



City Council Agenda

Monday, December 4, 2023

6:00 PM

City Council Chambers

(Any times listed 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: Strahan, Etten, Schroeder, Groff, and Roe

6:01 p.m. **2. Pledge of Allegiance**

6:02 p.m. **3. Approve Agenda**

6:03 p.m. **4. Public Comment**

5. Recognitions and Donations

6:08 p.m. **6. Items Removed from Consent Agenda**

7. Business Items

6:10 p.m. a. Adopt Final 2024 Budget, CIP and Tax Levy

6:40 p.m. b. Adopt the 2024 Utility Rates

7:00 p.m. c. Consider an Ordinance amending Chapter 314.05 adopting the 2024 Fee Schedule

7:10 p.m. d. Consider Proclamations for 2024

7:30 p.m. e. Authorize Professional Services Agreement with Stantec Consulting Services Inc. for Natural Resources Planning

7:45 p.m. f. Discussion regarding ordinance amendments pertaining to Short Term Rental Licensing

8:25 p.m. g. Discuss Roseville's 2024 Legislative Priorities

8. Council Direction on Councilmember Initiated Agenda Items

9. Approval of City Council Minutes

8:55 p.m. **10. Approve Consent Agenda**

a. Approve Payments

b. Approve 1 Massage Therapy Establishment License

c. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

d. Authorize Application for Metropolitan Council Environmental Services' 2024 Private Property Inflow and Infiltration Grant Program

e. Receive 2023 Third Quarter Financial Report

f. Approval of Applications for the Pathways to Policing Grant and the Intensive Comprehensive Peace Officer Education and Training Grant

9:00 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements
- Council and City Manager**

a. Future Agenda Report

9:10 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Adopt Final 2024 Budget, CIP and Tax Levy

Background

At the May 8, 2023, City Council meeting, the Council established a general timeline for the 2024 budget process including the following key dates:

2024 Budget Process Timeline	Date
Discussion on <i>Preliminary</i> Cash Reserve Levels	3/13/2023
Establish 2024 Budget Process Calendar	5/8/2023
Discussion on 2024 Legislative Impacts & City Council Priorities	6/20/2023
Presentation of the 2024-2043 Capital Improvement Plan	7/17/2023
EDA Budget & Tax Levy Discussion	7/17/2023
Receive the 2024 City Manager Recommended Budget	8/21/2023
Receive Budget Recommendations from the Finance Commission	9/18/2023
Adopt Preliminary 2024 Budget, Tax Levy, & EDA Levy	9/25/2023
Review 2024 Proposed Utility Rates	11/6/2023
Review 2024 Fee Schedule	11/6/2023
Final Budget Hearing (Truth-in-Taxation Hearing)	11/27/2023
Adopt Final 2024 EDA Tax Levy	12/4/2023
Adopt Final 2024 Budget, Tax Levy, Utility Rates, & Fee Schedule	12/4/2023

State Statute requires all cities in excess of 2,500 in population, to adopt a final tax levy by December 30th for the upcoming fiscal year. The final levy amount must not exceed the preliminary levy that was established in September. However, the Council has discretion in modifying the budget at any time. The City Council is now asked to adopt a final 2024 City Budget, 2024 Capital Improvement Plan, Final 2024 Tax Levy for the City and EDA.

At the September 25, 2023 City Council meeting, the Council adopted a 2024 preliminary, not-to-exceed tax levy and a preliminary City budget. A summary is presented below.

2024 Preliminary Tax Levy & Budget

The 2024 Preliminary Budget & Tax Levy approved September 25, 2023, called for a city tax levy of \$28,785,280, an increase of \$2,373,896 or 8.99% over last year. That is the current recommendation for the final city 2024 tax levy. The EDA levy has been reduced by \$13,000 for a final EDA tax levy of \$365,235

A median-valued single-family home of \$349,900 will pay approximately \$1,307 annually in property taxes or \$108.90 per month. This is an increase of \$96 annually (\$8.00 per month). In exchange, residents receive; 24x7x365 police and fire protection, well-maintained streets and parks, street lighting,

26 and other services.

27
28 The following table describes the different factors resulting in the increase in the 2024 city tax levy:
29

Investment to Maintain City Programs and Workforce	
	Tax Levy Support
Personnel Cost Impacts on Tax Levy	
Increased hours or pay for seasonal staff and interns	\$ 85,739
Funding for FF with ending of SAFER grant	600,000
Employee Step Increases	366,890
Compensation Study Adjustments	659,986
Employee COLA 3%	477,386
Tax levy impact from personnel adjustments	\$ 2,190,001
Shift of levy from Capital to Operating Budget	
	\$ (560,000)
Increased Costs for Supplies, Operations, and Contracts	
	\$ 743,895
Total New Tax Levy Support	
	\$ 2,373,896

30
31
32 Property owners of a median-valued home will pay \$0.21 less per month of property taxes through the
33 EDA levy when compared to 2023. There will also be increases in utility fees to cover increased costs.
34 The combined impact on a median-valued single family home is depicted in the table below.
35

2024 ESTIMATED Budget Impact on Median-Valued Home (monthly)				
	2023	2024	\$ Chg.	% Chg.
Property Tax Levy: City	\$ 100.92	\$ 108.90	\$ 7.98	7.9%
Property Tax Levy: EDA	1.71	1.49	(0.21)	-12.5%
Utility Rates	63.64	68.21	4.57	7.2%
Combined Monthly Total	\$ 166.27	\$ 178.60	\$ 12.34	7.4%

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38 As shown in the table, a median-valued home that has average household water usage will see an
39 increase of \$12.34 per month in 2024 for both property taxes and utility costs. This represents a 7.4%
40 increase.
41

42 **Policy Objectives**

43 Adopting the final City budget, CIP, City tax levy and EDA tax levy is required under Minnesota State
44 Statutes.
45

46 **Racial Equity Impact Summary**

47 One of the budget organizational priorities identified by the City Manager and Department
48 Heads centered around equity and inclusion. This budget, like past budgets, provides
49 funding for a variety of equity initiatives including funding for translation services to better
50 serve community members, support for the Juneteenth event, staff training on equity
51 principles, demographic data resources, and funding for scholarship programs to

participate in Roseville's recreation programs.

Budget Implications

See information included as part of this case.

Staff Recommendations

Staff Recommends the Council adopt the final 2024 Tax Levy, Budget and CIP as outlined in this report and in the attached resolutions.

Requested Council Action

The Council is asked to take the following separate actions:

1. Motion to approve the attached Resolution to adopt the 2024 Final City Tax Levy
2. Motion to approve the attached Resolution to adopt the 2024 Final Debt Levy
3. Motion to approve the attached Resolution to adopt the 2024 Final Budget and CIP
4. Motion to approve the attached Resolution to adopt the 2024 Final EDA Tax Levy

Prepared by: Michelle Pietrick, Finance Director

Attachments:

1. Resolution Approving City Tax Levy
2. Resolution Approving Debt Levy
3. Resolution Approving EDA Tax Levy
4. Resolution Approving 2024 Budget
5. Summary_Combined_2024-12-4-2024-2
6. 2024 CIP Budget with Narrative Descriptions-12-4-23
7. 2024 Budget Presentation

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 4th day of December, 2023 at 6:00 p.m.

The following members were present: and , and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION SUBMITTING THE FINAL PROPERTY TAX LEVY
ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR
FOR THE FISCAL YEAR OF 2024**

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as follows:

The City of Roseville is submitting the following tax levy on real estate within the corporate limits of the City to the County Auditor in compliance with the Minnesota State Statutes.

<u>Purpose</u>	<u>Amount</u>
Programs & Services	\$ 22,814,858
Capital	3,745,000
Debt Service	2,225,422
Total	\$ 28,785,280

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a vote being taken thereon, the following voted in favor thereof: and , and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

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40 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
41 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
42 minutes of a regular meeting of said City Council held on the 4th of December, 2023 with the original
43 thereof on file in my office.

44
45 WITNESS MY HAND officially as such Manager this 4th day of December, 2023.

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49 _____
50 Patrick Trudgeon
51 City Manager

52 Seal

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 4th day of December, 2023 at 6:00 p.m.

The following members were present:

, and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION _____

**RESOLUTION DIRECTING THE COUNTY AUDITOR TO
ADJUST THE APPROVED TAX LEVY FOR 2024 BONDED DEBT**

WHEREAS, the City will be required to make debt service payments on General Obligation Debt in 2024; and

WHEREAS, there are reserve funds sufficient to reduce the originally scheduled levy for General Obligation Series 2009A.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, that

The Ramsey County Auditor is directed to change the 2024 tax levy for General Improvement Debt by \$111,510.00 from that which was originally scheduled upon the issuance of the bonds as follows:

	Originally Scheduled	Additions or Reductions	Certified Debt Levy
<u>Bond Issue</u>	<u>Levy Amount</u>		
GO Housing Imp 2009A	116,424.00	(116,424.00)	-
GO 2012A	1,447,057.50	-	1,447,057.50
GO 2020A	778,365.00	-	778,365.00
Total	\$ 2,341,846.50	\$(116,424.00)	\$ 2,225,422.50

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)

) SS

County of Ramsey)

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53 _____
54 Patrick Trudgeon
55 City Manager

56 Seal

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 4th day of December, 2023 at 6:00 p.m.

The following members were present: and , and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION APPROVING A SPECIAL PROPERTY TAX LEVY, FOR THE BENEFIT OF
THE ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY, ON REAL ESTATE TO THE
RAMSEY COUNTY AUDITOR FOR THE FISCAL YEAR OF 2024**

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as follows:

The request of the Economic Development Authority for a special levy per Minnesota Statutes Section 469.107, is hereby approved in the amount of \$365,235 to be collected in 2024 for the purposes of Minnesota Statutes, Sections 469.090 to 469.1081. This amount does not exceed 0.01813 percent of estimated market value of the city as required under Section 469.107.

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a vote being taken thereon, the following voted in favor thereof: and , and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)

) SS

County of Ramsey)

39 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
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48 _____
49 Patrick Trudgeon
50 City Manager

51 Seal

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 4th day of December 2023 at 6:00 p.m.

The following members were present:
and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION _____

**RESOLUTION ADOPTING THE FINAL 2024 ANNUAL BUDGET AND 2024 CAPITAL
IMPROVEMENT PLAN FOR THE CITY OF ROSEVILLE**

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as follows:

The City of Roseville's Budget for 2024 in the amount of \$69,637,928, of which \$14,468,222 is designated for the Capital Improvement Projects, be hereby accepted and approved.

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

39 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
40 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
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43
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45
46
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48 _____
49 Patrick Trudgeon
50 City Manager

51 Seal

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City of Roseville

Combined Funds Financial Summary (WITHOUT EDA)

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 22,887,412	\$ 23,914,971	\$ 24,447,782	\$ 26,411,384	\$ 28,785,280	\$ 2,373,896	8.99%
Tax Increments	927,912	1,211,482	1,400,327	855,700	1,425,000	569,300	66.53%
Intergovernmental Revenue	3,778,044	4,066,737	8,223,843	2,977,284	5,330,139	2,352,855	79.03%
Licenses & Permits	2,677,923	2,491,345	2,259,932	2,523,870	1,975,352	(548,518)	-21.73%
Charges for Services	24,094,268	25,037,150	23,666,978	23,976,439	27,289,710	3,313,271	13.82%
Fines and Forfeits	56,929	62,025	87,068	72,500	60,000	(12,500)	-17.24%
Cable Franchise Fees	379,648	385,750	374,855	376,000	374,000	(2,000)	-0.53%
Donations	120,298	129,730	102,245	120,000	129,000	9,000	7.50%
Special Assessments	237,547	156,635	244,285	137,668	153,247	15,579	11.32%
Investment Income	489,572	(51,934)	(4,165,713)	296,000	235,410	(60,590)	-20.47%
Gambling Taxes	30,487	37,258	42,688	33,406	38,026	4,620	13.83%
Miscellaneous	1,145,832	1,049,937	901,541	702,643	738,888	36,245	5.16%
Total Revenues	\$ 56,825,872	\$ 58,491,086	\$ 57,585,831	\$ 58,482,894	\$ 66,534,052	\$ 8,051,158	13.77%
Expenditures							
Personnel Services	\$ 23,221,788	\$ 24,753,290	\$ 24,018,126	\$ 25,678,224	\$ 27,281,396	\$ 1,603,172	6.24%
Supplies & Materials	1,301,538	1,522,486	1,731,761	1,863,325	1,942,221	78,896	4.23%
Other Services & Charges	18,223,743	18,378,535	18,901,712	19,355,201	22,927,875	3,572,674	18.46%
Capital Outlay	9,425,054	8,195,235	13,526,791	10,849,305	12,066,500	1,217,195	11.22%
Debt Service	2,580,486	7,602,318	2,715,327	2,489,815	2,501,672	11,857	0.48%
Contingency(Implement comp study)	-	-	-	-	500,000	500,000	100.00%
Total Expenditures	\$ 54,752,610	\$ 60,451,864	\$ 60,893,717	\$ 60,235,870	\$ 67,219,664	\$ 6,983,794	11.59%
Other Financing Sources (Uses)							
Transfers In /	\$ 3,267,056	\$ 1,426,730	\$ 641,056	\$ 1,472,100	\$ 2,426,364	\$ 954,264	64.82%
Transfers Out	(2,655,448)	(1,799,933)	(1,396,367)	(1,092,000)	(2,418,264)	(1,326,264)	121.45%
Sale of Assets/Bond Proceeds	5,104,229	-	-	-	-	-	0.00%
Total Other Financing Sources	\$ 5,715,837	\$ (373,203)	\$ (755,311)	\$ 380,100	\$ 8,100	\$ (372,000)	-97.87%
Net Chg. in Fund Balance / Net Assets	7,789,099	(2,333,981)	(4,063,197)	(2,664,876)	(677,512)		
Beginning Fund Balance / Net Assets	-	7,789,099	5,455,118	832,404	(1,832,472)		\$ 61,327,870
Ending Fund Balance / Net Assets	\$ 7,789,099	\$ 5,455,118	\$ 1,391,921	\$ (1,832,472)	\$ (2,509,984)		\$ 69,637,928
							\$ 8,310,058

City of Roseville

Tax-Supported Funds Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 22,887,412	\$ 23,864,722	\$ 24,343,575	\$ 26,284,494	\$ 28,592,450	\$ 2,307,956	8.8%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	3,394,582	2,363,937	8,035,441	2,889,784	5,148,769	2,258,985	78.2%
Licenses & Permits	403,456	433,526	366,465	469,000	418,002	(50,998)	-10.9%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	5,382,462	6,398,910	3,728,680	3,758,710	4,021,591	262,881	7.0%
Fines and Forfeits	56,929	62,025	87,068	72,500	60,000	(12,500)	-17.2%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	11,530	-	-	-	9,000	9,000	100.0%
Special Assessments	205,711	136,688	245,397	135,668	128,247	(7,421)	0.0%
Investment Income	343,209	(27,194)	(3,021,247)	207,500	147,310	(60,190)	-29.0%
Miscellaneous	1,052,230	931,160	765,643	597,643	620,888	23,245	3.9%
Total Revenues	\$ 33,737,521	\$ 34,163,774	\$ 34,551,022	\$ 34,415,299	\$ 39,146,257	\$ 4,730,958	13.7%
Expenditures							
Personnel Services	\$ 17,905,714	\$ 19,432,484	\$ 18,486,083	\$ 19,839,842	\$ 21,249,536	\$ 1,409,694	7.1%
Supplies & Materials	905,114	1,029,647	1,229,141	1,367,075	1,408,471	41,396	3.0%
Other Services & Charges	4,870,281	5,571,791	5,575,536	6,091,009	6,605,367	514,358	8.4%
Capital Outlay	5,465,206	3,414,546	10,290,612	8,084,805	8,127,000	42,195	0.5%
Debt Service	2,580,486	7,572,030	2,458,731	2,213,715	2,225,422	11,707	0.5%
Contingency(Implement comp study)	-	-	-	-	500,000	500,000	#DIV/0!
Total Expenditures	\$ 31,726,802	\$ 37,020,498	\$ 38,040,103	\$ 37,596,446	\$ 40,115,796	\$ 2,519,350	6.7%
Other Financing Sources (Uses)							
Transfers In / Bond Prem./Proceeds	\$ 2,906,769	\$ 736,511	\$ 604,441	\$ 882,600	\$ 1,693,264	\$ 810,664	91.8%
Transfers Out	(1,040,075)	(429,002)	(31,436)	-	(1,428,264)	(1,428,264)	100.0%
Sale of Assets	5,096,604	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ 6,963,298	\$ 307,509	\$ 573,005	\$ 882,600	\$ 265,000	\$ (617,600)	-70.0%
Net Chg. in Fund Balance	8,974,017	(2,549,215)	(2,916,076)	(2,298,547)	(704,539)	1,594,008	
Beginning Fund Balance	-	8,974,017	6,424,802	2,465,432	166,885		
Ending Fund Balance	\$ 8,974,017	\$ 6,424,802	\$ 3,508,726	\$ 166,885	\$ (537,654)		

City of Roseville
Non Tax-Supported Funds Financial Summary
Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ 50,249	\$ 104,207	\$ 126,890	\$ 192,830	\$ 65,940	52.0%
Tax Increments	927,912	1,211,482	1,400,327	855,700	1,425,000	569,300	66.5%
Intergovernmental Revenue	383,462	1,702,800	188,402	87,500	181,370	93,870	107.3%
Licenses & Permits	2,274,467	2,057,819	1,893,467	2,054,870	1,557,350	(497,520)	-24.2%
Gambling Taxes	30,487	37,258	42,688	33,406	38,026	4,620	13.8%
Charges for Services	18,711,806	18,638,240	19,938,298	20,217,729	23,268,119	3,050,390	15.1%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	379,648	385,750	374,855	376,000	374,000	(2,000)	-0.5%
Rentals	-	-	-	-	-	-	0.0%
Donations	108,768	129,730	102,245	120,000	120,000	-	0.0%
Special Assessments	31,836	19,947	(1,112)	2,000	25,000	23,000	0.0%
Investment Income	146,363	(24,740)	(1,144,466)	88,500	88,100	(400)	-0.5%
Miscellaneous	93,602	118,777	135,898	105,000	118,000	13,000	12.4%
Total Revenues	\$ 23,088,351	\$ 24,327,312	\$ 23,034,809	\$ 23,295,225	\$ 27,387,795	\$ 3,320,200	14.3%
Expenditures							
Personnel Services	\$ 5,316,074	\$ 5,320,806	\$ 5,532,043	\$ 5,838,382	\$ 6,031,860	\$ 193,478	3.3%
Supplies & Materials	396,424	492,839	502,620	496,250	533,750	37,500	7.6%
Other Services & Charges	13,353,462	12,806,744	13,326,176	13,264,192	16,322,508	3,058,316	23.1%
Capital Outlay	3,959,848	4,780,689	3,236,179	2,764,500	3,939,500	1,175,000	42.5%
Debt Service	-	30,288	256,596	276,100	276,250	150	100.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 23,025,808	\$ 23,431,366	\$ 22,853,614	\$ 23,159,054	\$ 27,103,868	\$ 4,464,444	19.3%
Other Financing Sources (Uses)							
Transfers In / Bond Prem./Proceeds	\$ 360,287	\$ 690,219	\$ 36,615	\$ 589,500	\$ 733,100	\$ 143,600	100.0%
Transfers Out	(1,615,373)	(1,370,931)	(1,364,931)	(1,092,000)	(990,000)	(102,000)	9.3%
Sale of Assets	7,625	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (1,247,461)	\$ (680,712)	\$ (1,328,316)	\$ (502,500)	\$ (256,900)	\$ 41,600	-8.3%
Net Chg. in Fund Balance / Net Assets	(1,184,918)	215,234	(1,147,121)	(366,329)	27,027		
Beginning Fund Balance / Net Assets	-	(1,184,918)	(969,684)	(1,633,028)	(1,999,357)		
Ending Fund Balance / Net Assets	\$ (1,184,918)	\$ (969,684)	\$ (2,116,805)	\$ (1,999,357)	\$ (1,972,330)		

City of Roseville

General Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 13,805,081	\$ 14,439,519	\$ 14,710,409	\$ 16,214,872	\$ 19,007,568	\$ 2,792,696	17.2%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	1,279,443	1,743,180	2,103,619	1,807,000	1,860,585	53,585	3.0%
Licenses & Permits	403,456	433,526	366,465	469,000	418,002	(50,998)	-10.9%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	1,231,327	1,157,782	1,221,738	1,271,800	1,296,000	24,200	1.9%
Fines and Forfeits	56,929	62,025	87,068	72,500	60,000	(12,500)	-17.2%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	11,530	-	-	-	-	-	0.0%
Special Assessments	135	84	-	-	-	-	0.0%
Investment Income	78,691	(14,224)	(1,031,774)	40,000	40,000	-	0.0%
Miscellaneous	427,613	427,613	196,622	120,963	139,208	18,245	15.1%
Total Revenues	\$ 17,294,205	\$ 18,249,505	\$ 17,654,147	\$ 19,996,135	\$ 22,821,363	\$ 2,825,228	14.1%
Expenditures							
Personnel Services	\$ 12,917,597	\$ 13,974,021	\$ 15,256,706	\$ 16,153,377	\$ 17,455,006	\$ 1,301,629	8.1%
Supplies & Materials	666,851	716,634	897,345	969,450	991,070	21,620	2.2%
Other Services & Charges	2,924,392	3,071,790	3,097,799	3,590,408	4,691,807	1,101,399	30.7%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency(Implement comp study)	-	-	-	-	500,000	500,000	100.0%
Total Expenditures	\$ 16,508,840	\$ 17,762,445	\$ 19,251,850	\$ 20,713,235	\$ 23,637,883	\$ 2,924,648	14.1%
Other Financing Sources (Uses)							
Transfers In	\$ 2,158,801	\$ 418,988	\$ 241,227	\$ 497,100	\$ 816,520	\$ 319,420	64.3%
Transfers Out	(846,085)	(30,250)	(31,436)	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ 1,312,716	\$ 388,738	\$ 209,791	\$ 497,100	\$ 816,520	\$ 319,420	64.3%
Net Change in Fund Balance	2,098,081	875,798	(1,387,912)	(220,000)	-		
Beginning Fund Balance	7,170,199	9,268,280	10,144,078	8,756,166	8,536,166		
Ending Fund Balance	\$ 9,268,280	\$ 10,144,078	\$ 8,756,166	\$ 8,536,166	\$ 8,536,166		

City of Roseville

Recreation Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 1,440,289	\$ 1,451,761	\$ 1,569,427	\$ 1,617,535	\$ 1,766,950	\$ 149,415	9.2%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	1,048,033	2,079,957	2,506,942	2,486,910	2,725,591	238,681	9.6%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	8,629	(11,448)	(92,413)	15,000	15,000	-	0.0%
Miscellaneous	135	-	-	-	-	-	0.0%
Total Revenues	\$ 2,497,086	\$ 3,520,270	\$ 3,983,956	\$ 4,119,445	\$ 4,507,541	\$ 388,096	9.4%
Expenditures							
Personnel Services	\$ 1,985,478	\$ 2,167,907	\$ 2,305,283	\$ 2,579,135	\$ 2,685,310	\$ 106,175	4.1%
Supplies & Materials	83,844	155,767	167,485	205,050	227,901	22,851	11.1%
Other Services & Charges	749,166	962,637	1,435,164	1,336,760	1,595,860	259,100	19.4%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 2,818,489	\$ 3,286,311	\$ 3,907,932	\$ 4,120,945	\$ 4,509,071	\$ 388,126	9.4%
Other Financing Sources (Uses)							
Transfers In	\$ 235,798	\$ -	\$ -	\$ 1,500	\$ 1,530	\$ 30	100.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ 235,798	\$ -	\$ -	\$ 1,500	\$ 1,530	\$ 30	100.0%
Net Change in Fund Balance	(85,604)	233,959	76,024	-	-		
Beginning Fund Balance	922,580	836,976	1,070,935	1,146,959	1,146,959		
Ending Fund Balance	\$ 836,976	\$ 1,070,935	\$ 1,146,959	\$ 1,146,959	\$ 1,146,959		

City of Roseville

Park Maintenance Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 1,393,520	\$ 1,427,094	\$ 1,401,123	\$ 1,507,695	\$ 1,532,510	\$ 24,815	1.6%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	153	62	1,224	-	-	-	0.0%
Investment Income	3,574	(6,810)	(51,658)	-	-	-	0.0%
Miscellaneous	-	1,761	10,400	-	-	-	0.0%
Total Revenues	\$ 1,397,247	\$ 1,422,107	\$ 1,361,089	\$ 1,507,695	\$ 1,532,510	\$ 24,815	1.6%
Expenditures							
Personnel Services	\$ 925,540	\$ 943,113	\$ 924,094	\$ 1,100,420	\$ 1,102,310	\$ 1,890	0.2%
Supplies & Materials	119,794	130,907	151,941	162,575	159,500	(3,075)	-1.9%
Other Services & Charges	240,552	285,387	278,005	263,700	270,700	7,000	2.7%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 1,285,885	\$ 1,359,407	\$ 1,354,040	\$ 1,526,695	\$ 1,532,510	\$ 5,815	0.4%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ 19,000		\$ (19,000)	100.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ 19,000	\$ -	\$ (19,000)	100.0%
Net Change in Fund Balance	111,362	62,700	7,049	-	-		
Beginning Fund Balance	325,841	437,203	499,903	506,952	506,952		
Ending Fund Balance	\$ 437,203	\$ 499,903	\$ 506,952	\$ 506,952	\$ 506,952		

City of Roseville

Information Technology Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 149,725	\$ 150,746	\$ 146,770	\$ 110,677		\$ (110,677)	-100.0%
Tax Increments	-	-		-		-	0.0%
Intergovernmental Revenue	-	77,184	77,184	77,184	77,184	-	0.0%
Licenses & Permits	-	-		-		-	0.0%
Gambling Taxes	-	-		-		-	0.0%
Charges for Services	3,103,102	3,161,171		-		-	0.0%
Fines and Forfeits	-	-		-		-	0.0%
Cable Franchise Fees	-	-		-		-	0.0%
Rentals	-	-		-		-	0.0%
Donations	-	-		-		-	0.0%
Special Assessments	-	-		-		-	0.0%
Investment Income	30,031	(5,204)	(192,374)	2,000	2,000	-	0.0%
Miscellaneous	457,444	460,212	459,246	451,680	451,680	-	0.0%
Total Revenues	\$ 3,740,302	\$ 3,844,109	\$ 490,826	\$ 641,541	\$ 530,864	\$ (110,677)	-17.3%
Expenditures							
Personnel Services	\$ 2,069,127	\$ 2,339,669		\$ -		\$ -	0.0%
Supplies & Materials	4,031	1,797				-	0.0%
Other Services & Charges	914,171	1,218,212	723,343	857,141	-	(857,141)	-100.0%
Capital Outlay	69,415	41,680	5,151	49,400	-	(49,400)	-100.0%
Debt Service	-	-	-	-		-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 3,056,745	\$ 3,601,358	\$ 728,494	\$ 906,541	\$ -	\$ (906,541)	-100.0%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ 38,592	\$ 90,283	\$ 165,000	\$ 65,000	\$ (100,000)	0.0%
Transfers Out	(193,990)	(398,752)		-	(595,864)	(595,864)	100.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (193,990)	\$ (360,160)	\$ 90,283	\$ 165,000	\$ (530,864)	\$ (695,864)	0.0%
Net Change in Fund Balance	489,567	(117,409)	(147,385)	(100,000)	-		
Beginning Fund Balance	-	1,130,244	1,012,835	865,450	765,450		
transfer to Metro Inet							
Ending Fund Balance	\$ 1,130,244	\$ 1,012,835	\$ 865,450	\$ 765,450	\$ 765,450		

City of Roseville

Streetscape Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 59,890	\$ 60,298	\$ 58,708	\$ 60,000	\$ 60,000	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	2,311	(2,076)	(14,952)	2,000	2,000	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 62,201	\$ 58,222	\$ 43,756	\$ 62,000	\$ 62,000	\$ -	0.0%
Expenditures							
Personnel Services	\$ 7,972	\$ 7,774	\$ -	\$ 6,910	\$ 6,910	\$ -	0.0%
Supplies & Materials	30,594	24,542	12,370	30,000	30,000	-	0.0%
Other Services & Charges	42,000	33,765	41,225	43,000	47,000	4,000	9.3%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 80,566	\$ 66,081	\$ 53,595	\$ 79,910	\$ 83,910	\$ 4,000	5.0%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(18,365)	(7,859)	(9,839)	(17,910)	(21,910)		
Beginning Fund Balance	212,721	194,356	186,497	176,658	158,748		
Ending Fund Balance	\$ 194,356	\$ 186,497	\$ 176,658	\$ 158,748	\$ 136,838		

City of Roseville

Debt Service Funds Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 2,205,948	\$ 2,224,959	\$ 2,191,028	\$ 2,213,715	\$ 2,225,422	\$ 11,707	0.5%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	35,150	34,564	31,002	-	-	-	0.0%
Investment Income	32,222	(15,790)	(195,297)	-	-	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 2,273,320	\$ 2,243,733	\$ 2,026,733	\$ 2,213,715	\$ 2,225,422	\$ 11,707	0.5%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	-	-	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	2,580,486	7,572,030	2,458,731	2,213,715	2,225,422	11,707	0.5%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 2,580,486	\$ 7,572,030	\$ 2,458,731	\$ 2,213,715	\$ 2,225,422	\$ 11,707	0.5%
Other Financing Sources (Uses)							
Transfers In / Bond Premium	\$ 253,156	\$ 278,931	\$ 272,931	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Debt Issuance / Other	5,096,604	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ 5,349,760	\$ 278,931	\$ 272,931	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	5,042,594	(5,049,366)	(159,067)	-	-		
Beginning Fund Balance	2,390,172	7,432,766	2,383,400	2,224,333	2,224,333		
Ending Fund Balance	\$ 7,432,766	\$ 2,383,400	\$ 2,224,333	\$ 2,224,333	\$ 2,224,333		

