 4: Empower Technology Users	
Objective 1:	Action Steps
Technology User Engagement	<ul style="list-style-type: none"> • Establish IT Leadership Groups • Publish ITLG Newsletter

Operational Need

IT service surveys indicate a lapse in communication between IT providers and IT users on projects, programs, and policies that affect users. The Strategic Plan seeks to address this issue by engaging users of technology at all levels so they might have a better understanding of the operational processes of IT and to seek input on finding solutions that could mitigate these weaknesses and threats.

Action Step 1: Development of the Information Technology Leadership Group

It is envisioned that the ITLG would consist of one lead from each city department. Smaller agencies with few employees would be invited to become a member of a larger regional group. It is expected that there will be perhaps 7-10 regional groups to accommodate the 26 agencies that comprise the core Metro-INET security domain.

The role of the Information Technology Leadership Group (ITLG) would be to;

- Assist in the dissemination of information relating to IT services and IT Strategy to the user communities (departments).
- Advise on changing user needs, to inform the planning and development of IT services, standards and policies
- Provide an end users' point of view on IT policy and the provision of IT services to departments
- Updating users of recent and upcoming developments, projects and services
- Consider IT matters raised by department employees which may refer relevant business from time to time
- Share information on best practice, IT facilities, developments, plans and projects

Action Step 2: Publish ITLG Newsletter

Through the participation and contribution of users in the ITLG, the information provided to the group would be disseminated to the global user community through an electronic newsletter published after each meeting. The information and content would be consistent with the items

discussed by the ITLG. The formulation and distribution of the newsletter could also originate from members of the user group.

Annual Time Constraint: 120-160 Hours (IT Staff time only)

Short Term Budget Impact: None

Long Term Budget Impact: None

Information Technology Division Strategic Plan: 2016-2018

Strategic Priority 4: Empower Technology Users	
Objective 2:	Action Steps
Provide Technology User Training	<ul style="list-style-type: none"> • Organize training classes for users • Conduct in-house training programs • Create online training videos

Operational Need

A recent survey amongst managers and supervisors expressed concerns about employee training for IT. It was felt that the continuous changes in applications and technology in general create inefficiencies in the workplace as users struggle with these new technologies. It had been requested that IT provide a technology review and onboarding for new employees and when significant changes are made that requires a refresh of skills.

The Strategic Plan seeks to improve the use of technology by establishing a training program and new employee onboarding process.

Action Item 1: Organize external training classes for users

Action Item 2: Conduct in-house training programs

Action Item 3: Create online training videos

Annual Time Constraint: 600 Hours per year – in-house training provided by IT Staff.

Short Term Budget Impact: Dependent on cost of external training classes – paid for by requesting department/agency.

Long Term Budget Impact: Dependent on cost of external training classes – paid for by requesting department/agency.

Appendix A: SWOT Analysis (2015)

City of Roseville – Information Technology SWOT Analysis

2015

Strengths <ul style="list-style-type: none"> •Versatile IT staff (depth and breadth of knowledge) •Positive cooperation amongst multiple municipal agencies •Efficient business model •Responsiveness •Work Ethic •Lean 	S	W	Weaknesses <ul style="list-style-type: none"> •Insufficient staffing level and positions •Decentralized decision making process •Division level structure of IT limits the authority to providing strategy direction for the entire organization •Unsustainable funding model- doesn't reflect the true cost •The goals and objectives of IT are different than that of Finance operations
Opportunities <ul style="list-style-type: none"> •Collective efficiencies of a centralized network •Cooperation with other regional networks (State, County, LOGIS) •Positive revenue generating services •Project Management Office •Public Safety support services •New Joint Powers Agreements and partners 	O	T	Threats <ul style="list-style-type: none"> •Unrealistic service expectations from departments •Continuous add of technology without adding support staff •Network security •Staff turnover •Absense of feedback from Joint Powers partners •Flat fee structure incentivizes other cities to take advantage of labor •Funding model incentivizes capital over labor savings

The SWOT analysis is a strategic planning tool that connects operational objectives and strategies to actionable tactics (tasks) carried out by employees. SWOT is part of the situation analysis, where the company determines where it stands on four key strategic areas; **strengths, weaknesses, opportunities and threats**, to better determine what changes to make.

Strengths

Strengths describe the core competencies of a business, strategic factors that may make a certain project more likely to succeed and areas where the business may have advantages over other similar businesses.

Weaknesses

Things that can make a certain project less likely to succeed and areas where a company is particularly lacking.

Opportunities

Opportunities are things that have the potential to increase profits, productivity or benefit a business in some other way.

Threats

Threats are the final element of a SWOT analysis; they have the potential to harm a business.

(Source: 4 Elements of SWOT by Gregory Hamel, Demand Media)

SWOT Analysis Summary

For the Roseville IT Division a significant strength is the partnership with other agencies that has led to a very efficient business model that additionally provides a greater depth of IT staff positions than would otherwise be unattainable absent these cost sharing relationships. However many of the stated strengths have created weaknesses within the organization as demands for additional IT services have exceeded the operational limit of the existing staffing levels. With 38 participating agencies, the decision making process, as it relates to operational improvements, staffing and management of IT, is broken. These weakness cumulate into very significant threats to the business model as the current shared cost model has capitalized on equipment capital savings without consideration of the necessary operating costs for the labor required to deliver these shared services in an enterprise network. This can lead to security issues due to insufficient staff to manage the enterprise and can lead to employee burnout due to excessive work schedules without compensation for over-time. Many of these weaknesses and threats are addressed in the Strategic Plan.

Appendix B: Key Technology Drivers and Accomplishments

Key Driver #1: Storage Area Networks

Strategic Priority: Expansion and maintenance of an agile and secure infrastructure

- Rationale
 - Promotes high availability of data
 - Improves data storage management and reduces hardware capitalization costs
 - Enables efficient hardware deployment and utilization
 - Improves data backup efficiency and accessibility
 - Enables server virtualization
- Accomplishments to Date
 - December 2009 – Deployment of HP LeftHand 12TB SAN
 - July 2013 – Deployment of HP P4500 48TB SAN with Maplewood (owner)
 - January 2015 – Deployment of SAN for Exchange 2013 Email System
 - April 2015 – Replacement of original LeftHand SAN
- Recommendations
 - Establish EA operational guidelines for managing storage area network
 - Establish service cost recovery as part of Common Goods Service model
- Short Term and Long Term Moves
 - Add Server Support Specialist role to oversee SAN deployment and provide operational support and maintenance.

Key Driver #2: Server Virtualization

Strategic Priority: Expansion and maintenance of an agile and secure infrastructure

- A. Rationale
 - Improve disaster recovery
 - Faster server provisioning
 - Reduce data center floor space requirements
 - Increase uptime
 - Reduce power consumption
 - Migration step to public cloud hosting facility
- B. Accomplishments to Date
 - May 2010 – Phase 1 - Deployment of Virtual Server Infrastructure
 - Migrate 12 hardware host servers to virtual server platform
 - January 2013 – Phase 2 – Deployment of 3 additional Virtual Server Host computers
 - Virtual replacement of 32 hardware servers
 - August 2014 – Phase 3 – Deployment of 2 Virtual Server Host computers
 - Virtual replacement of 21 hardware servers
 - January 2015 – Phase 4 – Virtualization of Exchange Messaging System

Information Technology Division Strategic Plan: 2016-2018

C. Recommendations

- Establish EA operational guidelines for managing virtual server infrastructure
- Establish service cost recovery as part of Common Goods Service model

D. Short Term and Long Term Moves

- Virtualization of IP Telephony Servers (replace 10 hardware servers)
- Add VMWare Specialist role to oversee virtual server infrastructure and provide operational support and maintenance

Key Driver #3: Virtual Private Network Access**Strategic Priority: Empower Technology Users**A. Rationale

As users demand the ability to work from anywhere and businesses demand protection of corporate digital assets and increased speed of application deployment, the traditional business laptop or PC architecture no longer meets the needs of many organizations. Taking a lead from the consumer world where users are migrating more of their data to the cloud, many businesses are now migrating applications and data from the end-point device, back into the data center where those apps and data are more easily protected.

