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Posted: February 6, 2015

## CRYSTAL CITY COUNCIL WORK SESSION AGENDA

Thursday, February 12, 2015

6:30 p.m.

Conference Room A

Pursuant to due call and notice given in the manner prescribed by Section 3.01 of the City Charter, the work session of the Crystal City Council was held at \_\_\_\_\_ p.m. on Thursday, February 12, 2015 in Conference Room A located at 4141 Douglas Drive, Crystal, Minnesota.

### I. Attendance

#### Council members

\_\_\_\_ Deshler

\_\_\_\_ Kolb

\_\_\_\_ Libby

\_\_\_\_ Parsons

\_\_\_\_ Peak

\_\_\_\_ Adams

\_\_\_\_ Dahl

#### Staff

\_\_\_\_ Norris

\_\_\_\_ Therres

\_\_\_\_ Revering

\_\_\_\_ Hansen

\_\_\_\_ Norton

\_\_\_\_ Serres

### II. Agenda

The purpose of the work session is to discuss the following agenda items:

1. Discuss delaying start of September 15 meeting to 7:30 p.m. or move to September 16 (Rosh Hashanah ends at sundown on September 15)
2. Discuss options for Northwest Hennepin Human Services Council (NWHHSC)
3. 2014 budget amendments
4. Public Works Facility Financing – Bonding and cash comparisons
5. Continue discussion of Council priorities

*\* Denotes no supporting information included in the packet.*

### III. Adjournment

The work session adjourned at \_\_\_\_\_ p.m.

*Auxiliary aids are available upon request to individuals with disabilities by calling the City Clerk at (763) 531-1145 at least 96 hours in advance. TTY users may call Minnesota Relay at 711 or 1-800-627-3529.*



## MEMORANDUM

DATE: February 2, 2015

TO: Mayor and City Council

FROM: Anne Norris, City Manager

SUBJECT: September 15, 2015 City Council Meeting

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The second meeting in September is currently scheduled for Tuesday, September 15. In reviewing the Council 2015 calendar, staff realized Rosh Hashanah starts at sunset on Sunday, September 13 and ends at sunset on Tuesday, September 15. Sunset will be at 7:24 p.m. on September 15.

To accommodate the Rosh Hashanah holiday, the Council could delay the start of all public meetings on September 15 to 7:30 p.m. or could consider rescheduling the meeting to Wednesday, September 16 at the usual meeting time. Citizen Input Time would also be rescheduled to September 16 if the Council meeting moves to that date.

The Council should discuss whether changes are needed to the September 15 Council meeting date.



## Memorandum

DATE: February 5, 2015

TO: Mayor and Council

FROM: Kimberly Therres, Assistant City Manager

SUBJECT: Northwest Hennepin Human Services Council

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Northwest Hennepin Human Services Council (NWHHSC) serves as the overall research, planning, and coordination of human services for the northwest Hennepin region and was established in the 1970s as a joint powers agreement among cities in the northwest Hennepin County area. It is currently comprised of nine cities (Brooklyn Center, Brooklyn Park, Corcoran, Crystal, Golden Valley, Hanover, Maple Grove, New Hope, and Osseo).

NWHHSC also develops local research data and reports, coordinates regional multi-sector cross-cultural networks such as the Northwest Hennepin Early Childhood Network and Senior Leadership Committee, provides inter-agency professional development on key issues and trends, and administers homeless prevention funds through community partners.

In 2014, NWHHSC received a majority of its funding from grants through Hennepin County. In 2015, the funding from Hennepin County is significantly reduced by approximately \$400,000, which in turn has reduced the budget for the organization in 2015. The City of Crystal contributes \$9,303 of the total \$100,393 contributed by the nine municipalities.

The funding reduction from Hennepin County led to the Executive Board holding a strategic planning meeting in November 2014 to begin exploring options for the strategic direction of the agency. At the time, four options were presented, including:

1. Maintain basic services to existing members for phased dissolution in 2017
2. Build on Option 1 by seeking additional funding for continuation of existing and expanded services to existing members and contract for services in the region.
3. Dissolve after closing out Hennepin County funding programs
4. Transform NWHHSC into a newly-named entity. Provide Option 2 services plus expand services and contract for services as new relationships form.

At the January 2015 board meeting, the Executive Board narrowed down the options to the following:

1. Dissolve after closing out the Hennepin County programs (likely in September 2015)
2. Transform NWHHSC to become a newly-named entity

The Executive Board also directed the Executive Director to research the possibility of transferring the assets to a new entity and to develop a potential transitional plan.

Councilmember Kolb serves as Crystal's representative on the Executive Board. The next NWHHSC Executive Board meeting will be held in March. Prior to the meeting, Council should discuss the options and their potential impacts on the organization and the City of Crystal.