City of Roseville
Vehicle & Equipment Funds Financial Summary
Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 1,190,812	\$ 1,198,934	\$ 1,372,788	\$ 1,603,000	\$ 1,168,000	\$ (435,000)	-27.1%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	39,125	-	-	1,000,000	1,000,000	100.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	9,000	9,000	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	25,623	(23,310)	(190,211)	15,000	23,334	8,334	0.0%
Miscellaneous	161,465	38,879	89,675	25,000	30,000	5,000	100.0%
Total Revenues	\$ 1,377,900	\$ 1,253,628	\$ 1,272,252	\$ 1,643,000	\$ 2,230,334	\$ 587,334	35.7%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	-	-	-	-	-	-	0.0%
Capital Outlay	2,845,288	885,230	993,418	1,988,700	1,658,800	(329,900)	-16.6%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 2,845,288	\$ 885,230	\$ 993,418	\$ 1,988,700	\$ 1,658,800	\$ (329,900)	-16.6%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ 200,000	\$ 510,214	\$ 310,214	100.0%
Transfers Out	-	-	-	-	(832,400)	(832,400)	-100.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ 200,000	\$ (322,186)	\$ (522,186)	100.0%
Net Change in Fund Balance	(1,467,388)	368,398	278,834	(145,700)	249,348		
Beginning Fund Balance	3,013,136	1,545,748	1,914,146	2,192,980	2,047,280		
Ending Fund Balance	\$ 1,545,748	\$ 1,914,146	\$ 2,192,980	\$ 2,047,280	\$ 2,296,628		

City of RosevilleBuilding Replacement Fund Financial Summary
(fund 410 & 415)**Attachment 5**

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 774,577	\$ 779,860	\$ 759,289	\$ 776,000	\$ 651,000	\$ (125,000)	-16.1%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	77,800	-	3,233,022	-	756,000	756,000	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	26,440	96,816	(427,964)	3,000	3,000	-	0.0%
Miscellaneous	-	-	700	-	-	-	0.0%
Total Revenues	\$ 878,817	\$ 876,676	\$ 3,565,047	\$ 779,000	\$ 1,410,000	\$ 631,000	81.0%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	-	-	-	-	-	-	0.0%
Capital Outlay	110,150	172,486	3,824,750	1,268,400	1,842,900	574,500	45.3%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 110,150	\$ 172,486	\$ 3,824,750	\$ 1,268,400	\$ 1,842,900	\$ 574,500	45.3%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	768,667	704,190	(259,703)	(489,400)	(432,900)		
Beginning Fund Balance	1,724,603	2,493,270	3,197,460	2,937,757	2,448,357		
Ending Fund Balance	\$ 2,493,270	\$ 3,197,460	\$ 2,937,757	\$ 2,448,357	\$ 2,015,457		

City of Roseville

Pathway Maintenance Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 244,551	\$ 246,219	\$ 249,509	\$ 255,000	\$ 255,000	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	14	(686)	(11,921)	-	2,036	2,036	100.0%
Miscellaneous	338	-	-	-	-	-	0.0%
Total Revenues	\$ 244,903	\$ 245,533	\$ 237,588	\$ 255,000	\$ 257,036	\$ 2,036	0.8%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	-	-	-	-	-	-	0.0%
Capital Outlay	381,620	127,878	171,569	200,000	233,800	33,800	16.9%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 381,620	\$ 127,878	\$ 171,569	\$ 200,000	\$ 233,800	\$ 33,800	16.9%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(136,717)	117,655	66,019	55,000	23,236		
Beginning Fund Balance	84,775	(51,942)	65,713	131,732	186,732		
Ending Fund Balance	\$ (51,942)	\$ 65,713	\$ 131,732	\$ 186,732	\$ 209,968		

City of Roseville
Street Lighting Fund Financial Summary
Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 20,962	\$ 21,104	\$ 20,548	\$ 21,000	\$ 21,000	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	18,543	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	1,358	(1,284)	(10,430)	500	500	-	0.0%
Miscellaneous	5,235	2,695	-	-	-	-	0.0%
Total Revenues	\$ 27,555	\$ 41,058	\$ 10,118	\$ 21,500	\$ 21,500	\$ -	0.0%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	-	-	-	-	-	-	0.0%
Capital Outlay	-	35,576	-	45,000	52,500	7,500	16.7%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ -	\$ 35,576	\$ -	\$ 45,000	\$ 52,500	\$ 7,500	16.7%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	100.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	100.0%
Net Change in Fund Balance	27,555	5,482	10,118	(23,500)	269,000		
Beginning Fund Balance	96,262	123,817	129,299	139,417	115,917		
Ending Fund Balance	\$ 123,817	\$ 129,299	\$ 139,417	\$ 115,917	\$ 384,917		

City of Roseville

Park Improvement Program Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 783,561	\$ 788,905	\$ 768,095	\$ 785,000	\$ 785,000	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	75,000	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	21,992	(29,675)	(221,637)	5,000	5,000	-	0.0%
Miscellaneous	-	-	9,000	-	-	-	0.0%
Total Revenues	\$ 805,553	\$ 759,230	\$ 630,458	\$ 790,000	\$ 790,000	\$ -	0.0%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	-	-	-	-	-	-	0.0%
Capital Outlay	86,490	118,988	726,700	1,442,000	1,434,000	(8,000)	-0.6%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 86,490	\$ 118,988	\$ 726,700	\$ 1,442,000	\$ 1,434,000	\$ (8,000)	-0.6%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	719,063	640,242	(96,242)	(652,000)	(644,000)		
Beginning Fund Balance	1,425,138	2,144,201	2,784,443	2,688,201	2,036,201		
Ending Fund Balance	\$ 2,144,201	\$ 2,784,443	\$ 2,688,201	\$ 2,036,201	\$ 1,392,201		

City of Roseville

Street Infrastructure Replacement Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 818,496	\$ 1,075,323	\$ 1,095,881	\$ 1,120,000	\$ 1,120,000	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	2,037,339	485,905	2,546,616	1,005,600	1,455,000	449,400	44.7%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	170,273	101,978	213,171	135,668	128,247	(7,421)	100.0%
Investment Income	112,324	(13,503)	(580,616)	125,000	54,440	(70,560)	-56.4%
Miscellaneous / Developer Fee	-	-	-	-	-	-	0.0%
Total Revenues	\$ 3,138,432	\$ 1,649,703	\$ 3,275,052	\$ 2,386,268	\$ 2,757,687	\$ 371,419	15.6%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	-	-	-	-	-	-	0.0%
Capital Outlay	1,972,243	2,032,708	4,569,024	3,091,305	2,905,000	(186,305)	-6.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 1,972,243	\$ 2,032,708	\$ 4,569,024	\$ 3,091,305	\$ 2,905,000	\$ (186,305)	-6.0%
Other Financing Sources (Uses)							
Transfers In	\$ 259,014	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ 259,014	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	1,425,203	(383,005)	(1,293,972)	(705,037)	(147,313)		
Beginning Fund Balance	4,960,459	6,385,662	6,002,657	4,708,685	4,003,648		
Ending Fund Balance	\$ 6,385,662	\$ 6,002,657	\$ 4,708,685	\$ 4,003,648	\$ 3,856,335		

City of Roseville

Community Development Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	2,177,037	1,946,888	1,726,677	1,918,420	1,420,900	(497,520)	-25.9%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	64,201	49,705	54,715	55,000	42,500	(12,500)	-22.7%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	120	-	-	-	-	-	0.0%
Investment Income	65,930	(5,912)	(419,602)	25,000	25,000	-	0.0%
Miscellaneous	380	2,790	5,595	-	-	-	0.0%
Total Revenues	\$ 2,307,668	\$ 1,993,471	\$ 1,367,385	\$ 1,998,420	\$ 1,488,400	\$ (510,020)	-25.5%
Expenditures							
Personnel Services	\$ 1,371,696	\$ 1,350,585	\$ 1,324,497	\$ 1,436,509	\$ 1,481,887	\$ 45,378	3.2%
Supplies & Materials	8,362	8,705	8,992	12,700	11,150	(1,550)	-12.2%
Other Services & Charges	294,299	295,145	353,332	361,270	352,780	(8,490)	-2.4%
Capital Outlay	27,873	-	-	-	68,000	68,000	100.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 1,702,230	\$ 1,654,435	\$ 1,686,821	\$ 1,810,479	\$ 1,913,817	\$ 103,338	5.7%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	605,438	339,036	(319,436)	187,941	(425,417)		
Beginning Fund Balance	3,502,984	4,108,422	4,447,458	4,128,022	4,315,963		
Ending Fund Balance	\$ 4,108,422	\$ 4,447,458	\$ 4,128,022	\$ 4,315,963	\$ 3,890,546		

City of Roseville

Communications Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ 50,249	\$ 104,207	\$ 126,890	\$ 192,830	\$ 65,940	52.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	27,940	23,083	46,000	46,000	47,000	1,000	100.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	379,648	385,750	374,855	376,000	374,000	(2,000)	-0.5%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	449	196	(66)	500	100	(400)	-80.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 408,037	\$ 459,278	\$ 524,996	\$ 549,390	\$ 613,930	\$ 64,540	11.7%
Expenditures							
Personnel Services	\$ 243,531	\$ 274,968	\$ 280,176	\$ 340,020	\$ 364,810	\$ 24,790	7.3%
Supplies & Materials	316	2,595	1,086	1,000	1,000	-	0.0%
Other Services & Charges	199,434	212,180	251,101	234,370	248,120	13,750	5.9%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 443,281	\$ 489,743	\$ 532,363	\$ 575,390	\$ 613,930	\$ 38,540	6.7%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ 31,436	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ 31,436	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(35,244)	(30,465)	24,069	(26,000)	-		
Beginning Fund Balance	160,316	125,072	94,607	118,676	92,676		
Ending Fund Balance	\$ 125,072	\$ 94,607	\$ 118,676	\$ 92,676	\$ 92,676		

City of Roseville

License Center Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	1,372,500	1,548,412	2,035,841	2,100,000	2,500,000	400,000	19.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	370	3,518	(5,665)	1,000	1,000	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 1,372,870	\$ 1,551,930	\$ 2,030,176	\$ 2,101,000	\$ 2,501,000	\$ 400,000	19.0%
Expenditures							
Personnel Services	\$ 1,496,091	\$ 1,572,764	\$ 1,584,536	\$ 1,683,210	\$ 1,702,890	\$ 19,680	1.2%
Supplies & Materials	19,571	25,717	30,212	29,000	35,500	6,500	22.4%
Other Services & Charges	149,672	167,799	46,571	180,620	195,826	15,206	8.4%
Capital Outlay	94,042	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 1,759,376	\$ 1,766,280	\$ 1,661,319	\$ 1,892,830	\$ 1,934,216	\$ 41,386	2.2%
Other Financing Sources (Uses)							
Transfers In	\$ 354,958	\$ 688,000	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	(302,000)	(302,000)	(302,000)	(302,000)	(200,000)	102,000	-33.8%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ 52,958	\$ 386,000	\$ (302,000)	\$ (302,000)	\$ (200,000)	\$ 102,000	-33.8%
Net Change in Fund Balance	(333,548)	171,650	66,857	(93,830)	366,784		
Beginning Fund Balance	527,573	194,025	365,675	432,532	338,702		
Ending Fund Balance	\$ 194,025	\$ 365,675	\$ 432,532	\$ 338,702	\$ 705,486		

City of Roseville

Engineering Services Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	97,430	110,931	166,790	136,450	136,450	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	37,991	100,279	66,291	30,000	40,000	10,000	33.3%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	16,588	(13,862)	(72,836)	10,000	10,000	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 152,009	\$ 197,348	\$ 160,245	\$ 176,450	\$ 186,450	\$ 10,000	5.7%
Expenditures							
Personnel Services	\$ 244,608	\$ 230,903	\$ 241,730	\$ 255,150	\$ 265,720	\$ 10,570	4.1%
Supplies & Materials	167	1,791	144	2,700	1,000	(1,700)	-63.0%
Other Services & Charges	51,041	43,673	140,336	73,000	34,210	(38,790)	-53.1%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 295,816	\$ 276,367	\$ 382,210	\$ 330,850	\$ 300,930	\$ (29,920)	-9.0%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(143,807)	(79,019)	(221,965)	(154,400)	(114,480)		
Beginning Fund Balance	760,932	617,125	538,106	316,141	161,741		
Ending Fund Balance	\$ 617,125	\$ 538,106	\$ 316,141	\$ 161,741	\$ 47,261		

City of Roseville

Lawful Gambling Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	30,487	37,258	42,688	33,406	38,026	4,620	13.8%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	108,768	129,730	102,245	120,000	120,000	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	1,092	172	(946)	-	-	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 140,347	\$ 167,160	\$ 143,987	\$ 153,406	\$ 158,026	\$ 4,620	3.0%
Expenditures							
Personnel Services	\$ 31,327	\$ 36,045	\$ 36,755	\$ 33,406	\$ 36,736	\$ 3,330	10.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	225,575	141,000	111,000	120,000	120,000	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 256,902	\$ 177,045	\$ 147,755	\$ 153,406	\$ 156,736	\$ 3,330	2.2%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(116,555)	(9,885)	(3,768)	-	1,290		
Beginning Fund Balance	128,918	12,363	2,478	(1,290)	(1,290)		
Ending Fund Balance	\$ 12,363	\$ 2,478	\$ (1,290)	\$ (1,290)	\$ -		

City of Roseville

Water Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	(5,736)	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	6,961,956	7,239,868	7,979,421	8,300,000	9,000,000	700,000	8.4%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	23,000	23,000	100.0%
Investment Income	-	(159)	12,573	-	-	-	0.0%
Miscellaneous	38,532	6,255	11,275	22,000	22,000	-	100.0%
Total Revenues	\$ 7,000,488	\$ 7,245,964	\$ 7,997,533	\$ 8,322,000	\$ 9,045,000	\$ 723,000	8.7%
Expenditures							
Personnel Services	\$ 618,539	\$ 575,180	\$ 707,241	\$ 735,580	\$ 764,300	\$ 28,720	3.9%
Supplies & Materials	215,868	269,695	276,277	233,500	276,000	42,500	18.2%
Other Services & Charges *	5,355,082	6,144,073	6,408,495	5,795,005	7,462,061	1,667,056	28.8%
Capital Outlay	683,309	1,273,858	1,170,739	505,000	1,019,000	514,000	101.8%
Debt Service	-	30,288	256,596	276,100	276,250	150	100.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 6,872,798	\$ 8,293,094	\$ 8,819,348	\$ 7,545,185	\$ 9,797,611	\$ 2,252,426	29.9%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ 500,000	\$ 638,600	\$ 138,600	100.0%
Transfers Out	(385,000)	(385,000)	(385,000)	(385,000)	(385,000)	-	0.0%
Bond Issuance Costs	(35,637)	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (420,637)	\$ (385,000)	\$ (385,000)	\$ 115,000	\$ 253,600	\$ 138,600	120.5%
Net Change in Assets	(292,947)	(1,432,130)	(1,206,815)	891,815	(499,011)		
Beginning Net Assets-Unrestricted	794,533	501,586	(930,544)	891,181	1,782,996		
Ending Net Assets-Unrestricted	\$ 501,586	\$ (930,544)	\$ 891,181	\$ 1,782,996	\$ 1,283,985		

City of Roseville
Sewer Fund Financial Summary
Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	118,377	274,096	5,270	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	5,689,808	6,042,776	6,287,511	6,300,000	6,500,000	200,000	3.2%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	29,024	18,047	(2,842)	-	-	-	0.0%
Investment Income	6,591	(5,048)	(160,170)	-	-	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 5,843,800	\$ 6,329,871	\$ 6,129,769	\$ 6,000,000	\$ 6,500,000	\$ 200,000	3.3%
Expenditures							
Personnel Services	\$ 545,260	\$ 512,436	\$ 484,353	\$ 417,230	\$ 438,140	\$ 20,910	5.0%
Supplies & Materials	28,133	36,882	44,086	48,700	51,700	3,000	6.2%
Other Services & Charges *	3,857,363	3,702,118	3,664,339	3,873,169	4,367,741	494,572	12.8%
Capital Outlay	1,763,715	2,392,046	1,197,819	800,000	1,159,000	359,000	44.9%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 6,194,471	\$ 6,643,482	\$ 5,390,597	\$ 5,139,099	\$ 6,016,581	\$ 877,482	17.1%
Other Financing Sources (Uses)							
Transfers In / Capital Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	(285,000)	(285,000)	(285,000)	(285,000)	(285,000)	-	0.0%
Sale of Assets	404	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (284,596)	\$ (285,000)	\$ (285,000)	\$ (285,000)	\$ (285,000)	\$ -	0.0%
Net Change in Assets	(635,267)	(598,611)	454,172	575,901	198,419		
Beginning Net Assets-Unrestricted	1,046,300	865,153	1,455,403	1,346,173	1,922,074		
Ending Net Assets-Unrestricted	\$ 865,153	\$ 1,455,403	\$ 1,455,403	\$ 1,922,074	\$ 2,120,493		

City of Roseville

Stormwater Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	128,125	1,241,191	98,211	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	3,652,479	2,503,754	2,224,606	2,175,929	3,815,593	1,639,664	75.4%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	2,692	1,900	1,730	2,000	2,000	-	100.0%
Investment Income	7,306	553	(103,498)	2,000	2,000	-	0.0%
Miscellaneous	7,565	1,551	37,340	-	-	-	0.0%
Total Revenues	\$ 3,798,167	\$ 3,748,949	\$ 2,258,389	\$ 2,179,929	\$ 3,819,593	\$ 1,639,664	75.2%
Expenditures							
Personnel Services	\$ 432,616	\$ 433,789	\$ 520,333	\$ 510,200	\$ 536,190	\$ 25,990	5.1%
Supplies & Materials	96,112	78,438	65,859	102,500	76,500	(26,000)	-25.4%
Other Services & Charges	761,934	793,564	829,180	751,000	976,830	225,830	30.1%
Capital Outlay	1,233,291	1,114,785	867,621	1,370,000	1,599,000	229,000	16.7%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 2,523,953	\$ 2,420,576	\$ 2,282,993	\$ 2,733,700	\$ 3,188,520	\$ 454,820	16.6%
Other Financing Sources (Uses)							
Transfers In / Capital Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	-	0.0%
Sale of Assets	6,871	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (93,129)	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ -	0.0%
Net Change in Assets	1,181,085	1,228,373	(124,604)	(653,771)	531,073		
Beginning Net Assets-Unrestricted	733,539	1,914,624	1,362,499	1,237,895	584,124		
Ending Net Assets-Unrestricted	\$ 1,914,624	\$ 1,362,499	\$ 1,237,895	\$ 584,124	\$ 1,115,197		

City of Roseville

Recycling Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	136,960	87,513	90,657	87,500	181,370	93,870	107.3%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	583,147	765,139	861,343	868,000	960,638	92,638	10.7%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	449	(2,729)	-	-	-	-	0.0%
Miscellaneous	875	-	-	-	-	-	0.0%
Total Revenues	\$ 721,431	\$ 849,923	\$ 952,000	\$ 955,500	\$ 1,142,008	\$ 186,508	19.5%
Expenditures							
Personnel Services	\$ 34,133	\$ 33,603	\$ 43,273	\$ 84,237	\$ 84,937	\$ 700	0.8%
Supplies & Materials	2,250	-	1,284	2,250	5,000	2,750	100.0%
Other Services & Charges	582,098	532,825	862,552	880,938	998,430	117,492	13.3%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 618,481	\$ 566,428	\$ 907,109	\$ 967,425	\$ 1,088,367	\$ 120,942	12.5%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ -	0.0%
Net Change in Assets	82,950	263,495	24,891	(31,925)	33,641	65,566	
Beginning Net Assets-Unrestricted	24,236	107,186	370,681	395,572	363,647		
Ending Net Assets-Unrestricted	\$ 107,186	\$ 370,681	\$ 395,572	\$ 363,647	\$ 397,288		

City of Roseville

Golf Course Fund Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	321,784	365,224	382,570	342,800	362,388	19,588	5.7%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	1,055	(621)	(7,482)	-	-	-	0.0%
Miscellaneous	46,250	108,181	81,688	83,000	96,000	13,000	15.7%
Total Revenues	\$ 369,089	\$ 472,784	\$ 456,776	\$ 425,800	\$ 458,388	\$ 32,588	7.7%
Expenditures							
Personnel Services	\$ 298,273	\$ 300,533	\$ 309,149	\$ 342,840	\$ 356,250	\$ 13,410	3.9%
Supplies & Materials	25,645	69,016	74,680	63,900	75,900	12,000	18.8%
Other Services & Charges	162,357	150,587	148,391	89,120	91,510	2,390	2.7%
Capital Outlay	157,618	-	-	89,500	94,500	5,000	100.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 643,893	\$ 520,136	\$ 532,220	\$ 585,360	\$ 618,160	\$ 32,800	5.6%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ 5,179	\$ 89,500	\$ 94,500	\$ 5,000	100.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	350	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ 350	\$ -	\$ 5,179	\$ 89,500	\$ 94,500	\$ 5,000	100.0%
Net Change in Assets	(116,836)	(47,352)	(75,444)	(70,060)	(65,272)	\$ 4,788	
Beginning Net Assets-Unrestricted	(134,472)	(162,111)	(120,446)	(106,045)	(176,105)		
Ending Net Assets-Unrestricted	\$ (162,111)	\$ (120,446)	\$ (106,045)	\$ (176,105)	\$ (241,377)		

City of Roseville

Tax Increment Financing Funds Financial Summary

Attachment 5

12/4/2023

	2020	2021	2022	2023	2024	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	927,912	1,211,482	1,400,327	855,700	1,425,000	569,300	66.5%
Intergovernmental Revenue	-	100,000	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	45,477	(848)	(386,774)	50,000	50,000	-	0.0%
Miscellaneous / Developer Fee	-	-	-	-	-	-	0.0%
Total Revenues	\$ 973,389	\$ 1,310,634	\$ 1,013,553	\$ 905,700	\$ 1,475,000	\$ 569,300	62.9%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	1,702,478	623,780	510,879	905,700	1,475,000	569,300	62.9%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 1,702,478	\$ 623,780	\$ 510,879	\$ 905,700	\$ 1,475,000	\$ 569,300	62.9%
Other Financing Sources (Uses)							
Transfers In	\$ 5,329	\$ 2,219	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	(523,373)	(278,931)	(272,931)	-	-	-	0.0%
Sale of Assets / Bonds	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (518,044)	\$ (276,712)	\$ (272,931)	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(1,247,133)	410,142	229,743	-	-		
Beginning Fund Balance	4,611,087	3,363,954	3,774,096	4,003,839	4,003,839		
Ending Fund Balance	\$ 3,363,954	\$ 3,774,096	\$ 4,003,839	\$ 4,003,839	\$ 4,003,839		



2024
Capital Improvement Plan
Project / Initiative Summary

December 4, 2023

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City of Roseville

Summary of 2024 Capital Improvement Projects

	2024 Budget
Administration	
Voting Equipment	\$ 16,000
Finance	
Financial Software	119,590
Central Services	
Copier & Postage Machine Lease	58,500
Police	
Marked squad cars (5 / yr)	215,000
Unmarked vehicles (2 / yr)	80,000
Community relations/ Admin Vehicle	40,000
Squad conversion, seats, control box	130,000
Radar Units	6,600
Stop Sticks	2,200
Computer Equipment	9,000
Cell phones/computer devices (office)	5,645
New K-9	9,000
Less-lethal weapons	12,000
Long gun parts (squads)	3,090
Sidearm parts (officers)	6,000
Tactical gear	10,000
Crime scene equipment	3,000
Body Worn Camera Equipment	1,000
Digital Interview Room Equip (office)	15,000
Evidence Room (office)	2,575
Report Room Monitors (office)	2,500
Defibrillators	2,000
Radio Equipment	40,000
Office furniture	2,100
Appliances	3,000
Fire	
Personal Protective Equipment	55,000
Portable and mobile radios	18,000
Conf room Furniture	5,000
AV equipment	5,000
Public Works	
# Sign equipment/plotter cutter/signs	30,000
#111 A02 Bobcat, snow blower	10,000
#145T 1800 Gal Anti-Icing Hook Setup	20,000
#149 Felling Trailer	20,000
#159 Crafcro Router	15,000
#xxx Skid Steer (Track)	25,000
Eng. Utility Locator - Metrotech	10,000
#151 1-Ton Dump	83,000
#156 3/4 ton pickup 2wd w/ lift	57,000
Parks & Recreation	
Puppet Wagon (2003)	20,000
#530 Ford F350 with Plow (2016)	60,000

City of Roseville

Summary of 2024 Capital Improvement Projects

	2024 <u>Budget</u>
#534 Kromer field liner (2003)	60,000
#560 Ford Passenger van (2006)	50,000
Skating Center/Golf Plow Truck (2012)	30,000
#536 Toro 16' mower (2016)	200,000
new Recreation software	27,000
GOLF TRANSFER TO Golf fund vehicles	30,000
GOLF TRANSFER TO Golf fund equip	50,000
General Facility Improvements	
Replace Rooftop Heat/AC	275,000
Security Cameras - previously IT	30,000
Network Access Devices - previously IT	12,400
Heating boilers Police	113,000
Overhead door replacement - CH/PD/Main	25,000
Maintenance Facility Roof - North Garage	10,000
Maintenance Facility Roof - PW Garage	10,000
COMM Council: General Audio/Visual	10,000
COMM Council Furniture	20,000
Gymnastics Center	22,000
Commons: Exterior Painting (2014	50,000
Commons: Parking Lot Lighting - North (2008)	13,000
Commons: Parking Lot Lighting - South	13,000
Arena: Mezzanine HP (2009)	45,000
OVAL: Lighting (1993)	100,000
OVAL: lobby rubber flooring	50,000
Banquet Ctr: Wallcoverings/bqt.improv	15,000
Banquet Ctr: Chairs	20,000
OVAL/Banquet Ctr Roof (Bonding)	253,000
OVAL/Banquet Ctr Roof Top Unit (Bonding)	360,000
OVAL/Banquet Ctr Restrooms (Bonding)	143,000
GOLF TRANSFER TO FUND 620-BLDG IMPROVE	14,500
Fire admin- carpet	8,000
Training room carpet	8,000
Stair way paint	15,000
Hotsy replacement	15,000
Hot water heaters	45,000
Fire: Security system	12,000
Bi-Fold Door Paint and Maintenance	20,000
Energy recovery unit	40,000
Fire: Heat pumps (24)	10,000
Exterior Lighting	3,000
Interior Lighting	3,000
Training Mezzanine Replacement	60,000
Information Technology	
Central Services Computers	1,530
Fire Computers	3,953
Police Computers	10,736
Pub Works (non-utility) computers	4,437

City of Roseville

Summary of 2024 Capital Improvement Projects

	2024 <u>Budget</u>
Parks Computers	1,530
Transfer out	810,214
Park Improvements	
Tennis & Basketball Courts	50,000
Shelters & Structures	35,000
Playground Areas	550,000
Volleyball & Bocce Ball Courts	10,000
Athletic Fields	240,000
Other Capital Items	25,000
Natural Resources	324,000
PIP/CIP Category	200,000
Street Improvements	
Mill & overlay - local streets	1,550,000
MSA - 23-12 McCarons Retaining Wall (Construction)	1,200,000
MSA - 23-12 McCarons Retaining Wall (Const Eng)	50,000
MSA - 24-04 - 2024 PMP (Roselawn only)	125,000
MSA - Lexington Avenue Sidewalk, Sherren to B2	170,000
MSA - 24-02 - County Road B, Fulham - Cleveland	800,000
MSA - 23-03 - County Road B, Snelling - Lexington (C	89,322
MSA - Rice, Larpentuer - Cty B (Planning)	250,000
MSA - Rice, Larpentuer - Cty B (ROW)	75,000
MSA - County Road C, Lexington - Rice (Planning)	150,000
Street Lighting	
227448 - Patton Rd System	52,500
Pathways & Parking Lots	
Pathway maintenance	180,000
BNSF Railway lease payment	16,300
PARKLOT-036 Sandcastle(2004)	20,000
prof services & op supplies	17,500
Community Development	
Inspection vehicles	68,000
Water	
#xx Skid Steer (Track)	25,000
Water AMR meter system replacements	100,000
Elevated storage tank repainting contract	10,000
Replace Water Tower Fence	30,000
Replace/Upgrade SCADA system (1/3)	4,000
Water Main Replacement *	850,000
Sanitary Sewer	
#220 T-10ST Towmaster trailer	20,000
#xx Skid Steer (Track)	25,000
Replace/Upgrade SCADA system (1/3)	4,000
I & I reduction	75,000
Lift Station - Cohansey upgrade, add generator	30,000
Lift Station - Dale/Owasso Rehab, add generator	405,000
Sewer main repairs	600,000
Storm Sewer	

City of Roseville

Summary of 2024 Capital Improvement Projects

	2024
	<u>Budget</u>
#xx Skid Steer (Track)	25,000
Projects - Storm Infrastructure Rehabilitation (70%)	600,000
Projects - Water Quality Device Rehabilitation (30%)	400,000
Replace/Upgrade SCADA system (1/3)	4,000
#145 5-Ton tandem dump	300,000
#147 3-Ton dump truck	270,000
Golf	
Golf Shared with RSC Ford F150 Truck (2012)	30,000
Golf: Greens Mower - 2000	50,000
Golf: Com Bldg Paint Interior/Exterior	14,500
Total - All Items 2024	\$ 14,468,222

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Administration
Project/Initiative Title:	Voting Equipment
Total Estimated Cost:	\$16,000
Funding Source:	Administration Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$98,000

Project/Initiative Description:

The City contracts with Ramsey County to administer election services. As part of that contract, the city contracts with the County for the necessary equipment needed to administer elections. With the addition of a new precinct due to redistricting, additional \$1,000 has been budgeted for the cost of voting equipment for that precinct. The county is seeking to go out for a new equipment Request for Proposal in 2025 which will result in a new contract and cost.