B. Accomplishments to Date

- October 2009 – Initial Deployment of NetMotion VPN Mobility Service for Roseville Police (limited to 25 police cars)
- January 2012 – Deployment of Cisco AnyConnect and extended VPN access to employees issued domain managed notebook computers
- July 2013 – Implement multi-factor authentication using PhoneFactor
- January 2014 – 185 police NetMotion users (20 public safety departments) and 50 AnyConnect users using VPN services

C. Recommendations

- Establish EA operational guidelines for mobility and VPN services
- Establish service cost recovery as part of Common Goods Service model

D. Short Term and Long Term Moves

- Add Mobility/Security Specialist role to oversee remote access and security and provide operational support and maintenance of the systems

Key Driver #4: BYOD – ‘Bring Your Own Device’**Strategic Priority: Empower Technology Users**A. Rationale

Closely related to virtual desktop deployments, users want to be able to connect from whichever device they choose, without consideration to the client platform. For example, users wish to access line of business Windows applications on iPads or Android tablets. Users want to move between devices, resuming sessions on different devices without missing a beat. Key drivers include:

- Tablets, netbooks, laptops, and smartphones that are becoming increasingly more powerful and less expensive.
- More employees expect ubiquitous communication devices to access information and data.
- Vendor application development is focusing more on portable devices including tablets and smartphones.

B. Accomplishments to Date

- October 2013 – Trial Deployment of 10 Virtual Windows Desktop computers using a VDI appliance. Lack of technical and project management staff resulted in stalled trial

C. Recommendations

- Research VDI/BYOD options for another trial in 2016. Enlist use of consultant to guide project from start to finish.

D. Short Term and Long Term Moves

- Develop and implement BYOD policy and objectives
- Establish BYOD operating platform

Key Driver #4: ‘Internet of Things’**Strategic Priority: Establish an Enterprise Architecture (EA) Service Model**A. Rationale

The Internet of Things (IoT) is the network of physical objects or "things" embedded with electronics, software and sensors. Each thing is uniquely identifiable and able to interoperate within the existing Internet infrastructure. Energy and infrastructure management, wearable technology, emergency notification systems and environmental monitoring are just a few of the applications and systems that will comprise a portion of the estimated 26-30 billion devices that are expected to be “network aware” by 2020. This creates a number of IT challenges and complexity, speed, and resiliency of the wired and wireless network are likely to intensify.

B. Accomplishments to Date

Already a number of devices not typically considered part of a network now consume a significant amount of IT resources.

- IP Video Security Systems
- Heating and Ventilation Controls

Information Technology Division Strategic Plan: 2016-2018

- LED Lighting Controls
 - SmartPhones
- C. Recommendations
- To accommodate the expected influx of wireless devices it is necessary to continue to expand and maintain a resilient wireless network infrastructure.
- D. Short Term and Long Term Moves
- Develop guidelines for the adoption of new and emerging technologies to insure the required support and funding is available to accommodate these new technologies.

Appendix C: Job Class Descriptions

CLASS 1 - IT Help Desk Specialist is a single class with three salary levels. The level and corresponding pay grade at which assignments are made is at the discretion of the appointing authority providing that minimum qualifications are met.

This position class provides comprehensive first-level phone and in-person support for the efficient resolution of technology problems and requests for end users to troubleshoot, analyze and resolve computer issues of low to moderate scope.

- IT Help Desk Specialist (Level I) is the entry journey level. Under close supervision, incumbents perform a variety of technical operational duties. As experience and knowledge are acquired, incumbents are expected to perform increasingly responsible and difficult assignments.
- IT Help Desk Specialist (Level II) is the full working level in the class, technically proficient in performing their assigned duties at a high level of independence under minimal supervision. Incumbents may train, assign, and monitor work of IT Help Desk Specialist (Level I) trainees.
- IT Help Desk Specialist (Level III) is further distinguished as an IT Help Desk **Lead**.

CLASS 2 – Computer Support Specialist is a single class with three salary levels. The level and corresponding pay grade at which assignments are made is at the discretion of the appointing authority providing that minimum qualifications are met.

This position class provides comprehensive support for client-side software applications and responds to second-level phone requests to resolve computer issues of moderate to high scope.

- Computer Support Specialist (Level I) is the entry journey level. Under close supervision, incumbents perform a variety of technical operational duties. As experience and knowledge are acquired, incumbents are expected to perform increasingly responsible and difficult assignments.
- Computer Support Specialist (Level II) is the full working level in the class, technically proficient in performing their assigned duties at a high level of independence under minimal supervision. Incumbents may train, assign, and monitor work of Computer Support Specialist (Level I) and IT Help Desk Specialists.
- Computer Support Specialist (Level III) is further distinguished as a Computer Support Specialist **Lead**.

CLASS 3 – Server Support Specialist is a single class with three salary levels. The level and corresponding pay grade at which assignments are made is at the discretion of the appointing authority providing that minimum qualifications are met.

This position class provides comprehensive support for network servers, data storage systems, backup and recovery and server-based software applications and responds to third-level phone requests to resolve computer issues of high complexity.

- Server Support Specialist (Level I) is the entry journey level. Under close supervision, incumbents perform a variety of technical operational duties. As experience and knowledge are acquired, incumbents are expected to perform increasingly responsible and difficult assignments.
- Server Support Specialist (Level II) is the full working level in the class, technically proficient in performing their assigned duties at a high level of independence under minimal supervision. Incumbents may train, assign, and monitor work of Server Support Specialist (Level I).
- Server Support Specialist (Level III) is further distinguished as a Server Support Specialist **Supervisor**.

CLASS 4 – Network Systems Support is a single class with three salary levels. The level and corresponding pay grade at which assignments are made is at the discretion of the appointing authority providing that minimum qualifications are met.

This position class provides comprehensive support for the local and wide area network, (LAN/WAN), wireless infrastructure, firewalls, security and the physical network and responds to third-level phone requests to resolve server issues of high complexity.

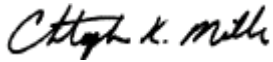
- Network Systems Engineer (Level I) is the entry journey level. Under close supervision, incumbents perform a variety of technical operational duties. As experience and knowledge are acquired, incumbents are expected to perform increasingly responsible and difficult assignments.
- Network Systems Engineer (Level II) is the full working level in the class, technically proficient in performing their assigned duties at a high level of independence under minimal supervision. Incumbents may train, assign, and monitor work of Class 1, Class 2, and Class 3 positions.
- Network Systems Engineer (Level III) is further distinguished as a Network Systems Support **Supervisor**.

CLASS 5 – Management and Administrative Support is a single class with various pay grades. This class represents the department head, managers and non-technical administrative support personnel.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 03/20/17
Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Receive Finance Commission Recommendations

BACKGROUND

At the August 15, 2016 Joint City Council–Finance Commission meeting; the City Council directed the Finance Commission to review among other areas:

- Consider revising City Code Chapter 208: Finance Commission roles and responsibilities
- Continue reviewing the Capital Improvement Plan (CIP)

Over the past several months, the Finance Commission has reviewed these two areas and has specific recommendations for the Council to consider. Each recommendation is highlighted below.

Revision to City Code Chapter 208

The Finance Commission recommended that section 208.02(f) be amended to eliminate the sentence: “. . . review the adequacy and effectiveness of financial controls . . .” given that this responsibility is already performed by an independent auditor in accordance with governmental accounting and auditing standards and auditing procedures prescribed by the Minnesota State Auditor’s Office.

A marked up and highlighted version of City Code Chapter 208 containing the Finance Commission recommendation is included in *Attachment A*.

Establishment of a CIP Priority Ranking System

The Finance Commission further recommends that the Council establish a priority ranking system for the CIP given the on-going financial challenges in maintaining city assets. The Finance Commission further recommends that these priority rankings be incorporated into a revised Capital Investment Policy. A marked up and highlighted version of the Policy is included in *Attachment B*.

The Commission asks the Council to review these recommendations for eventual adoption by the Council. Members of the Commission will be available at the meeting to speak to the request.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

32 **STAFF RECOMMENDATION**

33 Not applicable.

34 **REQUESTED COUNCIL ACTION**

35 For information purposes only. No formal Council action is required.

36

37

Prepared by: Chris Miller, Finance Director

Attachments: A: Markup version of City Code Chapter 208

B: Markup version of the Capital Investment Policy

38

39

CHAPTER 208
FINANCE COMMISSION

SECTION:

208.01: Establishment and Membership

208.02: Scope, Duties and Functions

208.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Finance Commission of the City which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. A minimum of three members shall have financial management experience or training.

208.02: SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Finance Commission to serve in an advisory capacity regarding the City's financial matters to make recommendations that will provide clarity, transparency and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding for present-day operations and future needs, and to review the city's financial affairs.

The duties and functions of the Commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
- B. Review and recommend funding strategies for the Capital Improvement Plan.
- C. Review budget goals, including but not limited to local tax rate and tax levy targets, management of enterprise funds, and spending levels.
- D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
- E. Review and recommend the annual timeline and process for creating City budgets.
- F. Review the annual financial information, the annual audit report and management letter, **the adequacy and effectiveness of financial controls**, and the city's investment policy and portfolio. (Ord. 1481, 07-20-2015).