## Memorandum

DATE: February 5, 2015

TO: Mayor and City Council  
Anne Norris, City Manager

FROM: Charles Hansen, Finance Director

SUBJECT: Amending the 2014 Budget.

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### **Background:**

The City Charter, Section 7, requires the adoption of an annual budget. Amendment of the budget is allowed by the Charter and is almost always needed due to changes and events that weren't foreseen when the budget was prepared.

I anticipate asking the City Council to approve a resolution making the amendments at the February 17<sup>th</sup> meeting. We are still receiving 2014 invoices and posting transactions. It is probable that the resolution presented on the 17<sup>th</sup> will have some changes in dollar amounts.

### **General Fund – Increases in Department Budgets**

City Council. The department exceeded its budget by \$807 due to professional services.

Human Resources. The department exceeded its budget by \$26,366 due to professional services related to labor negotiations.

Assessing. The department exceeded its budget by \$8,160 due to the fee for the County Assessor being higher than our budget estimate.

Legal Department. The department exceeded its budget by \$59,037 for legal services related to personnel matters.

Finance Department. The department exceeded its budget by \$5,076 due to overtime pay.

Planning & Code Enforcement. The department exceeded its budget by \$29,804 due to contractual services for abatement of code violations.

Building Inspections. The department exceeded its budget by \$14,119 due to contractual electrical inspections. There was also an increase in electrical inspection fees.

Engineering. The department exceeded its budget by \$52,749 due to the payment of employee severance and retention of an interim Public Works Director.

Street Maintenance. The department exceeded its budget by \$17,051 due to increased purchases of street maintenance materials.

City Buildings. The department exceeded its budget by \$9,693 due to increased building repair expenses.

Recreation. The department exceeded its budget by \$11,879 due to increased costs for personnel and contractual services.

Community Center. The department exceeded its budget by \$4,509 due to costs related to part-time personnel.

Transfers to Other Funds. Preliminary indications are that the General Fund ended 2014 with an operating surplus of about \$300,000 and a fund balance of about \$8,022,518. The Adequate General Fund Policy calls for a fund balance of at least \$6,623,960 (see attachment A). This means the fund balance is about \$1,400,000 more than required by the policy. It would be appropriate to consider making an additional year-end transfer to one of the capital funds. I recommend a transfer of between \$300,000 and \$600,000.

### **General Fund – Reductions in Department Budgets**

Administration. The department under spent its budget for LOGIS services and supplies. The budget can be reduced \$44,000 to offset other budget increases.

Police. The department under spent its budget for personnel due to employee turnover. The budget can be reduced \$135,250 to offset other budget increases.

Park Maintenance. The department under spent its budget for personnel due to an extended vacancy in the Superintendent position. The budget can be reduced \$60,000 to offset other budget increases.

### **Special Revenue Funds:**

#### **TIF Housing District #2, Anthony Shopping Center**

Payments on the Home Improvement Rebate Program were over budget by \$20,000. This was done in an effort to spend the remaining cash in 2014 so that the fund could be closed. All cash was not spent, so the fund remains open.

### **Economic Development Authority**

Contractual services for the Cavanagh development were higher than estimated. Grants reimbursed the EDA for the expenses. The EDA exceeded its budget for contractual services by \$27,400.

### **City Initiatives Fund**

Program activities were higher than anticipated, mostly in the areas of the Canine Unit and Police Explorers. Expenditures exceeded the budget by \$6,500. This was partially covered by higher revenues and partially from fund balance.

### **Special Projects Fund**

Program activities were higher than anticipated, mostly in the areas of the traffic enforcement programs. Crystal also served as the pass-through agency for a Hennepin Youth Sports Grant going to Armstrong Cooper Youth Baseball. Expenditures exceeded the budget by \$13,600. This was partially covered by higher revenues and partially from fund balance.

### **Capital Projects Funds:**

#### **Permanent Improvement Revolving Fund**

The purchase of play equipment for Bassett Creek Park planned for 2015 required a down payment in order to receive a matching grant. Expenditures exceeded budget by \$63,000 for this item. Expenditures exceeded budget by \$30,000 for the PIR as a whole.

#### **Police Equipment Revolving Fund**

Higher than anticipated costs were incurred for mobile radios. Expenditures exceeded budget by \$11,500.

#### **Street Reconstruction Fund**

Phase 13, Becker Park Neighborhood was reconstructed from 2012 through 2014. Some work anticipated to be completed in 2013 was done in 2014 instead. Expenditures in 2014 were \$202,000 higher than the budget.

