Finance Commission Agenda

Tuesday, November 14, 2023
6:30 PM
City Council Chambers

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

1. **Roll Call - Barclay, Bester, Dahir, Davies, Sagisser, Tupy**
2. **Receive Public Comment**
3. **Approval of Meeting Minutes**
   a. Approve Minutes from October 10, 2023 meeting
4. **Business Items**
   a. Receive Finance Commission Tracking Report
   b. Discuss Electric vs Diesel Fire Engines
   c. Discussion on vehicle replacement schedules
   d. Adopt 2024 Meeting Calendar
   e. Adopt 2024 Work Plan
5. **Other Business**
6. **Adjourn**

Roseville Finance Commission
Agenda Item

DATE: November 14, 2023 **ITEM:** 3.a.

ITEM DESCRIPTION: Approve Minutes from October 10, 2023 meeting

Background

As an advisory commission to the City Council, the Finance Commission's discussions and recommendations play an important role in setting City policies and influencing decisions on programs and services.

To ensure an accurate historical account of the Finance Commission's activities are preserved, the City maintains a practice of keeping meeting minutes. The attached file contains the draft minutes from the October 10, 2023 meeting. The Commission is asked to review the minutes and identify any typos, errors or inaccuracies of the discussion that took place.

Where applicable, Commission members are asked to identify any necessary corrections at the meeting. The Commission should subsequently vote to approve the amended (if necessary) minutes. Once the minutes are approved, they become part of the City's permanent records.

Recommendation

Review the draft minutes.

Requested Commission Action

Amend (as necessary) and approve the Finance Commission meeting minutes for the October 10, 2023 meeting.

Attachments

1. FC 10.10.2023

Finance Commission
Meeting Minutes
DRAFT – October 10, 2023 - DRAFT

Roll Call/Announcements

The Finance Commission (FC) meeting was called to order at 6:30 p.m. Chair Davies called the roll.

Commissioners Present: Siafa Barclay, Bruce Bester, Wanda Davies, Joe Tupy and Sadiq Dahir

Commissioners Absent: Karin Derauf, and Dan Sagisser

Staff Present: Finance Director Michelle Pietrick and City Manager Patrick Trudgeon

Receive Public Comments

There being no one present wishing to speak to the Commission on an item not on the agenda, the Chair moved to the next agenda item.

Approval of Meeting Minutes

Chair Davies indicated she had one correction line 197-198, it stated she was not going to recommend this Capital Improvement Plan. She explained she was going to recommend it but wanted to look in the future at the replacement schedules for vehicles.

Commissioner Bester moved, seconded by Commissioner Barclay to approve the September 12, 2023 meeting minutes as amended. **The motion carried unanimously.**

Receive Position Classification & Compensation Study Report

City Manager Patrick Trudgeon presented the position classification and compensation study report for the Commission to review and discuss.

Chair Davies explained there is quite a bit of overlap on the steps so if someone were to get promoted from step one to step two and were at the top of the scale in step one, would the person come into grade two at exactly the same pay rate without a raise.

Mr. Trudgeon explained what typically happens is the person would go into the next step up from the highest amount in the previous step. He reviewed the cost to implement the proposed plan.

Chair Davies asked how much of the $420,000 is the COLA.

Mr. Trudgeon explained COLA is about $240,000 of the total which leaves the market position adjustment of $180,000.

Chair Davies asked what COLA has been historically.

Mr. Trudgeon explained that in the last few years it has been about three percent, however during 2021 it was one percent. He noted it varies yearly. He continued to review the employee step system. He noted every year there is a COLA increase and there are also step increases based on the employee anniversary date. He indicated Ms. Pietrick and he have been meeting regularly on the proposed 2024 budget and from what he has seen in this report and dependent on the union negotiations there is probably not a lot of wiggle room to lower the levy substantially. He indicated staff will continue to look at the budget and other things to explore whether the levy can be reduced.

Chair Davies asked what sort of jobs staff are having trouble filling within the City.

Mr. Trudgeon explained it used to be the higher-level positions were harder to fill and that is still generally true but sometimes there is a position that has specific qualifications and there are a ton of applicants and then there is a general position and there are not many applicants. He indicated other times it is the flip but typically the lower paid, lower-level jobs, more general jobs get more applicants, but staff is seeing across the board less applicants that apply and there are less applicants that are heard back from and less applicants showing up for the interview. There are problems with the seasonal positions because of the pay as well as a big turnover in the police officer positions. He noted the turnover rate in the City is approximately ten percent.