Capital Investment Policy

The purpose of the City's Capital Investment Policy is to ensure future capital improvements, maintenance, and replacements are made when needed, in a manner which is both fiscally and operationally prudent. The goal of this policy is to provide a stable funding mechanism for the City's infrastructure by setting aside specific resources on a periodic basis. This will ease the burden on present and future taxpayers, without significant fluctuations in annual property tax levies.

It is not the intent of the City Council to fund major new facilities, which have not had the original funding established either through tax increment, general taxes, bonding or other such sources. The replacement funds and corresponding fund interest earnings are expected to be only for replacement purposes.

Scope

All departments and City funds are included in the 20-Year Capital Improvement Plan (CIP). The CIP identifies the timing and financing of all capital items.

Policy

- ❑ The City will develop a 20-year Plan for capital investments and update it at least every 2 years.
- ❑ All capital investments shall be made in accordance with an adopted Capital Improvement Plan.
- ❑ The City will coordinate development of the capital improvement budget with development of the operating budget. Future operational costs associated with new capital improvements will be projected and included in operating budget forecasts.
- ❑ The City will provide ongoing preventative maintenance and upkeep on all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The City should periodically review and follow industry-recommended replacement schedules for all City capital assets.
- ❑ The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval.
- ❑ The City will determine the least costly financing and acquisition method for all new projects.
- ❑ For future development or redevelopment proposals that require public infrastructure and/or public financing assistance and/or City support services, a fiscal analysis shall be prepared identifying the project sources and uses. The analysis should also demonstrate the costs and benefits of the project. The cost of this analysis shall be borne by the developer.

- 121 ❑ The City will establish departmental Vehicle and Equipment Replacement Funds. The City will
122 appropriate monies to them annually to provide for timely replacement of vehicles and equipment.
123 The amount will be maintained at an amount equal to the proportion of useful life expired
124 multiplied by estimated replacement cost.
- 125
- 126 ❑ The City will establish a Building Capital Maintenance Fund, and will appropriate funds to it
127 annually to provide for timely maintenance of all buildings supported by general governmental
128 funding. Only maintenance which meets the capitalization threshold shall be paid for out of this
129 fund. Maintenance includes major items such as roof repair and HVAC replacement.
- 130
- 131 ❑ The City shall establish a Street Infrastructure Replacement Fund to provide for the general
132 replacement of streets and related infrastructure throughout the community. The annual MSA
133 capital allocation, will be included as a part of the source of funds for computing the adequacy of
134 this fund. This fund has been formally categorized by the Council as a permanent fund, whereby
135 the interest proceeds are only used for the stated purpose. The cash reserve amount should remain
136 between \$8-12 million.
- 137
- 138 ❑ The City shall establish a Park Capital Maintenance Fund to provide for the general replacement
139 of parks and related infrastructure throughout the community. The funding should equal the
140 proportion of useful life expired multiplied by estimated replacement cost for all park system
141 assets.
- 142
- 143 ❑ Within each enterprise fund, the City shall establish a funding mechanism to provide for the
144 general replacement of related infrastructure throughout the community. The funding should
145 equal the proportion of useful life expired multiplied by estimated replacement cost for all
146 enterprise fund system assets.
- 147
- 148 ❑ From time to time the City Council shall establish additional replacement funds as the need
149 becomes apparent.
- 150
- 151 ❑ The Finance Commission will annually oversee and report to the City Council a review and
152 analysis of planned capital investments and related reserve balances. The purpose of such analysis
153 will be to gauge the health and sustainability of City reserves related to capital investments for
154 the short (1-3 year), medium (4-9 years), and long term (10+ years). It will also take into account
155 related borrowing and repayment costs.
- 156

157 ❑ Capital Replacements should be considered using the following priority rankings (in order):

- 158 1. Projects necessary for public health and safety, or to meet legal mandates.
- 159 2. Projects that responsibly maintain existing assets to either extend remaining service life
160 or to create efficiency.
- 161 3. Projects that expand existing assets or services in order to benefit the Public Good.
- 162 4. Projects that purchase new assets or services in order to benefit the Public Good.

164 Definitions

165
166 Capital assets – Assets which cost \$5,000 or more and have a useful life of two or more years.

167
168 Capital Improvement Plan – A comprehensive 20 year outlook itemizing all capital assets and their
169 replacement funding requirements. The plan will take into account useful asset lives and salvage
170 values.

171
172 Replacement Cost– In today’s dollars, the cost to replace the asset. If it is expected the retired asset
173 will have a salvage value, the estimated salvage value should be deducted from the expected
174 replacement cost.

175
176 Asset Life – The number of years which is the asset is in use, also known as the useful life of a capital
177 asset.

178
179 Bonding – The amount of debt incurred to obtain capital assets.

180
181 Capital Asset Maintenance – Expenditures which protect the City’s investment in capital assets and
182 provide for ongoing upkeep.

183
184 Equipment – A tangible capital asset which does not qualify as a vehicle, building, street, or park
185 asset. Examples are mowers, tools, etc.

186
187 MSA Capital Allocation – Municipal State Aid is money the City receives from the State to help pay
188 for maintenance of MSA-designated streets. MSA streets are collector or arterial streets that
189 interconnect to other cities or major thoroughfares.

190
191 Enterprise Fund – A separate accounting and financial reporting mechanism for municipal services
192 for which is 100% fee supported. Examples are Water, Sewer, and Golf Course.

193
194 General Governmental Fund – A separate accounting and financial reporting mechanism for spending
195 in which a property tax is generally levied. Examples are police, fire, streets, parks and recreation.

196
197 Enterprise Fund System Asset – Assets which support enterprise services such as water, sewer, and
198 golf course.

199
200 Park System Asset – All assets within city parks excluding buildings. Examples would be trails,
201 equipment, and courts.

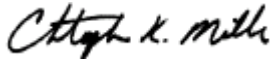
202
203 Implementation

The City shall use replacement funds to assist in the replacement of equipment, vehicles, and capital building maintenance. New equipment or buildings are to be funded from new dollars, unless they are designated to replace currently owned assets. Funds may be used up to the amount of the replacement funds set aside for that particular asset. Any additional funding shall be from new sources.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 03/20/17
Item No.: 7.g

Department Approval



City Manager Approval



Item Description: Establishing the 2018 Budget Process Timeline

BACKGROUND

At the January 23, 2017 City Council meeting, the Council discussed the 2018 Budget Process along with the timing of key components of the budget cycle. A significant portion of the discussion centered around five potential areas of improvement or measures, including:

- Establish stronger linkages between public participation and budgetary decisions
- Define the relationship between service levels and taxes or fees
- Consider multi-year budgetary impacts
- Commit to a unified budget track
- Identify critical information packages necessary to make budget decisions

Based on discussion at the January 23 meeting, and reflecting on subsequent discussions at the Staff level, the Council is now asked to consider the following suggested timeline for the 2018 Budget Process:

2018 Budget Process Timeline			Estimated
Discussion Topic	Date	Regular or Worksess.	Discussion Time (mins.)
Review Ramsey County Assessed Market Value Data	5/15/2017	w/s	15
Receive 2018-2037 Capital Improvement Plan	5/15/2017	w/s	45
Review Impacts from the 2017 Legislative Session	6/12/2017	regular	10
Review Citizen Comments on 2018 Budget Priorities	6/12/2017	regular	30
EDA Budget & Tax Levy Discussion	7/17/2017	w/s	30
Receive City Council Budgetary Goals	7/17/2017	w/s	30
Receive the 2018 City Manager Recommended Budget	8/28/2017	regular	45
Adopt Preliminary EDA Tax Levy	9/11/2017	regular	10
Receive Budget Recommendations from the Finance Commission	9/18/2017	w/s	30
Adopt Preliminary Budget & Tax Levy	9/25/2017	regular	20
Review & Adopt 2018 Proposed Utility Rates	11/13/2017	w/s	30
Review & Adopt 2018 Proposed Fee Schedule	11/13/2017	w/s	30
Final Budget Hearing (Truth-in-Taxation Hearing)	12/4/2017	regular	20
Adopt Final EDA Tax Levy	12/11/2017	regular	10
Adopt Final Budget & Tax Levy	12/11/2017	regular	20

18 Under this approach there would be no more than 10 meeting dates and this number could be trimmed if
19 the Legislature approves a September 30 deadline for adopting the preliminary EDA Levy, and if the
20 Council chose to hold the joint Council-Finance Commission meeting on September 25. This would
21 reduce the number of meeting dates to eight.