### **Conclusion**

I recommend that the City Council review the changes listed above and direct any questions or concerns to staff prior to the February 17<sup>th</sup> meeting.

**City of Crystal**  
 Adequate General Fund Balance Formula  
 Preliminary Fund Balance as of Decemer 31, 2014

	12/31/2013 Fund Balance/ 2014 Budget	12/31/2014 Fund Balance/ 2015 Budget
Total fund balance as of:	<u>\$7,703,113</u>	<u>\$8,022,518</u>
Less amounts designated for specific purposes:		
Non-spendable fund balance (deposits payable)	1,547	45,000
Designated/Committed for compensated absences	840,514	840,514
Working capital:		
Next year's General Fund budget	12,565,592	12,752,102
(45% designated for working capital)	<u>5,654,516</u>	<u>5,738,446</u>
Fund balance required by policy	<u>\$6,496,577</u>	<u>\$6,623,960</u>
Fund balance in excess (short) of formula requirements	<u>1,206,536</u>	<u>1,398,558</u>
Amount available for transferring in current year	<u>1,206,536</u>	<u>1,398,558</u>
Transfers in current year	-	-
Remaining amount available in current year	<u>\$1,206,536</u>	<u>\$1,398,558</u>



# Memorandum

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**DATE:** February 5, 2015

**TO:** Mayor and City Council  
Anne Norris, City Manager

**FROM:** Charles Hansen

**SUBJECT:** Public Works Facility Financing – Bonding and cash comparisons

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## All cash option

Financing the facility entirely with cash has been discussed since the beginning. There always has been a gap between the identified sources of cash and the estimated cost of the facility. The size of the gap has changed over time as the estimated cost of the facility has increased and the mix of sources for the cash has changed.

The current cost estimate for the facility is \$13,500,000. Identified sources for the cash include the following:

- Major Building Replacement Fund – The MBRF had \$10,300,000 at the start of this project. Some of this has been spent on property acquisition and engineering costs.
- Utility Funds – Maintenance operations for the Water, Sewer and Storm Drainage utilities will be housed in the facility and the utilities will pay for \$1,000,000 of the cost.
- Economic Development Authority – The EDA was to contribute \$500,000 to the project with the idea that the old public works facility site would become available for development. The contribution has been increased to \$650,000 due to the cancelation of another EDA project.

Based on the current construction cost estimate and the cash sources identified above, there is about a \$1,550,000 funding gap that needs to be closed. This could be closed by continuing the \$563,000 property tax levy previously used for the County Highway 81 project or by identifying another fund to contribute the cash.

## Bonding for part and paying cash for part of the facility

The City Council gave preliminary authorization for a \$4,000,000 bond issue in December. If this bond issue is sold, the funding gap identified in the all cash option could be covered and the Major Building Replacement Fund could retain about \$2,000,000 to pay toward the next building project that will be needed. Alternatively, a \$2,000,000 bond issue could be sold. This would cover the funding gap but leave little or no cash in the Major Building Replacement Fund.

Paul Steinman, our financial advisor at Springsted Inc., estimates that in the current bond market, the city could sell a bond issue with a ten year term at an average interest rate of 2.5%. Bond structures for a \$2,000,000 and a \$4,000,000 bond are attached. Bond structures presented earlier assumed an interest rate of 3%, so these interest costs are lower.

#### Bonding for the entire cost of the facility

This approach would preserve cash for other capital projects that may come up in the next ten years, but creates a higher annual debt service expense for the life of the bonds. Bond structures for a \$13,500,000 bond with 15 year and 20 year terms are attached. These assume a 3% interest rate. That is probably on the low side for longer term bonds. If there is interest in this option, Springsted could make a more accurate bond structure.

#### Conclusion

Other possible projects include remodeling or replacing the Police Station and remodeling the Community Center. If bonds are sold in five or ten years to finance these projects, it will most likely be at higher interest rates than the interest rates that are available today.

Any of the three alternatives, all cash, all bonds, or a combination can be made to work. Each alternative has pros and cons.

**Public Works Facility Financing Alternatives**  
**\$2,000,000 Bond Issue**

Bonds (10 year) Assume 2.5% interest			Required Tax Levy	Tax Levy with 5% Overlevy	Remaining Tax Levy to Debt Service FD
<u>Year</u>	<u>Principal</u>	<u>Interest</u>			
2014	0	0	0		
2015	0	75,000	205,000	215,250	10,250
2016	80,000	50,000	223,000	234,150	11,150
2017	175,000	48,000	223,625	234,806	11,181
2018	180,000	43,625	229,125	240,581	11,456
2019	190,000	39,125	234,375	246,094	11,719
2020	200,000	34,375	239,375	251,344	11,969
2021	210,000	29,375	244,125	256,331	12,206
2022	220,000	24,125	258,625	271,556	12,931
2023	240,000	18,625	262,625	275,756	13,131
2024	250,000	12,625	261,375	274,444	13,069
2025	255,000	6,375	0	0	0
2026	0	0	0	0	0
2027	0	0	0	0	0
2028	0	0	0	0	0
2029	0	0	0	0	0
2030	0	0	0	0	0
<b>Total</b>	<b>2,000,000</b>	<b>381,250</b>	<b>2,381,250</b>	<b>2,500,313</b>	<b>119,063</b>

After three or four years, there will be a sufficient balance in the debt service fund so that the 5% overlevy could be discontinued.