Chair Davies asked if there could be a means to implement this over two years.

Mr. Trudgeon explained staff looked at that and it's always a possibility. The only thing he thought could be adjusted would be the market position adjustment by delaying that a year but would cause ripple effects as well.

Chair Davies asked what the cost of the study was to the City.

Mr. Trudgeon believed it was sixty thousand dollars.

Chair Davies asked if the cost of the study would be the same if it was done every couple of years.

Ms. Pietrick indicated it would be significantly less because the City would not need to have such an extensive study done.

Mr. Trudgeon noted the City Council did not have any issues with this study when it was presented to them.

Chair Davies thanked Mr. Trudgeon for the presentation.

Receive Finance Commission Recommendations Tracking Report

Commissioner Bester updated the Commission on the Finance Commission tracking report.

Update on Council Adopted 2024 Preliminary Budget and Tax Levy

Finance Director Pietrick stated the Council adopted the preliminary budget and tax levy the Finance Commission recommended. She noted the City has an 8.99% preliminary tax levy increase. Those numbers have been sent into the County.

Chair Davies asked what the City Council's general reaction was to the study.

Ms. Pietrick explained she did not see a lot of shock; she thought it was because the consultant has been talking to the Council it was expected. She thought maybe the Council was hoping it would be a smaller number, but she also thought the Council does recognize that the City has to invest in its human capital. She indicated turnover is expensive. When the City loses an employee, it costs a lot to train in a new employee.

Review and Adopt Recommendation on the 2024 Proposed Utility Rates

Finance Director Michelle Pietrick reviewed the 2024 proposed utility rates with the Commission.

Chair Davies asked if the proposed rates continue with the same split of commercial versus residential and does not make any effort to get the commercial a larger share.

Ms. Pietrick explained not at this point in time. She explained when Ehlers did the update, they did not really recommend any further adjustments this year. With the next update, Ehlers will be asked to look at the equity among rate payers.

Commissioner Bester made a motion, seconded by Commissioner Tupy, endorsing the recommendation made by staff for the 2024 proposed utility rates. **The motion passed unanimously.**

Staff Update

Finance Director Michelle Pietrick provided a brief update on the new finance software.

Future Meeting Topics and Work Plan

Finance Director Pietrick stated the next agenda would include discussions on adopting the 2024 meeting calendar, adopting the 2024 work plan and replacement of vehicles discussion.

Adjourn

Commissioner Dahir made a motion, seconded by Commissioner Bester, to adjourn. **The motion passed unanimously.**

The meeting was adjourned at 8:03 p.m.

Roseville Finance Commission
Agenda Item

DATE: November 14, 2023 **ITEM:** 4.a.

ITEM DESCRIPTION: Receive Finance Commission Tracking Report

Background

A summary of the Finance Commission's recent recommendations submitted to the City Council is included in Attachment 1 for review. The report has been updated to reflect items that have been closed or added per Commissioner Bester.

Recommendation

Not applicable.

Requested Commission Action

For review and discussion purposes only. No formal Commission action is necessary.

Attachments

1. Tracking Report

Roseville Finance Commission
Recommendation Tracking Report
Report Date - October 10, 2023

No.	Recommendation	Description	Date Recommend ed	Date Presented	Status	Discussion and Next Steps
2022-02	1. Transfer funds from Excess Cash to PMP 2. Transfer funds from Genl Fund to PMP 3. Increase taxes to pay loan. 4 Keep receivable until PMP needs cash **5. License Center has paid $495,000 into Shopping Center Fund. This is the source of funds that will be used to repay the internal loan.**	How to handle remaining $266,829 interfund receivable/payable with respect to PMP funds used for purchase of Shopping Center at 2917 Lexington.	5/10/2022	5/10/2022	Implemented	First discussion at Finance Commission meeting 5/10/22. Tentative consensus to keep the receivable/payable for now, and revisit before end of year. Next discussion 11/15/22, where it was agreed to transfer funds from Excess Cash to PMP to close this item. To Council March 2023. **See the notes and attachments to the March 14, 2023 Finance Commission meeting for details and background.**
2023-01	Finance Commission recomends that steps be taken to begin to act on incorporating limited equities in the City's investment portfolio.	Option to permit limited investment in equity investments	3/14/2023	3/14/2023	Pending	On 4/25/22 the City Council approved expanded Investment Policy language to permit limited use of equity investments.
2023-02	The Finance Commission questions whether holding vehicles for longer service lives could reduce overall vehicle capital and operating expense.	The recommendation and question applies to all types/classes of vehicles used by the City of Roseville.	9/12/2023		Pending	Finance Commission wishes to engage in further conversation about vehicle retention and replacement practices at its meeting of 11/14/23.
2023-03	If and when budget or levy reductions are made, the Finance Commission should be apprised of those adjustments.	In September each year the Finance Commission makes a budget and levy recommendation and the City Council approves a preliminary budget and levy.	9/12/2023	10/10/2023	Implemented	Budget and levy reductions can and often do happen after the preliminary budget is approved by City Council. On 10/10/23 it was agreed that when changes are made to the preliminary budget approved by City Council, the Finance Commission will be so advised.