Location:

N/A

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Finance
Project/Initiative Title:	Financial Software Upgrade
Total Estimated Cost:	\$119,590
Funding Source:	Finance Equipment Fund (404)
Annual Operating Budget Impact:	Not applicable at this time

Project/Initiative Description:

The City's financial software was due for an upgrade as the current Springbrook software had been in place for almost 20 years. In December 2022, the City Council approved the contract with BS&A for new financial software at a total cost of \$331,040. \$211,450 will be paid in 2023 and the remaining amount of \$114,590 will be paid in 2024 when the financial system is fully online.

Location:

Not applicable

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Central Services Division
Project/Initiative Title:	Postage Machine Lease
Total Estimated Cost:	\$4,500
Funding Source:	Central Services Equipment Fund (409)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The Postage Machine is currently in the third year of a 5-year lease cycle and is used by all City Departments. The amount shown above represents the annual lease amount, and does not include postage.

Location:

Not applicable.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Central Services Division
Project/Initiative Title:	Multi-Function Copier/Printer/Scanner Units Lease
Total Estimated Cost:	\$54,000
Funding Source:	Central Services Equipment Fund (409)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The multi-function copier/printer/scanner units are currently in the third year of a 5-year lease cycle and are used by all City Departments. The City leases 12 units to serve the needs of City Hall, Maintenance Building, Fire Station, Skating Center, License Center, and Nature Center. The amount shown above represents the annual lease amount including all copy charges.

Location:

Not applicable.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Vehicle Replacements
Total Estimated Cost:	\$335,000
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

The Police Department generally replaces marked squad cars every three years and unmarked vehicles every 10 years. The decision on whether to replace a vehicle is based on each individual vehicle's age, mileage, overall condition, and potential re-sale value.

Five marked squads, two unmarked vehicles and one administrative/community relations vehicle are scheduled for replacement. The community service officer vehicle was scheduled as well but due to lower mileage than anticipated and overall condition, replacement has been pushed back to 2025. Money recouped from selling retired police vehicles helps to offset the purchase of one of the unmarked vehicles.

The department is committed to reducing greenhouse gas emissions and is exploring hybrid or electric options for unmarked vehicles and administrative vehicles.

Location:

Not applicable.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Vehicle Equipment
Total Estimated Cost:	\$180,800
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$40,500 in squad camera annual contract and data/cellular fees

Project/Initiative Description:

Police vehicles are equipped with a variety of technology, tools and other items to perform their assigned duties including:

- 1) Radar equipment
- 2) Stop sticks
- 3) Rear transport seats
- 4) Control boxes
- 5) Visabars
- 6) Computers
- 7) Squad cameras
- 8) Defibrillators
- 9) Police radios and equipment

Equipment and installation costs to outfit police vehicles have increased significantly over recent years due to technological advances and more recently, inflation and supply and demand challenges. Replacements of Stop Sticks tire deflation devices, increased from two to four.

The department's squad camera and body worn camera vendor implemented an annual subscription program to include equipment replacements and upgrades. Squad camera replacements have been removed from the CIP beginning in 2024 and will be covered under annual contract cost within the department's operating budget.

To meet new FBI encryption of criminal justice information requirements, Roseville continues to replace police radios with advanced encryption technology. Increases in 2024 costs are due to inflation and the need to replace additional radios to convert to newer technology at a quicker pace.

Location:

Not applicable.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Life Safety Equipment
Total Estimated Cost:	\$32,090
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

Law enforcement officers face many dangerous situations in the line of duty. Life safety equipment improves officer safety and can help resolve conflict with less lethal options.

- 1) Tactical gear / Bullet-resistant vests
- 2) Less-lethal equipment
- 3) Lethal weapons, parts and equipment
- 4) Body-worn cameras

The department increased its tactical gear budget due to necessary replacement of gas masks (five per year). The increase in less-lethal equipment costs are due to inflation as well as a planned replacement of the department's Taser training suit and non-lethal launcher equipment.

Beginning in 2023, body-worn camera costs were moved to the operating budget as Roseville's current vendor implemented an annual subscription program to include equipment replacements and upgrades.

Location:

Not applicable.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Office Equipment and Furniture
Total Estimated Cost:	\$42,820
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

- 1) Interview rooms
- 2) Evidence room
- 3) Crime Scene Team equipment
- 4) Report room
- 5) Roll call equipment
- 6) Conference rooms
- 7) Furniture, office equipment, appliances, etc.
- 8) Computers / electronics equipment and devices

Following planned digital interview room equipment upgrades in 2024, equipment costs will be moved to the operating budget in 2025. Roseville's vendor, the same vendor providing body-worn camera and squad camera equipment, uses an annual subscription program to include equipment replacements and upgrades.

Location:

Not applicable.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Police K9 Replacement
Total Estimated Cost:	\$9,000
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

The police department anticipates the retirement of one of its police K9 units. The department plans to partner one of its current police dogs with a new police officer handler. Estimated replacement costs include initial housing, handler and training equipment and basic handler training courses.

Location:

Not applicable.

Department/Division:	Fire
Project/Initiative Title:	Personal Protective Gear
Total Estimated Cost:	\$55,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

Personal protective gear is a crucial component for firefighters to perform job duties within an IDLH (immediately dangerous to life and health) environment. Such as, but not limited to, fire extinguishment, search and rescue, and overhaul. Personal protective gear must be replaced as outlined by manufacturer guidelines, wear and tear on materials, as well as on the national standards (NFPA) guidelines on firefighter protective equipment. These funds will be utilized to assure firefighters have fully functional personal protective gear for emergency incident operations.

Location:

Fire Station

Department/Division:	Fire
Project/Initiative Title:	Portable and Mobile Radios
Total Estimated Cost:	\$18,000
Funding Source:	Fire Vehicle & Equipment Fund (401)
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

The Roseville Fire Department operations are heavily reliant on radio communications with dispatch, law enforcement, and other surrounding fire jurisdictions. The radios used by the fire department experience heavy use and are prone to failure from aging and wear-and-tear. The funds requested will allow the fire department to replace older, obsolete, and broken radios.

Location:

Fire Station

Department/Division:	Fire
Project/Initiative Title:	Conference Room Tables & Chairs
Total Estimated Cost:	\$5,000
Funding Source:	Fire Vehicle & Equipment Fund (401)
Annual Operating Budget Impact:	None

Project/Initiative Description:

The Fire Station has several pieces of office furniture, including tables and chairs. This furniture receives frequent use and requires repair and replacement on an on-going basis to assure the functionality of the conference room. These funds will be utilized to update furniture that is no longer in good working condition and in need of replacement.

Location:

Fire Station

Department/Division:	Fire
Project/Initiative Title:	AV Equipment
Total Estimated Cost:	\$5,000
Funding Source:	
Annual Operating Budget Impact:	None

Project/Initiative Description:

Technology changes at a rapid pace. This requires the fire department to upgrade hardware and software to stay current. These changes also provide opportunity for the fire department to provide up-to-date and advanced equipment to complete their duties.

This equipment is also used by other city departments, outside agencies, and outside trainers when utilizing our building.

Location:

Fire Station Maintenance
Training Room

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	Sign Equipment & Plotter
Total Estimated Cost:	\$30,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing sign making equipment. The existing sign equipment is from 2008. The replacement cycle is typically 15 years. The new equipment allows for better production of city signs used in the rights-of-way, on City Campus and within parks.

Location:

Maintenance Facility – Sign Shop

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	#111 A02 Bobcat, Snow Blower
Total Estimated Cost:	\$10,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing snow blower attachment for skid steers. The existing blower attachment is from 2005 and is at the end of its useful life. The replacement cycle is typically 15 years. The new equipment allows for better snow plowing of parking lots, streets, and trails with less equipment downtime due to repairs.

Location:

Maintenance Facility

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	#145T 1800 Gal Anti-Icing Hook Setup
Total Estimated Cost:	\$20,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing anti-icing tank. The new tank will be installed on a F450 chassis instead of a full plow truck. This will allow for easier pre-treatment of roadways. The existing tank is from 2014 and is at the end of its useful life. The replacement cycle is typically 10 years. The equipment is used to anti-ice roadways ahead of snow storms to prevent snow from sticking to the roadway and make it easier to plow. Anti-icing lowers the amount of salt that is needed.

Location:

Maintenance Facility

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	#149 Felling Trailer
Total Estimated Cost:	\$20,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of two existing trailers with one new trailer. The trailer will replace #149 and #541. The existing trailers are from 2014 and are at the end of their useful lives. The replacement cycle is typically 10 years. The new trailer will have a larger capacity to handle the equipment required to be hauled to various sites.

Location:

Maintenance Facility

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	#159 Crafcro Router
Total Estimated Cost:	\$15,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of the existing router attachment. The existing attachment is from 2015 and is at the end of its useful life. The replacement cycle is typically 7 years. This equipment is used to perform crack sealing. With more mill and overlays completed in the last 10 years, the amount of crack sealing has increased leading to higher use and wear on equipment. The new equipment will allow for less equipment downtime due to repairs.

Location:

Maintenance Facility

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	New Skid Steer
Total Estimated Cost:	\$25,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$13,000 savings

Project/Initiative Description:

Proposed additional new skid steer to the fleet. The cost of the \$100,000 skid steer would be split 4 ways between the equipment, water, sanitary and storm CIP funds. Currently, the City has two skid steers. This would be an additional skid steer. Currently, the City rents a 3rd skid steer seasonally. Skid steer use is in very high demand, particularly in the summer. The new skid steer would eliminate operating fund rental costs and provide additional equipment availability as this would be a tracked skid steer that would be used in a variety of roles. It would be used for street maintenance, turf maintenance, water breaks, and pathway maintenance. It could also be used for pathway plowing.

Location:

Maintenance Facility

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	Eng. Utility Locator - Metrotech
Total Estimated Cost:	\$10,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of the existing utility locator equipment. The existing equipment is from 2010 and is outdated technology. The replacement cycle is typically 10 years. This equipment is used by Public Works staff to mark underground City utilities such as watermain, sanitary sewer, electric lines and irrigation systems when Gopher State One Call utility locates are placed. The new equipment is capable of locating underground utilities more quickly and more accurately potentially saving on claims for damaged utilities from excavations.

Location:

Maintenance Facility

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	#151 1-Ton Dump
Total Estimated Cost:	\$83,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of the existing 1-Ton Dump. The existing equipment is from 2012. The replacement life is typically 12 years. This equipment is used by Public Works staff for hauling materials for a variety of work. It also is used as a plow truck. The new equipment will allow for less equipment downtime due to repairs.

Location:

Maintenance Facility

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	#156 3/4-Ton Pickup w/Lift
Total Estimated Cost:	\$57,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of the existing 3/4-Ton pickup with lift. The existing equipment is from 2012. The replacement life is typically 12 years. This equipment is used by Public Works staff for hauling materials for a variety of work. It also is used as a plow truck. The new equipment will allow for less equipment downtime due to repairs.

Location:

Maintenance Facility

Department/Division:	Parks & Recreation
Project/Initiative Title:	Puppet Wagon Topper Replacement
Total Estimated Cost:	\$20,000
Funding Source:	Parks & Rec Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

The puppet wagon topper is 20 years old and needs to be replaced. Staff will research and replace the topper and sound system. The puppet wagon is a very important part of Parks and recreations summer programs.

Location:

1140 Woodhill Drive

Department/Division:	Parks and Recreation
Project/Initiative Title:	#530 Ford 350 SD
Total Estimated Cost:	\$ 60,000
Funding Source:	Parks and Recreation Vehicle & Equipment
Replacement Fund 402]	
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

This is for the replacement of a Ford 350 Super Duty Pick-up #530. We will be replacing #530 with a new pick-up. We will be trading in or selling the current vehicle at auction. This is our extended cab pick-up that plows all winter and pulls trailers in the summer. This price included the build out with all aftermarket items

Location:

The truck will be stored in the Parks and Recreation Maintenance garage.

Department/Division:	Parks & Recreation
Project/Initiative Title:	#534 Field Liner
Total Estimated Cost:	\$60,000
Funding Source:	Parks & Rec Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This project is to replace #534 our Kromer Field Liner which was purchased in 2003. The current Kromer has outlived its useful life and is having an increased number of mechanical defects.

The replacement field liner will include technology that will improve the efficiency and quality of field lining. In addition to the GPS Unit and Spray attachment this will include a Kubota UTV that will be able to serve multiple purposes for the Department.

Location:

1140 Woodhill Drive

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Parks & Recreation
Project/Initiative Title:	#535 Ford Passenger Vans
Total Estimated Cost:	\$50,000
Funding Source:	Parks & Rec Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This is for the replacement of #535 Ford passenger Vans. These vans are a crucial part of our Parks and Recreation Programs and transporting participants, and are 2006s. They are showing significant wear on the interior and exterior and are beginning to experience a greater rate of mechanical failure. Staff will research the best vehicles moving forward to continue to do this. One van (#535) is planned for replacement in 2024, the other the following year.

Location:

1140 Woodhill Drive

Department/Division:	Parks and Recreation
Project/Initiative Title:	Skating Center/Golf Course Plow Truck
Total Estimated Cost:	\$ 60,000
Funding Source:	Parks and Recreation Vehicle & Equipment
Replacement Fund 402]	
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

This is for the replacement of a Ford 350 Super Duty Pick-up used at the Skating Center in the winter and Golf Course in the summer. We will be replacing it with a new pick-up. We will be trading in or selling the current vehicle at auction. This is our extended cab pick-up that plows all winter and pulls trailers in the summer. This price included the build out with all aftermarket items

Location:

The truck will be stored in the Parks and Recreation Maintenance garage.

Department/Division:	Parks & Recreation
Project/Initiative Title:	#536 Toro 16' Mower
Total Estimated Cost:	\$200,000
Funding Source:	Parks & Rec Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This project is to replace #536 which is a Toro 16' mower. This mower is essential to our mowing operation. This mower runs 5 days a week 8 hours a day non-stop during the growing season. The current unit is 8 years old and showing signs of end of useful life. The current mower will either be traded in or sold at auction offsetting some of the cost.

Location:

1140 Woodhill Drive

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Parks & Recreation**
Project/Initiative Title: Parks and Recreation Software Upgrade
Total Estimated Cost: \$27,000
Funding Source:
Annual Operating Budget Impact: [Enter amount here (if applicable)]

Project/Initiative Description:

This project is to update the recreation management software that the Parks and Recreation department uses to manage recreation programs and events. Recreation software is used for registration, class management, website/promotion and analytics/data.

The current software, Active.net, was originally purchased in 2005 and incurs nearly \$75,000 in annual cost. It appears to be overpriced (compared to what others are paying), and does not offer some functionality that the City would like to utilize. It is anticipated that a significant annual savings in annual operating dollars will be realized through this process.

Location:

All Parks and Recreation Facilities

Department/Division:	Public Works
Project/Initiative Title:	Replace Rooftop Heat/AC
Total Estimated Cost:	\$275,000
Funding Source:	General Facilities Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing rooftop heat/air conditioning unit on the Police Department side of City Hall. The existing equipment is from 2003. The replacement cycle is typically 20 years. The new equipment will should lessen the need for major repairs and be more efficient to operate.

Location:

City Hall – Police Side Rooftop

Department/Division:	Public Works
Project/Initiative Title:	Security Cameras
Total Estimated Cost:	\$30,000
Funding Source:	General Facilities Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of 12 existing security cameras at City Hall. The replacement cycle is typically 10 years. Many of the existing cameras are in excess of 15 years old. The new cameras provide updated technology, higher resolution, and better ease of operation.

Location:

City Hall – Various Locations

Department/Division:	Public Works
Project/Initiative Title:	Network Access Devices
Total Estimated Cost:	\$12,400
Funding Source:	General Facilities Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of numerous existing network access devices at City Hall. Network access devices include hardware, such as routers and switches, that provide access to the internet, to the shared computer network, and allow other hardware, such as voice over internet protocol (VoIP) desk phones, door access card readers, and security cameras, to function. The replacement cycle is typically 10 years. Many of the existing devices are in excess of 15 years old. The new devices provide updated technology and better ease of operation.

Location:

City Hall – Various Locations

Department/Division:	Public Works
Project/Initiative Title:	Heating Boilers Police
Total Estimated Cost:	\$113,000
Funding Source:	General Facilities Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing heating boilers on the Police Department side of City Hall. The existing equipment is from 2003. The replacement cycle is typically 20 years. The new equipment will lessen the need for major repairs and be more efficient to operate.

Location:

City Hall – Police Side

Department/Division:	Public Works
Project/Initiative Title:	Overhead door replacement (5 doors)
Total Estimated Cost:	\$25,000
Funding Source:	General Facilities Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of five overhead door operating units at City Hall, Police, and Maintenance Facility. Due to high use of the door operating units, replacement is needed approximately every 5 years. The new overhead door operating units will lessen the need for major repairs.

Location:

City Hall, Police Department, Maintenance Facility

Department/Division:	Public Works
Project/Initiative Title:	Maintenance Facility Roof - North Garage
Total Estimated Cost:	\$10,000
Funding Source:	General Facilities Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Roof maintenance for the north garage of the Maintenance Facility. This preventative maintenance will prolong the life of the roof and delay the need for a full roof replacement. The maintenance will lessen the likelihood of leaks or other high cost repairs.

Location:

Maintenance Facility – North Garage

Department/Division:	Public Works
Project/Initiative Title:	Maintenance Facility Roof – Public Works Garage
Total Estimated Cost:	\$10,000
Funding Source:	General Facilities Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Roof maintenance for the Public Works garage of the Maintenance Facility. This preventative maintenance will prolong the life of the roof and delay the need for a full roof replacement. The maintenance will lessen the likelihood of leaks or other high cost repairs.

Location:

Maintenance Facility – Public Works Garage

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Administration
Project/Initiative Title:	City Council Audio Update/Upgrade
Total Estimated Cost:	\$10,000 w/install
Funding Source:	Administration Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[not applicable]

Project/Initiative Description:

Purchase and installation of two array ceiling microphones to be installed in the ceiling of the Council Chambers. Array mics will reduce the clutter of multiple wired microphones at the desk, should improve the audio when recording audience questions/participation, and gives some remote functionality for the techs recording the council/commission meetings. Since the array mics are hard-wired into the ceiling, the techs should be able to set-up the audio remotely. This upgrade should solve the current 'buzzing' sound given by the current ceiling mics.

Location:

City Council Chambers and A/V Control Room

Department/Division:	Administration
Project/Initiative Title:	City Council Chambers Mobile Conference Table
Total Estimated Cost:	\$20,000 w/wiring to control chambers
Funding Source:	Administration Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[not applicable]

Project/Initiative Description:

This project was moved from 2023 to 2024 budget, pending need. A new table could afford better use of the council chambers, if mobile or a combination of mobile tables. The work session table in the center of the Council Chambers is heavy, scratched and does not move. Updating the table to incorporate new audio technology, as well as an option to move the table out of the way for other events held in the chambers would allow for a better experience when using the room for events outside of council meetings.

Location:

City Council Chambers

Department/Division:	Parks and Recreation
Project/Initiative Title:	Community Gyms/Gymnastics
Total Estimated Cost:	\$22,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

Many pieces of equipment in the Gymnastics Center are in need of replacement due to age and changes in safety standards. This project is the second year of two-years of planned equipment and facility upgrades to ensure that we are compliant with current safety standards.

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	ARENA: Exterior Painting
Total Estimated Cost:	\$ 50,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The current paint job was completed in 2014. The exterior should be painted every 10 years in order to protect the brick from deteriorating. It also is beginning to fade, so aesthetically, it is in need of a fresh coat.

Location:

Roseville Skating Center Arena Exterior

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	Commons: North and South Parking lot Lighting
Total Estimated Cost:	\$ 26,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

These lights were installed in 2008 and are not LED. Many of their components are nearing the end of their useful life.

With current energy costs on the rise, updating these lights to LED will not only save up 75-83% in wattage usage, it will also help with improved light output, light coverage and better “see-ability”. With the current lights, there are some darker areas of the lot with can cause a safety issue.

Location:

Roseville Skating Center Arena North and South Parking lot lighting

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	Arena: Mezzanine Heat Pump
Total Estimated Cost:	\$ 45,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The current heat pump was installed in 2008. The typical useful life for these units is 15 years. Once the useful life has expired, repair costs begin to outweigh the option to replace. With a faulty heat pump we risk freezing temps in the Arena, affecting customers, user groups and the general public.

Location:

ARENA Mezzanine

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	Arena Lighting
Total Estimated Cost:	\$ 100,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The arena lights date back at least 25 years, and likely longer. They are inefficient and ineffective in how they light the arena. Given rising energy cost and the City's commitment, 2024 would be a good time to replace these older lights with more efficient LEDs.

Estimates are that a change to LED could only save up to 75-83% in wattage usage. It will also improve lighting and the overall aesthetics of the arena.

Location:

Roseville Skating Center Arena

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	OVAL: Lobby Rubber Flooring
Total Estimated Cost:	\$ 50,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The rubber flooring in the OVAL lobby/changing area is in need of replacement. Over time, all steps on the rubber surface (with skates or shoes) causes the rubber to wear down. We have been replacing pieces of the current rubber every year due to it wearing through to the concrete. Replacing pieces as needed is difficult due to the nature of the facility and foot traffic, it is not aesthetically pleasing as the look of the new rubber doesn't match. The wearing of the rubber flooring dulls skates which can make skating dangerous as well as diminish the experience of our users as well as the general public

Location:

OVAL lobby Rubber Flooring

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	Banquet Ctr: Wallcoverings
Total Estimated Cost:	\$ 15,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

These funds will be used to replace window coverings, which were originally installed in 2008. Many of the covering no longer operate properly (they have broken mechanical elements), and they are aesthetically out of date.

Location:

Banquet Facilities

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	Banquet Ctr: Chairs
Total Estimated Cost:	\$ 20,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The current chairs were purchased in 2013. With more than 200 room rentals per year, thousands of people have used the current chairs. With this amount of usage, chairs should be replaced every six to eight years. These chairs will be 11 years old in 2024.

The current chairs are in need of replacement due to wear and tear. Specifically, they are showing many defects including stains, tears and broken sliders. In order to continue to provide a space as versatile as ours we need to have chairs that are not only durable but aesthetically pleasing to the customers.

Location:

Banquet Facilities

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	OVAL/BANQUET ROOM Rooftop Units (HVAC)
Total Estimated Cost:	\$253,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

Replacement of the banquet facility, OVAL Lobby and office suite roofs. The roofs are original to these sections of the facility, (20 – 25 years), well beyond their expected life, and are currently leaking on a regular basis.

Location:

Roseville Skating Center Exterior

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	OVAL/BANQUET ROOM Rooftop Units (HVAC)
Total Estimated Cost:	\$360,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

Replacement of the banquet facility, OVAL Lobby and office suite heating and cooling units. These units were installed with the geothermal system in 2008 and have outlived their useful life.

Funding for this project is being requested through MN Capital Investment Bonds, but will need to be funded using City dollars if bonding funds are not received.

Location:

Roseville Skating Center

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	ARENA/OVAL Restrooms
Total Estimated Cost:	\$143,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

Renovation to the restrooms that connect the OVAL to the Arena. Restrooms are original to the Arena (1969), and are in need of fixture and plumbing upgrades and physical modifications to the restroom layout to create ADA accessibility.

Funding for this project is being requested through MN Capital Investment Bonds, but will need to be funded using City dollars if bonding funds are not received.

Location:

Roseville Skating Center Arena Exterior

Department/Division:	Fire
Project/Initiative Title:	Fire Admin Carpet
Total Estimated Cost:	\$8,000
Funding Source:	General Facilities Replacement Fund (410)
Annual Operating Budget Impact:	None

Project/Initiative Description:

Areas of the Fire Station require ongoing maintenance and repair. One area needing repair is the carpet in Fire Administration. The high traffic and common usage of this area has made the carpet become compacted and unable to be properly cleaned. As the Fire Station is approaching more than 10 years of operations, some areas of this office space are in need of repair.

Location:

Fire Station Maintenance

Department/Division:	Fire
Project/Initiative Title:	Training Room Carpet
Total Estimated Cost:	\$8,000
Funding Source:	General Facilities Replacement Fund (410)
Annual Operating Budget Impact:	None

Project/Initiative Description:

Areas of the Fire Station require ongoing maintenance and repair. One area needing repair is the carpet in the Fire Department Training Room. This room is heavily used on a daily basis by many departments and the carpet has become matted down and can no longer be properly cleaned. This room hosts many events, training, and meetings by the fire department, as-well-as other city departments.

Location:

Fire Station Maintenance

Department/Division:	Fire
Project/Initiative Title:	Stairway Paint
Total Estimated Cost:	\$15,000
Funding Source:	General Facilities Fund (410)
Annual Operating Budget Impact:	None

Project/Initiative Description:

Areas of the Fire Station require ongoing maintenance and repair. One area needing repair is the paint in the stairwells. The existing paint has become faded, dinged and in need of repaint. Steps like this keep the Roseville Fire Station as one of the premier fire and emergency services buildings in the metro.

Location:

Fire Station Maintenance

Department/Division:	Fire
Project/Initiative Title:	Hotsy Replacement
Total Estimated Cost:	\$15,000
Funding Source:	General Facilities Replacement Fund (401)
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

The Hotsy machine is a cold and hot pressurized water system used in the fire station for truck washing, fire hose cleaning, and general station maintenance and equipment cleaning. It significantly helps clean salt and dirt off of the trucks and underneath of trucks, as well as the soot and debris out of fire hose and other fire equipment. The original Hotsy device was put into the fire station in 2013 and is near the end of its useful life. This is an important piece of equipment for keeping our trucks and equipment looking great and in good working order.

Location:

Fire Station

Department/Division:	Fire
Project/Initiative Title:	Fire Station Water Heaters
Total Estimated Cost:	\$45,000
Funding Source:	General Facilities Replacement Fund (410)
Annual Operating Budget Impact:	None

Project/Initiative Description:

Areas of the Fire Station require ongoing maintenance, repair, or replacement of essential appliances. The commercial water heaters are part of the essential equipment that keeps our fire station operating 24/7/365. The water heaters are subject to heavy daily use. Technology changes, more efficient appliances and life span are some of the frequent problems we can prevent with their replacement.

Location:

Fire Station Repair

Department/Division:	Fire
Project/Initiative Title:	Security System
Total Estimated Cost:	\$12,000
Funding Source:	General Facilities Replacement Fund (410)
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

Fire Station building security is critically important to successful operations. Secure access system and exterior CTV systems are employed throughout and around the fire station to assure a safe and secure work environment. These systems require periodic upgrades to maintain full, reliable function. These funds will assure the systems in place will continue to function properly.

Location:
Fire Station

Department/Division:	Fire
Project/Initiative Title:	Bi-Fold Door Paint/Maintenance
Total Estimated Cost:	\$20,000
Funding Source:	General Facilities Fund (410)
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

The bi-fold apparatus bay doors are designed to provide the emergency vehicles the ability to exit the building in a very efficient manner; quickly and safely. These doors are not only a key aesthetic aspect to the fire station. These doors are subject to harsh weather conditions throughout the year and do require maintenance to keep them operational. The mechanical components and electric motors that operate the doors need to be repaired or replaced due to normal usage.

Location:

Fire Station

Department/Division:	Fire
Project/Initiative Title:	Emergency Recovery Unit
Total Estimated Cost:	\$40,000
Funding Source:	General Facilities Replacement Fund (410)
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

The energy recovery unit (ERU) is a critical component to the fire stations HVAC systems providing fresh heated/cooled air within the building. This system is designed to reduce the load of heating and cooling systems that are less efficient. As the station and all units connected with the HVAC system are getting close to more than 10 years old this unit requires replacement and these funds will provide for that to occur.

Location:
Fire Station

Department/Division:	Fire
Project/Initiative Title:	Heat Pumps
Total Estimated Cost:	\$10,000
Funding Source:	General Facilities Replacement Fund (410)
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

Heat pumps are a critical component to the function and efficiency of a building HVAC system. The pumps move water throughout the heating and cooling system that helps control the conditioned spaces within the building. The building has several heating pumps that need to be repaired or replaced due to normal usage.

Location:
Fire Station

Department/Division:	Fire
Project/Initiative Title:	Fire Station Exterior Lighting
Total Estimated Cost:	\$3,000
Funding Source:	General Facilities Replacement Fund (410)
Annual Operating Budget Impact:	None

Project/Initiative Description:

Areas of the Fire Station require ongoing maintenance and repair. One area needing repair is the exterior lighting at the Fire Station. The fixtures are subject to all weather types. Technology change and more efficient fixtures are now available that will decrease the ongoing maintenance and frequent problems. Good exterior lighting helps keep the building safe and allows for operations of the department (training, meeting, etc.) to occur at night.

Location:

Fire Station Repair

Department/Division:	Fire
Project/Initiative Title:	Fire Station Interior Lighting
Total Estimated Cost:	\$3,000
Funding Source:	General Facilities Replacement Fund (410)
Annual Operating Budget Impact:	None

Project/Initiative Description:

Areas of the Fire Station require ongoing maintenance and repair. One area needing repair is the interior lighting at the Fire Station. The fixtures are subject to heavy use every day. Technology change and more efficient fixtures are now available that will decrease the ongoing maintenance and frequent problems. With updates made the Fire Department will seek energy saving options.

Location:

Fire Station Repair

Department/Division:	Fire
Project/Initiative Title:	Training Mezzanine Build-out
Total Estimated Cost:	\$60,000
Funding Source:	General Facilities Replacement Fund (410)
Annual Operating Budget Impact:	None

Project/Initiative Description:

Our Fire Station provides a wide variety of methods and avenues for critical firefighter training. One area that is in need of replacement is our training mezzanine. The ability to rapidly set-up and make subsequent modifications to the space allows for better training for our firefighters. Creating new spaces that are unfamiliar to our firefighters for training is highly important and valuable to assure fire ground readiness.

Location:

Fire Station Maintenance

Department/Division:	Parks and Recreation
Project/Initiative Title:	Autumn Grove Tennis Court Upgrade
Total Estimated Cost:	\$50,000
Funding Source:	CIP
Annual Operating Budget Impact:	NA

Project/Initiative Description:

The focus of this project is at the Autumn Grove Tennis Courts They are experiencing large cracks in the surface and are due for a more significant upgrade less fencing. This project is somewhere in between a complete rebuild and a simple crack seal and color coat as defined in the City Asset Management Program.