**Public Works Facility Financing Alternatives**  
**\$4,000,000 Bond Issue**

Bonds (10 year) Assume 2.5% interest		Required Tax Levy	Tax Levy with 5% Overlevy	Remaining Tax Levy to Debt Service FD
<u>Year</u>	<u>Principal</u>	<u>Interest</u>		
2014	0	0	0	
2015	0	150,000	430,000	21,500
2016	180,000	100,000	465,500	23,275
2017	370,000	95,500	471,250	23,563
2018	385,000	86,250	471,625	23,581
2019	395,000	76,625	476,750	23,838
2020	410,000	66,750	476,500	23,825
2021	420,000	56,500	481,000	24,050
2022	435,000	46,000	485,125	24,256
2023	450,000	35,125	493,875	24,694
2024	470,000	23,875	497,125	24,856
2025	485,000	12,125	0	0
2026	0	0	0	0
2027	0	0	0	0
2028	0	0	0	0
2029	0	0	0	0
2030	0	0	0	0
<b>Total</b>	<b>4,000,000</b>	<b>748,750</b>	<b>4,748,750</b>	<b>237,438</b>

After three or four years, there will be a sufficient balance in the debt service fund so that the 5% overlevy could be discontinued.

## Public Works Facility Financing Alternatives

Bond issue of \$13,500,000 for 15 years

Assume 3% interest

<u>Year</u>	<u>Prinicpal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Tax Levy with 5% Overlevy</u>
0	0	202,500	202,500	1,204,875
1	540,000	405,000	945,000	1,206,240
2	760,000	388,800	1,148,800	1,203,300
3	780,000	366,000	1,146,000	1,199,730
4	800,000	342,600	1,142,600	1,195,530
5	820,000	318,600	1,138,600	1,201,200
6	850,000	294,000	1,144,000	1,205,925
7	880,000	268,500	1,148,500	1,209,705
8	910,000	242,100	1,152,100	1,202,040
9	930,000	214,800	1,144,800	1,209,495
10	965,000	186,900	1,151,900	1,215,848
11	1,000,000	157,950	1,157,950	1,215,848
12	1,030,000	127,950	1,157,950	1,214,903
13	1,060,000	97,050	1,157,050	1,197,263
14	1,075,000	65,250	1,140,250	1,189,650
15	1,100,000	33,000	1,133,000	
Total	13,500,000	3,711,000	17,211,000	18,071,550

## Public Works Facility Financing Alternatives

Bond issue of \$13,500,000 for 20 years

Assume 3% interest

<u>Year</u>	<u>Prinicpal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Tax Levy with 5% Overlevy</u>
0	0	202,500	202,500	963,375
1	310,000	405,000	715,000	961,485
2	520,000	395,700	915,700	966,105
3	540,000	380,100	920,100	964,845
4	555,000	363,900	918,900	963,113
5	570,000	347,250	917,250	966,158
6	590,000	330,150	920,150	968,573
7	610,000	312,450	922,450	970,358
8	630,000	294,150	924,150	971,513
9	650,000	275,250	925,250	972,038
10	670,000	255,750	925,750	971,933
11	690,000	235,650	925,650	971,198
12	710,000	214,950	924,950	969,833
13	730,000	193,650	923,650	973,088
14	755,000	171,750	926,750	970,305
15	775,000	149,100	924,100	972,143
16	800,000	125,850	925,850	967,943
17	820,000	101,850	921,850	963,113
18	840,000	77,250	917,250	968,153
19	870,000	52,050	922,050	935,498
20	865,000	25,950	890,950	0
<b>Total</b>	<b>13,500,000</b>	<b>4,910,250</b>	<b>18,410,250</b>	<b>19,330,763</b>



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## MEMORANDUM

To: Anne Norris, City Manager  
Charles Hanson, Finance Director

From: Paul Steinman, Vice President

Date: February 5, 2015

Subject: Cash vs. Financing

The purpose of this memo is twofold. 1) to estimate the taxpayer impact of \$250,000/year and \$500,000/year bond payments based roughly on \$2M and \$4M financing scenario's with 10 year terms, and 2) to address the question: "to fund the public works project, should we use cash from our capital fund or sell bonds to finance the project?"