Roseville Finance Commission
Recommendation Tracking Report - Definitions

Status	Definition
Pending	Recommendation has not yet been presented to the City Council
Received	Recommendation has been received by the City Council but has not received a formal reply or action
Accepted	Recommendation has been accepted by the City Council but action has not yet been taken
Rejected	Recommendation has been rejected by the City Council and will not move further
Implemented	Recommendation has been accepted by the City Council and action has been implemented
Rescinded	Recommendation has been rescinded by the Finance Commission
Received - Closed	Recommendation has been received by the City Council but has not received a formal reply or action and will be considered closed from future updates tracking.
Received - Further Development	Recommendation has been received by the City Council and returned to the Commission for modifications or further development.

Roseville Finance Commission
Agenda Item

DATE: November 14, 2023 **ITEM:** 4.b.

ITEM DESCRIPTION: Discuss Electric vs Diesel Fire Engines

Background

The Fire Department is proposing to transition to Electric Fire Engines. In an effort to reduce greenhouse gas emissions, improve apparatus ergonomics to reduce injury, and to provide a sustainable long-term emergency response platform, the fire department is considering an electric alternative for Fire Engines. There are increased initial costs associated with electric engines versus diesel as shown in the attached spreadsheet (attachment 1). There would be cost savings associated with some operational costs such as motor fuel.

In addition to reducing greenhouse gas emissions, another positive is that electric engines would be retained by the city for 20 years. The current diesel engines are retained for a total of 15 years – 5 years on the front line, 5 years on the second line and then 5 years as a reserve vehicle.

While electric engines cost more initially, we get the additional life of the vehicle, we get a bumper to bumper 5 year warranty (versus a 1 year warranty for Diesel) and a 10 year warranty on the battery components of the electric engine. These increased warranty options from the manufacturer will contribute to a reduction in initial operating costs of the electric engine. We also have the potential motor fuel cost savings of about $100,000 over the next 20 years.

The Fire Chief has provided additional details as noted in attachment 2 and he will be in attendance to provide additional information and to answer any questions the commission may have.

Recommendation

Not applicable.

Requested Commission Action

For review and discussion purposes only. No formal Commission action is necessary.

Attachments

1. Attachment 1 - Cost Analysis-Electric versus Diesel Fire Engines
2. Attachment 2- Electric Fire Engine 11-2023

Electric Engines

Key	Description	2025	2030	2035		
						If new life of 20 years
V	Staffed engine replacement #1 (2010)	$ 1,800,000	$ -	$ -	$ 1,800,000	replace in 2045
V	Staffed engine replacement #2 (2015)		-	1,800,000	$ 1,800,000	replace in 2055
V	Staffed engine replacement #3 (2020)			-	$ -	replace in 2055
		$ 1,800,000	$ -	$ 1,800,000	$ 3,600,000	

Diesel Engines

Key	Description	2025	2030	2035		
V	Staffed engine replacement #1 (2010)	$ 1,060,000	$ -	$ -	$ 1,060,000	15 year life
V	Staffed engine replacement #2 (2015)		1,060,000		$ 1,060,000	15 year life-replace in 2045
V	Staffed engine replacement #3 (2020)			1,060,000	$ 1,060,000	15 year life - replace in 2050
		$ 1,060,000	$ 1,060,000	$ 1,060,000	$ 3,180,000	