Location:

Autumn Grove Park

Department/Division: **Park Improvements**
Project/Initiative Title: Arboretum Improvements
Total Estimated Cost: \$15,000
Funding Source: Park Improvement Program Fund (*property tax*)
Annual Operating Budget Impact: [Enter amount here (if applicable)]

Project/Initiative Description:

This project will be for some much-needed upkeep and improvements at the Muriel Sahlin Arboretum:

Arboretum Maintenance Facility – Scheduled Repairs and Painting	\$5,000
Arboretum Fountain – Full Replacement	\$10,000

Location:

2525 Dale Street

Department/Division:	Park Improvements
Project/Initiative Title:	Jaycees Neighborhood Shelter
Total Estimated Cost:	\$10,000
Funding Source:	Park Improvement Program Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This project will give the aging shelter painting and roofing etc. Staff will conduct a full inspection of the facility and determine which projects are most important to the continued operation of the site.

Location:

Central Park

Department/Division:	Park Improvements
Project/Initiative Title:	Lions Neighborhood Shelter
Total Estimated Cost:	\$10,000
Funding Source:	Park Improvement Program Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This project will give the aging shelter a much needed update to paint, roofing etc. Staff will conduct a full inspection of the facility and determine which projects are most important to the continued operation of the site. .

Location:

Central Park

Department/Division:	Park Improvements
Project/Initiative Title:	Playground Replacements
Total Estimated Cost:	\$534,000
Funding Source:	Park Improvement Program Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This project will remove and replace the following playgrounds:

Lexington Park – \$385,000

Rosebrook Park - \$165,000

Playground replacements are based on condition ratings. These ratings are calculated through regular inspections done by City staff that are Certified Playground Safety Inspectors. Each of these projects would have a full Community Process and finish with a Community Build.

The Lexington Playground budget has been expanded to ensure that there are adequate dollars available to ensure that inclusion is a central part of the planning process. To account for this change, other planned playground replacements have been delayed.

Location:

Various sites in the City

Department/Division:	Park Improvements
Project/Initiative Title:	Villa Park Bocce Ball
Total Estimated Cost:	\$10,000
Funding Source:	Park Improvement Program Fund <i>(property tax)</i>
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This project is to make planned improvements to the Upper Villa Park Bocce Ball Courts due to their age and condition. Improvements will include repair of timber court borders and resurfacing the courts.

Location:

2100 Dale Street

Department/Division:	Park Improvements
Project/Initiative Title:	Concordia Fencing Replacement
Total Estimated Cost:	\$170,000
Funding Source:	Park Improvement Program Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This project would be to remove and replace all fencing at Concordia Park. The current fence and net system has aged and become obsolete. Staff will use new advances in fencing and backstops to update the fields and increase safety for the surrounding community. Additionally, this update will bring the Concordia Park fencing in line with our current standard of black vinyl.

Concordia Softball Field - \$80,000

Concordia Baseball Field - \$80,000

Concordia Netting - \$10,000

Location:

2394 Dale Street North

Department/Division:	Parks and Recreation
Project/Initiative Title:	Athletic Field Upgrades
Total Estimated Cost:	\$ 70,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	NA

Project/Initiative Description:

This item involves interval upgrades to various ballfields in order to maintain a level of safety, aesthetics and playability. Full field updates are on a rough 5-year interval per industry standards and as identified in the Asset Management Program. This includes major uneven areas including new sod and ag-lime as needed. This may include fence fabric and post replacement as needed. Inspection by staff is bi-annually spring and fall. Intervals are adjusted according to the inspection program.

The following fields will be evaluated for upgrades in 2024:

CP Lexington: Softball Field North	\$10,000
CP Lexington: Softball Field South	\$10,000
CP Victoria Softball Field 1	\$10,000
CP Victoria Softball Field 2	\$10,000
CP Victoria Softball Field 5	\$10,000
CP Victoria Softball Field 6	\$10,000
Evergreen Baseball NW	\$10,000

Location:

Various Locations

Department/Division:	Parks and Recreation
Project/Initiative Title:	Park Building Tables and Chairs
Total Estimated Cost:	\$25,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

In our ongoing effort to maintain high quality facilities occasional updates to amenities are needed. The tables and chairs in the Park Buildings are at the end of their planned 8-year lifespan. This project will begin the replacement of tables and chairs in the Park Buildings.

Location:
Various Locations

Department/Division:	Parks and Recreation
Project/Initiative Title:	Park Improvement Program (PIP)
Total Estimated Cost:	\$200,000
Funding Source:	Parks and Recreation CIP/PIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The Park Improvement Program (PIP) is designed for and includes mid range budget items that can be more timely scheduled (with some flexibility from year to year) and planned for but need to be more closely prioritized than daily maintenance items that are more definite. These projects include safety items that require scheduled mid level maintenance (play surface, field upgrades), items that aid in maintenance efficiencies (landscaping, mulch), and items that help to maintain park system facilities up to expected standards (amenities, sign maintenance, court color coating, landscape work, tree plantings). This account is currently managed as a CIP account allowing staff to be more strategic with projects and budgeting from year to year and maximizing outside contributions.

Location:

Park and Recreation System

Department/Division:	Parks and Recreation
Project/Initiative Title:	Natural Resources Restoration Program
Total Estimated Cost:	\$417,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

Natural Resources Management & Restoration Program \$30,000

This task involves an ecologist consultant and is planned to include management and coordination of activities to conduct natural areas restoration work within parks as they transition out of the Park Renewal Program and into normal parks maintenance efforts. Activities include coordination of on-the-ground restoration activities; identification of grant funding sources and grant application development; responses to residents when questions regarding Parks natural resources management arise; meetings with staff and others as natural resources issues arise; as well as other similar tasks as needed/requested.

Volunteer Program Assistance

This task will involve an ecologist consultant to work with Parks & Recreation staff, City Volunteer Coordinator and others to assist in coordination of volunteer events and support sustaining the volunteer stewardship network developed during the Park Renewal Program effort. Examples of work will include assisting Volunteer Coordinator and volunteer Sector/Constellation Leaders with identification of volunteer event types/locations (e.g. regular (third Saturday) volunteer event planning), citizen-scientist monitoring efforts (including gathering/analyzing data from resource monitoring such as frog/toad call surveys, etc.), and similar related activities as needed/requested.

Accelerated Emerald Ash Borer \$387,000

Ongoing funding of the accelerated Emerald Ash Borer program, as approved by the City Council in 2022.

Location:

The Parks and Recreation System for natural resources restoration efforts.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	Pavement Rehabilitation
Total Estimated Cost:	\$1,550,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to replace or rehab streets within the city. Many of the city streets are over 25 years old and are at the end of the expected design life. The City uses this line item to rehabilitate pavements and curbs as part of Pavement Management Program (PMP) projects and to do complete street reconstructions. The 2024 PMP includes approximately 5 miles of roadway that will be milled and overlaid, and reconstruction of County Road B between Eustis Street and Cleveland Avenue. This work extends the life of the streets, lessens overall street maintenance, and provides quality surface for transportation purposes.

Location:

Various Locations in the City

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	#24-04 – 2024 PMP
Total Estimated Cost:	\$125,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is related to the Municipal State Aid (MSA) portion of the 2024 Pavement Management Program (PMP) project. MSA streets include Roselawn Avenue and Oakcrest Avenue. These streets are over 25 years old and are at the end of the expected design life. This project extends the life of the streets, lessens overall street maintenance, and provides quality surface for transportation purposes.

Location:

Roselawn Avenue, Snelling– Hamline

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	Lexington Avenue Pathway, Cty Road B to Sherren
Total Estimated Cost:	\$170,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is related to the Municipal State Aid (MSA) portion of the Lexington Avenue Pathway project. This City-led joint project with Ramsey County will use MSA funds to fund the new pathway. The new pathway will complete a missing segment on the City's Pathway Master Plan.

Location:

Lexington Avenue Pathway, County Road B to Sherren

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	County Road B Reconstruction, Fulham - Cleveland
Total Estimated Cost:	\$800,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is related to the Municipal State Aid (MSA) portion of the County Road B Reconstruction project. This street is over 25 years old and is at the end of the expected design life. This project will modify the street design to better fit the neighborhood by providing curb and gutter, drainage, pathway improvements, and traffic calming elements. The new roadway lessens overall street maintenance, and provides quality surface for transportation purposes.

Location:

County Road B, Fulham - Cleveland

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	23-03 - County Road B, Snelling - Lexington
Total Estimated Cost:	\$285,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is related to the City's Municipal State Aid (MSA) portion of the Ramsey County-led County Road B Reconstruction project between Snelling Avenue and Lexington Avenue. This street is over 25 years old and is at the end of the expected design life. This project will include pavement replacement, signal replacement, and sidewalk modifications.

Location:

County Road B, Snelling - Lexington

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	Rice, Larpenteur – County Road B
Total Estimated Cost:	\$75,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is related to the City's portion of the Ramsey County-led Rice Street Reconstruction Project. It is our intent to use Municipal State Aid (MSA) funds to fund the City's portion. The project is a complete reconstruction of Rice Street, between Larpenteur Avenue and County Road B. This 2024 funding is for engineering and planning. The construction is planned for 2027.

Location:

Rice St, Larpenteur - County Road B

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	County Road C, Lexington – Rice
Total Estimated Cost:	\$150,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is related to the City's Municipal State Aid (MSA) portion of the Ramsey County-led County Road C Project. The project is a resurfacing and 4:3 lane conversion project on County Road C, between Lexington Avenue and Rice Street. This 2024 funding is for engineering and planning. The construction is planned for 2026.

Location:

County Road C, Lexington - Rice

Department/Division:	Street Lighting
Project/Initiative Title:	Patton Road System (227448)
Total Estimated Cost:	\$52,500
Funding Source:	Street Lighting Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replace existing Patton Road lighting system. The original system was installed in 1995 and was leased from Xcel Energy. In 2020, the lease expired and the City took ownership. The system needs replacement due to its age. The new lighting system would upgrade all fixtures and wiring to new standards. The new lights would be light emitting diode (LED), replacing the exiting high pressure sodium (HPS) lights which should reduce long term operating and maintenance costs.

Location:

Patton Road

Department/Division:	Pathways & Parking Lots
Project/Initiative Title:	Pathway Rehabilitation
Total Estimated Cost:	\$180,000
Funding Source:	Pathways & Parking Lot Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0.

Project/Initiative Description:

Replacement or resurfacing of various pathway segments within the city. The City typically replaces or resurfaces pathway segments every 20-25 years depending on the condition of the pathway. Each year, maintenance staff replaces one to two miles of pathway of the city's 82 miles of concrete/bituminous pathways.

Location:

Various Locations in the City

Department/Division:	Pathways & Parking Lots
Project/Initiative Title:	Sandcastle Park Parking Lot
Total Estimated Cost:	\$20,000
Funding Source:	Pathways & Parking Lot Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0.

Project/Initiative Description:

This parking lot was last resurfaced in 2004, is at the end of its 20-year functional life, and the pavement needs replacement. Public Works staff would replace the pavement which should eliminate major maintenance for the next 20 years.

Location:

Sandcastle Park Parking Lot

Department/Division:	Community Development
Project/Initiative Title:	Inspection Vehicle
Total Estimated Cost:	\$28,000
Funding Source:	Community Development Fund (<i>fees</i>)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Community Development budgets vehicle replacements for every ten years. Actual replacement depends on the vehicle's age, mileage, overall condition, and potential re-sale value. For 2024, a 2014 Ford F-150 is scheduled for replacement. This vehicle is primarily used by the Assistant Building Official.

Location:
N/A

Department/Division:	Community Development
Project/Initiative Title:	Inspection Vehicle
Total Estimated Cost:	\$40,000
Funding Source:	Community Development Fund (<i>fees</i>)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Community Development budgets vehicle replacements for every ten years. Actual replacement depends on the vehicle's age, mileage, overall condition, and potential re-sale value. For 2024, a 2013 Jeep is scheduled for replacement. The cost for replacement assumes the purchase of a hybrid. This vehicle is primarily used by the Building Inspector in charge of non-residential permits.

Location:

N/A

Department/Division:	Water
Project/Initiative Title:	New Skid Steer
Total Estimated Cost:	\$25,000
Funding Source:	Water Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$13,000 savings

Project/Initiative Description:

Proposed additional new skid steer to the fleet. The cost of the \$100,000 skid steer would be split 4 ways between the equipment, water, sanitary and storm CIP funds. Currently, the City has two skid steers. This would be an additional skid steer. Currently, the City rents a 3rd skid steer seasonally. Skid steer use is in very high demand, particularly in the summer. The new skid steer would eliminate operating fund rental costs and provide additional equipment availability as this would be a tracked skid steer that would be used in a variety of roles. It would be used for street maintenance, turf maintenance, water breaks, and pathway maintenance. It could also be used for pathway plowing.

Location:

Maintenance Facility

Department/Division:	Water
Project/Initiative Title:	Water AMR Meter Replacements
Total Estimated Cost:	\$100,000
Funding Source:	Water Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to proactively replace R-450 radios that transmit data from water meters in homes and businesses with new R-900 radios. The existing R-450 radios are old failing technology. Once the radios fail, the City has to do manual meter reads which take more staff time and are inconvenient to residents. By proactively replacing the radios, the City can prevent loss of communication due to radio failure. Additionally, the work can be scheduled as staff capacity allows, which results in cost savings compared to doing a bigger project over a short period of time with a contractor.

Location:

Various Locations in the City

Department/Division:	Water
Project/Initiative Title:	Elevated Storage Tank Maintenance
Total Estimated Cost:	\$10,000
Funding Source:	Water Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is for ongoing water tower maintenance. The inside of the tower was re-coated in 2023 and this ongoing maintenance will ensure the coatings will hold up until the next major rehabilitation project. Ongoing maintenance will delay larger rehab projects or total replacement of the water tower.

Location:

Water Tower

Department/Division:	Water
Project/Initiative Title:	Replace Water Tower Fence
Total Estimated Cost:	\$30,000
Funding Source:	Water Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing fencing around the water tower. The existing fencing is over 30 years old and is in disrepair. The new fence will help ensure security of the site.

Location:

Water Tower

Department/Division:	Water
Project/Initiative Title:	Replace/Upgrade SCADA System
Total Estimated Cost:	\$4,000
Funding Source:	Water Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing SCADA equipment that is used at the booster station and the water tower and other critical infrastructure. The equipment includes radios, computers, antennae, and various other components. Replacing the equipment proactively prevents loss of communication to these vital systems and lessens the risks of loss of water pressure.

Location:

Booster Station and Water Tower

Department/Division:	Water
Project/Initiative Title:	Watermain Replacement
Total Estimated Cost:	\$850,000
Funding Source:	Water Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to replace or rehab portions of the water system within the city. Many of the water pipes are over 50 years old and are at the end of the expected design life. \$650,000 of this budget would be to replace the watermain on County Road B between Snelling Avenue and Lexington Avenue in conjunction with the County Road B resurfacing project. The other \$200,000 is for miscellaneous repairs of pipes, valves or other components as part of small construction or maintenance projects. This replacement will extend the life of the system and lessen the chance of water breaks or pressure loss.

Location:

Various Locations

Department/Division:	Sanitary Sewer
Project/Initiative Title:	#220 T-10ST Towmaster Trailer
Total Estimated Cost:	\$20,000
Funding Source:	Sewer Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing trailer. The existing trailer is from 2010 and is at the end of its useful life. The replacement cycle is typically 12 years. The new trailer will be similar in size and capacity. The trailer is used to haul a variety of equipment and material to sites in the city for a variety of maintenance work.

Location:

Maintenance Facility

Department/Division:	Sanitary Sewer
Project/Initiative Title:	New Skid Steer
Total Estimated Cost:	\$25,000
Funding Source:	Sewer Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$13,000 savings

Project/Initiative Description:

Proposed additional new skid steer to the fleet. The cost of the \$100,000 skid steer would be split 4 ways between the equipment, water, sanitary and storm CIP funds. Currently, the City has two skid steers. This would be an additional skid steer. Currently, the City rents a 3rd skid steer seasonally. Skid steer use is in very high demand, particularly in the summer. The new skid steer would eliminate operating fund rental costs and provide additional equipment availability as this would be a tracked skid steer that would be used in a variety of roles. It would be used for street maintenance, turf maintenance, water breaks, and pathway maintenance. It could also be used for pathway plowing.

Location:

Maintenance Facility

Department/Division:	Sanitary Sewer
Project/Initiative Title:	Replace/Upgrade SCADA System
Total Estimated Cost:	\$4,000
Funding Source:	Sewer Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing SCADA equipment that is used to monitor lift stations and other critical infrastructure. The equipment includes radios, computers, antennae, and various other components. Replacing the equipment proactively prevents loss of communication to these vital systems and lessens the risks of sewer backups.

Location:

Various Lift Stations Within the City

Department/Division:	Sanitary Sewer
Project/Initiative Title:	I & I Reduction
Total Estimated Cost:	\$75,000
Funding Source:	Sewer Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is used to reduce inflow and infiltration (I & I) into the sanitary sewer system. Reductions in I & I lessen the City's sanitary sewer flow which reduces the sewer costs paid to Metropolitan Council. The line item is used to fund small projects such as manhole rehabilitation or sewer monitoring.

Location:

Various Locations in the City

Department/Division:	Sanitary Sewer
Project/Initiative Title:	Lift Station - Cohansey Upgrade
Total Estimated Cost:	\$30,000
Funding Source:	Sewer Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Engineering services for the design of needed upgrades to the existing Cohansey Lift Station. The lift station is over 20 years old which is beyond the expected design life. The lift station is proposed to be upgraded with new pumps, controls, and a rehabilitated wet well. The upgraded lift station should operate with less repairs and downtime, reducing the risk of sewer backups. This funding in 2024 would hire a consultant to design the lift station for 2025 construction.

Location:

Cohansey Lift Station

Department/Division:	Sanitary Sewer
Project/Initiative Title:	Lift Station – Dale/Owasso Upgrade
Total Estimated Cost:	\$405,000
Funding Source:	Sewer Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

The existing Dale/Owasso lift station is over 25 years old which is beyond the expected design life. The lift station is proposed to be rehabilitated with new pumps, controls, and a rehabilitated wet well, and have a generator added to supply electrical backup if power is lost. The new lift station should operate with less repairs and downtime reducing the risk of sewer backups.

Location:

Dale/Owasso Lift Station

Department/Division:	Sanitary Sewer
Project/Initiative Title:	Sewer Main Repairs
Total Estimated Cost:	\$600,000
Funding Source:	Sewer Fund (<i>Utility Fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to replace or rehab portions of the sanitary sewer system within the city. Many of the sanitary pipes are over 50 years old and are at the end of the expected design life. The City typically uses this line item to rehab sewer lines by lining the inside of the pipe. This extends the life of the pipe for another 50 years and lessens the risk of sewer maintenance, breaks, and backups.

Location:

Various Locations in the City

Department/Division:	Storm Sewer
Project/Initiative Title:	New Skid Steer
Total Estimated Cost:	\$25,000
Funding Source:	Storm Sewer Fund (<i>Utility fees</i>)
Annual Operating Budget Impact:	\$13,000 savings

Project/Initiative Description:

Proposed additional new skid steer to the fleet. The cost of the \$100,000 skid steer would be split 4 ways between the equipment, water, sanitary and storm CIP funds. Currently, the City has two skid steers. This would be an additional skid steer. Currently, the City rents a 3rd skid steer seasonally. Skid steer use is in very high demand, particularly in the summer. The new skid steer would eliminate operating fund rental costs and provide additional equipment availability as this would be a tracked skid steer that would be used in a variety of roles. It would be used for street maintenance, turf maintenance, water breaks, and pathway maintenance. It could also be used for pathway plowing.

Location:

Maintenance Facility

Department/Division:	Storm Sewer
Project/Initiative Title:	Storm Infrastructure Rehabilitation
Total Estimated Cost:	\$700,000
Funding Source:	Storm Sewer Fund (<i>Utility fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to replace or rehab portions of the storm sewer system within the city. Many of the storm pipes and structures are over 50 years old and are at the end of the expected design life. The City typically uses this line item to replace pipes as part of the Pavement Management Program (PMP) project, to do other storm sewer replacement as part of larger drainage improvement projects, or to rehab sewer lines with cured-in-place pipe (CIPP) lining projects. CIPP lining coats the inside of the pipe to extend the life of the pipe another 50 years and lessen the risk of flooding and sinkholes due to collapse of pipes.

Location:

Various Locations in the City

Department/Division:	Storm Sewer
Project/Initiative Title:	Water Quality Device Rehabilitation
Total Estimated Cost:	\$425,000
Funding Source:	Storm Sewer Fund (<i>Utility fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to replace or rehab portions of water quality devices or best management practices (BMP's) within the storm sewer system within the city. Many of these ponds, rain gardens, manholes and other devices are over 25 years old and are at the end of the expected design life. The City typically uses this line item to perform pond dredging, expand storage capacity of ponds and basin, replace rain gardens or rehab other BMP devices. This extends the life of these devices another 25 years, lessens the risk of flooding, and provides better water quality treatment.

Location:

Various Locations in the City

Department/Division:	Storm Sewer
Project/Initiative Title:	Replace/Upgrade SCADA System
Total Estimated Cost:	\$4,000
Funding Source:	Storm Sewer Fund (<i>Utility fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing SCADA equipment that is used to monitor lift stations and other critical infrastructure. The equipment includes radios, computers, antennae, and various other components. Replacing the equipment proactively prevents loss of communication to these vital systems and lessens the risks of flooding.

Location:

Various Lift Stations Within the City

Department/Division:	Storm Sewer
Project/Initiative Title:	#145 5-Ton Tandem Dump
Total Estimated Cost:	\$300,000
Funding Source:	Storm Sewer Fund (<i>Utility fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of the existing 5-Ton Tandem Dump Truck. The existing equipment is from 2014. The replacement life is typically 10 years. This equipment is used by public works staff for hauling materials for a variety of work. It also is used as a primary plow truck. The new equipment will allow for less equipment downtime due to repairs.

Location:

Maintenance Facility

Department/Division:	Storm Sewer
Project/Initiative Title:	#147 3-Ton Dump Truck
Total Estimated Cost:	\$270,000
Funding Source:	Storm Sewer Fund (<i>Utility fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of the existing 3-Ton Dump Truck. The existing equipment is from 2012. The replacement life is typically 12 years. This equipment is used by Public Works staff for hauling materials for a variety of work. It also is used as a primary plow truck. The new equipment will allow for less equipment downtime due to repairs.

Location:

Maintenance Facility

Department/Division:	Parks and Recreation
Project/Initiative Title:	Skating Center/Golf Course Plow Truck
Total Estimated Cost:	\$ 60,000
Funding Source:	Parks and Recreation Vehicle & Equipment
Replacement Fund 402]	
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

This is for the replacement of a Ford 350 Super Duty Pick-up used at the Skating Center in the winter and Golf Course in the summer. We will be replacing it with a new pick-up. We will be trading in or selling the current vehicle at auction. This is our extended cab pick-up that plows all winter and pulls trailers in the summer. This price included the build out with all aftermarket items

Location:

The truck will be stored in the Parks and Recreation Maintenance garage.

Department/Division:	Parks & Recreation Golf Course
Project/Initiative Title:	Greens Mower
Total Estimated Cost:	\$50,000
Funding Source:	Parks & Rec Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

The planned replacement of the Greens/Tee mower which was purchased in 2000. This piece of equipment has more than doubled its expected life, but has begun to show deteriorating. This greens mower is essential to keeping quality greens and fairways on the Golf Course. The original has outlived its useful life.

Location:

Golf Course Maintenance Shop

Department/Division:	Parks & Recreation Golf Course
Project/Initiative Title:	Interior Paint
Total Estimated Cost:	\$14,500
Funding Source:	Park Improvement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This project plans to complete interior painting of the Cedarholm Community Building which opened in 2018. The City's asset management program calls for interior paint to be applied every five years. A complete condition assessment will be conducted prior to undertaking the project.

Location:

Golf Course Maintenance Shop

City of Roseville
2024 City Budget and Levy
2024 EDA Levy



2024 City Budget & City/EDA Tax Levy

City Budget Timeline

Attachment 7

2024 Budget Process Timeline	Date
Discussion on <i>Preliminary</i> Cash Reserve Levels	3/13/2023
Establish 2024 Budget Process Calendar	5/8/2023
Discussion on 2024 Legislative Impacts & City Council Priorities	6/20/2023
Presentation of the 2024-2043 Capital Improvement Plan	7/17/2023
EDA Budget & Tax Levy Discussion	7/17/2023
Receive the 2024 City Manager Recommended Budget	8/21/2023
Receive Budget Recommendations from the Finance Commission	9/18/2023
Adopt Preliminary 2024 Budget, Tax Levy, & EDA Levy	9/25/2023
Review 2024 Proposed Utility Rates	11/6/2023
Review 2024 Fee Schedule	11/6/2023
Final Budget Hearing (Truth-in-Taxation Hearing)	11/27/2023
Adopt Final 2024 EDA Tax Levy	12/4/2023
Adopt Final 2024 Budget, Tax Levy, Utility Rates, & Fee Schedule	12/4/2023

- 2024 City Manager Recommended Budget
 - \$69.6 million
- Total Proposed City Levy: \$28,785,280 (8.99% increase)
- Owner of the median valued single-family home (\$349,900) will see an increase of \$7.98 per month or \$95.76 more per year for City (non-EDA) in 2024 compared to 2023
- Proposed 2024 Economic Development Authority Levy: \$365,235
 - Preliminary Levy Approved on September 25 was \$378,235
 - Staff reduced the EDA levy by \$13,000 by reducing consultant and training expenses
 - Final proposed 2024 EDA levy is \$46,270 less than the 2023 EDA levy

2024 ESTIMATED Budget Impact on Median-Valued Home (monthly)				
	<u>2023</u>	<u>2024</u>	<u>\$ Chg.</u>	<u>% Chg.</u>
Property Tax Levy: City	\$ 100.92	\$ 108.90	\$ 7.98	7.9%
Property Tax Levy: EDA	1.71	1.49	(0.21)	-12.5%
Utility Rates	63.64	68.21	4.57	7.2%
Combined Monthly Total	\$ 166.27	\$ 178.60	\$ 12.34	7.4%

The cost impact for the median valued home is expected to be \$12.34 per month or \$148.08 annually with the recommended City and EDA levy and proposed utility rate increases

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Adopt the 2024 Utility Rates

Background

Unlike many city services that are supported by property taxes, our utility or *enterprise* operations are funded primarily by user fees and are operated as separate, stand-alone functions. The City engaged Ehlers to perform an updated utility rate study in 2022 of the Water, Sewer and Storm Drainage Funds. The utility rate study recommendations were used for the 2024 utility rates in these funds, with the exception of residential sewer rates.

Operational Review

Water Fund Operations

The updated Utility Rate Study done by Ehlers on the Water Fund recommends an 8% increase in rates for 2023-2028 to cover fixed and variable costs, debt service and replenishment of fund reserves. St. Paul Regional Water increased their rate charged to Roseville by 9.5%, which is the main driver of our needed increases. To minimize the increases needed for capital projects, public works has prioritized projects for the next few years to reduce the amount of capital projects until this fund has a chance to increase reserves.

Storm Drainage Operations

The City provides for the management of storm water drainage to prevent flooding and pollution control, as well as the street sweeping program. Public Works did an intensive analysis of the infrastructure in the Storm Drainage system and identified a significant increase in capital improvements over the next 20 years. The initial improvements have been curtailed for a few years, however, they are still significant. The updated utility rate study recommended a 33% increase for 2023 and 2024 and then a 2.5% thereafter. While the percentage seems high, the actual dollar amount change was \$5 per quarter in 2023 and it will be \$6.64 per quarter in 2024 for residential properties.

Sanitary Sewer Operations

The City maintains a sanitary sewer collection system to ensure the general public's health and general welfare. The updated utility rate study recommends a 2% increase. Public Works made some reductions in the proposed capital improvement projects, so the 2% increase recommended by Ehlers is adequate for this fund. Based on input from the City Council, the residential sewer rates have a 0% increase for both the base fee and the usage fee.

Recycling Operations

The recycling operation provides for the contracted curbside recycling pickup throughout the City and related administrative costs. The primary operating cost is the amounts paid to a contractor to pick up recycling materials. The current contract for recycling services covers 2022-2025. For 2024, the rates are again based on this contract with a small amount to build reserves for cart purchases in the future. A customer rate increase from \$14.05 per quarter to \$14.50, or 3.2% is proposed to cover the operating costs and to build a minimal amount towards the future cart purchase.

Recommended Rates for 2024

The following table provides a detailed breakdown of the proposed rates, including the rate structure which depicts how the operating cost burden is distributed to various customer types.