- 1) The estimated taxpayer impact of \$250,000 and \$500,000 annual bond payments, if paid directly from a levy, is attached as Appendix I to this document.
- 2) "Should you use cash from your capital fund or sell bonds to finance the Public Works project?"

There are multiple objective fronts on which this question can be addressed but ultimately the decision will be based upon each councilor's personal interpretation of the facts listed below. In our experience, the following objective factors should be considered in the context of the discussion:

### Advantages to using cash:

- Save on the fixed costs and interest costs associated with borrowing
- Puts cash to use that is otherwise earning an insignificant return (in today's market)
- More financial flexibility by not having fixed future debt costs
- Retain your borrowing capacity for future projects
  - The City's remaining legal debt margin is approximately \$37,790,268 based upon 3% of the proposed 2015 taxable market value and the outstanding bonds that count against this limit.

- CIP Bonds, which is the statutory authority anticipated to be used for the public works project, are limited to annual bond payments not to exceed .16% of the entities estimated market value. Using 2014 estimated market values, your annual CIP bond payment cannot exceed \$2,305,960.

Disadvantages to using cash:

- Shorting yourself of cash in your capital fund
  - What are your future needs vs. replenishment rate of the fund?
- Future beneficiaries of the project do not incur the preponderance of cost, sometimes referred to as intergenerational inequity
- Funds needed for capital projects can vary significantly from year to year creating peaks and valleys in your budget

Advantages to bonding:

- The cost of the project is spread more equally among the citizens because those who receive the benefit of the project in future years are the one's paying the cost of the project
- Should higher rates or inflation be a concern, financing now at historically low rates may be less financially burdensome than using cash today
- With higher rates or inflation comes higher investment yield for the cash in your capital fund
- Bond payments may enhance the structural integrity of the budget given the fact they are fixed and predictable
- Debt can be structured to provide flexibility to refinance or redeem in the 7<sup>th</sup> year of a 10 year term, or sooner with a front-end loaded principal structure
- Bond payments do not have to be levied but can be paid from the capital fund thereby managing the taxpayer impact and delaying depletion of the capital fund.

Disadvantages of bonding:

- Added costs of the project in financing and interest
  - \$70,000 estimated fixed costs including bond counsel, municipal advisor, underwriter's discount
  - \$395,000 interest on \$3M over 10 years at a True Interest Cost of 2.16% (most recent analysis 1/13/15)
    - A lower bond amount, shorter term, or front-end loaded principal payments are all ways to reduce your interest costs
- Inflexibility to use a defined amount of future revenues other than for bond repayment

As we have discussed at a prior Council meeting, there is no expectation at this point of a credit rating impact whether you decide to fund with cash or finance, or a combination of both.

Appendix I

Taxable Market Value (a)	Projected Debt Levy	\$250,000	\$500,000
	Pay 2014 TNTC	\$15,964,560	\$15,964,560
	Tax Rate Increase (b):	1.566%	3.132%
<b>Homestead Residential</b>			
\$50,000		\$5	\$9
70,000		7	13
85,000		9	17
100,000		11	22
125,000		16	31
150,000		20	40
200,000		28	57
225,000		33	65
250,000		37	74
300,000		45	91
350,000		54	108
400,000		62	125
450,000		70	141
500,000		78	157
550,000		88	176
600,000		98	196
650,000		108	215
700,000		117	235
750,000		127	254
800,000		137	274
850,000		147	294
900,000		157	313
950,000		166	333
1,000,000		176	352
<b>Commercial/Industrial</b>			
\$100,000		\$23	\$47
150,000		35	70
250,000		67	133
500,000		145	290
1,000,000		301	603
3,000,000		928	1,856
5,000,000		1,554	3,108
7,000,000		2,181	4,361
10,000,000		3,120	6,240
<b>Apartments (4 or More Units)</b>			
\$ 50,000		\$10	\$20
75,000		15	29
100,000		20	39
200,000		39	78
500,000		98	196
1,000,000		196	391
3,000,000		587	1,174
5,000,000		979	1,957
7,000,000		1,370	2,740
10,000,000		1,957	3,915

- (a) Taxable market value is the basis from which the net tax capacity is calculated. This value is not  
 (b) The tax rate increase is derived by dividing the average debt service by the taxable net tax

Note: Changes in interest rates, timing or size of the bond issue will cause this information to change



## Memorandum

DATE: February 5, 2015  
TO: Mayor and City Council  
FROM: Anne Norris, City Manager  
SUBJECT: City Council Initiatives and Priorities

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At its last work session, the Council agreed to review proposed Council rules as drafted by a subcommittee of councilmembers. The Council also agreed it would review the list of Council priorities to be sure nothing was missed and to rank the priorities and get them back to me by February 12.