Additional Costs/potentiasl savings				
Upgrade elctrical charging	$ 20,000			$ 20,000
Capital Cost Variances	$ 760,000	$(1,060,000)	$ 740,000	$ 440,000

Over the course of 20 years, potential fuel cost savings:

Decreased Fuel costs (averaged consumption * 20 years)	$ (100,000)	$ (100,000)	$ (100,000)	$ (300,000)

City of Roseville Fire Department

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Roseville Finance Commission
Memo: Fire Department Apparatus Transitions

The Fire Department continuously analyzes both short and long-term goals related to our capital assets including the types and design of apparatus utilized to respond to 911 emergencies. As a result of this analysis, the Fire Department is proposing changes to the types of apparatus we utilize on a daily basis to increase efficiencies, create safer and more effective operations, and to be considerate of climate sustainability efforts within our operations.

Electric Fire Engine
Electric Vehicles (EVs) have become a norm on our roads today. The fire apparatus industry has come to embrace this technology with a unique focus on innovation beyond simply putting a 'battery' in a fire truck. After discussion and review of all available options in the marketplace the Fire Department is proposing to transition our primary staffed fire engine to an EV Fire Engine.

When evaluating fire apparatus pricing it is important for us to recognize that in the last three years the fire apparatus industry has experienced cost increases ranging anywhere from 35-40%. To illustrate the impact this has had on our long-term planning, even remaining with a diesel Fire Engine we would be looking at our next apparatus purchase being nearly $1.1 million. The transition to an EV fire engine will require additional funding, estimated at approximately $700,000 for the initial purchase for an estimated total of $1,800,000. While this cost is significant, there are operational savings that will, over the course of the apparatus life cycle play a positive role in cost savings for the city.

Several of the key benefits and analysis points are below:
1) Provides an environmentally sustainable fleet pathway.
2) Aligns with City goal of environmentally sustainable actions already in place, i.e. Solar Power on the roof of the fire station.
3) Increased ergonomic design for firefighter safety and reduced workplace injuries. Includes the ability for the apparatus to lower itself for better access to equipment and the cab interior.
4) Reduce noise within the riding cab while responding to emergencies, improving crew communication and incident response clarity.
5) Overall reduced size of apparatus. Increases safety and agility of apparatus for all driving conditions.
6) Supports fire department mission of remaining on the forefront of innovation.
7) Places control of fire department fleet transition from 'conventional' apparatus to more environmentally sustainable apparatus on our timeline rather then forced implementation by outside factors (i.e., emissions changes, elimination of Internal Combustion Engines (ICE) drivetrains, etc.)
8) Reduced operational cost(s) of apparatus. Limited need for routine ICE maintenance as well as significantly reduced fuel consumption while also reducing long-term ICE reliability and maintenance issues.

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9) Increases life-cycle of primary engine apparatus from 5 years to a projected 10-year life cycle, this provides a cost *savings* in the long-term CIP vs. a conventional fleet plan.
10) Rosenbauer RTX fire engine utilizes a proven electric drivetrain developed and currently implemented in the heavy-duty truck market by Volvo Penta.
11) Apparatus manufacture is located within Minnesota and is same OEM that has produced our current fleet.

Below is a 3D rendering of the proposed Roesnbauer RTX Electric Fire Engine:

Roseville Finance Commission
Agenda Item

DATE: November 14, 2023 **ITEM:** 4.c.

ITEM DESCRIPTION: Discussion on vehicle replacement schedules

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Background
The Finance Commission had requested information regarding how the City determines when to replace vehicles. All vehicles are assigned an estimated life when purchased which is used to calculate depreciation for accounting purposes.

There are a number of factors that go into determining when vehicles are replaced. In discussion with the department heads, here are some of the factors that they use:

- Maintenance and repair costs – are vehicles requiring more than regular maintenance – if so, replaced as scheduled or sooner – all departments consult with the city garage mechanics.
- Wear/Tear – based on usage are things breaking down faster.
- Reliability – vehicles are out of service more frequently (less reliable) – if plows or police vehicles are out of commission, the city doesn't have extra vehicles, so it impacts service delivery

Each department evaluates their scheduled replacements and will determine whether the condition of the vehicle warrants replacement. Vehicle replacement schedules for each department are as follows:

Community Development has 4 vehicles used by building inspectors and other staff which are replaced approximately every 10 years. They will keep vehicles longer if maintenance and repair costs aren't high. Their vehicles are driven around town, which means lots of starts and stops for short trips, which causes far more wear and tear than simply looking at mileage.