<u>Water Base Rate Category</u>	<u>2023 Rates</u>	<u>2024 Rates</u>
Single-Family Residential	\$ 39.20	\$ 42.34
Non-SF Residential (5/8" Meter)	39.20	42.34
Non-SF Residential (1.0" Meter)	98.01	105.85
Non-SF Residential (1.5" Meter)	196.01	211.69
Non-SF Residential (2.0" Meter)	313.62	338.71
Non-SF Residential (3.0" Meter)	627.24	677.42
Non-SF Residential (3.0" Compound Meter)	686.05	740.93
Non-SF Residential (4.0" Meter)	980.06	1,058.46
Non-SF Residential (4.0" Compound Meter)	1,176.08	1,270.17
Non-SF Residential (6.0" Meter)	3,136.19	3,387.09
<u>Water Usage Rate Category</u>	<u>2023 Rate</u>	<u>2024 Rate</u>
SF Residential: Up to 15,000 gals./qtr	\$ 3.61	\$ 3.90
SF Residential: 15,001 to 30,000 gals./qtr	4.51	4.87
SF Residential: Over 30,000 gals./qtr	5.65	6.10
Apartments: Up to 8,000 gals./unit/qtr	3.61	3.90
Apartments: 8,001- 15,000 gals./unit/qtr	4.51	4.87
Apartments: Over 15,000 gals./unit/qtr	5.65	6.10
Commercial: Up to 60,0000 gals./qtr	3.61	3.90
Commercial: 60,001 to 400,0000 gals./qtr	4.51	4.87
Commercial: Over 400,000 gals./qtr	5.65	6.10
Irrigation Water Usage	5.11	5.52
Rates are per 1,000 gallons		

<u>Sewer Base Rate Category</u>	<u>2023 Rate</u>	<u>2024 Rate</u>
Single-Family Residential	\$ 43.98	\$ 43.98
Single-Family Residential: Low-Income Discount	28.59	28.59
Multi-Family Residential (townhomes)	43.98	44.86
Multi-Family Residential (apartments & condos)	30.87	31.49
Non-SF Residential (5/8" Meter)	32.88	33.54
Non-SF Residential (1.0" Meter)	65.83	67.15
Non-SF Residential (1.5" Meter)	98.77	100.75
Non-SF Residential (2.0" Meter)	153.98	157.06
Non-SF Residential (3.0" Meter)	318.88	325.26
Non-SF Residential (4.0" Meter)	637.78	650.54
Non-SF Residential (6.0" Meter)	1,275.56	1,301.07
Sewer Only accounts	70.91	72.33
Maplewood sewer accounts	22.44	23.79
Multi-family rate is per housing unit		
<u>Sewer Usage Rate Category</u>	<u>2023 Rate</u>	<u>2024 Rate</u>
Residential	\$ 2.75	\$ 2.75
Commercial	6.42	6.55
Maplewood sewer accounts	5.34	5.66
Rates are per 1,000 gallons		
<u>Stormwater Base Rate Category</u>	<u>2023 Rate</u>	<u>2024 Rate</u>
Single-Family Residential & Duplex	\$ 20.11	\$ 26.75
Multi-Family & Churches	155.62	206.97
Cemeteries & Golf Course	15.10	20.08
Parks	46.83	62.28
Schools & Community Centers	75.69	100.67
Commercial & Industrial	311.10	413.76
Rates for single-family are per housing unit; all others are per acre		
<u>Recycling Rate Category</u>	<u>2023 Rate</u>	<u>2024 Rate</u>
Single-Family	\$ 14.05	\$ 14.50
Multi-Family	14.05	14.50

Based on Staff analysis and the Ehlers Utility Rate study, the estimated impact to a Single Family Home for all four utility funds is as follows:

Utility Rate Impact: Single Family Home <i>(Quarterly)</i>			
<u>Service</u>	<u>2023</u>	<u>2024</u>	<u>\$ Increase</u>
Water - base fee	39.20	42.34	3.14
Water - usage fee	43.32	46.80	3.48
Sanitary Sewer - base fee	43.98	43.98	-
Sanitary Sewer - usage fee	30.25	30.25	-
Storm Sewer	20.11	26.75	6.64
Recycling	14.05	14.50	0.45
Total per Quarter	\$ 190.91	\$ 204.62	\$ 13.71
Percentage Change			7.18%
per month	\$ 63.64	\$ 68.21	\$ 4.57
per year	\$ 763.64	\$ 818.48	\$ 54.84
Avg. Water consumption (1,000 gals.)	12		
Avg. Sewer consumption (1,000 gals.)	11		

Policy Objectives

An annual review of the City's utility rate structure is consistent with governmental best practices to ensure that each utility operation is financially sound.

Racial Equity Impact Summary

There is no equity impact.

Budget Implications

See above.

Staff Recommendations

Staff recommends the rate adjustments as shown in the report. These recommendations have been reviewed and supported by both the Finance and Public Works, Environment & Transportation (PWET) Commissions.

Requested Council Action

Motion to approve the attached resolution establishing the 2024 Utility Rates.

Prepared by: Michelle Pietrick, Finance Director

Attachments:

- 2024 Utility rate resolution
- 2024 Utility Rates presentation

EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF ROSEVILLE

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 4th day of December, 2023 at 6:00 p.m.

The following members were present: and , and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION

RESOLUTION ESTABLISHING THE 2023 UTILITY RATES

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, the water, sanitary sewer, storm drainage, and recycling rates are established for 2024 as follows:

<u>Water Base Rate Category</u>	<u>2023 Rates</u>	<u>2024 Rates</u>
Single-Family Residential	\$ 39.20	\$ 42.34
Non-SF Residential (5/8" Meter)	39.20	42.34
Non-SF Residential (1.0" Meter)	98.01	105.85
Non-SF Residential (1.5" Meter)	196.01	211.69
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Non-SF Residential (3.0" Compound Meter)	686.05	740.93
Non-SF Residential (4.0" Meter)	980.06	1,058.46
Non-SF Residential (4.0" Compound Meter)	1,176.08	1,270.17
Non-SF Residential (6.0" Meter)	3,136.19	3,387.09
<u>Water Usage Rate Category</u>	<u>2023 Rate</u>	<u>2024 Rate</u>
SF Residential: Up to 15,000 gals./qtr	\$ 3.61	\$ 3.90
SF Residential: 15,001 to 30,000 gals./qtr	4.51	4.87
SF Residential: Over 30,000 gals./qtr	5.65	6.10
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Apartments: 8,001- 15,000 gals/unit/qtr	4.51	4.87
Apartments: Over 15,000 gals./unit/qtr	5.65	6.10
Commercial: Up to 60,000 gals./qtr	3.61	3.90
Commercial: 60,001 to 400,000 gals./qtr	4.51	4.87
Commercial: Over 400,000 gals./qtr	5.65	6.10
Irrigation Water Usage	5.11	5.52
Rates are per 1,000 gallons		

36 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
37 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
38 minutes of a regular meeting of said City Council held on the 4th of December, 2023 with the original
39 thereof on file in my office.

40
41 WITNESS MY HAND officially as such Manager this 4th day of December, 2023.

42
43
44
45 _____
46 Patrick Trudgeon
47 City Manager

48 Seal

49

City of Roseville

2024 Budget Hearing

Utility Rate Overview

Utility Rate Impact: Single Family Home <i>(Quarterly)</i>				
<u>Service</u>	<u>2023</u>	<u>2024</u>	<u>\$ Increase</u>	
Water - base fee	39.20	42.34	3.14	
Water - usage fee	43.32	46.80	3.48	
Sanitary Sewer - base fee	43.98	43.98	-	
Sanitary Sewer - usage fee	30.25	30.25	-	
Storm Sewer	20.11	26.75	6.64	
Recycling	14.05	14.50	0.45	
Total per Quarter	\$ 190.91	\$ 204.62	\$ 13.71	
Percentage Change			7.18%	
per month	\$ 63.64	\$ 68.21	\$ 4.57	
per year	\$ 763.64	\$ 818.48	\$ 54.84	
Avg. Water consumption (1,000 gals.)	12			
Avg. Sewer consumption (1,000 gals.)	11			

REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 7.c.

Department Approval

City Manager Approval



Item Description: Consider an Ordinance amending Chapter 314.05 adopting the 2024 Fee Schedule

Background

Each year the City Council is asked to adopt a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the Council the opportunity to review fees for services in a comprehensive manner.

Over the past several months, Staff has reviewed the direct and indirect costs of these regulatory functions to determine whether fee adjustments are necessary or if new fees should be established. Council reviewed proposed changes at their November 6th meeting.

All of the proposed changes are highlighted in yellow on the attached Fee Schedule, and generally reflect the need to recover increased regulatory costs, staff time related to special requests, or development-related impacts on city services.

Departmental Staff will be on hand at the Council meeting to address the new fees or suggested changes.

Policy Objectives

Adopting an annual fee schedule is consistent with governmental best practices and ensures that the City's regulatory functions are properly funded.

Racial Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

Based on the recommended fee adjustments, it is projected that revised fees will generate revenues sufficient to cover the City's added regulatory costs. The applicable revenues and expenditures have been incorporated into the 2024 Budget.

Staff Recommendations

Staff recommends that the City Council approve an ordinance and ordinance summary amending Chapter 314.05 adopting the 2023 Fee Schedule.

Requested Council Action

Motion #1: Approve the attached ordinance amending Chapter 314.05 adopting the 2021 Fee Schedule.

Motion #2: Approve the attached ordinance summary.

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Prepared by: Katie Bruno, Deputy City Clerk

- Attachments:**
1. Summary of Changes
 2. Ordinance Summary
 3. Ordinance
 4. 2024 Fee Schedule Exhibit A

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Summary of New Changes for December 4, 2023*Community Development Department*

Reasonable Accommodation request	\$150
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Finance Department

Delinquent Utility Administration Fee

(Water/Sewer/Storm/Recycling)	\$25
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Certified Delinquent Utility Interest Rate

(Water/Sewer/Storm/Recycling)	8%
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Summary of Community Development's proposed 2024 Fee Schedule revisions:

General Tab

- No new fees proposed
- Processing Fees: any fees processed in Accela would be assessed a 3% or \$3 minimum charge beginning in 2024 – 2% no longer covers the annual license costs, which this fee funds.

Building Tab

- No new fees proposed
- Building Permit Valuation category of \$1-\$500 was eliminated, consistent with the valuation categories provided in State Statute.
- Structure Age Verification fee was eliminated – permit requestor provides this information on a separate form – verification isn't performed so a fee isn't necessary
- Various revisions are proposed to the mechanical and plumbing permit fees in an effort to establish a uniform system based on the number of fixtures, with the actual fee set to cover the updated wage of one hour of staff time per permit.
- All other fee revisions are based on an updated hourly wage cost of \$76 (1.5 times the hourly rate of a building inspector) – assuming 45-60 minutes of staff time, depending on the permit type.

CD Misc. Tab

- No new fees proposed
- References to "CD" changed to "USB" based on technology availability – cost increased to reflect .5 hours of the updated hourly wage (staff time) with \$5 of cost associated with a USB drive
- Hardscape improvement permit fee of \$75 eliminated – such a permit hasn't been used in years
- Staff research time & Zoning compliance letter fees adjusted to reflect an updated hourly rate based on 1.5 times the Senior Planner's wage

Summary proposed Public Works/Engineering 2024 Fee Schedule revisions:

- Curb stop on/off fee – Changed to Water off fee.
 - Changed from \$50-\$100
 - Will only charge when we turn off, not on
- Erosion control escrow fee (per acre):
 - Broke our fee schedule in more detail.
 - No increase to costs
- Utility Service Location Fee
 - This was supposed to be removed last year. Not used.
- Water Meter Deposit
 - Added deposit information into fee schedule
 - Previously this was adopted in other action.
- Wireless support structure-Administrative application fee
 - Changed to \$00
- Wireless tower lease agreement
 - Added to fee schedule
 - Previously negotiated.
 - Based on averages of 4 other cities.
- Hydrant Meter Rental
 - New – Added to fee schedule
 - Previously was adopted in other action.
- Erosion Control Permits
 - Renamed breakdown of individual fees to match new ordinance language
 - Corrected error in the fee for permits near water resource
 - No changes to other fees
- Erosion Control Renewals
 - Renamed breakdown of individual fees to match new ordinance language
 - No changes to fees.
- Grading Permits
 - Renamed breakdown of individual fees to match new ordinance language
 - Corrected error in the fee for permits near water resource
- Stormwater Permit Review
 - Renamed breakdown of individual fees to match new ordinance language
 - No changes to fees

City of Roseville

ORDINANCE SUMMARY NO. ____

**AMENDING CHAPTER 314.05, FEE SCHEDULE:
ADOPTING THE 2024 FEE SCHEDULE**

The following is the official summary of Ordinance No. 1650 approved by the City Council of Roseville on December 4, 2023:

An Ordinance amending Chapter 314.05 of the Roseville City Code adopting the 2024 Fee Schedule which establishes the fees and charges for service for the City's regulatory functions.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted on the web page of the City of Roseville www.cityofroseville.com

Attest: _____
Patrick Trudgeon, City Manager

CITY OF ROSEVILLE

ORDINANCE NO. 16xx

**AN ORDINANCE AMENDING CHAPTER 314.05, FEE SCHEDULE
ADOPTING THE 2024 FEE SCHEDULE**

THE CITY OF ROSEVILLE HEREBY ORDAINS:

SECTION 1. Purpose. The City of Roseville annually adopts a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the City Council the opportunity to review fees for services in a comprehensive manner.

SECTION 2. Other Fee References

By enacting this ordinance, all fee amounts previously established and contained herein are hereby amended as submitted.

SECTION 3. Authority

The authority to enact the fees identified herein is established by City Code.

SECTION 4. Penalty

Failure to pay the fees identified herein is subject to penalties and interest as established by City Code.

SECTION 5. Fee Schedule

The proposed 2024 Fee Schedule is as shown in *Exhibit A*.

SECTION 6. Effective Date. This ordinance shall be effective upon adoption and publication.

Passed this 4th day of December, 2023.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

BY: _____
Patrick Trudgeon, City Manager

City of Roseville
2024 Proposed Fee Schedule

General Business Licenses and Permit Fees

Fee Description	City Code	2023 Amount	Proposed 2024 Amount	Comments
Benches in right-of-way	703	50.00	50.00	Bench/Year
Assessment searches:				
Deferred or pending	n/a			
Historical	n/a	100.00	100.00	
Burial Permit	401	100.00	100.00	
Certification of Delinquent Utility Bill Service Charge		25.00	25.00	
Cigarettes and tobacco products, sale of	306	200.00	200.00	
Compost/woodchip delivery from Compost Site	n/a	50.00	50.00	
Construction noise variance	405	450.00	450.00	
Conversation parlors	308	10,000.00	10,000.00	
Copy charges per page	n/a	0.25	0.25	
CPR Training charge per student	n/a	110.00	110.00	
Curb stop turn on/off fee Turn Water Off	801.09	50.00	100.00	
Data / USB Drive Copies	n/a	10.00	10.00	
Daycare facility inspection fee	n/a	50.00	50.00	
Dog and cat license:				
2 Year: sterilized	501	10.00	10.00	
2 Year: sterilized with micro chip	501	5.00	5.00	
2 Year: non-sterilized	501	35.00	35.00	
2 Year: non-sterilized with micro chip	501	25.00	25.00	
Lifetime: sterilized	501	30.00	30.00	
Lifetime: sterilized with micro chip	501	5.00	5.00	
Lifetime: non-sterilized	501	150.00	150.00	
Lifetime: non-sterilized with micro chip	501	100.00	100.00	
Duplicate or address change	501	5.00	5.00	
Special multiple: 2 Year	501	40.00	40.00	
Dog kennels	501	75.00	75.00	
Easement or right-of-way vacation	n/a	475.00	475.00	
Encroachment agreement application fee	n/a	475.00	475.00	
Erosion control escrow fee (per acre):		-	-	
Standard	1017	3,000.00		
Residential remodel (less than 1/4 acre)	1017	1,000.00		
<5,000 SF (within 300' of water resource	1017		-	
<0.5 acre (residential remodel only)	1017		1,000.00	
≤1 acre	1017		3,000.00	
> 1 acre (round up to the nearest acre)	1017		3,000 (per acre)	
False alarm fees: Fire:				
Third false alarm	506	300.00	300.00	
Fourth	506	400.00	400.00	
Fifth and all subsequent alarms	506	500.00	500.00	
Construction-related	n/a	150.00	150.00	
False alarm fees: Police:				
Third false alarm	506	100.00	100.00	
Fourth	506	200.00	200.00	
Fifth	506	300.00	300.00	
Sixth	506	400.00	400.00	
Seventh and all subsequent alarms	506	500.00	500.00	
Fertilizer:				
Sale of	408	30.00	30.00	
Applicator	408	100.00	100.00	
Firearms, sale of	310	30.00	30.00	
Fire Inspection:	902	105.00	105.00	
Commerical vent hood	902	110.00	110.00	
Natural gas-related emergencies		250.00	250.00	Per hour (contractor-related)
Outside of normal business hours		105.00	105.00	Per hour (minimum 2 hours)
Fire rescue and extrication fee	n/a	400.00	400.00	
Fire & EMS Assistance Fee	n/a	400.00	400.00	
Fire safety training (per hour)	n/a	110.00	110.00	
Fireworks, sale of consumer:				
Existing retail	n/a	100.00	100.00	
Stand-alone, temporary	902	450.00	450.00	Incl. structure & product storage
Fuel storage tank removal inspection	902	170.00	170.00	Above or underground tanks
Fuel storage tank: Installation of liquid fuel tank	902	170.00	170.00	Above or underground tanks
Fuel storage tank: Installation of liquefied fuel tank	902	170.00	170.00	Above or underground tanks
Gasoline stations	310	186.00	186.00	
Gas pumps (private business)	310	186.00	186.00	
Horse	501	5.00	5.00	
Hospitals-veterinary	310	80.00	80.00	
Hotel/Motel Annual Inspection				
Base rate	n/a	435.00	435.00	Inspection services transferred
Per unit fee	n/a	3.00	3.00	from State Fire Marshall's
Follow-up inspection	n/a	125.00	125.00	Office
Verified complaint inspection	n/a	125.00	125.00	
Lawful gambling:				
One-time event	304	25.00	25.00	
On-going premise permit: net sales %	304	0.5%	0.5%	
On-going premise permit: net profits %	304	0.10	0.10	
Liquor Licenses:				
On-sale intoxicating liquor license	302	\$ 7,000.00	\$ 7,000.00	
On-sale non-intoxicating liquor license	302	\$ 100.00	\$ 100.00	
On-sale wine license (75 seats or less)	302	750.00	750.00	

City of Roseville
2024 Proposed Fee Schedule

General Business Licenses and Permit Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2023 Amount</u>	<u>Proposed 2024 Amount</u>	<u>Comments</u>
On-sale wine license (75+ seats)	302	1,500.00	1,500.00	
Renewal Application-late fee		\$50	\$50	
Temporary: on-sale (3 days)	302	50.00	50.00	
Temporary: on-sale in Cental Park	302	20.00	20.00	
Sunday on-sale	302	200.00	200.00	
Special club: 51-200 members	302	300.00	300.00	
Special club: 201-500 members	302	500.00	500.00	
Special club: 501-1,000 members	302	650.00	650.00	
Special club: 1,001-2,000 members	302	800.00	800.00	
Special club: 2,001-4,000 members	302	1,000.00	1,000.00	
Special club: 4,001-6,000 members	302	2,000.00	2,000.00	
Special club: more than 6,000 members	302	3,000.00	3,000.00	
On-sale brewery taproom	302	750.00	750.00	
Off-sale brewery taproom	302	300.00	300.00	
On-sale micro distillery cocktail room	302	750.00	750.00	
Off-sale micro distillery cocktail room	302	300.00	300.00	
Off-sale intoxicating liquor license	302	300.00	300.00	
Off-sale intoxication liquor license	302	200.00	200.00	See comment 'A' below
Off-sale non-intoxication liquor license	302	30.00	30.00	
Sale outside of premises	302	25.00	25.00	
Investigation fee	302	300.00	300.00	
Massage therapist	309	125.00	125.00	
Massage therapy business establishment:				
License	309	325.00	325.00	
First-time applicant background check	309			
Renewal Application-late fee		\$50	\$50	
Open burning permit	n/a	120.00	120.00	Plus \$0.50 per required notice
Park dedication fee:		4,250.00	4,250.00	per unit
	Residential (per unit)	1103		
	Non-residential (fair-market value %)	1103		See comment 'B' below
Pathway patching fee:				
	Concrete sidewalk (2 panels)	n/a	1,500.00	
	Bituminous (12' x 8')	n/a	1,100.00	
Pawn shop license	311	10,000.00	10,000.00	
Pawn shop + precious metal dealer license	311	13,000.00	13,000.00	
Pawn shop transaction fee (per transaction)	n/a	2.90	2.90	
Precious metal dealer	311	3,000.00	3,000.00	
Private hydrant inspections:				
	Per Hydrant	801	70.00	70.00
Processing Fees	n/a	2%	3% or \$3 min	See comment 'C' below
Public improvement contract application fee	n/a	550.00	550.00	See comment 'D' below
Public Nuisance Deviation Fee	407.1	50.00	50.00	
Recycling contractor	403	125.00	125.00	
Rental licensing:				
	Multi-family annual inspection fee: Building	908	102.00	102.00
	Multi-family annual inspection fee: Per Unit	908	15.00	15.00
	Multi family: reinstatement	908	102.00	102.00
	Reinspection fee	908	110.00	110.00 per hour, two hour minimum
	Failure to renew within 30 days of exp.	908	500.00	500.00 Fee doubles every two weeks
	Fee appeal to City Council	908	50.00	50.00
Rental registration:				
	Registration Fee	907	35.00	38.00
	Late renewal fee	907	35.00	38.00
	Administrative fee (per unit)	907	100.00	100.00
	Appeal	907	50.00	50.00
Requested Fire Inspection/Consultation (per hour)	n/a	110.00	110.00	
Returned Check/ACH		30.00	30.00	
Right of way permits:		-	-	
	Hole (per hole)	707	400.00	400.00
	Trench	707	400.00	400.00 + \$0.40 / lineal foot of trench
	Boring	707	400.00	400.00 + \$0.40 / lineal foot of boring
	Non-excavation (obstruction)	707	50.00	50.00 + \$0.06 / lineal foot
	Roll-off container	707	50.00	50.00
	Extension	707	25.00	25.00 + \$25.00 per week of extension
	Oversize/overweight vehicle	707	30.00	30.00
	Penalty	707		
	Curb cut	707	50.00	50.00
	New or revised wireless support structure	n/a	100.00	100.00
	Other Agency review	707	30.00	30.00
	Winter excavaction surcharge	707	100.00	100.00 Amount per hole
Sewer usage fees	802	n/a	n/a	Established separately
Short-Term Rental License	909	515.00	515.00	
	Failure to renew w/in 5 days	909	100.00	100.00
	Administrative fine	909	100.00	100.00
Soil contamination fee (per cubic yard)	406	1.00	1.00	max \$300
Solid waste hauler license	402	125.00	125.00	
Special Event License		75.00	75.00	
Street patching fee:				
	Half width without curb	n/a	1,100.00	1,100.00
	Half width with curb	n/a	1,900.00	1,900.00

City of Roseville
2024 Proposed Fee Schedule

General Business Licenses and Permit Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2023 Amount</u>	<u>Proposed 2024 Amount</u>	<u>Comments</u>
Full-width without curb	n/a	2,200.00	2,200.00	
Full-width with curb	n/a	3,000.00	3,000.00	
Sump pump waiver fee	802	50.00	50.00	
Sump pump surcharge fee (per month)	802	50.00	50.00	
THC Sales		300.00	300.00	
Investigative Fee	302	300.00	300.00	
Tree planting and removal	706			Established separately
Utility service location fee	n/a			
Vehicle impound fee (per day)	n/a	20.00	20.00	
Vehicle related emergency response	n/a	400.00	400.00	See Comment "c" below
Per vehicle involved	n/a	48.00	48.00	
Significant incident response larger /specialized response	n/a	see comments	see comments	Bill based on time and supplies
Water meter deposit	801	n/a	n/a	Established separately
5/8 x 3/4 Disc			340	
Full 3/4" Disc			410	
1" Disc			520	
1 1/2" Disc			960	
1 1/2" Mach 10			1050	
2" Disc			1170	
2" Mach 10			1230	
2" Turbo			1220	
2" Compound			2320	
3" Mach 10 (12")			3400	
3" Mach 10 (17")			3480	
3" Compound			3630	
4" Compound			4750	
4" Mach 10			4400	
6" Compound			7890	
6" Turbo			4760	
6" Mach 10			7030	
Water tower permit: private use	801	n/a	n/a	Established separately
Water usage fees	801	n/a	n/a	Established separately
Well permit	801	n/a	n/a	Established separately
Wireless support structure-Administrative application fee, for new or modifying existing	n/a	1,000.00	500.00	
Wireless equipment - Escrow Fee for Modifying Existing	n/a	8,000.00	8,000.00	
Wireless equipment - Escrow Fee for new equipment	n/a	10,000.00	10,000.00	
Wireless tower lease agreement	1205	n/a	n/a	Negotiated
Annual Lease for 6 antenna + 200SF	1205		42,000.00	
Lease accelerator	1205		4%	
Add'l Antennas (per each)	1205		2,500.00	
Add'l Ground Space (per SF)	1205		50.00	
Other equipment	1205		n/a	Negotiated
Hydrant Meter Rental				
Monthly Fee			100.00	
5/8-1" Meter Deposit			800.00	
1.5" Meter Deposit			2,000.00	
3" Meter Deposit			6,000.00	
Hydrant Wrench (if not returned)			180.00	
<u>Comments:</u>				
(a)	If MN Statute 340A.408, subd 3(c) are met			
(b)	Calculation is based on 10% of the estimated fair market value of unimproved land, as determined by the Ramsey County Assessor's Office on the date of approval of the plat or subdivision.			
(c)	For 2018 and beyond, the fee is \$3 minimum or 3% of the fine, registration, permit, or license when processed in Accela			
(d)	In addition to the \$550 base fee, an escrow fee of 4% of the total improvement cost is also collected			
(e)	1. Vehicle Response Fee (accident, vehicle fire, clean-up, injury accident, Extrication, vehicle fire).			
	a. This program would be administered by the newly created Lieutenant positions.			
	b. Estimated annual fee income of \$34, 000			
	c. Roseville Fire responds to several hundred vehicle related emergencies annually at significant cost to the department. This fee would of			
	d. This fee would replace the current "Fire Rescue and Extrication fee".			
	e. Most vehicles insurance cover emergency response these type incidents.			
	f. The fee would remain \$400.00 incident and \$48.00 per vehicle involved. Additional costs would be added for hazards related to larger i			

City of Roseville

Administrative Fines

<u>Fee Description</u>	<u>City Code</u>	<u>2023 Amount</u>	<u>Proposed 2024 Amount</u>	<u>Comments</u>
Alcohol Sales (License Holder):				
Off-sale 1st Violation	302.15	2,000.00	2,000.00	no suspension
Off-sale 2nd Violation (in 36 months)	302.15	2,000.00	2,000.00	3 day suspension
Off-sale 3rd Violation (in 36 months)	302.15	2,000.00	2,000.00	7 day suspension
Off-sale 4th Violation (in 36 months)	302.15	Revocation	Revocation	
Alcohol Sales (License Holder):				
On-sale 1st Violation	302.15	2,000.00	2,000.00	1 day suspension
On-sale 2nd Violation (in 36 months)	302.15	2,000.00	2,000.00	5 day suspension
On-sale 3rd Violation (in 36 months)	302.15	2,000.00	2,000.00	15 day suspension
On-sale 4th Violation (in 36 months)	302.15	Revocation	Revocation	
Alcohol Sales:				
Purchase, possession: underage	n/a	\$ 150.00	\$ 150.00	
Lending ID to underage person	n/a	100.00	100.00	
Selling alcohol: underage	n/a	250.00	250.00	
License holder	n/a	300.00	300.00	
Other violation	n/a	100.00	100.00	
Animals:				
Vicious animal	n/a	50.00	50.00	
Barking dog	n/a	50.00	50.00	
Animal at large	n/a	50.00	50.00	
Other violation	n/a	50.00	50.00	
City Code violation: general	n/a	100.00	100.00	
Consuming alcohol: unauthorized places	n/a	250.00	250.00	
Delinquent Utility Account -Admin Fee	801/802		25.00	
Delinquent Utility Account -Certified to Ramsey Co	801/802		8% of unpaid fee	
Discharge, display of weapon	n/a	250.00	250.00	
Expired license plates	n/a	35.00	35.00	
Fats, Oil, Grease (FOG) Fines - Engineering				
FOG discharge resulting in blockage	n/a	1,000.00	1,000.00	Per incident
Failure to maintain records	n/a	250.00	250.00	Per incident
Failure to apply for license	n/a			
Fires:				
No open fires	n/a	250.00	250.00	
Fire code	n/a	250.00	250.00	
Fireworks: use, possession, sale	n/a	250.00	250.00	
Golf cart / ATV violation	n/a	50.00	50.00	
Illegal dumping	n/a	150.00	150.00	
Land use	n/a	100.00	100.00	
Licenses (not occurring elsewhere)	n/a	50.00	50.00	
Missing plate/tab	n/a	35.00	35.00	
Noise complaint	n/a	250.00	250.00	
Parking: snowbird	n/a	25.00	25.00	
Park ordinance violation	n/a	25.00	25.00	
Peddling	n/a	75.00	75.00	
Pet Store Requirements:	n/a			
1st violation (within a rolling 12 months)	501	1,000.00	1,000.00	
2nd violation (within a rolling 12 months)	501	1,500.00	1,500.00	
3rd violation (within a rolling 12 months)	501	3,000.00	3,000.00	
Property nuisance: Repeat	511	250.00	250.00	See Comment 'a' below
Commercial Lodging Establishment		250.00	250.00	See Comment 'b' below
Public nuisance	n/a	100.00	100.00	
Regulated businesses	n/a	100.00	100.00	
Seat belts	n/a	25.00	25.00	
Signs	n/a	50.00	50.00	
Snowmobiles (use on public property)	n/a	50.00	50.00	
Tampering with civil defense system	n/a	250.00	250.00	

City of Roseville

Administrative Fines

<u>Fee Description</u>	<u>City Code</u>	<u>2023 Amount</u>	<u>Proposed 2024 Amount</u>	<u>Comments</u>
THC Sales (License Holder):	316			
1st Violation	316	1,000.00	1,000.00	
2nd Violation (in 36 months)		2,000.00	2,000.00	Plus 3-day License Suspension
3rd Violation (in 36 months)		2,000.00	2,000.00	Plus 7-day License Suspension
4th Violation (in 36 months)		Revocation	Revocation	
THC Sales:				
Selling THC: underage		250.00	250.00	
Other violation		100.00	100.00	
Tobacco Sales (License Holder):				
1st Violation	306.09	1,000.00	1,000.00	
2nd Violation (in 36 months)	306.09	2,000.00	2,000.00	Plus 3-day License Suspension
3rd Violation (in 36 months)	306.09	2,000.00	2,000.00	Plus 7-day License Suspension
4th Violation (in 36 months)	306.09	Revocation	Revocation	
Tobacco Sales:				
Selling tobacco: underage	306.09	250.00	250.00	
Other violation		100.00	100.00	
Trapping Ordinance Violation	512	150.00	150.00	
Trespassing	n/a	150.00	150.00	
Wetland / Shore land	1017	100.00	100.00	