Attached are the proposed Council rules and updated list of those priorities

Attach:

**Crystal City Council**  
**Draft Council Rules**

v 1.0  
Revised 2/3/2015

**Goals**

- To establish a set of rules governing the internal operations of the council
- To clarify processes and expectations, decreasing conflict
- To protect the rights of both the minority and majority, and ensure every member is heard
- To put in place good government practices that will last beyond the existing council
- Balance formality with flexibility
- Develop the minimum amount of rules necessary to accomplish the goals above, in the clearest language possible

**Summary of Changes From Existing Practices**

- Establishment of new “types” of work sessions with standing agenda items
- Process established for any member (with support of others) to add items to work session or meeting agendas
- Slight change to regular order of meetings
- Clarification of process regarding proclamations
- Clarification of process surrounding resolutions, specifically symbolic resolutions
- Clarification of process surrounding consent agenda, including removal of items
- Update to procedure for adopting and amending rules

## City Council Rules of Procedure - City of Crystal, MN

### SECTION 1 AUTHORITY

The Charter and City Code of the City of Crystal, MN direct the Council to adopt a set of rules.

### SECTION 2 MEETINGS

2.1 Meeting Schedule The schedule of regular council meetings is adopted at the beginning of the year in accordance with City Code Section 200 and the city Charter.

2.2 Meeting Agendas The City Manager is authorized to create the agendas for regular and special council meetings. Agendas and informational material for regular meetings shall be distributed to the Council and posted on the city's website no later than the Friday preceding the meeting.

2.2.1 Agenda Approval Approval of regular and special meeting agendas shall be made during the Approval of Agenda section of the meeting. An item may be removed from the agenda by a majority vote of the members present at the meeting. Urgent or emergency items may be added to the agenda during a meeting by suspending the rules (see 4.3 below).

2.2.3 Regular Agenda Order The regular order of the agenda is as follows:

- 1) Call To Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approval of Agenda
- 5) Proclamations
- 6) Special Appearances
- 7) Council Meeting Minutes
- 8) Consent Agenda
- 9) Open Forum
- 10) Public Hearings
- 11) Regular Agenda
  - a) Reading and approval of disbursements over \$25,000
- 12) Information and Announcements
  - a) Upcoming community events
  - b) Notification of upcoming work sessions and council meetings
  - c) Reminder that work sessions and meetings are recorded and available online
  - d) Notice of any vacancies in commissions
- 13) Adjournment

2.2.4 Proclamations A Proclamation may be used to call attention to certain events or causes, or to recognize outstanding residents, employees, businesses, or organizations in Crystal. All proclamations shall relate directly to the City of Crystal. Proclamations are issued and signed by the Mayor and do not require a vote from the council. The City Manager and Mayor shall work together to prepare and schedule proclamations.

2.2.5 Special Appearances The council may, from time to time, invite guest speakers to address the council. These may be other elected officials, or representatives of community programs. The scheduling of guest speakers is at the discretion of the City Manager and Mayor. Guest speakers shall be limited in time to 10 minutes.

2.2.5 Consent Agenda The consent agenda is for routine and non-controversial items. The items on the consent agenda will be considered in one motion. No items may be placed on the consent agenda that pertain to the spending of city funds. Any member may request that an item be removed from the consent agenda; this request is not subject to debate and does not require a vote. Items removed from the consent agenda are added to the regular agenda before the first regular agenda item.

2.2.6 Open Forum The City Council appreciates hearing from citizens about items of concern, and desires to set aside time during each meeting for Open Forum. Under normal order, each person will be allowed three minutes to speak and no items may be addressed for more than ten minutes. The Mayor may, at his/her discretion as presiding officer, extend the total time allowed for a topic. No council action may be taken on any items brought before the council on Open Forum.

2.2.7 Resolutions A Resolution may be used to express City Council policy, direct administrative or legal action, or to make a public statement from the Council (symbolic resolution). Resolutions are passed by majority vote. All symbolic resolutions must directly relate to the business of the City of Crystal. The Council will not issue symbolic resolutions on pending legislation, ballot measures, or any items being discussed by other legislative bodies.

2.2.8 Public Input It is the policy of the Crystal City Council to seek feedback from the community prior to implementing a change in policy. Whenever practical, the council will schedule an opportunity for public comment on a new policy at the meeting prior to the meeting where a vote will take place.