Police Department holds vehicles for anywhere from 3 to 10 plus years. There are 14 patrol squads that are used 24/7 and they replace 4 or 5 each year (so the average age is 3 years). 13 vehicles are used by Community Service/Cadets/SRO/Canine officers/CAT team (4-10 year replacement cycle). There are 11 unmarked detective/command vehicles which are replaced around 10 years or longer. Currently, we have 2 unmarked vehicles that are 11 and 21 years old. The department uses a matrix to determine when to replace a vehicle. Attachment 2 is an example of 2 recent matrixes done on vehicles. The matrix factors in age, miles, service records, reliability, condition, and maintenance and repair costs. Patrol vehicles have a lot of hard usage and are used 24/7 as we do not have individual cars for each officer.

Fire Department factors in engine/pump hours, mileage on some vehicles and wear and tear. Vehicles are reviewed by city mechanics as well as the manufacturer during annual inspections and testing. Fire Engines are held for a total of 15 years (5 as first out, 5 as second out, 5 as reserve). Medic Unit/Ambulances are generally held for 16 years, with a chassis replacement in year 8. Command vehicles are held for 10 years. There are 5 command vehicles, so the CIP schedule is staggered, so one is programmed for replacement every 2 years.

Parks Department replacement is determined by a combination of factors which include life expectancy, specific usage and current condition of the vehicle. Pickup trucks are on an 8 year cycle as they are used for plowing throughout the winter, which adds greater strain on the truck's frame, axel, transmission and damage to the body. In the summer, the larger pickups are used daily to haul mowers to parks, which adds wear and tear and leads to expensive repairs earlier than non-commercial usage patterns. All vehicles are assessed annually, prior to beginning the purchase process and they don't replace a truck until condition warrants a replacement. They currently have a number of trucks that are older than 8 years. The recreation vans are intended to be replaced every 10 years. However, they have been in relatively decent condition with few major repairs, so they are now scheduled for replacement in 2024 and 2025 when they will be 18-19 years old.

Public Works has 39 vehicles with different schedules. Attachment 1 is a memo from the Public Works Director outlining the various schedules and the factors that go into determining when to replace them. They use similar evaluation methodology as the other departments and review each vehicle prior to replacement.

Recommendation
For discussion purposes no action necessary.

Attachments
1. Attachment 1 -Memo_PublicWorks_VehicleReplacement
2. Attachment 2 - Police Vehicle Matrix

ROSEVILLE

Public Works Department

Memo

To: Michelle Pietrick, Finance Director

From: Jesse Freihammer, Public Works Director

Date: November 8, 2023

Re: Public Works Vehicle Replacement Schedule

The public works department has 39 vehicles and large equipment in fleet. Due to the variety of uses, the replacement schedule varies by vehicle type.

Current replacement schedule for majority of vehicles

Vehicle Type	# of Vehicles	Replacement Schedule
Engineering Vehicles	6	12
Light Duty Vehicles	2	12
Heavy Duty Trucks	7	12
Single Axel Trucks (Snow)	8	12
Tandem Axel Trucks (Snow)	2	10
Loaders (Snow)	2	15
Sweepers	1	15
Boom Truck, Water Truck, Crane Truck, Sign Truck, Tru Vac, Tractor	7	15
Jet Vac	1	13
Excavator	1	15
Skid Steers	2	7

Staff has determined this is the optimum time to upgrade vehicles. These replacement schedule guidelines allow the city to get the best value when the old vehicle is sold. It also prevents most major maintenance on vehicles which can have significant costs. Major repairs also risk having vehicle out of service for extended period of times. Most vehicles do not have back up vehicles so when equipment is out of service, that type of work can not be done or it must be rented which can be costly. Some of the public works vehicles are directly related to public safety such as snow removal equipment and the jet vac which is used to clear sewer backups and assists with watermain breaks. If these vehicles are out of service there is greater risk of sewer backup issues or delays in getting snow and ice removed

If vehicle replacement schedules were extended, more maintenance would be required. Currently staff does most maintenance and repairs in house. Some work is sent to outside repair shops for specialty work or if there are not enough staff time for repairs. If maintenance went up, an additional mechanic would be needed or more outside work would be needed.