22
23 The Council is also asked to discuss the types of information packages it desires to have to allow for an
24 appropriate level of review of the proposed budget and CIP. In recent years, the Council has reviewed
25 the budget at broader category-levels such as: COLA, wage steps, health insurance & benefits, supplies
26 & materials, debt service, etc.

27 **POLICY OBJECTIVE**

28 It is in the City's best interest to adhere to budgeting best practices including a commitment to formally
29 incorporate the public's input, understanding long-term budget impacts, and communicating the City's
30 intentions early and throughout the budget process. A copy of the 1-page Budget reconciliation used
31 during the last few years is included in *Attachment A*.

32 **FINANCIAL IMPACTS**

33 Not applicable.

34 **STAFF RECOMMENDATION**

35 See above.

36 **REQUESTED COUNCIL ACTION**

37 The Council is asked to provide guidance on the 2018 Budget process timeline.

38

Prepared by: Chris Miller, Finance Director
Attachments: A: Budget Reconciliation Summary Page

2017 Proposed Budget Reconciliation: *Tax-Supported Funds*

	Operating Budget <u>Expenditures</u>	Tax Levy <u>Revenues</u>	<u>Notes (Pertains to budget impacts unless otherwise noted)</u>
2016 Adopted Budget / Levy	\$ 24,270,865	\$ 18,944,720	
2017 Proposed Subtractions			
S1: Reduced costs for one-time spending	(8,000)	(8,000)	
S2: Reduced costs for supplies & materials	(43,345)	(43,345)	See Appendix S2
S3: Reduced costs for contractual services, other charges	(142,510)	(142,510)	See Appendix S3
S4: Reduced costs for labor: position reductions	(219,935)	(219,935)	See Appendix S4
S5: Reduced costs for labor: health insurance & benefits	-	-	See Appendix S5
S6: Reduced costs for debt service	-	-	
S7: Reduced levy due to increased non-tax revenues	-	(45,875)	Add'l Park & Rec Program Fees
S8: Reduced contributions to capital reserve funds	-	-	
Total Subtractions	\$ (413,790)	\$ (459,665)	
2017 Proposed Additions			
A1: Increased costs for one-time spending	30,000	30,000	See Appendix A1
A2: Increased costs for supplies & materials	43,100	43,100	See Appendix A2
A3: Increased costs for contractual services, other charges	216,205	216,205	See Appendix A3
A4: Increased costs for labor: cost-of-living adjustment	191,000	191,000	Includes 2.75% COLA; 2.0% for IAFF
A5: Increased costs for labor: wage steps (net)	218,000	218,000	
A6: Increased costs for labor: new positions	331,385	331,385	See Appendix A6
A7: Increased costs for labor: health insurance & benefits (net)	-	-	
A8: Increased costs for debt service	-	-	
A9: Increased contributions to capital replacement funds	-	225,000	\$65K Pathways, \$160K for PMP
A10: Makeup of use of reserves in current/previous years	-	375,500	
A11: Increased levy due to decline of non-tax revenues	-	209,425	GF: Court Fines, Interest Earnings
Total Additions	\$ 1,029,690	\$ 1,839,615	
Proposed for 2017 (Before Tax Relief Measures)	\$ 24,886,765	\$ 20,324,670	
\$ Change	615,900	1,379,950	
% Change	2.5%	7.3%	
Less Use of Reserves for Property Tax Relief (Discretionary)	\$ -	\$ (811,610)	\$375,500 GF; \$30K Transp. Plan; \$406,110 add'l
Note: Per Cash Reserve Policy, reserves may be used for tax relief if over target levels, or they may be allocated for other funds			
Proposed for 2017 (After Tax Relief)	\$ 24,886,765	\$ 19,513,060	
\$ Change	615,900	568,340	
% Change	2.54%	3.00%	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/20/2017
Item No.: 7.h

Department Approval

City Manager Approval



Item Description: Cedarholm Golf Course Clubhouse/Community Building Replacement Discussion

BACKGROUND

On January 9, 2017, the City entered into an agreement with Hagen, Christensen & McILwain (HCM) Architects for design services to replace the Cedarholm Golf Course Clubhouse/Community Building.

On February 7, 2017, the Parks and Recreation Commission reviewed the site, building, and operational goals based on the Resident Advisory Team Report and Recommendations (Advisory Team) and other community and staff input.

On February 23, 2017 a community meeting was held at the Autumn Grove Park Building to present progress on site options, functional plans and concept designs and listen to comments on what has been completed so far. Seventeen people attended.

On March 7, 2017 the Parks and Recreation Commission reviewed similar information to the community meeting and provided input.

The following is a detailed listing of the progress information to date that is included in your packet (dated March 7, 2017).

- Site Opportunities Study
- Functional Plan Diagram
- Concept Design Option A
- Concept Design Option B
- Concept Design Idea – Option C
- Preferred Concept Design Option B – Revised
- Parking plan diagrams
- Maintenance building site options
- Space program summary and estimated costs based on a 3200 Sq. Ft. Clubhouse/Community Building plus the 1430 desired Sq. Ft. for the Historical Society
- Space program summary of estimated costs based on a 5000 Sq. Ft. Clubhouse/Community Building plus the 1430 desired Sq. Ft. for the Historical Society

Staff will be prepared to provide you a brief overview at your meeting.

33 The process thus far has been guided by the Advisory Team Report and Recommendations, the Parks
34 and Recreation Commission at their monthly meetings and additional community and staff input.
35

36 Overall, it appears that community desires, recommendations of the Advisory Team and the community
37 input since gathered are consistent with progress made.
38

39 Staff will be at your meeting to discuss progress to date and seek guidance in the following areas:

- 40 • Project Scope
- 41 • Project Budget
- 42 • Funding Sources
- 43 • Historical Society Considerations
- 44 • Other

45 **POLICY OBJECTIVE**

46 It is the policy of the City to provide a community process and a thoughtful approach when making
47 improvements to City facilities.

48 **FINANCIAL IMPACTS**

49 As identified in the 2016 Advisory Team Final Report, the recommended financial options to support
50 the capital needs of replacing the Cedarholm Golf Course Clubhouse/Maintenance Facility include the
51 following:
52

- 53 A. Maximize the use of current funding
 - 54 • The Advisory Team believes the clubhouse can be replaced without a tax levy increase at
55 this time by using current Park Dedication funds, remaining Renewal Program funds and
56 using the Golf Course Fund balance.
 - 57 • If necessary, consider all funding options including a levy and bonding
- 58
- 59 B. If a levy is used, the Advisory Team strongly suggests identifying a sunset without renewal or
60 repurpose
 - 61 • Levy funding may be needed to support clubhouse operations if other uses, outside of
62 golf operations, are included in future plans for the clubhouse
- 63
- 64 C. Pursue partnerships and collaborations
 - 65 • Consider opportunities that could provide funding in exchange for use, philanthropic
66 consideration and naming rights
 - 67 • Grants and other opportunities
- 68

69 The next step after completing this design process will be the development of construction plans and
70 specifications, advertising for proposals and construction administration (yet to be determined).
71

72 **STAFF RECOMMENDATION**

73 Discussion and guidance suggested in the following areas:

- 74 • Project Scope
- 75 • Project Budget
- 76 • Funding Sources
- 77 • Historical Society Considerations

78 • Other

79 **REQUESTED COUNCIL ACTION**

80 Discussion and guidance provided in the following areas:

- 81 • Project Scope
- 82 • Project Budget
- 83 • Funding Sources
- 84 • Historical Society Considerations
- 85 • Other

86

Prepared by: Lonnie Brokke, Director of Parks and Recreation
Jill Anfang, Assistant Director of Parks and Recreation