## SECTION 3 WORK SESSIONS

3.1 Work Session Schedules The schedule for work sessions is as follows:

3.1.1 Regular Work Sessions There will be a regular work session immediately following each regularly scheduled council meeting. If there are insufficient agenda items to require a regular work session, it may be cancelled at the discretion of the City Manager.

3.1.2 Special Work Sessions Special Work Sessions may be scheduled by the City Manager at his/her discretion or by the call of any 3 members. Special work sessions are typically scheduled prior to a regularly scheduled council meeting, or on the second Thursday of the month.

3.1.3 Budget Work Sessions Budget Work Sessions may be scheduled by the City Manager at his/her discretion and are dedicated to discussion of formulation of the city budget.

3.2 Work Session Agendas The City Manager is authorized to create the agenda for work sessions.

3.2.1 Agenda Order The regular agenda order is as follows:

- 1) Regular Agenda Items
- 2) Constituent Issues Update\*
- 3) New Business\*
- 4) Announcements\*

\*Only at regular work sessions.

3.2.2 Constituent Issues Update At its regular work sessions the Council will receive from the City Manager an update on open constituent issues. This update will be provided in a format mutually agreed upon by the Council and the City Manager.

3.2.3 New Business Any council member may bring an item up for discussion during the New Business portion of the regular work session. Discussion on each item is limited to three minutes. Upon the agreement of a minimum of three council members the item may be added to the agenda for the next Regular Work Session for further discussion. Upon the agreement of a minimum of four council members the item may be added to the next council meeting agenda.

3.2.4 Announcements This section of the agenda is for council members and staff to make announcements about upcoming events or meetings, or to preview the agenda for upcoming meetings and work sessions.

3.3 Recording All work sessions shall be audio recorded and the recordings shall be retained on the city's website for a period of six months.

3.4 Decorum It is the desire of the Council to conduct work sessions in as informal way as possible to facilitate open and natural discussion of agenda items. Council members are to refrain from personal attacks or off-topic conversation. The Mayor is the presiding officer at work sessions and is responsible for maintaining decorum.

**SECTION 4                    GENERAL**

4.1 Adoption of Rules Rules shall be adopted by a resolution requiring an affirmative vote of 5 council members at the second Regular Council Meeting of each year. If rules are not adopted at this meeting they will be presented at every subsequent meeting until they are adopted. Current rules remain in effect until new rules are adopted.

4.2 Amendment of Rules Once adopted for a calendar year, rules shall not be amended except by resolution requiring an affirmative vote of 6 members.

4.3 Suspension of Rules A rule may be temporarily suspended by an affirmative vote of two-thirds of the members present. The specific reason for suspending the rules must be stated in the motion to suspend, and no business may be transacted except the stated business.

4.4 Motions reduced to writing Pursuant to City Code 200.11 - A motion must be reduced to writing at the request of any member present. Ordinances and resolutions must be presented in writing and read in full before a vote is taken thereon unless the reading is dispensed with by unanimous consent.

4.5 Tie Votes A tie vote results in a lost motion.

4.6 Unanimous Consent Unanimous consent for the dispensing of reading of ordinances and resolutions is assumed unless a member requests a formal reading prior to the vote on the item in question.

4.7 Vote Count Reference This section indicates the number of votes required to achieve a threshold at various voting strengths.

	<b>Number of Members Present</b>			
<b>Threshold</b>	7	6	5	4
Three Fourths	6	5	4	3
Two Thirds	5	4	4	3
Majority	4	4	3	3

### **City Charter, Section 3.03.**

#### ***Rules of Procedure and Quorum.***

The council determines its own rules and order of business. A majority of all members elected is a quorum to do business, but a smaller number may adjourn from time to time. The council may by ordinance provide a means by which a minority may compel the attendance of absent members.

### **City Code, Section 200.09.**

#### ***Council rules; presiding officer.***

The presiding officer must preserve order and decorum, decide questions of order, and conduct meetings in accordance with these rules. The city council is governed in its procedure by the provisions of chapters 2 and 3 of the city charter and Roberts Rules of Order (Newly Revised Edition) except where otherwise provided by the charter or by this chapter.

The council may make and change its own rules from time to time by resolution duly adopted and any such changes supersede Roberts Rules of Order (Newly Revised Edition). The presiding officer may speak on any question being considered, and has the rights, privileges, and duties of any other member of the council. The presiding officer may temporarily yield the chair to introduce or second a motion, resolution or ordinance.

### **City Code, Section 200.09 (proposed amendment).**

#### ***Council rules; presiding officer.***

The presiding officer must preserve order and decorum, decide questions of order, and conduct meetings in accordance with these rules. The city council is governed in its procedure by the provisions of chapters 2 and 3 of the city charter and Roberts Rules of Order (Newly Revised Edition) except where otherwise provided by the charter or by this chapter.