Year	In House Work Orders	Outside Work Orders	Total Work Order
2018	899	21	920
2019	1096	37	1133
2020	845	27	872
2021	802	71	873
2022	785	72	857

Some additional considerations built into the replacement schedule includes newer technology, safety and fuel efficiency. Typically, most new models of vehicles have these benefits over older models. For example, most vehicles as they get replaced now have more cameras or sensors making them safer to operate reducing accidents or work claims.

Public Works staff reviews each vehicle before it gets replaced. If the vehicle is operating well and there is no need to upgrade at this time we delay replacement in the CIP. For example, the excavator was originally scheduled for replacement in 2023 but staff has pushed this back until 2025 since it is still operating adequately and there are no major upgrades with the new excavator.

RVPD Vehicle Condition Index

Police Squad # 2560-2013 Ford Fusion

FACTOR	Jun 2023 Actuals	Jun 2024 Predictions*	Jun 2023 Actuals (Points)	Jun 2024 Predictions (Points)	POINTS
Age (years)	10	11	**10**	**11**	One point for each year of chronological age, base on in-service date
Miles	61,100	67,210	**6**	**7**	One point for each 10,000 miles of use
Type of Service	3	3	**3**	**3**	1, 3, 5 points are assigned based on the type of service that vehicle receives. Police patrol car= 5 (heavy service); Unmarked Investigative car= 3 (moderate service); Administrative sedan= 1 (light service)
Reliability			**2**	**2**	Points are assigned as 1, 2, 3, 4, or 5 depending on the frequency or repair/downtime. A 5 would be assigned to a vehicle that has 4% to 5% downtime or more, 4 for 3% to 4% downtime, 3 for 2% to 3% downtime, 2 for 1% to 2% downtime and one point would be assigned for vehicle with than 1% downtime.
Original Price of Vehicle	$ 15,775	$ 15,775			
Maintenance and Repair Costs	$ 8,975	$ 9,873			
Total M & R Costs (Repairs/Original Price)	57%	63%	**3**	**3**	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price; > 75% = 4; > 50% = 3; > 25% = 2; less than or equal to 25% = 1
Condition			**4**	**3**	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.
Cost per Mile: (Repair Costs/Miles)	$ 0.15	$ 0.15	**4**	**4**	1 to 5 points are assigned depending on the cost per mile. A 5 would be assigned to a vehicle with costs per mile in excess of $.20; > $.15 = 4; > $.10= 3; > $.05 = 2; < $.05 =1
Point Ranges					Under 21 points Condition I Excellent
					21 to 25 points Condition II Good
					26 to 30 points Condition III Qualifies for replacement
					31 points and above Condition IV Needs immediate consideration
		Total	**32**	**33**	

Blue Book Value	

Vehicle Condition Index Completed on : **10/4/2023**

Notes:

*All variables may not be accounted for in predictions

RVPD Vehicle Condition Index

Police Squad # 1701 2017 Dodge Charger

FACTOR	June 2023 Actuals	Jun 2024 Predictions*	Jun 2023 Actuals (Points)	Jun 2024 Predictions (Points)	POINTS
Age (years)	6	7	**6**	**7**	One point for each year of chronological age, base on in-service date
Miles	72,189	84,221	**5**	**6**	One point for each 10,000 miles of use
Type of Service	5	5	**5**	**5**	1, 3, 5 points are assigned based on the type of service that vehicle receives. Police patrol car= 5 (heavy service); Unmarked Investigative car= 3 (moderate service); Administrative sedan= 1 (light service)
Reliability			**4**	**4**	Points are assigned as 1, 2, 3, 4, or 5 depending on the frequency or repair/downtime. A 5 would be assigned to a vehicle that has 4% to 5% downtime or more, 4 for 3% to 4% downtime, 3 for 2% to 3% downtime, 2 for 1% to 2% downtime and one point would be assigned for vehicle with than 1% downtime.
Original Price of Vehicle	$ 24,358	$ 24,358			
Maintenance and Repair Costs	$ 16,864	$ 19,675			
Total M & R Costs (Repairs/Original Price)	69%	81%	**4**	**5**	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price; > 75% = 4; > 50% = 3; > 25% = 2; less than or equal to 25% = 1
Condition		4	**4**	**4**	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.
Cost per Mile: (Repair Costs/Miles)	$ 0.23	$ 0.23	**5**	**5**	1 to 5 points are assigned depending on the cost per mile. A 5 would be assigned to a vehicle with costs per mile in excess of $.20; > $.15 = 4; > $.10= 3; > $.05 = 2; < $.05 =1
Point Ranges					Under 21 points Condition I Excellent
					21 to 25 points Condition II Good
					26 to 30 points Condition III Qualifies for replacement
					31 points and above Condition IV Needs immediate consideration
		Total	33	36	

Blue Book Value	

Vehicle Condition Index Completed on : **8/1/2023**

Notes:

*All variables may not be accounted for in predictions

Roseville Finance Commission
Agenda Item

DATE: November 14, 2023 **ITEM:** 4.d.