Attachment: A. Information Packet Dated March 7, 2017

City of ROSEVILLE

Cedarholm Clubhouse Renewal

Park & Rec Commission Review, March 7, 2017



CEDARHOLM CLUBHOUSE RENEWAL

Site Goals

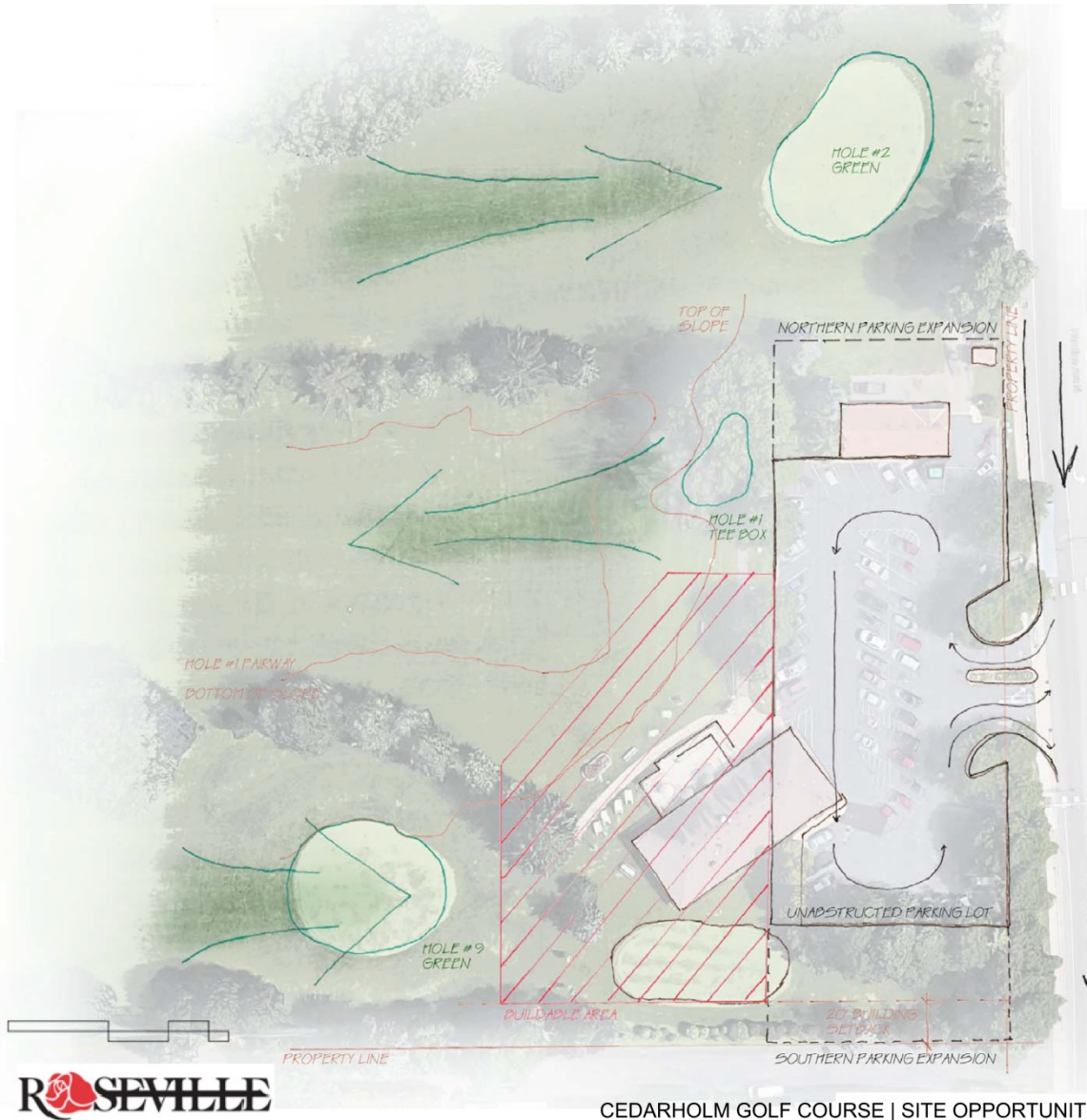
- Provide safer and better circulation in the parking area for cars and deliveries
- Expand and improve parking
- Improve public visibility of the facility through building location and signage
- Improve the entry sequence to the building
- Provide a larger entry staging area for golfers
- Maximize the use of the site buildable area
- Improve the configuration / flow of the Clubhouse, putting green and 1st tee
- Building siting/location to enhance views of the course

Building Goals

- Create a facility that supports golf operations but is multi-purpose and flexible for other uses such as:
 - Rentals for family, social or business events
 - Community Gathering Space
 - Presentations and events
- Consider additional building "tenants" such as the Historical Society
- Improve staff visibility and supervision of the parking area and 1st tee from the building
- Improve the views and connections to the site
- Improve the efficiency and relationship of the service functions (kitchen and retail spaces) for staff
- Gathering Space to be able to support 80-100 at tables to support golf tournaments & medium sized rentals
- Kitchen facility to support the facility - golfers and rentals in the Gathering Space
- Develop a strong inside-outside relationship with decks and patios
- Outdoor spaces to have unique and quality features (fire pit, shade, grill, etc.)
- All spaces to be accessible
- Take advantage of lower level opportunities due to site topography
- Improve the Maintenance Facility

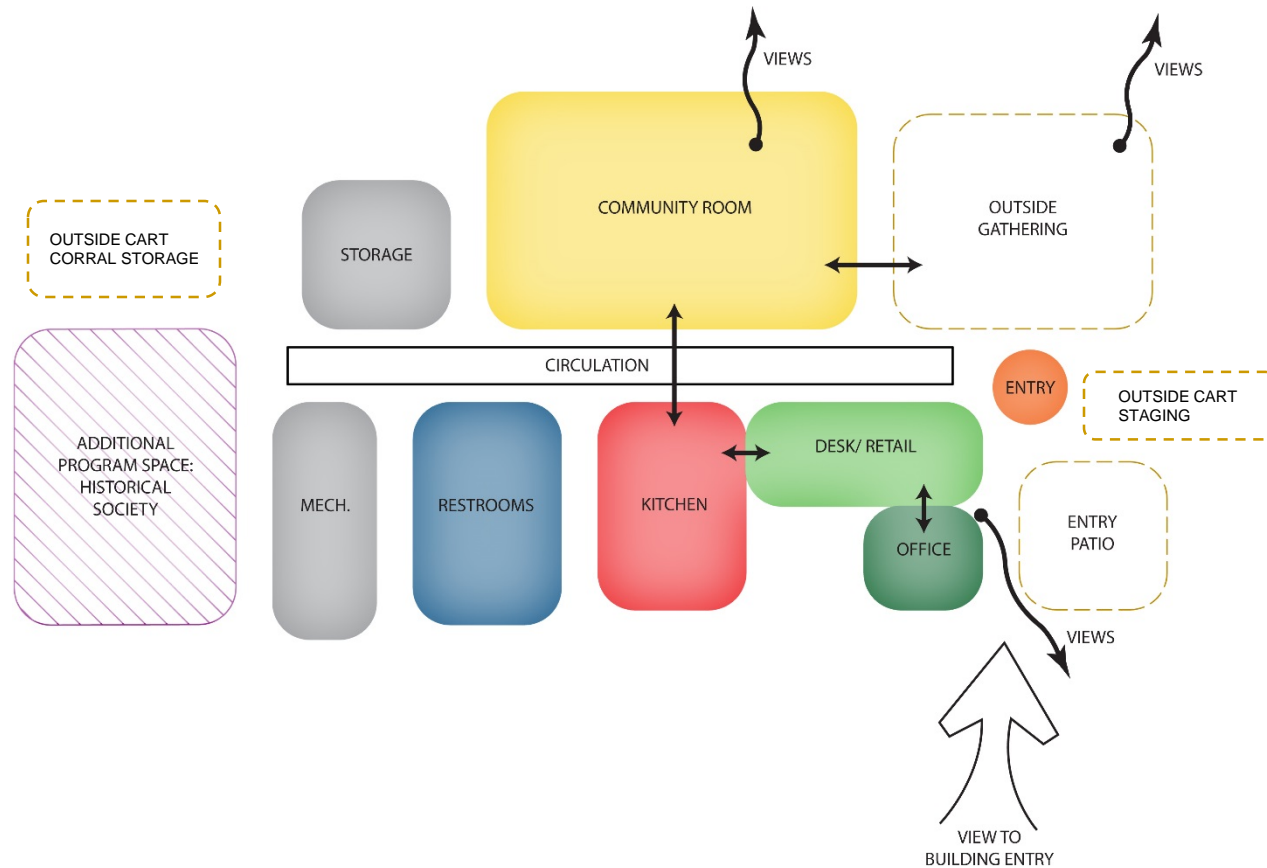
Operational Goals

- Improve staff efficiency for golf check in and food service
- Improve food and beverage offerings
- Integrate retail into the entry rather than an enclosed shop space
- Relocate cart storage to reduce staff time and congestion at the Maintenance Building