Comments:

- (a) Beginning with the 3rd call, the cost is \$250 plus the costs related to the call up to \$2,000
- (b) More than 10 calls per calendar month

City of Roseville

Permit and Plan/Project Review Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2023 Amount</u>	<u>Proposed 2024 Amount</u>	<u>Comments</u>
Building Permit - Community Development:				
\$1 - \$500 valuation (total valuation)		\$ 31.00		
\$1 - \$2,000 valuation		31.00	83.50	
\$2,001 - \$25,000 valuation		83.50	83.50	For the first \$2,000 value;
		-	-	plus \$16.55 for each add'l \$1,000
		-	-	value or fraction thereof
\$25,001 - \$50,000 valuation		464.15	464.15	For the first \$25,000 value;
		-	-	plus \$12.00 for each add'l \$1,000
		-	-	value or fraction thereof
\$50,001 - \$100,000 valuation		764.15	764.15	For the first \$50,000 value;
		-	-	plus \$8.45 for each add'l \$1,000
		-	-	value or fraction thereof
\$101,001 - \$500,000 valuation		1,186.65	1,186.65	For the first \$100,000 value;
		-	-	plus \$6.75 for each add'l \$1,000
		-	-	value or fraction thereof
\$500,001 - \$1,000,000 valuation		3,886.65	3,886.65	For the first \$500,000 value;
		-	-	plus \$5.50 for each add'l \$1,000
		-	-	value or fraction thereof
\$1,000,000 + valuation		6,636.65	6,636.65	For the first \$1,000,000 value;
		-	-	plus \$4.50 for each add'l \$1,000
		-	-	value or fraction thereof
Inspections outside of normal business hours		76.00	76.00	Hourly rate
Re-inspection fees (hourly)		76.00	76.00	Hourly Rate
Misc. inspection/investigation fees (hourly)		76.00	76.00	Hourly Rate
Add'l plan review fee required by revisions		76.00	76.00	Hourly rate
Building Permit - Engineering:				
\$1 - \$500 valuation	\$	20.00	\$ 20.00	
\$501 - \$2,000 valuation		20.00	20.00	
\$2,001 - \$25,000 valuation		35.00	35.00	
\$25,001 - \$50,000 valuation		70.00	70.00	
\$50,001 - \$100,000 valuation		95.00	95.00	
\$100,001 - \$500,000 valuation		130.00	130.00	
\$500,001 - \$1,000,000 valuation		230.00	230.00	
\$1,000,000 +		360.00	360.00	
Demolition Permit Fee - Community Development				
Tenant improvement/remodeling	\$	75.00	\$ 76.00	Prior to building permit
Structures not connected to utilities		96.00	76.00	
Structures connected to city utilities: residential		163.00	152.00	
Structures connected to city utilities: commercial		425.00	456.00	
Fire Safety Inspection Fee		8%	8%	% of building permit fee
Fire Plan Review Fee: New Construction (hourly)		110.00	110.00	
Fire Plan Review Fee: Existing				
** Plan Review Fee will be 65% of the calculation below **				
\$1 - \$2,000 valuation		110.00	110.00	Per Hour
\$2,001 - \$25,000 valuation		110.00	110.00	For the first \$2,000 value;
				plus \$21.00 for each add'l \$1,000
				value or fraction thereof
\$25,001 - \$50,000 valuation		576.00	576.00	For the first \$25,000 value;
		-	-	plus \$15.40 for each add'l \$1,000
		-	-	value or fraction thereof
\$50,001 - \$100,000 valuation		961.00	961.00	For the first \$50,000 value;
		-	-	plus \$10.70 for each add'l \$1,000
		-	-	value or fraction thereof
\$101,001 - \$500,000 valuation		1,496.00	1,496.00	For the first \$100,000 value;
		-	-	plus \$8.60 for each add'l \$1,000

		-	-	value or fraction thereof
\$500,001 - \$1,000,000 valuation		4,936.00	4,936.00	For the first \$500,000 value;
		-	-	plus \$7.10 for each add'l \$1,000
		-	-	value or fraction thereof
\$1,000,000 + valuation		8,486.00	8,486.00	For the first \$1,000,000 value;
		-	-	plus \$5.70 for each add'l \$1,000
		-	-	value or fraction thereof
Erosion control inspection permit:		0	0	
Less than 1 acre	1017	1,000.00		
1 to 5 acres	1017	1,500.00		
More than 5 acres	1017	2,000.00		
Shoreland district < 5,000 sq. ft.	1017	300.00		
Residential remodel (less than 1/4 acre)	1017	300.00		
Permit renewal (residential remodel)	1017	150.00		
< 5,000 SF (within 300' of water resource)			50.00	
< 1/2 acre (residential remodel only)		300.00	300.00	
5,000 SF to 1 acre (residential only)		1,000.00	1,000.00	
1 - 5 acres		1,500.00	1,500.00	
> 5 acres		2,000.00	2,000.00	
Erosion control permit renewal:		-		
Less than 1 acre	1017	\$ 750.00		
1 to 5 acres	1017	1,000.00		
More than 5 acres	1017	1,250.00		
< 0.5 acre (residential remodel only)		\$ 150.00	\$ 150.00	
< 1 acre		\$ 750.00	\$ 750.00	
1 - 5 acres		1,000.00	1,000.00	
> 5 acres		1,250.00	1,250.00	
Grading Permit Fee - Engineering:				
50 cubic yards or less		\$ 50.00		
<5,000 SF (within 300 feet of water resource)			50.00	
≤ 50 cubic yards			-	
51 - 250 cubic yards		100.00	100.00	
251 - 1,000 cubic yards		200.00	200.00	
1,001 - 10,000 cubic yards		350.00	350.00	
10,000 + cubic yards		650.00		
> 10,000 cubic yards		650.00	650.00	
Stormwater drainage fees	803	n/a	n/a	Established separately
Stormwater impact fee (per cubic foot)	1017	30.00	30.00	
Stormwater residential permit:		-	-	
Initial	n/a	250.00	250.00	
Renewal (5 year term)	n/a	100.00	100.00	
Stormwater Permit Review		-	-	
Less than 1 acre	803	35.00		
1-5 acres	803	75.00		
More than 5 acres	803	125.00		
< 1 acre		35.00	35.00	
1 - 5 acres		75.00	75.00	
> 5 acres		125.00	125.00	
Non-compliance fine	n/a	100.00	100.00	
House Moving Permit Fee:		-	-	
Over private property only		\$ 95.00	\$ 95.00	
Over public streets		137.00	137.00	
Investigation fee (hourly)		76.00	76.00	
Manufactured Home Permit Fee (new installation)		275.00	275.00	
Mechanical Permit Fee - Residential:		-	76.00	
Additioanl for each fixture			10.00	
Air conditioning: replacement		61.00		
Warm air furnace: replacement		61.00		
Hot water boilers: replacement		61.00		
Unit heaters		61.00		
Swimming pool heaters		61.00		
New construction, misc. work & gas piping	1.28 % of job cost	1.28 % of job cost	Plus \$76.00	
Minimum fee		61.00	\$76.00	

Gas fireplace	61.00		
In floor heat	85.00	\$76.00	
Mechanical Permit Fee - Commercial (All)	1.28 % of job cost		Plus \$76.00
Plan Review Fee:	65% % of permit fee		
Plumbing Permit Fee: Residential	-		
Minimum fee	61.00	\$76.00	
Additional for each fixture opening	10.00	10.00	
Backflow prevention device	10.00	10.00	
Miscellaneous work		-	
New construction, misc. work & gas piping	1.28 % of job cost	1.28 % of job cost	Plus \$76.00
Plumbing Permit Fee: Commercial	1.28 % of job cost	1.28 % of job cost	Plus \$76.00
Minimum fee	-	\$76.00	
Sewer Connection Permit Fee - Community Develop:	-		
Residential	\$ 96.00	\$ 76.00	
Commercial	303.00	304.00	
Repair	61.00	76.00	
Disconnect: residential	85.00	76.00	
Disconnect: commercial	169.00	152.00	
Sewer Connection/Inspection Permit Fee - Engineering:	-	-	
Connection: residential	25.00	25.00	
Connection: commercial	75.00	75.00	
Connection: repair	25.00	25.00	
Connection: inspection	75.00	75.00	
Disconnect: residential	25.00	25.00	
Disconnect: commercial	75.00	75.00	
Sign Permit Fee - Community Development:			
Permanent sign (minimum fee)			
Annual sign	100.00	100.00	
Temporary sign	30.00	30.00	
Attention-getting device	30.00	30.00	
Swimming Pool Permit - Community Development:	-	-	
Residential: in-ground	212.00	212.00	
Commercial		Per Valuation	
Swimming Pool Permit - Engineering	15.00	15.00	
Water Connection Permit Fee - Community Develop:	-		
Residential	96.00	76.00	
Commercial	303.00	304.00	
Repair	61.00	76.00	
Disconnect: residential	85.00	76.00	
Disconnect: commercial	169.00	152.00	
Water Connection/Inspection Permit Fee - Engineering:	-		
Connection: residential	25.00	25.00	
Connection: commercial	75.00	75.00	
Connection: repair	25.00	25.00	
Connection: inspection	75.00	75.00	
Disconnect: residential	25.00	25.00	
Disconnect: commercial	75.00	75.00	
Water Meter Program Fees - Engineering:	-	-	
Manual meter read surcharge	20.00	20.00	per quarter
Non-standard water meter no-read fee	50.00	50.00	
Denial of access to water meter	100.00	100.00	per quarter
Utility Disconnect Fee	5,000.00	5,000.00	
Miscellaneous Permit Fees:	-	-	
Administrative fee for Accelerated abatement	125.00	125.00	
Administrative fee-Council Approved Abatement	350.00	350.00	
Administrative fee: other zones	69.50	76.00	
Administrative fee: R1 or R2 zones	69.50	76.00	
Backflow prevention investigation fee	75.00	76.00	
Certificate of Occupancy: conditional	102.00	76.00	Special conditions
Certificate of Occupancy: copy	n/c	n/c	
Certificate of Occupancy: full	25.00	25.00	
City contractor license fee	63.00	63.00	
Construction deposit: commercial	5,000.00	5,000.00	

Construction deposit: residential	1,000.00	1,000.00	
Drain tile	115.00	76.00	
Driveway permits: residential replacement	55.00	57.00	
Driveway permits: residential expansion	75.00	76.00	Plus \$25 Engineering fee
Fence permits: residential	52.00	57.00	
Fence permits: commercial		Per Valuation	
Footing/foundation permits: commercial		Per Valuation	
Footing/foundation permits: residential		Per Valuation	
Garage only (detached: roofing & siding)	56.00	57.00	
Other	-	-	
Outdoor sales/display permit: 1-5 occurrences	50.00	50.00	
Outdoor sales/display permit: 6-10 occurrences	75.00	75.00	
Outdoor sales/display permit: 11 or more	200.00	200.00	
Outdoor storage/display permit: 1-5 occurrences	50.00	50.00	
Outdoor storage/display permit: 6-10 occurrences	100.00	100.00	
Outdoor storage/display permit: 11 or more	200.00	200.00	
Outdoor temporary event: 1-5 occurrences	50.00	50.00	+ Fire \$125 inspection fee (b)
Outdoor temporary event: 6-10 occurrences	100.00	100.00	+ Fire \$125 inspection fee (b)
Outdoor temporary event: 11 or more occurrences	200.00	200.00	+ Fire \$125 inspection fee (b)
Parking lot repair	152.00	152.00	See comment (a)
Replacement inspection card	21.00	21.00	
Residential siding replacement flat fee	140.00	140.00	
Residential window replacement flat fee	140.00	140.00	
Residential wood burning fireplace	92.00	152.00	
Re-stamping job site plan sets	31.00	31.00	
Roofing flat fee (residential)	140.00	140.00	
Miscellaneous Permit Fees Continued:	-	-	
SAC administration fee	36.00	38.00	
SAC research fee: hourly Rate	70.00	76.00	
Shed permits (residential < 120 square feet)	52.00	57.00	
Shed permits (residential 121-200 square feet)	75.00	76.00	Plus \$15 Engineering fee
Solar panel/renewable energy equipment install	1.28 % of job cost or	1.28 % of job cost or	or \$160 minimum fee
Verification fee: age of structure on property	5.00		
Verification fee: electrician/plumber state license	1.00	1.00	
Verification fee: lead abatement certificate	1.00	1.00	
Verification fee: sewer/water bond certificate	1.00	1.00	
Verification fee: state contracting license	1.00	1.00	See Comment (c)

Comments:

- (a) Fee amount if < 25% of total surface is replaced not exposing sub-base, otherwise add'l fees are imposed
(b) An additional \$125 fire inspection fee will be charged if using a tent or other membrane structure of 400 s.f. or larger
(c) Verification fee required for all trades with State licenses or bonds

City of Roseville

Community Development Miscellaneous Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2023 Amount</u>	<u>Proposed 2024 Amount</u>	<u>Comments</u>
Accessory Dwelling Unit permit	n/a	\$ 100.00	\$ 100.00	
Administrative deviation	n/a	\$ 110.00	\$ 110.00	
Appeal of Administrative Decision	n/a	\$100	\$100	
Attorney, consultant review & analysis	n/a			
City Address Book (11x17) – existing PDF maps	n/a	\$ 100.00	\$ 100.00	See Comment (a)
Comprehensive Plan – amendment	n/a	1,725.00	1,725.00	See Comment (b)
Comprehensive Plan on CD USB	n/a	20.00	45.00	See Comment (a)
Conditional Use:				
Residential	n/a	510.00	510.00	See Comment (b)
Commercial	n/a	775.00	775.00	See Comment (b)
Copying (per sheet)	n/a	0.25	0.25	
EAW Review Escrow	n/a	up to 15,000	up to 15,000	depending on project complexity
Hardscape improvement permit		75.00		
Interim Use	n/a	1,475.00	1,475.00	See Comment (b)
Interim Use extension	n/a	1,025.00	1,025.00	See Comment (b)
Landscape Plan:				
Application fee	n/a	200.00	200.00	
Escrow	n/a	500.00	500.00	
Land Division Variation Fee	n/a	375.00	375.00	
Maps – 8 ½ x 11 (b & w) – existing PDF maps	n/a			See Comment (c)
Maps – 8 ½ x 11 (color) – existing PDF maps	n/a	1.00	1.00	See Comment (a)
Maps – 11 x 17 (color) – existing PDF maps	n/a	2.00	2.00	See Comment (a)
Maps – 17 x 22 (color) – existing PDF maps	n/a	10.00	10.00	See Comment (a)
Maps – 22 x 34 (color) – existing PDF maps	n/a	20.00	20.00	See Comment (a)
Maps – 34 x 44 (color) – existing PDF maps	n/a	40.00	40.00	See Comment (a)
Master Sign Plan:				
Residential/institutional	n/a	250.00	250.00	
Commercial	n/a	350.00	350.00	
Open House fee		-	-	
Application fee	n/a	1,100.00	1,100.00	
Escrow	n/a	500.00	500.00	
Planned Unit Development:				
Amendment	n/a	\$ 1,210.00	\$ 1,210.00	
Sketch plan PUD open house application fee	n/a	800.00	800.00	
Sketch plan PUD application fee	n/a	350.00	350.00	
PUD Concept Plan: open house application	n/a	800.00	800.00	
PUD Concept Plan: application fee	n/a	2,500.00	2,500.00	
PUD Concept Plan: escrow	n/a	4,200.00	4,200.00	
PUD Final Plan: application fee	n/a	1,200.00	1,200.00	
PUD Final Plan: escrow fee	n/a	1,800.00	1,800.00	
PUD Cancellation: application fee		250.00	250.00	
PUD Cancellation: escrow fee		500.00	500.00	
Planning Commission agendas/year (mailed)	n/a	10.00	10.00	See Comment (a)
Planning Commission minutes/year (mailed)	n/a	15.00	15.00	See Comment (a)
Public Financing & Business Subsidy:		\$ -	\$ -	
Application fee	n/a	1,500.00	1,500.00	Nonrefundable
Escrow	n/a	15,000.00	15,000.00	
Reasonable Accommodation request	911		150.00	
Rezoning of project site or parcel	n/a	1,475.00	1,475.00	
Staff research time (per hour)	n/a	69.50	84.00	
Subdivision:				
Escrow (minimum)	n/a	2,500.00	2,500.00	See Comment (d)
Minor Subdivision	n/a	675.00	675.00	
Escrow data collection, analysis (per hour)	n/a	69.50	69.50	
Preliminary Plat	n/a	1,375.00	1,375.00	
Final Plat	n/a	510.00	510.00	
Tree preservation:				
Restoration & Landscape Plan Application	n/a	300.00	300.00	
Restoration & Landscape Plan Escrow	n/a	500.00	500.00	
Temporary Overnight Shelter License	3.10 and Title 10	250.00	250.00	
Variance:				
Residential	n/a	360.00	360.00	See Comment (b)
Non Residential	n/a	475.00	475.00	See Comment (b)
Variance appeal fee:				
Residential	n/a	150.00	150.00	

	Commercial	n/a	300.00	300.00	
Zoning Code text amendment		n/a	1,425.00	1,425.00	See Comment (b)
Zoning Code on CD USB		n/a	20.00	45.00	See Comment (a)
Zoning compliance letter: data collection & analysis		n/a	69.50	84.00	Per hour (1 hour minimum)

Comments:

- (a) Item is free on City website, and available for review at City Hall and Roseville Library.
- (b) If multiple requests (e.g. subdivision, variance), for the same application, the most expensive permit application fee is charged.
- (c) Maps/data created as a custom request are charged time and materials rate. GIS Coordinator at 1.9 times hourly rate
- (d) Amount listed under the PUD and Subdivision Escrow is the minimum amount required for the application.
A higher amount, as determined by the City, may be required for projects that will take a significant amount of time. Costs shall be paid as part of this escrow.

City of Roseville

Electrical Permit Fees: Community Development

<u>Electrical Permit Fee Description</u>	<u>City Code</u>	<u>2023 Amount</u>	<u>2024 Proposed Amount</u>	<u>Comments</u>
Minimum fee	n/a	\$ 50.00	\$ 50.00	No refunds available
Services, changes for services:				
0 to 300 amp	n/a	\$ 55.00	\$ 55.00	
400 amp	n/a	71.00	71.00	
500 amp	n/a	87.00	87.00	
600 amp	n/a	103.00	103.00	
800 amp	n/a	135.00	135.00	
1,000 amp	n/a	167.00	167.00	
1,100 amp	n/a	183.00	183.00	
1,200 amp	n/a	199.00	199.00	
Add \$16 for each additional 100 amps		-	-	
Circuits, changes for services:				
0 to 100 amp	n/a	\$ 9.00	\$ 9.00	
101 to 200 amp	n/a	15.00	15.00	
201 to 300 amp	n/a	21.00	21.00	
301 to 400 amp	n/a	27.00	27.00	
401 to 500 amp	n/a	33.00	33.00	
501 to 600 amp	n/a	39.00	39.00	
601 to 700 amp	n/a	45.00	45.00	
Add \$6 for each additional 100 amps		-	-	
Solar Fees:				
0kw-5kw	n/a	90.00	90.00	
5.1kw-10kw	n/a	150.00	150.00	
10.1kw-20kw		225.00	225.00	
20.1kw-30kw	n/a	300.00	300.00	
30.1kw-49.9kw	n/a	375.00	375.00	
50kw-and larger	n/a	400.00	400.00	
Add \$25 for each additional 10kw	n/a	25.00/10kw	25.00/10kw	
Residential panel replacement	n/a	\$ 110.00	\$ 110.00	
Residential sub panel	n/a	45.00	45.00	
Minimum fee:				
Inspection only	n/a	50.00	50.00	Plus \$1 State surcharge
Rough-in & final	n/a	100.00	100.00	Plus \$1 State surcharge
Single-family dwelling/townhouse < 200 amps *	n/a	200.00	200.00	Plus \$1 State surcharge
Apartment buildings (per unit)	n/a	90.00	90.00	Excludes cover svc, unit feeders & house panels
Swimming pool (up to two inspections)	n/a	100.00	100.00	
Additions, remodels, basement additions	n/a	100.00	100.00	Up to 10 circuits & 2 inspections
Accessory structure:				
Panel	n/a	55.00	55.00	
Per circuit	n/a	9.00	9.00	
Inspection	n/a	100.00	100.00	
Traffic signals (per standard)	n/a	8.00	8.00	
Street & parking lot lights (per standard)	n/a	5.00	5.00	
Transformers & Generators:				
Up to 10 KVA	n/a	5.00	5.00	
11-74 KVA	n/a	40.00	40.00	
75-299 KVA	n/a	60.00	60.00	
300+ KVA	n/a	165.00	165.00	
Retro-fit lighting (per fixture)	n/a	0.85	0.85	
Sign transformer (each)	n/a	9.00	9.00	
Low voltage fire alarm, low voltage heating and air cc	n/a	0.85	0.85	
Re-inspection fee (in addition to others)	n/a	50.00	50.00	
Hourly rate for carnivals	n/a	90.00	90.00	
Commercial Fees				
\$50 per trip or the fees below, whichever is greater				\$50 per trip
\$1 - \$1,000 valuation				for the first \$1,000 plus \$3.25
\$1,001 - \$2,000 valuation		\$50	\$50	for the first \$1,000 plus \$3.32
				for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000 valuation		\$82	\$82	for the first \$2,000 plus \$14.85
				for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000 valuation		\$423.55	\$423.55	for the first \$25,000 plus \$10.70
				for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000 valuation		\$691.05	\$691.05	for the first \$50,000 plus \$7.45

\$100,001 - \$500,000 valuation	\$1,063.55	\$1,063.55	for each additional \$1,000 or fraction thereof, to and including \$100,000 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 - \$1,000,000 valuation	\$3,463.55	\$3,463.55	for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
1,000,001 and up	\$6,013.55	\$6,013.55	for the first \$1,000,000 plus \$4 for each additional \$1,000,000 or fraction thereof
Reinspection fee (in addition to all other fees)	\$50	\$50	

Comments:

Investigative fee (working without a Permit)
the fee is doubled
Refunds issued only to permits over \$100

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Consider Proclamations for 2024

Background

The Human Rights, Inclusion and Engagement Commission (HRIEC) has historically been tasked with reviewing and recommending various proclamations for City Council approval. Additionally, in the past few years, the commission has worked with staff and volunteers to highlight a few proclamations each year. This included using the display cases at city hall to promote the chosen proclamation, as well as additional information being included in the city newsletters. For 2024, the commission is recommending the Council consider the following proclamations for 2024.

Month	Proclamation
January	Martin Luther King Jr. Day Human Trafficking Awareness and Prevention Month
February	Black History Month
March	Women's History Month*
April	Days of Remembrance Fair Housing Month Asian American and Pacific Islander Heritage Month
May	Mental Health Awareness Month Older Adults Month
June	LGTBQIA+ Pride Month Gun Violence Awareness Month*
July	Americans with Disabilities Act Anniversary Observance
August	Karen Martyr's Day Commemoration
September	Hispanic Heritage Month Constitution Week*
October	Indigenous People's Day
November	National Native American Heritage Month

December	
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Those proclamations designated with an * indicate the HRIEC recommended proclamations to be highlighted in 2024.

Policy Objectives

The policy objective is to affirm the city's commitment to human rights and inclusivity by actively supporting the proclamations and encouraging widespread awareness. This seeks to foster a sense of unity, celebrate diversity and raise awareness on key issues throughout the year.

Racial Equity Impact Summary

The recommended proclamations for 2024 reflect a commitment to promoting racial equity and recognizing the historical and ongoing contributions of diverse communities. By endorsing and emphasizing these proclamations, the City Council demonstrates its dedication to fostering a more equitable and inclusive community, acknowledging the importance of diverse perspectives and experiences.

Budget Implications

None

Staff Recommendations

By motion, approve the list of proclamations for 2024 and approve the three proclamations to be highlighted in 2024.

Requested Council Action

By motion, approve the list of proclamations for 2024 and approve the three proclamations to be highlighted in 2024.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: 1. Proclamation Policy



Proclamation Policy

On June 6, 2022 the Council adopted the following policy relating to proclamation requests.

The policy outlines criteria that should guide staff and the Council when considering a request for proclamation.

They include:

- Such proclamations may correspond to Federal or State government observances or recognitions (or the equivalent) of individuals or groups;
- Such proclamations must relate specifically to an interest of the residents of the City of Roseville;
- Such proclamations must relate to a stated policy of the City of Roseville as established in documents such as *Imagine Roseville 2025*;
- Such proclamations may be adopted to recognize the achievements of individuals or groups with a Roseville connection or to support the philanthropic works of such individuals or groups
- The Council's policy is not to adopt proclamations designed primarily to advance political, financial, charitable, or religious viewpoints or causes.

Note that "proclamations" under this policy include any Council motions with the equivalent effect of a proclamation – taking an official action by the Council on behalf of the City to recognize or draw attention to the subject matter.

This policy does not preclude the Council from adopting legislative priorities or (within statutory limitations) advocating for or against measures on the ballot in Roseville, nor does it preclude individual councilmembers from exercising their first amendment rights.

(Inserted from June 6, 2022 Council minutes)

Councilmember Groff moved, Councilmember Strahan seconded, that the City Council adopt this policy concerning proclamations issued by the City Council.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 7.e.

Department Approval



City Manager Approval



Item Description: Authorize Professional Services Agreement with Stantec Consulting Services Inc. for Natural Resources Planning

Background

In 2013, as part of the Park Renewal Program, the City hired Stantec Environmental and Natural Resources Consulting Services to update the City's Natural Resources Management Plan and assist the City with implementing an aggressive natural resources update in our parks, called the Natural Resources Renewal Program (NRR). The program intended to ecologically restore and strengthen Roseville's parks through the removal of invasive plants, restoration of native vegetation, and the development of a network of volunteers who would invest their time, energy, and know-how into making Roseville's parks and public spaces more environmentally healthy, sustainable, and resilient to climate change.

The 2013 plan envisioned a five-year initial phase of the Natural Resources Renewal Program. Due to ongoing grant funding, the program was able to be extended but began to wind down in 2021. In the time since, staff have continued to facilitate regular volunteer natural resources projects, and have utilized Stantec for ecological consultation and project execution on an "as needed" basis.

At this time, all the projects identified in the 2013 plan have been accomplished, and it is time to consider a "next phase" of the program to 1) ensure that there is no regression from the progress that has been made since 2013, 2) allow volunteers to continue to be active and engaged in the program, and 3) to ensure further improvement of the natural resources in Roseville's parks.

From the outset, the Natural Resources Renewal Program was intended as a fairly dramatic and rapid approach to natural resources work, and it was understood that additional ongoing planning and ecological support would be needed to sustain the program once the NRR program concluded. To account for this, a "natural resources" line was established in the Parks and Recreation Capital Improvement Program (PIP) and has been funded each year since 2019.

To thoughtfully and intentionally transition into the next phase of natural resources work, staff worked with Stantec to develop a planned and intentional program that:

- Compiles existing natural resource management (NRM) needs in natural park areas.
- Sets tangible goals for NRM over a 5-10-year time frame.
- Demonstrates intentionality in NRM planning and implementation.
- Engages the public in the development of the plan.
- Provides an updated prioritized list of potential NRM activities.
- Provides cost estimates for park project/activity implementation & long-term maintenance.
- Identifies reasonable benchmarks for measuring NRM progress.
- Supports community and volunteer stewardship and park NRM advocacy.
- Supports continuing pursuit of grant funding for NRM implementation.

The proposed program includes the following tangible steps:

Step 1: A complete Natural Resources Field Assessment of each park. The last complete and comprehensive study that was conducted was in 2002, and even the parks that were analyzed in 2013 have changed significantly since that time.

Step 2: Development of Natural Resources Field Maps for each park.

Step 3: Development of a Natural Resources Project list to be implemented in the coming years.

Step 4 (concurrent with steps other steps): Ongoing and intentional engagement with volunteer leaders, staff, and other stakeholders, through the use of a Technical Advisory Team, as projects are developed.

Each of the above tasks is necessary to systematically develop projects to ensure the sustained success of Roseville's Natural Resources Management Program. The proposed cost of the above tasks is \$39,628.

Following the completion of tasks 1 through 4 as outlined above, work will begin on the highest priority projects. Concurrently with the new work, some additional planning is proposed to shore up the structure of the volunteer program and update the overall Natural Resources Plan.

Step 5: Review and redevelop Roseville's Natural Resources Stewardship Network and propose structural updates and resource needs.

Step 6: Complete an updated Natural Resources Management Plan.

The proposed cost of these two additional tasks is \$10,138, for a program total of \$49,766. It should be noted, that the program is proposed on time and materials not to exceed \$49,766, so the actual cost may be lower than anticipated.

Stantec's Senior Ecologist Paul Bockenstedt has been the lead consultant on natural resources work in Roseville dating back to the development City's first Natural Resource Management Plan in 2000 (at the time, Bonestroo). Paul is a well-respected expert with more than 30 years of experience natural resources work in Minnesota and has a strong track record of expertise in the field, and adherence to Roseville's principles of engagement and resident-driven stewardship.

Policy Objectives

This program is consistent with Roseville's Community Aspiration of environmental responsibility, with well-maintained natural assets, the Parks and Recreation System Master Plan, and Roseville 2040 Comprehensive Plan.

Racial Equity Impact Summary

There does not appear to be an immediate racial equity impact associated with this project. Although likely not relevant on this scale, studies do indicate that environmental degradation and climate change have a disproportionate impact on people of color and other historically disadvantaged populations (Berberian, Gonzalez, and Cushing, 2022).

When identifying and prioritizing natural resources projects, additional weight may be given to areas in Roseville with higher populations of historically underrepresented individuals.

Budget Implications

This project will be funded using budgeted Natural Resources funds from the Capitol Improvement Program (Parks Fund, \$30,000 budgeted in 2023, and \$40,000 in 2024).