ITEM DESCRIPTION: Adopt 2024 Meeting Calendar

Background
The Commission is asked to establish a 2024 meeting calendar to allow for advanced public notification of scheduled meetings and to help guide the development of an annual work plan.

While the Commission historically meets on the second Tuesday of each month, State Law prohibits the holding of any local government meetings during the primary or general election dates. For 2024, the primary will be held on Tuesday, August 13, which falls on the second Tuesday of the month. As a result, the Commission will need to hold its August meeting on a different date. Staff suggests the August meeting be held on Thursday August 22, 2024.

In addition, the Finance Director and Assistant Finance Director are scheduled to be at the GFOA conference from June 8-June12, 2024. Staff recommends moving the June meeting to Thursday June 13, 2024.

Recommendation
See above.

Requested Commission Action
Motion to establish the 2024 monthly Meeting Calendar for the second Tuesday of each month with the exception of June and August, which will be held on Thursday June 13 and Thursday August 22.

Attachments
1. 2024 Finance Commission Meeting Calendar

2024 Finance Commission Meeting Dates

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30						

July

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August

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November

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December

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Roseville Finance Commission
Agenda Item

DATE: November 14, 2023 **ITEM:** 4.e.

ITEM DESCRIPTION: Adopt 2024 Work Plan

Background
The Commission is asked to establish a 2024 Work Plan to allow for advanced public notification of the various topics scheduled for review and discussion. An annual work plan also aids in the scheduling of future agenda topics.

While the Commission has a number of seasonal topics associated with the City's annual financial cycle, there may be unfinished business from a previous Work Plan or items specifically assigned by the City Council that have not yet been undertaken. The Commission should consider adding those or other potential topics of discussion as well.

A draft of the 2024 Work Plan is included in *Attachment 1*. The Commission is reminded that the Work Plan merely serves as a guideline and is not intended to mandate which discussions take place or their timetable. *Attachment 2* includes City Code Chapter 208 which prescribes the Commission's scope, duties, and functions.

Recommendation
See above.

Requested Commission Action
Motion to establish the 2024 Work Plan.

Attachments
1. Annual_Workplan_2024
2. Chapter 208

Roseville Finance Commission

2024 Meeting Topics & Calendar - DRAFT

Month	Discussion Topic (Tentative)
January 9	▪
February 13	▪
March 12	▪ Select Chair, Vice-Chair, and Ethics Commission Representative ▪ Review 2023 Investment Portfolio performance ▪
April 9	▪ Review 2023 preliminary year-end cash reserve levels ▪
May 14	▪ Discuss items for Joint City Council-Finance Commission meeting ▪ Review 2023 Audit Reports – might be moved to June ▪
June 13 Thursday	▪
July 9	▪ 2025-2044 Capital Improvement Plan review #1
August 22 * Thursday	▪ Discuss the 2025 City Manager Recommended Budget & Tax Levy ▪ 2025-2044 Capital Improvement Plan review #2 ▪
September 10	▪ Establish Recommendation on 2025 City Manager Recommended Budget & Tax Levy ▪ Establish Recommendation on 2025-2044 Capital Improvement Plan ▪
September 16	▪ Present Budget Recommendation to City Council
October 8	▪ Update on the Council-adopted 2025 preliminary Budget & Tax Levy ▪ Review and adopt a recommendation on the 2025 proposed utility rates
November 12	▪ Adopt 2025 Meeting Calendar ▪ Adopt 2025 Work Plan

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. Recommend 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.
G. Review City's financial affairs and investment policy and portfolio, and bring to the City Council any items of concern or suggested improvements.
H. Perform other duties the City Council assigns.

(Ord. 1481, 07-20-2015) (Ord. 1522 04-10-2017) (Ord. 1538 12-11-2017)