CEDARHOLM GOLF COURSE | SITE OPPORTUNITIES STUDY | 02.01.2017

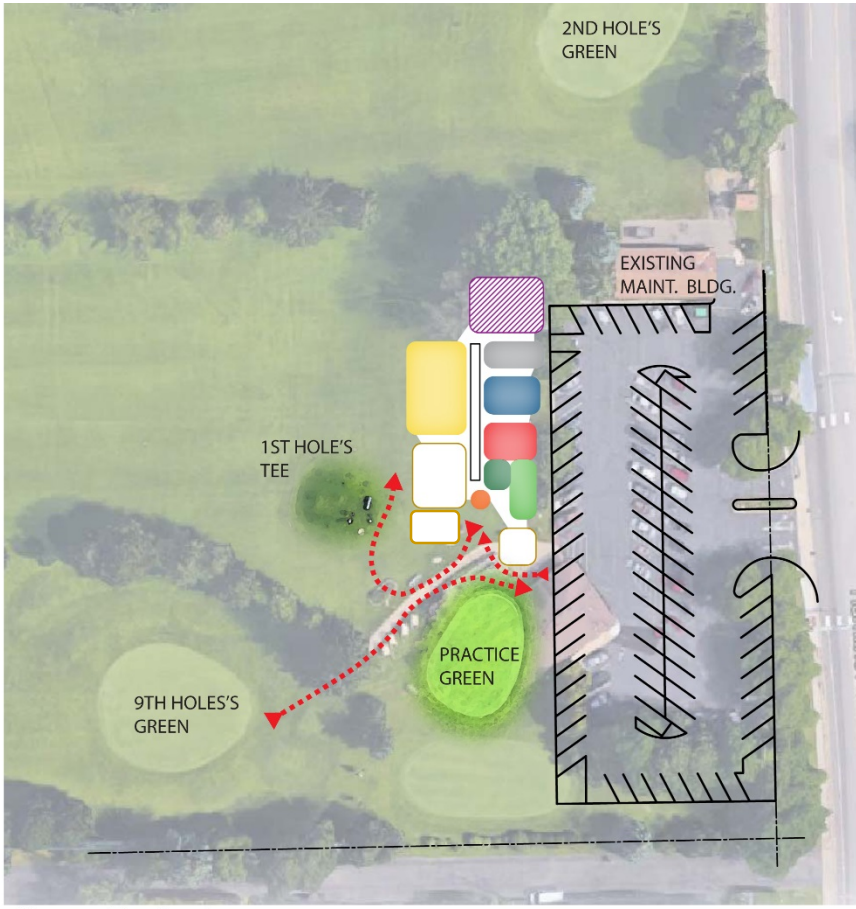
Cedarholm Clubhouse Renewal – Functional Plan Diagram



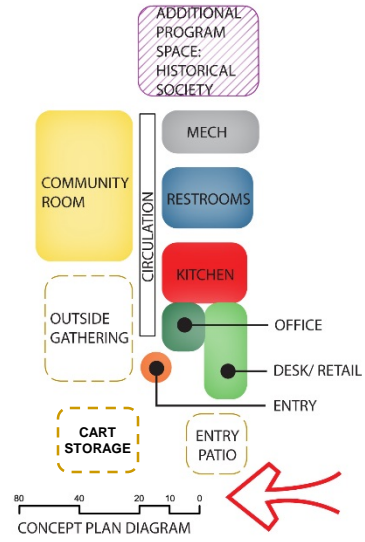
Functional Goals

- Provide direct views to main Clubhouse Entry from the site entry and parking
- Entry Patio provide golfer staging area and connects parking and Clubhouse Entry
- Office/ Desk/Retail functions to be collocated and to be directly adjacent to the Clubhouse Entry with views of the 1st tee, practice green and parking
- Kitchen to be adjacent to the Desk/ Retail Space for staffing efficiency
- Community Room to have primary views of the site
- Outdoor Gathering Space to be adjacent to the Clubhouse Entry and Community Gathering Space
- Additional Program Space: Historical Society space to utilize building spaces but be separated from golf operation functions

Cedarholm Clubhouse Renewal – Concept Design Option A



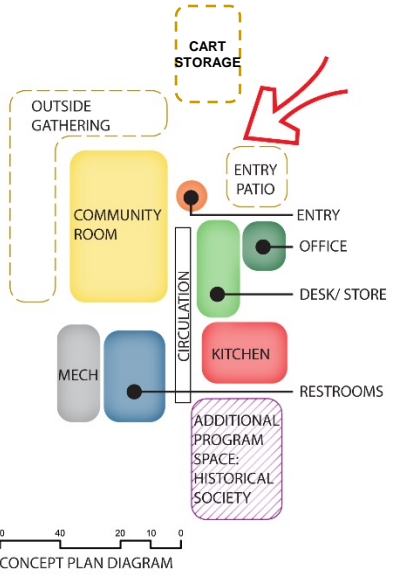
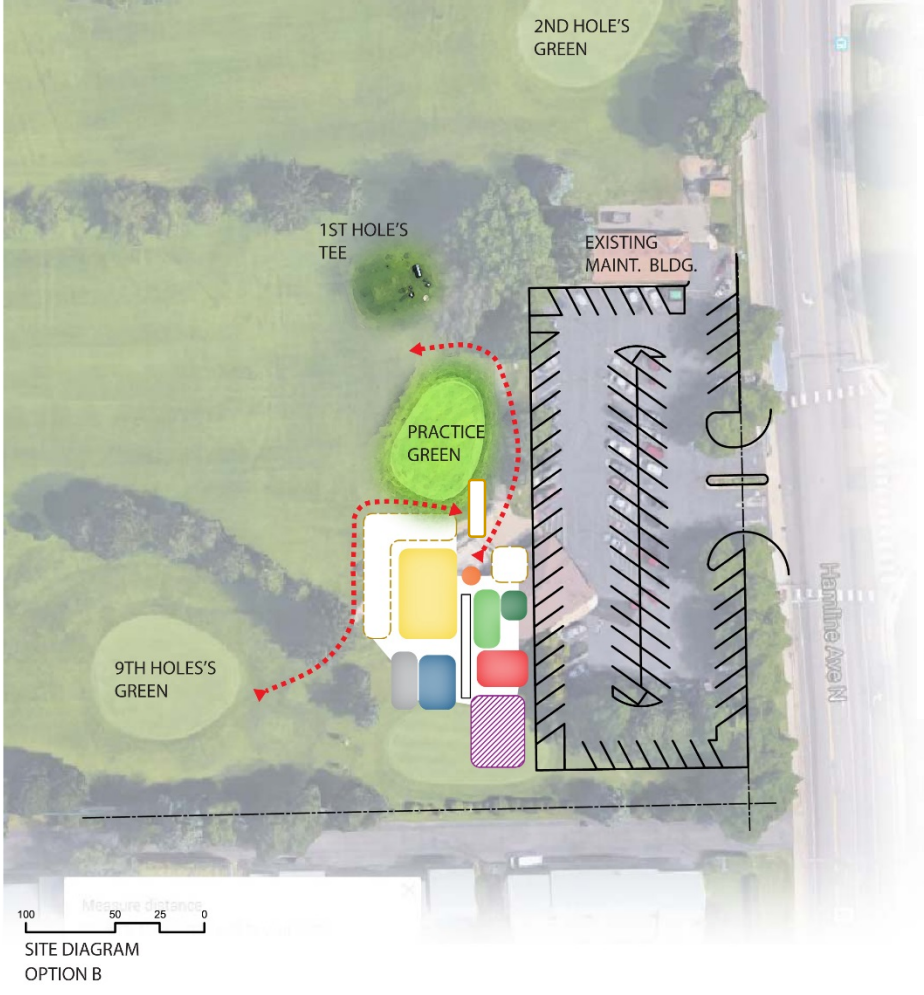
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SITE DIAGRAM
OPTION A



Concept Design Idea – Option A

- Clubhouse centrally located and provides a strong presence to the site entry and Hamline Avenue
- Building Entry and Entry Patio are prominently located and easy to identify
- Entry Patio is a hub that links the Building Entry, practice Green, 1st tee, and 9th green
- Community Gathering Space and Outdoor Gathering Space are located to maximize views of the course
- Outdoor Gathering Space connects Entry Patio and Community Space
- Building circulation is efficient and simple
- Historical Society spaces have a presence to the parking and could have its own entry