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95 **Staff Recommendations**

96 Authorize the Mayor and City Manager to sign the enclosed proposal from Stantec Consulting Services
97 Inc, for tasks 1 through 6 of the Proposal for Parks Natural Resources Management Master Plan, at a
98 cost not to exceed \$49,766, pending final legal review.
99

100 **Requested Council Action**

101 Authorize the Mayor and City Manager to sign the enclosed proposal from Stantec Consulting Services
102 Inc, for tasks 1 through 6 of the Proposal for Parks Natural Resources Management Master Plan, at a
103 cost not to exceed \$49,766, pending final legal review.
104

105 **Prepared by:** Matthew Johnson, Parks and Recreation Director

Attachments: 1. Stantec Proposal for Parks Natural Resources Management Master Plan (Nov. 13, 2023)
2. Presentation



November 13, 2023
File: 227780124

Attention: Jim Taylor, Parks Superintendent
City of Roseville
2660 Civic Center Drive
Roseville MN 55113

Dear Jim,

Reference: Proposal for Parks Natural Resources Management Master Plan

Thank you for the opportunity to provide the City of Roseville with a proposal to help with master planning and engaging public input for natural resources management (NRM) in Roseville's city parks. Based on our meeting with you on September 7 as well as subsequent conversations, we understand that you are pursuing development of a Parks NRM Master Plan that accomplishes several things:

- Compiles existing natural resource management needs in park natural areas
- Sets tangible goals for NRM over a 5-10-year timeframe.
- Demonstrates intentionality in NRM planning and implementation.
- Engages the public in development of the plan.
- Provides an updated prioritized list of potential NRM activities.
- Provides cost estimates for park project/activity implementation & long-term maintenance.
- Identifies reasonable benchmarks for measuring NRM progress.
- Supports community and volunteer stewardship and park NRM advocacy.
- Supports continuing pursuit of grant funding for NRM implementation.

We are proposing the following Base Work Plan, schedule, and tasks to help with development of the Parks NRM Master plan. Work outlined below is proposed to be completed on a Time & Material Basis, Not-to-Exceed the total cost shown without prior written authorization from the City.

Reference: Proposal for Parks Natural Resources Management Master Plan

BASE WORK PLAN

Task 1: Natural Resource Field Assessments

November 2023 to January 2024

Assessment of current conditions is an important step in identifying NRM needs, setting tangible goals and benchmarks, and prioritizing NRM activities. Baseline conditions for natural resources in select parks were formally documented through field visits by Stantec Ecologist Paul Bockenstedt and others in 2002 for development of the 2002 Roseville Natural Resource Management Plan. Additional field assessments were conducted by Bonestroo (now Stantec) in 2013 to prepare a prioritized list of potential natural resource projects for the Roseville Parks Renewal Program. Existing conditions in the parks, however, have changed and improved substantially over the last 10 years through ecological restoration activities. Stantec has performed much of that work in partnership with the community and in support of and alongside dedicated volunteers. A formal systematic effort is needed now to document current natural resource conditions and management needs and set the stage for planning NRM for the next 5-10 years.

We propose to re-visit each park in late fall 2023 to spring 2024 to update the 2013 Roseville Parks Renewal Program Natural Resource Project List. This effort will focus on identifying natural resource maintenance activities that are important for sustaining the improvements made over the past decade. Stantec ecologists will use the same park map unit framework created in 2013 to document, organize, and prioritize NRM projects. Special attention and effort will be given to identifying types of activities that can be safely, efficiently, and effectively conducted on an on-going basis by trained volunteers or through periodic volunteer events.

A field inspection checklist will be used to record information at a consistent level of detail for each park. Data will include, at a minimum, the park name, management unit or location within the park, overall management activity type, recommended NRM activities (such as invasive plant spot treatments, enhancement seeding, planting, prescribed fire, etc), invasive plants present and approximate cover, and notes on anticipated labor (contractor/volunteer) and other resources (equipment/tools/supplies) needed to address the NRM needs.

Field data and comments will then be compiled into an Excel spreadsheet similar to the 2013 Roseville Parks Renewal Program Natural Resource Project List. We anticipate providing the draft results and reviewing the information with city staff in December to January as a springboard for refining public engagement for the master plan and for discussing in greater detail how to best support volunteer stewardship for long-term park NRM.

Deliverables

- Draft NRM field assessment results (spreadsheet)
- 1 meeting with city staff

Design with community in mind

Reference: Proposal for Parks Natural Resources Management Master Plan

Task 2: Park NRM Field Assessments (Maps)

December 2023 – February 2024

An updated set of park maps will be developed to identify and reference NRM locations within each park for recommended management. The most recent publicly available aerial photography for Ramsey County will be used to represent current conditions. We are open to suggestions for map layout preferences and incorporating any additional information that would be helpful for communicating internally and externally about NRM activities at each park. We anticipate that this map set will be an important communication tool for public engagement in the master planning process as well.

Deliverable

- Park NRM Map Set (PDF), including at least one map for each park (for a total of up to 36 maps)

Task 3: Park NRM Project List Refinement

January 2024 – March 2024

This task is envisioned as an iterative process of refining and updating the NRM Project List. The process is anticipated to include further analyses by Stantec to propose labor resources for specific types of activities, estimate NRM activity implementation costs, and identify activities/projects that would scope well for grant funding. We anticipate further refining, ranking, and prioritizing the list based on discussion and feedback from city staff and in response to public input.

Deliverable

- Final Parks NRM Master Plan Project List (spreadsheet)

Task 4: Public Engagement

January to June 2024

It is our understanding that the city would like to include targeted public engagement as a part of updating its Parks NRM Master Plan. The purpose of this engagement will be two-fold: to ensure that the Plan has enough support from key stakeholders and public officials to be adopted, and to assist in implementation of the plan by bolstering the existing community volunteer program. To that end, Stantec proposes the following engagement techniques.

Technical Advisory Committee

A Technical Advisory Committee (TAC) will be formed for the project including representatives from city staff, parks and recreation commission, and natural resources volunteers. Stantec will rely on city staff to identify desired members for the TAC and invite them to be part of the process. The purpose of

Design with community in mind

Reference: **Proposal for Parks Natural Resources Management Master Plan**

the TAC will be to brainstorm and vet ideas at three key intervals throughout the planning process. Stantec envisions that the first TAC meeting would be held after the natural resource field assessments are completed. The agenda for the meeting would be to introduce the master planning process, discuss high-level findings from the field assessments and begin the process of prioritization of future projects. Stantec will create an agenda and any materials needed for the TAC, facilitate the meeting and create a summary of what we heard to inform the next steps in the planning process.

The second TAC meeting would occur during the project list refinement task with the objective of reviewing the draft list of projects and providing input on any priorities that should be moved up or down the list. The third TAC meeting would center around the current volunteer program (Task 5) and discuss elements that work well, and elements to improve. The TAC would also identify potential challenges that will be faced in implementing the plan and the volunteer program, and brainstorm approaches to surmounting those challenges.

Deliverable

- TAC meeting agendas and summaries

Focus Group

Focus groups are a way to include important stakeholders in the planning process who are not a part of the technical advisory committee. This could be existing volunteers, neighborhood groups or representatives, city staff or other stakeholders identified by the city. Stantec proposes to host a focus group during Task 3, which would be open to a wider group of participants. City staff would have full discretion over the focus group attendees. It is anticipated that the topic of this focus group would be to discuss priority projects and the volunteer program, but Stantec is open to other topic suggestions that City staff may have.

Deliverable

- Focus group agenda and summary

StoryMap

An online presence for the plan can help to spread the word and distill key facts for the general public. If desired by the City, a StoryMap could be created as an online plan equivalent at the end of the planning process and act as a tool for volunteer training in the future. The StoryMap could include key information from the plan that could be shared with volunteers at orientation to show the big picture and city goals that volunteers will be helping to achieve through their efforts. The StoryMap can also act as a promotional tool for the volunteer program. It is anticipated that the StoryMap would incorporate similar information to the PowerPoint but would be a tool that would incorporate the maps from Task 2 with interactive capabilities. Examples of StoryMaps that Stantec has created recently are linked below.

- [Clean Water for Cottage Grove \(arcgis.com\)](https://arcgis.com)
- [Dakota County Brownfield Grants \(arcgis.com\)](https://arcgis.com)

Design with community in mind

Reference: Proposal for Parks Natural Resources Management Master Plan

Base Work Plan Cost Proposal

Work outlined in Tasks 1-4 above is proposed to be completed on a Time & Material Basis, Not-to-Exceed the total cost shown without prior written authorization from the City.

Task	Subtotal
Task 1: Natural Resource Field Assessments	\$14,552
Task 2: Park Natural Resource Management (NRM) Maps	\$ 5,679
Task 3: Park NRM Project List Refinement	\$ 8,707
Task 4: Public Engagement	\$10,690
TOTAL	\$39,628

POTENTIAL SUPPLEMENTAL SERVICES

Should the City be interested, below are potential supplemental services that Stantec may assist with. Tasks 4-6 described below are complementary to Tasks 1-3 outlined above. Stantec would be happy to complete supplemental tasks outlined below only after written authorization.

Task 5: Volunteer Stewardship Program Planning

January – May 2024

We have observed first-hand the exceptional interest and dedication of Roseville community volunteers in helping with park natural resource stewardship (and monitoring) activities. We understand that volunteer stewardship is anticipated to be a cornerstone for long-term NRM for Roseville Parks. As such, we propose this task to specifically focus on how the volunteer stewardship program is currently functioning and how it might be refined to maintain and support long-term volunteer engagement and interest and to best meet the NRM needs identified in Task 1.

We anticipate this task to include identifying a range of means and methods for supporting on-going, focused, and intentional volunteer natural resource stewardship activities. Means and methods could include identifying best practices for communicating stewardship needs and recording stewardship activities, training new volunteers, integrating technology tools, specialized volunteer training, and so on.

We envision meeting with city staff first to review challenges and opportunities with the current volunteer stewardship program. Discussion may include identifying current limitations in supporting a network of volunteers and brainstorming potential solutions. We would then meet with a focus group of volunteers to gather their input and ideas for program enhancement. This focus group is further described in Task 6 – Public Engagement A follow-up meeting with city staff will include review of the focus group feedback and identifying tangible next steps for refining the volunteer stewardship program.

Design with community in mind

Reference: **Proposal for Parks Natural Resources Management Master Plan**

Deliverables

- 2 meetings with City staff
- 1 meeting with a focus group of volunteers
- Summary letter report with recommended next steps

Task 6: Parks NRM Master Plan Report

March – May 2024

We propose to develop a Parks NRM Master Plan report anticipated to include the methods of the study; project list (results of Task 3); site maps; goals, objectives, benchmarks, proposed activities, and general plan and framework for NRM implementation shaped by the results of work in Tasks 1-4. A sufficient level of detail will be included to enable incorporation of this Master Plan into a future Roseville Parks and Recreation Master Plan update.

Deliverable

- NRM Master Plan Report

Supplemental Services Cost Estimate

Stantec would be happy to complete supplemental tasks outlined above after written authorization.

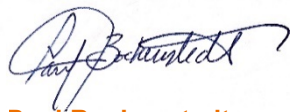
Task	Subtotal
Task 5: Volunteer Stewardship Program Planning	\$ 4,883
Task 6: Parks NRM Master Plan Report	\$ 5,255
TOTAL	\$10,138

Reference: **Proposal for Parks Natural Resources Management Master Plan**

Thank you for the opportunity to provide this proposal to you. We look forward to your feedback and are open to discussing proposal contents.

Best regards,

Stantec Consulting Services Inc.



Paul Bockenstedt
Senior Ecologist/Project Manager
Phone: 651 775 5331
Paul.Bockenstedt@stantec.com

By signing this proposal, City of Roseville authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the 13 day of November, 2023.

Per: City of Roseville

Print Name & Title

Signature

Authorize Professional Services Agreement with Stantec Consulting Services Inc. for Natural Resources Planning

Parks and Recreation



Goals of the Natural Resources Renewal project

- Parks and Recreation System Master Plan
 - Vision
 - ***Environmental Stewardship.*** We envision our parks as an opportunity to care for our wild places and creatures, where we have been entrusted to manage a resource so future generations benefit from the spirit of nature, and where nature is extended to the experience of every park visitor.
 - Goals & Policies
 - ***Natural resources management.*** Preserve significant natural resources, lakes, ponds, wetlands, open spaces, wooded areas, wildlife habitats, and trees as integral aspects of the parks system.
 - Outcomes
 - Preserve natural assets and significant environmental features...
 - Foster environmental awareness and promote and manage the presence of wildlife and wild places.
 - Long-term View
 - ***Environmental Stewardship.*** We envision parks as opportunities to care for our wild places and creatures, where we have been entrusted with a resource that must be managed and cared for so that future generations will benefit from the spirit of nature, its function, and its regenerative qualities, and where nature is extended to the experience of every park visitor.

Natural Resources – Brief History

- 2002 Natural Resources Plan Adopted
 - Prioritized Natural Resources as a key portion of Roseville's Parks
 - Restore and manage natural areas (e.g., forest, prairie, wetland)
 - Native plantings in developed parks
- 2013 System-wide natural resources evaluation and 2014 Plan
 - Identified potential projects
 - Assigned priority rankings
 - Identified potential outside funding sources
 - Ensured an aggressive, intentional, and systematic implementation phase
 - Developed a program that empowered and mobilized volunteers



Parks and Recreation Natural Resources Management Final Report

Prepared by:



City of Roseville
Parks Natural Resource Management

Parks Natural Areas Maintenance Practices



Project Example – Reservoir Woods Prairie/Savanna

May 8, 1947 Air Photo
Approximate park boundary in red



Project Example – Reservoir Woods Prairie/Savanna

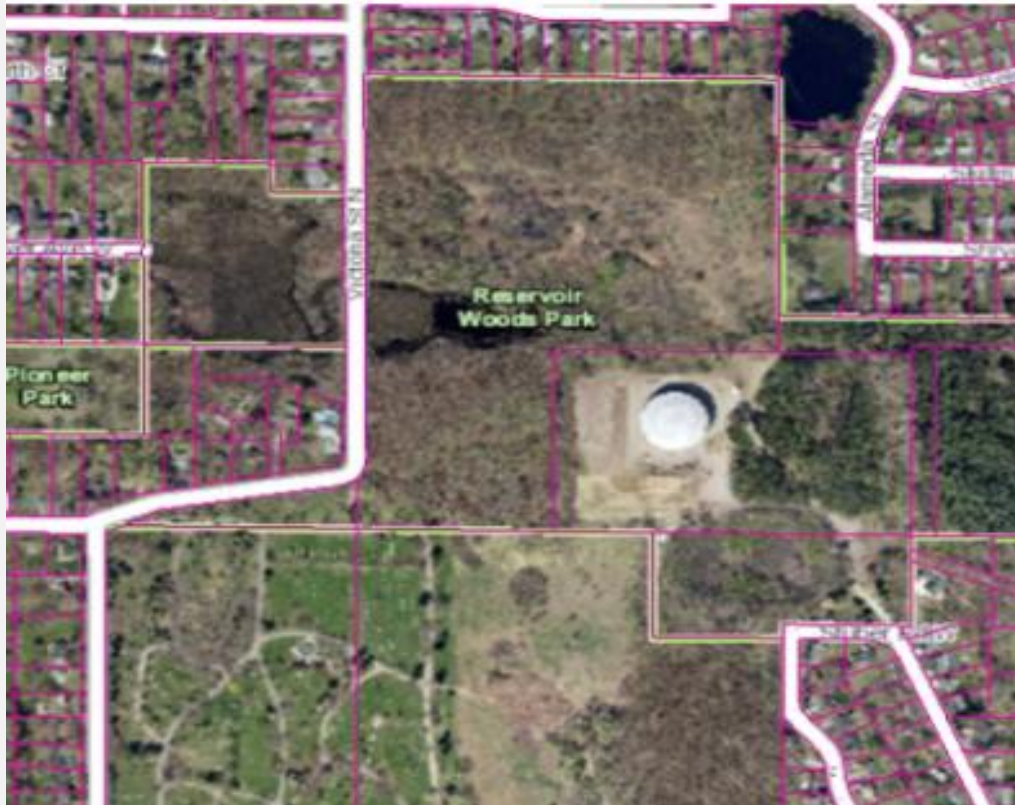


Project Example – Reservoir Woods Prairie/Savanna

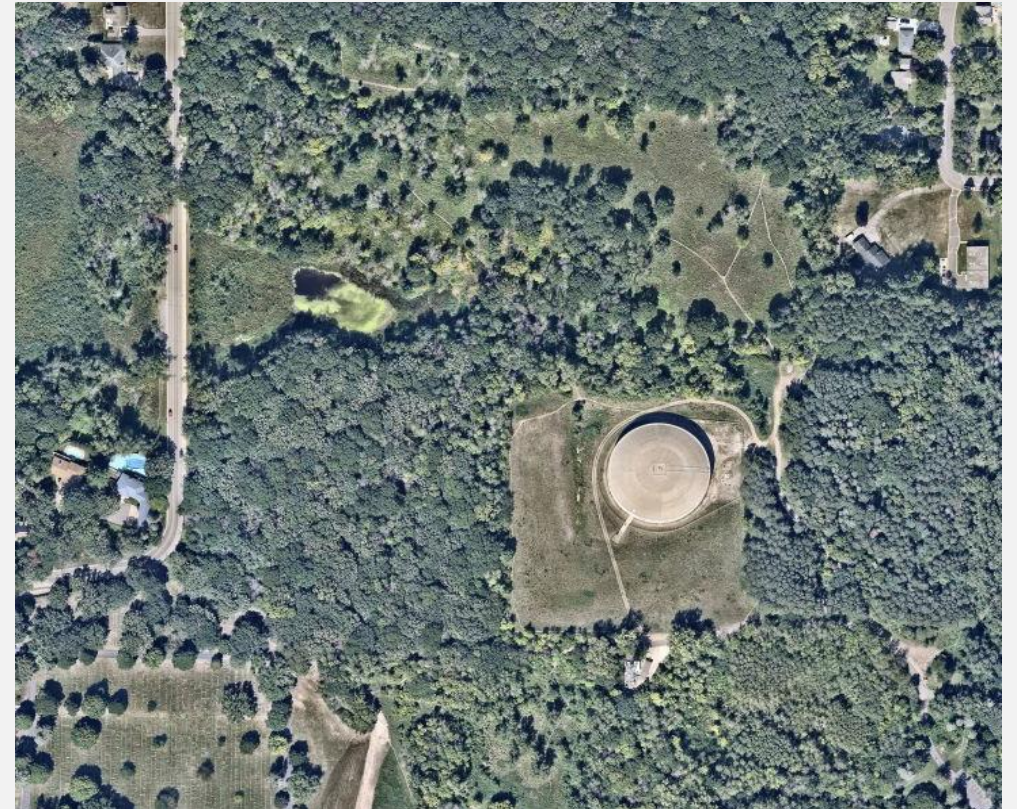


Project Example – Reservoir Woods Prairie/Savanna

2013



2023



Project Example – Reservoir Woods Prairie/Savanna



Reservoir Woods - Savanna

What is Oak Savanna

Before European settlement, half the Midwest landscape was oak savanna. Savanna is a type of grassland characterized by having both trees and grasses. The trees are widely spaced, allowing an abundant layer of grasses and flowers to grow underneath. Today, savanna is one of the rarest habitats in Minnesota and is imperiled globally. Much of the original savanna in the Midwest was converted to farmland or became forest due to fire suppression.

Oak savanna historically occurred in this area at Reservoir Woods, but has degraded due to tree and shrub encroachment in recent decades. The City of Roseville is using tree thinning and prescribed fire to restore this natural area gem.

Who's that singing?

Many species of wildlife communicate through singing to find a mate, identify their territory, and more. With a variety of habitats in the park, frog and toad calls can easily be confused for bird song.

Check out the calls of frogs and toads in Minnesota.

<https://www.pca.state.mn.us/living-green/frogs-minnesota>



American Goldfinch



Gray Tree Frog



Indigo Bunting



Great Crested Flycatcher

Wildlife of Oak Savanna

Watch for wildlife here in the summer, such as indigo bunting, American goldfinch, and great crested flycatcher. While you are here, be sure to listen for gray tree frogs.

During the spring and fall, this oak savanna is critical habitat for migrating birds that stop to rest and refuel on their journeys. Restoring this savanna improves habitat quality for a variety of wildlife.



1940 Aerial Photo



Bur Oak

Bergamont Black-eyed Butterfly Canada Golden Indiangrass Purple Sideoats Grama Rough Big Sky Blue Showy Stiff Tall Wild Rose Yellow
Susan Milkweed Wildrye Alexander Prairie Clover Grass Blazingstar Bluestem Aster Goldenrod Goldenrod Anemone Coneflower

Look for these savanna plants.

Plant Illustrations: Mark Mueller
Sign Created Summer 2019



Roseville Parks & Recreation

Natural Resources Renewal by the Numbers

- All parks touched by the program, each of the original projects have been completed.
- More than \$600,000 in grant funding acquired.
- More than 6,000 volunteer hours worked in the program and hundreds of volunteers engaged.
- CIP Category Developed for future NRR work.



Next Phase Goals

- Project list for immediate work
- Tangible goals for NRM over a 5-10-year timeframe, with benchmarks.
- Engages the stakeholders in the development of the plan.
- Prioritized list of potential NRM activities.
- Cost estimates for park project/activity implementation & long-term maintenance.
- Identify opportunities for additional grant funding.



Phased Approach – Assessment and Development of Projects

Step 1: Natural Resources
Field Assessment

Step 2: Develop Field Maps

Step 3: Develop Natural
Resources Project List

Concurrent (Step 4)

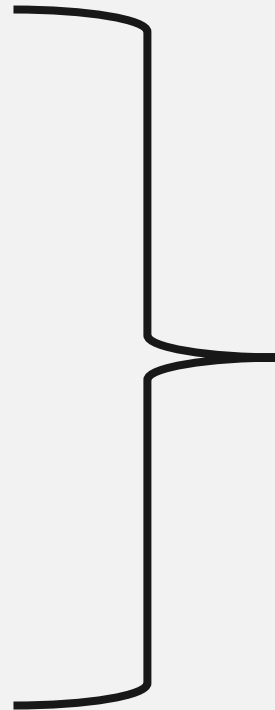
Engage and educate:

- Engage with volunteers and other stakeholder.
 - Kick off meeting
 - Technical Advisory Committee
- Educate the community through communication and engagement opportunity.

Phased Approach – Stewardship Network, Updated Plan

Step 5: Updated planning for the Natural Resources Stewardship network.

Step 6: Updated Natural Resources Plan (document).



Concurrent (Step 4)

Engage and educate:

- Engage with volunteers and other stakeholder.
 - Kick off meeting
 - Technical Advisory Committee
- Educate the community through communication and engagement opportunity.

Budget and Consultant Selection

- Stantec Environmental Consulting
 - Award winning and highly regarded.
 - City has a 22 year partnership with Lead Ecologist, Paul Bockenstedt.
 - Uniquely understands the existing conditions and history of the work that has been done.
 - Co-created this proposal with the City and is very flexible to adaptation based upon feedback from stakeholders.
- Proposal Budget:
 - Phase 1 (steps 1-4): \$39,628
 - Phase 2 (steps 4-6): \$10,138
 - TOTAL: \$49,766
 - Funded from budgeted funds from Capital Improvement Program (PIP)
 - \$30,000 in 2023 (unspent)
 - \$40,000 in 2024
 - \$50,000 in 2025

Requested Action

Authorize the Mayor and City Manager to sign the enclosed Professional Services Agreement with Stantec Consulting Services Inc., for tasks 1 through 6 of the Proposal for Parks Natural Resources Management Master Plan, at a cost not to exceed \$49,766, pending final legal review.



Questions?

REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 7.f.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Truog

Item Description: Discussion regarding ordinance amendments pertaining to Short Term Rental Licensing

Background

Since February of this year, issuance of new short term rental licenses has been on pause. The purpose of this discussion is to determine whether revisions should be made to the requirements governing short term rentals. The legislative history surrounding short term rental licensing is as follows (starting with the most recent):

- February 13, 2023: The City Council adopted an ordinance stopping the issuance of new short term rental licenses. The purpose of this action was to allow staff and the Council time to examine the current regulations and determine what, if any, amendments could be implemented to mitigate negative impacts of short term rentals in residential neighborhoods. The imposed pause allowed existing short term rental licenses to persist and be renewed if eligible. Meeting minutes are attached.
- January 30, 2023: In reaction to neighbor concerns surrounding two requests for new short term rental licenses, the City Council engaged in a discussion regarding concerns that short term rentals may not be appropriately adhering to licensing requirements. The Council directed staff to draft an ordinance to stop issuance of new short term rental licenses until such a time regulations could be further evaluated. Meeting minutes are attached.
- February 8, 2021: The City Council adopted Ordinance 1596 (attached) establishing a license requirement for short term rentals.
- January 11, 2021: The City Council reviewed draft ordinances regulating short term rentals and provided direction to staff on the drafting of licensing regulations. Extensive public comment was taken during this meeting.
- September 28, 2020: The City Council reviewed three options regarding the regulation of short term rentals. Those options included: 1) amending the existing Rental Registration requirements to outline a definitive process to revoke and/or suspend a problem rental registration, 2) an outright ban on short term rentals, and 3) creating a business license for rentals less than 30 days. The Council directed staff to pursue a combination of options one and three. Extensive public comment was taken during this meeting.

To date, the City has issued seven short term rental licenses. The addresses of those licenses are as follows:

- 1277 Garden Avenue
- 1901 Shady Beach Avenue
- 257 South McCarrons Boulevard
- 1885 Shady Beach Avenue
- 1901 Ryan Avenue
- 395 Woodhill Drive

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- 770 Heinel Drive

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Following the February 13, 2023 passage of the ordinance stopping the issuance of new short term rental licenses, Community Development staff and the City Manager met one-on-one with each Council member to try and understand the overall scope of concern, helping to inform what ordinance amendments could be considered. The concerns expressed included:

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- Too many short term rentals on a single block
- Distance between short term rentals
- Concentration of short term rentals on the lake
- Too many short term rentals in total throughout the entire City
- Neighbors not knowing a short term rental license was issued by the City
- Neighbors not knowing how to complain about a short term rental
- Adherence to the 7 or 10 day minimum stay requirement
- Owner occupied short term rentals being exempt from licensing requirements
- Collection of the lodging tax and what information is collected through that process
- Conducting background checks on short term rental license applicants
- Ensuring all short term rentals in the City obtain a license

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As staff has previously expressed to both the Council and concerned neighbors, the ability to enforce certain standards can be nearly impossible without daily inspections of every short term rental contract - assuming the City can even be advised of every single rental contract. Staff has directed concerned neighbors to call the City when negative issues arise so that an inspection can be undertaken in real time to determine whether or not a licensing violation has occurred. Often times, due to the short term nature of these rentals, by the time a complaint is filed and an inspection has occurred, no violations can be confirmed and/or the issue has been corrected. This can be frustrating to the neighbors as the City cannot pursue license suspension and/or revocation without being able to confirm a violation occurred. Neighbors have also expressed their displeasure that the burden to notify the City of a complaint falls on them.

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In recognition of the concerns expressed, staff would offer the following in terms of additional regulation that may help mitigate real or perceived negative impacts:

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- Place a limit on the amount of short term rentals in the City. If the Council is interested in this requirement, a discussion should occur about how many is the appropriate number. Additionally, a distance requirement between short term rentals, while easy to implement, will likely cause problems in terms of the existing short term rental locations as a couple are very near one-another. A limitation on lakeshore short term rentals is possible as well.
- Impose a requirement that once a property owner secures a short term rental license they must provide notification to the neighbors, including the property owner contact information and City contact information should a problem arise. The ordinance could outline specific language that must be used in the notification letter. If the Council is interested in this requirement, a discussion should take place as to how far the notification should go.
- Owner occupied short term rentals could be required to obtain a license or rental registration. However, in staff's experience, the presence of the owner is usually a deterrent to problems. And, given most rentals offered on short term rental websites are bedrooms in otherwise owner-occupied homes, if these were required to obtain a license or registration, a significant amount of staff resources would be put towards efforts that are not a source of negative neighborhood impacts.
- Background checks could be done. If the Council wishes to add this requirement, staff will need to determine how much cost that adds to the license fee.
- Require the licensee to maintain a log of rentals, including dates and duration of stay per rental agreement. This could be required to be submitted monthly with the lodging tax. The City

Attorney has noted that if the licensee refuses to submit the rental log, the City must offer the licensee an administrative hearing to determine the reasons why this requirement should, or should not, be followed. Failure to comply with this requirement could be cause to suspend, revoke, or not renew a license. It should be noted there isn't a practical way to confirm the truthfulness of the data submitted in the rental log.

- Regarding ensuring every short term rental is licensed, short of purchasing very expensive software to track short term rental websites, staff is unsure how to resolve this concern. Based on the amount of short term rentals operating in the City, staff wouldn't recommend purchasing the noted software as it can cost tens of thousands of dollars. Also, given how the short term rental websites work, it isn't easy to simply search these sites for Roseville addresses as the address isn't given until after a rental has been booked. While staff could examine the pictures and map to discern an address, that doesn't seem like a good use of staff time given limited staff resources.

Lastly, there was some concern regarding the actual license, what is stated on it, and whether it's required to be posted in the rental unit. Staff has provided an example of a short term rental license in Attachment 4. These licenses are required to be posted in the rental unit, list City contact information, and note numerous requirements of the rental unit.

Policy Objectives

The purpose of the license requirement for short term rentals is to ensure that non-owner-occupied short term rentals of dwelling units is conducted, operated, and maintained so as not to become a nuisance to the surrounding neighborhood or an influence that fosters blight and deterioration or creates a disincentive to reinvest in the community. The operation of a short-term rental property is a business enterprise that entails responsibilities required of the owner, local agent and guests.

Racial Equity Impact Summary

Racial equity impacts have not been evaluated.