The presiding officer may speak on any question being considered, and has the rights, privileges, and duties of any other member of the council. The presiding officer may temporarily yield the chair to introduce or second a motion, resolution or ordinance.

The council must maintain at all times a set of rules. Rules shall be adopted by a resolution requiring an affirmative vote of 5 council members at the second Regular Council Meeting of each year. If rules are not adopted at this meeting they will be presented at every subsequent meeting until they are adopted. Current rules remain in effect until new rules are adopted. Once adopted for a calendar year, rules shall not be amended except by resolution requiring an affirmative vote of 6 members.

The current council rules shall be posted on the city website and a public copy will be provided at all council meetings and work sessions. Council rules supersede Roberts Rules of Order.

(New language in red)

CRYSTAL CITIZENS CONNECTION INITIATIVE PRIORITIES – 2015

Task	Goal	Current Practice	Action Plan	Ranking
Develop City Council rules	Predictability of Council business, way to get items on agenda for discussion	Current Council rules – Resolution #2014-113 outlining Council business	Councilmembers Kolb and Peak drafting updated rules for Council consideration	
Thank you notes to citizens speaking at Council meetings	Encourage/appreciate citizen participation	Staff sends letter with thank you only when follow up necessary/required	Council writes thank you notes after meetings	
Traffic symposium	Encourage understanding of neighborhood traffic issues (speeding, stop signs)	Directed patrols of “problem areas”		
Customer surveys for city interactions	Encourage feedback and improve processes where needed	Recreation does participant program evaluations for most programs		
Customer service awards for city employees	Reward good customer service	Gold Star awards (internal use only) for recognition of good customer service		
Look at Citizen Input Time for Improvements	Increased use/participation	Currently posted on city electronic and actual bulletin board	Add to events on Facebook, ?	
Neighborhood meetings, possibly with parks department	Increased visibility of city in neighborhoods	Parks & Recreation Commissions have neighborhood meetings in summer months Police department’s Night to Unite (1 <sup>st</sup> Tuesday in August)	Host neighborhood picnics with 3 of the Parks & Recreation Commission summer meetings	

Task	Goal	Current Practice	Action Plan	Ranking
Plain language initiative	Make city communications and correspondence clearer to residents/recipients (hearing notices, citations, etc.)	Changes have been made in recent years to make notices more reader friendly and to include drawings and maps where appropriate – there are some statutory requirements for certain notices	Continue to improve notices while meeting statutory verbiage requirements, Changes made to February 2015 Planning Commission hearing notices	
Neighborhood watch/crime prevention invigoration	Get more participation and visibility in neighborhood watch program	<p>Coordination of block leaders for neighborhood watch and Night to Unite events (71 in 2014)</p> <p>Police Department Open House on Night to Unite for those neighborhoods that don't have block captains or block parties</p>	Yard signs (similar to Robbinsdale)	
Crystal Ball	Community Event		Light of Crystal, Crystal Fund for Community Progress, Crystal Business Association	
Constituent Management process (tracking requests and responses)	Manage responses to constituent requests, complaints	Done by each department, not necessarily coordinated – except code enforcement which is city department-wide		
Review Budget Process		<p>Staff gets direction from Council</p> <p>Staff drafts budget</p> <p>Council reviews budget in</p>		

Task	Goal	Current Practice	Action Plan	Ranking
		August work sessions Preliminary levy set in September Final levy set in December		
Communications staffer		Part-time communications staff (24 hours per week) and other staff utilizing current tools (att.)		
Boy Scout/Girl Scout Pledge of Allegiance	Lead Pledge at Council meetings	On a request by scout basis	Initiate/coordinate scouts to lead pledges at Council meetings (Councilmember Kolb and Parsons)	
Review street parking rules				
Review commissions				
Ordinance review, possibly new commission				
Sunset date/annual renewal for initiatives like Beyond the Yellow Ribbon and GreenSteps				
Complaint tracking process	Track type and number of complaints as well as resolution	Varies by department Admin used to produce a monthly report for the Council – reinstate a variation of that?		
Review Point of Sale Inspection	Understand history, purpose and process	Staff currently reviewing process for streamlining,		

Task	Goal	Current Practice	Action Plan	Ranking
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provisions		clarifying		
Review rental inspection provisions	Understand history, purpose and process	Staff currently reviewing process for streamlining, clarifying		
Can Farmers Market be a city event?	Add farmers market to city-sponsored event		Discuss with Parks & Recreation Commission at March 12 work session	
More frequent conversations with advisory commissions		On a request basis – as commissions have work plans or topics to discuss with the Council		