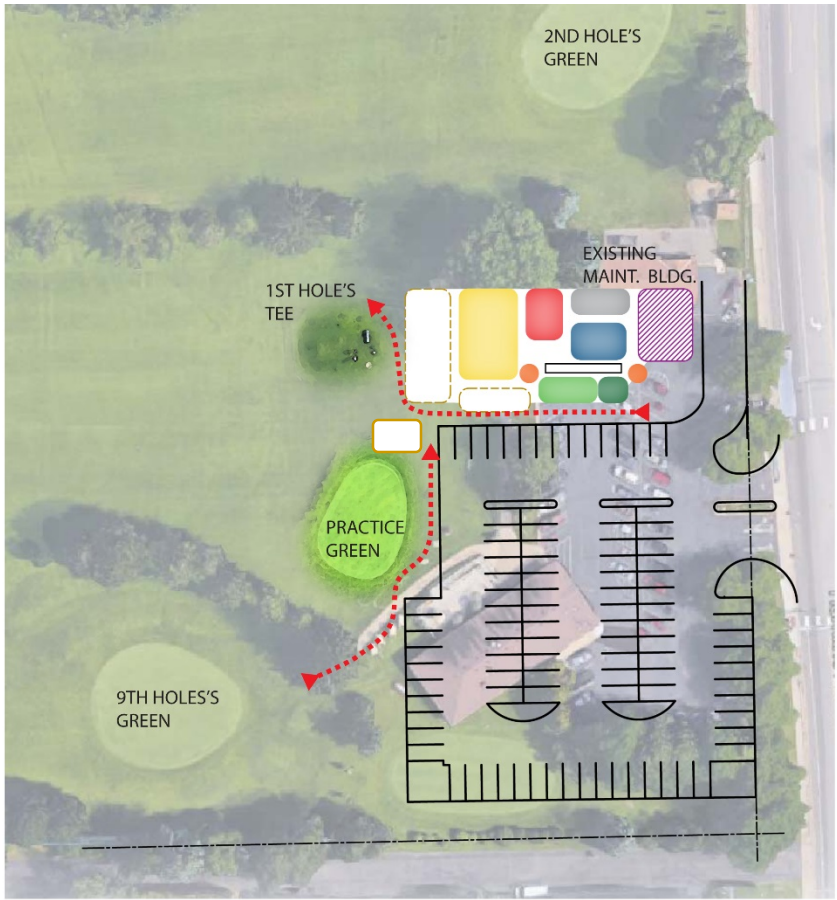
Cedarholm Clubhouse Renewal – Concept Design Option B



Concept Design Idea – Option B

- Clubhouse is located on existing building pad
- Building Entry and Entry Patio are prominently located and easy to identify
- Entry Patio links the Building Entry, practice Green and 1st tee
- Community Gathering Space has improved views of the course
- Outdoor Gathering Space is located to maximize views of the course
- Building circulation is efficient and simple
- Historical Society spaces have a presence to the parking and could have its own entry

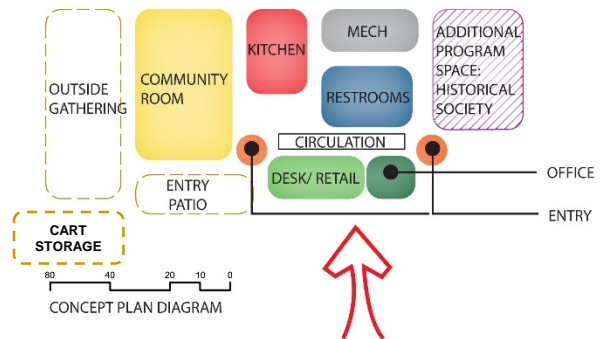
Cedarholm Clubhouse Renewal – Concept Design Option C



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SITE DIAGRAM
OPTION C

Concept Design Idea – Option C

- Parking lot is reconfigured and expanded
- Clubhouse is located to the north and adjacent to the Maintenance Building
- Site views are focused on the course
- Building Entry and Entry Patio front the parking lot
- Entry Patio links the Building Entry and access to the Practice Green and 1st tee
- Community Gathering Space is expressed in the front façade of the building
- Outdoor Gathering Space is located to maximize views of the course
- Building circulation is efficient and simple
- Historical Society spaces have a presence to the parking and could have its own entry



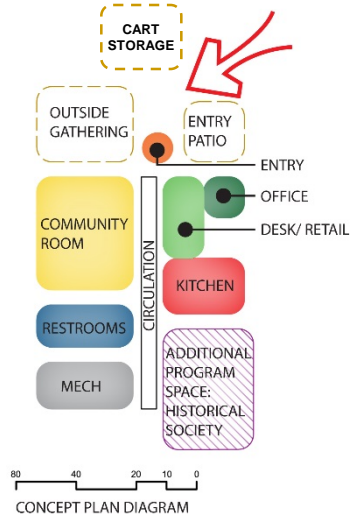
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CONCEPT PLAN DIAGRAM

Cedarholm Clubhouse Renewal – Preferred Concept Design Option B-Revised

Preferred Option



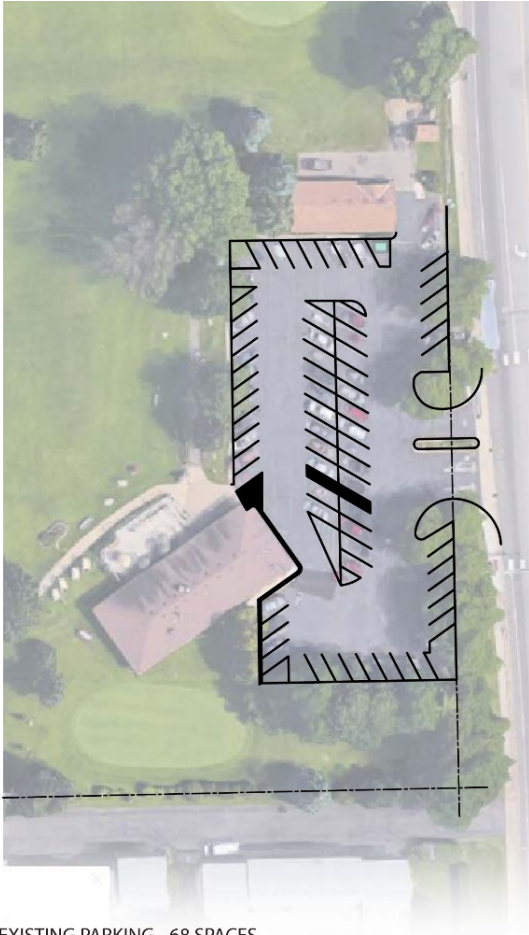
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SITE DIAGRAM
PREFERRED OPTION



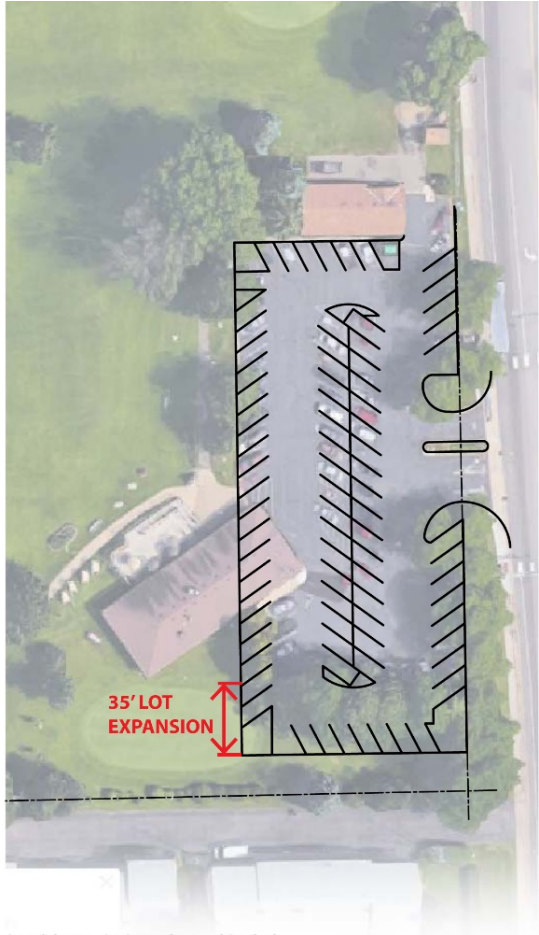
80 40 20 10 0
CONCEPT PLAN DIAGRAM

- Reduced option based on budget
- Allows phased approach for the following:
 - Historical society
 - Practice Green
 - Course modification
 - Parking lot Expansion
- Focus of facility is the Entry Patio as it links the Building Entry, practice Green and 1st tee
- Clubhouse is located on existing building pad
- Building Entry and Entry Patio are prominently located and easy to identify
- Community Gathering Space has improved views of the course
- Outdoor Gathering Space is located to maximize views of the course
- Building circulation is efficient and simple
- Historical Society spaces have a presence to the parking and could have its own entry

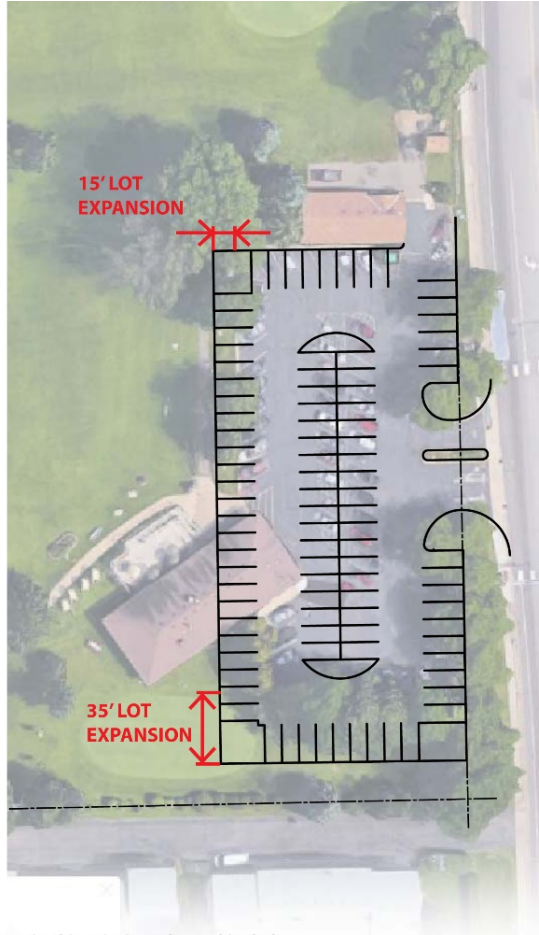
Cedarholm Clubhouse Renewal – Parking Plan Option Diagrams



EXISTING PARKING - 68 SPACES

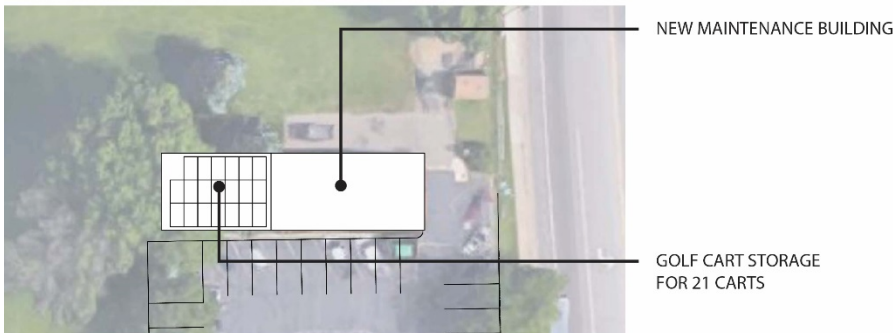


DIAGONAL PARKING - 82 SPACES
 * ADDITIONAL 14 SPACES
 * LOT EXPANSION IS 6,854 SF.



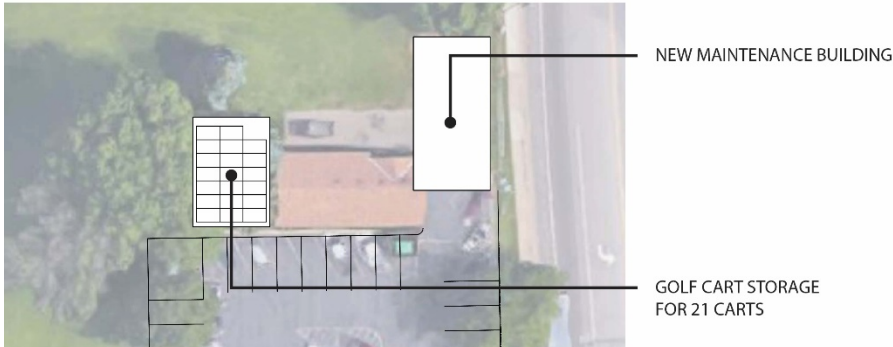
90 DEGREE PARKING - 94 SPACES
 * ADDITIONAL 26 SPACES
 * LOT EXPANSION IS 9,821SF.

Cedarholm Clubhouse Renewal – Maintenance Building Options



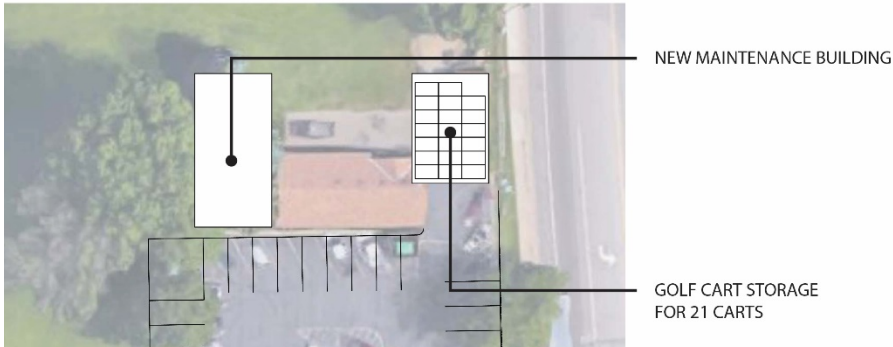
Option 1

- Keeps Maintenance building in the same location
- Addition of new golf cart storage to West of Maintenance Building location.
- Maintenance yard remains as currently constituted



Option 2

- New maintenance building located against Hamline Ave
- New golf cart storage to West of Existing Maintenance Building location.
- Maintenance yard between two new structures



Option 3

- New Maintenance Building rotated to West of existing location
- Addition of new golf cart storage along Hamline Ave
- Maintenance yard between two new structures

Cedarholm Clubhouse Renewal - Space Program Summary

City of Roseville Budget Basis of Analysis

1. Green Fee/Check-in Counter	120 NSF
2. Manager's Office	120 NSF
3. Retail / Merchandise Area	120 NSF
4. Kitchen	400 NSF
5. Community Gathering Space (60 Person)	1,100 NSF
6. Toilets and Changing Space	400 NSF
7. Storage Space	300 NSF
8. Building Services Space	200 NSF

Total NSF (Net Square Footage)	2,760 NSF
NSF to GSF Factor (15%-includes circulation, walls, etc.)	440 SF
Total Base Program GSF (Gross Square Footage)	3,200 GSF

Additional Program Space Program

9. Historical Society Space	1,430 GSF
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Total SF with Additional Program Space	4,630 GSF
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Conceptual Cost Estimate - Clubhouse

Typical costs / SF for Clubhouse projects are in the **\$380-\$420 per SF range**. This is typical commercial wood frame construction including a kitchen and some better quality finishes.

- **At 3,200 SF the owner should expect pricing from \$1,216,000 to \$ 1,344,000**
- At 4,630 SF the owner should expect pricing from \$1,759,400 to \$1,944,600

Site work costs (in Addition to Building Costs):

- Exterior gathering space (Patio with overhead structure, fire pit and planters) : Estimate 1,200 SF = \$80,000 to \$100,000
- Parking Lot Expansion : Estimate (\$4,000 per stall or \$13 per SF) = For Expansion to South Only = 4,200 SF = \$55,000
- Utilities (New water service if required for sprinkler system) : Estimate = \$40,000
- Golf Course modifications (Tees and Green Work) : Estimate = T.B.D.

Cedarholm Clubhouse Renewal - Space Program Summary

Advisory Team Basis of Analysis

1. Green Fee/Check-in Counter	200 NSF
2. Manager's Office	200 NSF
3. Retail / Merchandise Area	200 NSF
4. Kitchen	700 NSF
5. Community Gathering Space (80 – 100 Person)	1,800 NSF
6. Toilets and Changing Space	500 NSF
7. Storage Space	400 NSF
8. Building Services Space	200 NSF

Total NSF (Net Square Footage)	4,200 NSF
NSF to GSF Factor (18%-includes circulation, walls, etc.)	800 SF
Total Base Program GSF (Gross Square Footage)	5,000 GSF

Additional Program Space Program

9. Historical Society Space	1,430 GSF
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Total SF with Additional Program Space	6,470 GSF
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Conceptual Cost Estimate - Clubhouse

Typical costs / SF for Clubhouse projects are in the **\$380-\$420 per SF range**. This is typical commercial wood frame construction including a kitchen and some better quality finishes.

- **At 5,000 SF the owner should expect pricing from \$1,900,000 to \$ 2,100,000**
- At 6,470 SF the owner should expect pricing from \$2,458,000 to \$2,717,400

Site work costs (in Addition to Building Costs):

- Exterior gathering space (Patio with overhead structure, fire pit and planters) : Estimate 1,200 SF = \$80,000 to \$100,000
- Parking Lot Expansion : Estimate (\$4,000 per stall or \$13 per SF) = For Expansion to South Only = 4,200 SF = \$55,000
- Utilities (New water service if required for sprinkler system) : Estimate = \$40,000
- Golf Course modifications (Tees and Green Work) : Estimate = T.B.D.



Thank You!

Questions?



ROSEVILLE