Budget Implications

No meaningful budget implications have been identified at this time given only seven licenses have been issued to-date. Short term rental licenses cost \$515 annually. As a result of this exercise, it was discovered that none of the seven licensees have been paying the local lodging tax, which is 3% of lodging revenue. All licensees believed the rental websites they were using were paying the tax. All license holders have since been notified of their responsibility to report lodging revenue and to pay the City's Finance Department monthly. Staff has also communicated that non-payment could be grounds for license suspension and/or revocation. However, this should be clarified in the ordinance and should be included in whatever amendments the Council directs staff to undertake.

Staff Recommendations

Discuss the information contained in this report and direct staff on what ordinance amendments should be pursued, if any.

Requested Council Action

Discuss the information contained in this report and direct staff on what ordinance amendments should be pursued, if any.

Prepared by: Janice Gundlach, Community Development Director

Attachments:

1. 2_13_2023 City Council meeting minutes
2. 1_30_2023 City Council meeting minutes
3. Ordinance 1596_Short Term Rental Licensing
4. Example Short Term Rental License

Councilmember Etten explained he would like to have a future discussion on the City's off-sale first penalty. He understood why this is the way it is but thought the Council should look at it further.

h. Continuation: Consider Issuance of a Short-Term Rental License for 1901 Ryan Avenue

Building Official David Englund briefly highlighted this item as detailed in the Request for Council Action and related attachments dated February 13, 2023.

Ms. Julie Stueve, owner at 1901 Ryan Avenue, addressed the City Council. She clarified that she and her sister purchased the property in December 2022 and have eight children between them. She noted they are from Pennsylvania and their parents still live in Pennsylvania. The property was purchased with the intent of having a place to stay for the parents when they come and visit for long periods of time, hoping that between stays this could be used as short-term rental. The short-term rental license has been applied for and when Mr. Englund told them they would not be able to get that license for months, they applied for the long-term rental license and got that on December 14, 2022. They were able to rent it to some traveling nurses for thirteen week stints, which is within the long-term rental agreement. She indicated they were not trying to do anything unlawful and are trying to do everything correctly. The home is rented but not as a short-term rental until the license is approved. She explained ideally they would like to keep this house and potentially move their parents in at some point.

Public Comment

Mayor Roe offered an opportunity for public comment with no one coming forward.

Council Discussion

Councilmember Etten noted that he had originally asked this be tabled based on feedback from neighbors and he appreciated the work of staff and information from the applicant.

Etten moved, Strahan seconded, approval of a one-year Short-Term Rental License for 1901 Ryan Avenue.

Roll Call

Ayes: Groff, Strahan, Etten, Schroeder, and Roe.

Nays: None

i. Consider an Ordinance Amending Title 9, Section 909 of the City Code in Order to Stop Issuance of New Short-Term Rental Licenses

Community Development Director Janice Gundlach briefly highlighted this item as detailed in the Request for Council Action and related attachments dated February 13, 2023.

Mayor Roe indicated the soonest expiration date of a current license that would not be eligible for renewal under this would be June 22, 2023 and then mid-July and mid-September time frame.

Councilmember Strahan confirmed that this does not rescind or change any current licenses. It could only impact renewal of the licenses that are out there or origination of any new license applications.

Ms. Gundlach indicated that was correct.

Councilmember Strahan explained this does not bring into consideration any owner-occupied rentals as well.

Ms. Gundlach indicated that was correct because the current Ordinances exempt owner-occupied rentals, whether short-term or long-term.

Councilmember Strahan asked if the Council could bring owner occupied rentals into consideration as this is reviewed.

Ms. Gundlach explained that is possible but clarified that the Ordinance the Council is being asked to adopt tonight only relates to the short-term rental licensing program. If the Council wanted to make changes to the owner-occupancy exemption under regular rental licensing, that is not affected by this ban but the Council could still change the regulations on those but is not included in the temporary ban.

Councilmember Groff asked what a realistic timeline was of getting this resolved.

Ms. Gundlach indicated she did not know the answer to that question because she did not know what direction staff has in order to pursue changes to regulations. A lot of ideas have been thrown around and she thought conversations needed to be done about what the City is able to enforce and what the City is not able to enforce. This can be brought back for some direction fairly quickly and then depending on what that direction is, that will determine on how much time it will take to prepare amendments for future consideration.

Councilmember Groff asked out of fairness to the people who have licenses coming up for renewal, he thought it is something to be considered because those people have acted in good faith with their licenses and been compliant with the City ordinance so for this to get thrown on them is not fair in his opinion.

Mayor Roe thought the longest timeframe not to impact existing license holders would be approximately four months.

Councilmember Schroeder wondered, in relationship to this, if the City could require short-term rentals to keep track of who is renting, for how long, and have that available for City staff to look at to help with compliance issues.

Ms. Gundlach believed the answer to that question is that the City can certainly require it but if the rental owner does not show it to staff, the City cannot compel the owner to show it unless there is a court order.

City Attorney Tierney advised that was correct. She explained the fourth amendment applies and if the City has a reason to need that information and it is not given voluntarily, the City would be held to the standard necessary to perform a search.

Mayor Roe thought it would be appropriate this evening, if the Council is prepared, to provide initial guidance to staff to start the process.

Public Comment

Mayor Roe offered an opportunity for public comment.

Mr. Luke Hemken, 3007 Arona Street

Mr. Hemken explained that he and his wife are short-term rental hosts and love hosting guests in Roseville. They also have a short-term rental in another city and are open to have traveling guests in their home in an owner-occupied situation. He reviewed his background with the City Council. He indicated from his perspective, after hearing what was discussed at the Council level last time, and watching City Council meetings, he was all in favor of the Council taking the time needed to hear neighbors' concerns and thinking through all of the logistics of how to do this well. He would love to be a resource to share his opinion as an advocate for hosts. He stated if he was to make only one potential change or amendment to what is proposed today, it is the not renewing the licenses that are coming up. He agreed with what Councilmember Groff stated earlier.

Ms. Michelle Mulvehill, 1885 Shady Beach Avenue

Ms. Mulville indicated she was the first person to apply for a short-term rental license in the City but was not the first VRBO or Airbnb in the City. She explained she works in the music industry and VRBO and Airbnb enabled her to not lose her house during COVID because the concert business was the first thing to close and the last thing to reopen and she truly would have lost her house had this opportunity not come up. She did not think any of her neighbors would complain and has almost exclusively families and mostly grandparents or people coming to rent because their parents are in senior housing to spend the holidays with. She indicated all of her renters are very respectful and that is not often the case with long-term rentals,

noting there is a lot less care of the property and a lot less respect of the neighborhood. She would also like to ask that since her license is the first one to renew, that the Council decide quickly because she has regular renters that stay during the summer months, people are already booking to rent, and there will be financial penalties for cancellation at this point.

Ms. Connie Zaiets, 1277 Garden Avenue

Ms. Zaites noted the permit is under her husband's name and she was speaking on behalf of him who is with their kids. She indicated her family owns a few short-term rentals around the Twin Cities, rightfully obtained their permit, and have hosted many families, the majority of them who come to visit other family members. Their home is a larger size in order to host bigger families where a hotel cannot accommodate them. They have very strict rules that the guests do follow with outdoor cameras on all of the sections coming into the house with 24/7 surveillance of that. She indicated they also have a good relationship with the neighbors surrounding the rentals and ask the neighbors to inform them of any issues. She explained they go to the site often, have only had one incident while hosting people, and were able to cancel the reservation within three hours of their arrival. She felt they have more control with short-term rentals over long-term rentals. She indicated with long-term rentals there is less control over what happens on the property and how the property is maintained.

Ms. Faith Wilmar, 1130 Ryan Avenue W

Ms. Wilmar indicated they have been Airbnb hosts for the past seven years and have an occupied property too. The problem now is that they cannot travel. She indicated she is from China and her parents cannot travel but her family cannot go together to visit them because of this business. She wondered if they had friends living in the property to take care of the business so they can travel, would this still count as owner occupied or would they have to have a license.

Mayor Roe explained she should follow up with staff on that question.

Ms. Hess, 1913 Shady Beach Avenue

Ms. Hess explained she was at the meeting to talk about the other side of the Airbnb. She indicated there are seven rental units in Roseville, three are on their lake and two of them are on her block. She explained it is not all fabulous during the summer on the weekends even with the new regulations. They are trying to be good neighbors and cooperative so everyone can keep their properties but the owners probably do not know what goes on when not there and a family comes over for the weekend. The family usually only stays a few days, but they have friends over and it does end up chaotic. She stated there is a difference between a neighborhood and a lake property, as the lake properties end up becoming like a resort. She wanted to tell the other side of the story as well.

Ms. Noelle Chew, 1964 Schryer Avenue West

Ms. Chew explained she has a property in Roseville that her in-laws are at most of the time. While their parents are traveling, they are looking to have the opportunity to do something with the home, so it does not sit vacant for months on end. Speaking to there being a ban, this can be very disruptive when it comes to making plans and not knowing what the City is going to do. She knew the Council was trying to do what is right for everyone. She stated it would be appreciated if there was a way for the Council to continue to consider an update and revise it without putting a ban in place. She wondered if a ban was necessary because it is leaving people in limbo for an indeterminate amount of time.

Mayor Roe thought the Council could consider whether or not to include renewals as part of what is being discussed. He thought the question of whether the City needs to do this to review the program was a legitimate question that the Council can discuss and figure out as well.

No one else wished to address the City Council. Mayor Roe closed public comment and opened Council discussion.

Councilmember Etten indicated he would like to hear from staff because what he tried to move forward was a halt to new short-term rental licenses and the proposal that came back was new and renewals and taking the Code out. He did not understand how it got to that point and what leeway the Council would have to do what Mayor Roe suggested to not affect the renewals but only halt the new licenses.

Ms. Gundlach explained the first draft of the Ordinance that the City Attorney drafted did not include a ban on renewals but based on the line of questions staff received from Council, both during the discussion at the January 30th meeting and numerous emails and phone calls after the meeting, she and City Manager discussed including renewals because they knew it would take some time to work through those issues and so the City Attorney redrafted the Ordinance to include renewals. If the Council does not want to include renewals, she believed the City Attorney was prepared with the previous draft of the Ordinance where renewals would be allowed. She noted that right now, none of the licenses have had issues. She understood that some of the public talked about issues that were not reported but the way the Ordinance works is that the issues have to be reported before it gets logged as a potential violation. Two violations are allowed within 180 days before the license can be suspended or revoked. That research is done by staff before the license is brought before the City Council for approve initially or to renew.

Councilmember Schroeder indicated when it comes to the complaining, and in part why the Council wants to look at it, people don't know where or who to complain to because it is not spelled out for the neighbors. She thought that was part of the problem. She recalled that when Councilmember Etten made his motion it was just for new licenses and not for the renewals. She thought the City had to consider that

people have done this in good faith and the City does not want to interrupt their businesses while the City is looking at it. This does not mean that this cannot be banned but for what the Council discussed, it was for new licenses because they talked about distances and numbers. She felt there was confusion around this entire issue, noting the Council did not want to create more and to get ahead of this. She was in support of having the ban on new rental licenses but not for renewals because that puts a burden on people for the rules that the City had in place and the owners are following. She did not support denying a renewal while the Council and staff are looking at this issue.

Mr. Trudgeon explained staff included a ban on renewals in the Ordinance because staff did not know how long it would be taking and the Council just heard testimony about one area in town having multiple short-term rentals on one block. If the City starts talking about distance requirements the City does not want to be in the position where some licenses are automatically renewed until that conversation has been made. While he thought it was highly likely the City can get the conversation done and something approved before the next one is up, staff just does not know how long that is going to take and does not want to set the City up by automatically renewing and then having conflicting Ordinances. He noted the sooner the Council and staff can get to this and sort it out, then it is less of an issue.

Councilmember Schroeder indicated she was curious about the process of looking at this. She wondered if the City is looking at updating this, how it would get done. She asked if staff would try to get people from both sides involved in a focus group to look at this or what would the process be.

Mr. Trudgeon explained this could be whatever shape the Council would like it to be. What staff has done in the past is listen to Council input, research what other cities do, and bring it back for a conversation as well as allowing for public dialogue at the meetings. To date, he has not heard about setting up a special task force but that could be considered and at Council's discretion but would probably be a longer process.

Mayor Roe thought an example would be the city's single-family rental registration program that was put in place in the 2005-2006 timeframe. He believed there was a group that consisted of both owners and neighbors and Planning Commission members, and that it was a three to six month period of time. That process involved a conversation that was guided by a consultant.

Councilmember Groff indicated he did not support having the current licensees being penalized, which did not make sense to him so he would like to have that withdrawn. He explained the Council passed an Ordinance in good faith two years ago and these people have acted in good faith as well. He did not think that made sense. He agreed that it may take some time, but he also thought at times government

needs to be pushed along a little bit instead of taking a long time. He did not think that four months was an undue burden on the Council to address this issue.

Councilmember Strahan explained she would actually consider including people not allowing renewals as the Council talks about proximity and especially with the person who just came forward on Shryer and called into question what the Council has already heard from neighbors on Ryan and Tatum as they are in very close proximity. She noted if there are already three along the South Owasso area, and if the Council wants to make changes in any other neighborhoods, the City needs to know what it is working with. She thought the City needed to look at this as a whole. She agreed with Councilmember Groff and thought this should be done quickly. She noted that in the past, the City gave a lot of people an opportunity to weigh in as the Council discovered what it wanted to do initially. She thought this should be a tweaking of the Ordinance to make sure the City is ahead of this. She stated the Council cannot look at this wholistically if it is being piecemealed. She indicated another thing she was concerned about is compliance. In the last couple weeks, the City has had many people come forward with complaints so she wondered how realistic this is to put onto staff who, unlike the compliance checks of alcohol and tobacco, is supposed to be the monitor. She thought the City needed to have a system in place for compliance.

Councilmember Etten asked if the Council could see the alternate Ordinance version.

City Attorney Tierney indicated the previous version was on her computer so she could walk the City Council through the current draft and review the changes between the two.

The City Council indicated that would be helpful.

City Attorney Tierney reviewed the differences with the City Council.

Mayor Roe indicated he was not a hundred percent sure if changes need to be made and considering the City has had a number of licenses in place as well as a number of owner occupied in place, it does not seem there is are a lot of issues. He noted, once again, if people are not reporting, that is another issue. It is also an issue the City has with owner-occupied single-family homes where people are living permanently. As he mentioned at the January 30th Council meeting and during the comments, a lot of times with long-term renters and homeowners issues that are acute in a neighborhood, it can go on and on because there is a lot of due process involved when dealing with those issues. There are also questions about whether people are reporting issues as well, the potential for retaliation, and that sort of thing. He noted there are different kinds of issues and all kinds of situations that the City has and has to deal with. He wanted to make sure that the City is not penalizing people who

are otherwise doing a good job of operating these short-term rentals because of concerns about potential future rentals that the City does not know about yet. He explained he was still not sure about what he wants to do and how he will vote on all of this.

Mayor Roe thought if the Council does want to look at the changes, it is conceivable to do that without changing the current Ordinance and let things continue to move forward and then make the changes when the Council is ready. He thought there were some legitimate concerns about things going into the potential high-rental season, rental applications coming in and being considered during that period under the current scheme, and whether that is a good idea. He also understood the notion offered by Councilmember Etten to do that pause. He tended to be sympathetic to allowing the renewals to occur for existing license holders who are in good standing with the City. He agreed that the City should try to get this wrapped up as soon as it can.

Mayor Roe stated some things to think about are the spacing and if the Council should look at the spacing only related to other licensed short-term rentals or does the Council look at the spacing relative to any other type of rental. Also, should the Council require rental owners to have more specific rules for their rentals, to what extent the City could require that, and what that means. He also thought the Council should discuss the number of short-term licenses, if there should be a limit, does the Council want to add any regulations to owner-occupied rentals, and how this relates to long-term rentals as well. Also, would the Council want to consider or can the City even look at requiring all the license holders to provide contact information to all property owners within so many feet of their property to help facilitate the communication concern. He explained there could be a whole host of other things that have not been thought of, but he wanted to bring up some of these things to think about.

Mayor Roe stated if the Council were to get into that type of discussion, he would like to see input from current licensees as well as neighbors. He was not sure how formal of a group or process that might be, but one of the things that happened with the original process was COVID as well as staff research and scheduling things to be on Council agendas for Council discussions. He thought that a group of people could have those types of discussions in a fairly quick fashion behind the scenes without being subject to the Council meeting schedule. So, there might be an advantage to that type of approach and it may make sense to get people who are vested in the process involved in those discussions.

Councilmember Strahan noted one thing that has not been mentioned is whether the City permits management companies to be managing short-term license units. Then, if someone does have multiple units that are being rented as an owner occupied, does that change their ability to recertify their house as a multi-density housing designation or the number of units that can be rented out of a single home. She

stated with the number of questions raised, she would like to move forward with having some type of moratorium on things as the Council work through this.

Etten moved, Groff seconded, enactment of Ordinance No. 1626 for Title 9, Chapter 909 that does not allow new but does allow for renewal of current licenses.

Council Discussion

Councilmember Etten stated this has been discussed a lot but until tonight, not having any feedback of concerns from the current licensees is an important piece for him. Also, an understanding of how the process works for short-term rentals, two-eight month ahead of time bookings, and the penalties for these folks. He noted the City is putting them in a rough financial situation if the City were to do a full revocation of this. He thought this ordinance balanced some of what the City needs to do, and while he agreed that the Council needs to move quickly, he noted the Council is not famous for doing that. He wanted to make sure the City is not penalizing people while doing that and that it does not add to any problem they may or may not have, but hold them in their current frame. He thought this was good middle ground that allows things to move forward with any changes the Council may want without making an unnecessary complete ban. He also suggested the following to consider--while operating under the City's scheme, to not publish rentals below City Code.

Mayor Roe thought these might be things to discuss as part of a subsequent discussion because the Council is currently looking at a motion already on the table specific to the matter of stopping issuance of new short term rental licenses.

Councilmember Etten indicated he would hold off on his suggestions.

Councilmember Groff echoed Councilmember Etten's comments and felt it was a matter fairness, noting people have been running good Airbnbs in the city. This is not something detrimental to the city, it is something positive for the city, and if run correctly it is a good thing. He thought they are actually looking for problems here, noting while there are a few people that have complained about things, there are seven rentals and not a long list of complaints. He thought this made sense.

Councilmember Schroeder felt this was a good motion because people have their license and are doing this within the law, so not being able to give them an exact date of when the City will have this done puts an undue burden on them. For this reason, she would support this ordinance, noting that does not mean that someday these could still be banned.

Mayor Roe indicated he had become convinced that it made sense to have something in place rather than try to change the regulations while new applications come in. He indicated he will be supporting the motion.

Roll Call

Ayes: Groff, Etten, Schroeder, and Roe.

Nays: Strahan

Etten moved, Schroeder seconded, adoption of Summary Ordinance No. 1627 entitled " An Ordinance Approving Publication of an Ordinance Summary of the Amendment to Title 9, Section 909 of the Roseville City Code in order to stop issuance of new Short-Term Rental Licenses removing "for renewal" on line 26."

Roll Call (Super Majority Required)

Ayes: Groff, Etten, Schroeder, and Roe.

Nays: None

Abstain: Strahan

Councilmember Etten explained the list the Mayor provided earlier in the discussion brings up a lot of the things the Council needs to think through. He agreed with what Councilmember Strahan brought up, that there was a significant amount of input in the last 12-18 months. But, things that are beyond the minimum stay that is published include looking at a notification process for neighbors as well as looking at the owner occupied registration process. He was curious to hear from staff about how these can be tracked in the City.

Councilmember Groff indicated he would like to have some discussion about the advertising aspect of these rentals and ways to monitor them.

Councilmember Schroeder thought the City needed some definitions regarding what a seven day stay is defined as. She also thought there needed to be a better way for people to notify the City of violations.

Mayor Roe wondered if the Council would like to look at having some sort of a working group comprised of interested parties and how formalized the City wants to make that.

Councilmember Etten did not think the City was at the point of having a regular meeting group over a period of time. He thought there could be a public open house to give people the opportunity to do provide feedback from different sides.

Councilmember Strahan saw this as an update to the existing Ordinance and did not see this as a brand-new thing that needs to be started over. She agreed there has been a lot of input over a period of time, and she did not see this as a standing group.

Councilmember Schroeder stated that staff could reach out to the people who emailed the city on both sides of the issue and ask their input. Getting their thoughts

at the front end of the process shows we value their input. We want people to be involved and waiting until the end for comment is too late.

J. Discuss a Letter of Support for the Keystone Community Food Shelf Bonding Request

Councilmember Etten indicated why he asked that this item be put on the agenda for consideration. He reviewed the request from Keystone Community Food Shelf for a State bonding request.

Public Comment

Mayor Roe offered an opportunity for public comment with no one coming forward.

Etten moved, Strahan seconded, approval of a letter from the City supporting Keystone Community Food Shelf Bonding request.

Roll Call

Ayes: Groff, Strahan, Etten, Schroeder, and Roe.

Nays: None.

8. Council Direction on Councilmember Initiated Agenda Items

9. Approve Minutes

Comments and corrections to draft minutes had been submitted by the City Council prior to tonight's meeting and those revisions were incorporated into the draft presented in the Council packet.

a. Approve January 23, 2023 EDA and City Council Meeting Minutes

Schroeder moved, Etten seconded, approval of the January 23, 2023 EDA and City Council Meeting Minutes as presented.

Roll Call

Ayes: Groff, Strahan, Etten, Schroeder, and Roe.

Nays: None.

10. Approve Consent Agenda

At the request of Mayor Roe, City Manager Trudgeon briefly reviewed those items being considered under the Consent Agenda; and as detailed in specific Requests for Council Action dated February 13, 2023 and related attachments.

Groff moved, Strahan seconded, approval of the Consent Agenda including claims and payments as presented and detailed.

McCollor asked the church to help the City, the Police Department in particular, as they were trying to attend to the matter of homelessness, this growing matter of homelessness in their midst and she asked the church to provide shelter for a place for someone with their RV to come and take advantage and use their parking lot and that has led to a really rewarding relationship in the process and has really opened up the eyes of his congregation to the needs of this community and has put them on this journey they are slowly discovering. He explained he was at the meeting to invite the Council to come over the Prince of Peace Church and see what is transpiring. He noted there will also be a more formal invitation to the City to come and visit,

5. Recognitions, Donations, and Communications

a. Black History Month Proclamation

Mayor Roe read the Black History Month Proclamation.

Etten moved, Groff seconded, proclaiming February 2023 Black History Month.

Roll Call

Ayes: Etten, Schroeder, Groff, Strahan, and Roe.

Nays: None.

b. Optimist Day Proclamation

Mayor Roe read the Optimist Day Proclamation.

Strahan moved, Groff seconded, proclaiming February 2, 2023 Optimist Day.

Roll Call

Ayes: Etten, Schroeder, Groff, Strahan, and Roe.

Nays: None.

6. Items Removed from Consent Agenda

- a. Approve Issuance of a Short-Term Rental License for 1901 Ryan Avenue**
- b. Approve Issuance of a Short-Term Rental License for 395 Woodhill Drive**
- c. Approve Issuance of a Short-Term Rental License for 770 Heinel Drive**

At the request of Councilmember Strahan, City Manager Trudgeon briefly highlighted these items as detailed in the Request for Council Action and related attachments dated January 30, 2023.

Public Comment

Mayor Roe offered an opportunity for public comment.

Mr. Dan Johnson-Powers, 1974 Tatum Street

Mr. Johnson-Powers explained what brought him to the meeting at first was the short-term rental at 1901 Ryan, which is forty-five degrees out his front window and directly across the street from a currently unlicensed short-term rental. His first

thought when he heard that 1901 Ryan was applying to become a short-term rental was there would be another one in the neighborhood. The time that the property at 1973 Tatum has been a short-term rental the occupants of the home and the owner have all been delightful and there have not been any issues with them. But as he started looking into this issue, he got a lot more education that led him to longer term concerns for the City as a whole. When he looked at issues other cities have experienced, especially with Air BnB rentals, because they are the largest short-term rental group out there. He also saw that part of the approval process is that there have not been any code or police complaints in the last five years. He cannot speak for the other two items up for approval tonight but for the address at 1901 Ryan, it was not a surprise because there was a delightful family that lived there for the last five years and they just moved with the house being purchased. In the terms of the City's process, he did not know if staff knew any of the history on the new property owner and whether or not the owner has any other properties that are rented out and if there have been any issues with those properties. He suggested the City look into that history as well for future applications.

Mr. Johnson-Powers explained the two things he found in his studies that were of interest were that the very short-term nature of people living in these homes led in other communities to degradation in the social fabric, which then in turn, caused an increase in crime. The second concern is a decrease in property values and no one wants to see that. He would encourage the City to look into this issue further.

Ms. May Yang, 1921 Ryan Avenue

Ms. Yang echoed everything previously said and agreed with that. She indicated she moved to Roseville six years ago because she loves the location and neighborhood and sees why it is so attractive for people who want to do a short-term lease but she also loves that this community is more neighborly than any place she has ever lived. She strongly agreed that the community will lose this neighborly atmosphere if the City does not have any foresight on how short-term rentals are handled. She wondered who will be responsible for making sure the property is well kept up and things like that. She thought if the City needed help, she was willing to volunteer and felt like Roseville is big enough that she was not entirely opposed to short-term rentals but she thought the City needed to figure out how many per area there should be and also are these short-term rentals paying taxes accordingly.

Ms. Kelly Brooks, 1136 Ryan

Ms. Brooks explained she lives next door to a short-term rental which is owner occupied. She indicated she does wake up to new neighbors everyday in addition to the neighbors that live there. She did not have opposition to any of these license applications specifically but she echoes the other speakers concerns and thought that the City needs to look at this comprehensively and not only for the short-term rentals that are not owner occupied but also the ones that are owner occupied. She noted she did call last summer and talked to the City Planner and he said the owner

occupied really have no ordinances related to that situation. She thought that being a business is quite different than renting a room to a roommate in a long term situation. She also thought and hoped the City would look at limiting this and limiting it within a geographic area. This is a very central location, she can see why this would be attractive, and she is not opposed to it overall but thought the City should look to limiting the number of licenses and at the density in addition to the taxes. She indicated these properties are not zoned for commercial or high density yet there are a number of units next door and there have been a number of instances where someone has pulled into her driveway more than once a day to turn around to park in front of her house because they are staying next door. She also has a teenage daughter who has commented that people are smoking outside behind the neighbor's house and the smoke is coming into her window, which faces their backyard. She has a daughter who is not comfortable inside her own home so outside of erecting a six- or eight-foot fence, there really would not be a way to block that. She likes her neighbors as they are lovely people but she does wake up to new people and she is not sure if their backgrounds have been checked. She does not know who they are or where they are from and they do have an impact on her family.

Mayor Roe asked if there are any applicants at the meeting who would like to comment on their application. No one came forward so Mayor Roe closed the public comment and thanked the public for their comments.

Mayor Roe explained the license for short-term rentals that are regulated in City Code do pay a hotel lodging tax, which is the same percentage that hotels pay. The City does collect that as long as they are licensed and participating in the program, which they are obligated to do. Short-term rentals that are owner occupied are not covered by the same requirements so they are not currently charged the hotel lodging tax. He explained the theory at the time it was adopted by the City Council was that operating as a non-owner occupied is more like a lodging provider in a hotel business so that is why there is that distinction. The theory also was that owner occupied units would have the buy in of that owner occupied person to take care that renters are behaving properly, would be dealt with if not, and also to keep up the property because that is where they live. He noted that for anyone doing a short-term rental that is non-owner occupied, the City's requirement during the off season, October through May, is a minimum stay of seven days. During the peak season, May through October, the minimum stay is ten days. That requirement was put in place by the Council at the time this was enacted to severely limit the opportunity for people to rent for a few hours to have a gathering or party or for a short period of time. He explained he did note the checking on the property itself and its prior history not being relative to the current applicants and he asked Mr. Trudgeon what staff checks on related to this as well as noting some of the other comments and suggestions made by the public regarding this.

Mr. Trudgeon did not believe the City currently does background checks on the applications but insurance and other things needed to be submitted.

Councilmember Strahan thought it was important to mention that since this has been in effect the City has, in addition to the limits, or the minimum requirement stays, it is four unrelated adults or less or one family. She indicated the potentially unlicensed property is something the City has just learned about and will be investigating that situation.

Mayor Roe stated in terms of certain types of applications that the Council considers, he was thinking about land use which has statutory time limits for consideration, where if no action is taken within a certain amount of time it is automatically approved by State law. He did not think anything like that applied here as it is not written into City Code but there is some notion that because the applications have been received in house, the City has to act on them under the City's current system. He wondered if it was possible to table action on these applications if the City wishes to consider changes to its system before taking up these applications. He also wondered if that was a legitimate course the Council could take or does the Council need to take action up or down on these applications before more discussion can be had.

City Attorney Tierney advised the Council they can delay consideration of these applications if more is needed to be known about them. She explained that given the applications have been received by the City, unless the City has a policy, these are not land use applications and there is no statutory time frame and no time frame with the City's Ordinances. But laying on top of everything the Council does is general concepts of fairness and due process so unless it is common for the Council to delay consideration of an application pending rewriting an Ordinance, she would encourage the Council not to do that here.

Mayor Roe indicated sometimes the City does an interim ordinance in order for the Council to consider something. If that was something the Council wanted to take up, he presumed an interim ordinance would still require the ten-day publication notice of any ordinance so the City could not act on an interim ordinance this evening, for instance. But if the Council wanted to do that, it would need to be scheduled for a subsequent meeting and proper notice provided.

City Attorney Tierney indicated that was correct.

Mayor Roe thought that good questions had been brought up by the neighbors and maybe there were more things the Council could look at in terms of how the City Code works, which will probably take some time to figure it all out. He indicated the Council has the three items to take up and then the Council has to figure out where it wants to go in addition to that.

Councilmember Schroeder explained she was looking at what other cities have done, and found it was interesting. Other cities have done everything from banning these as well as limiting the area where these could be as well as doing nothing and letting people do what they want. She wondered if it made sense to consider limiting the number of short-term rentals or limiting the space between rentals that the City could consider. She thought it could be similar to the license for the THC products or liquor, limiting the number of licenses allowed in the City. She stated the City should try to get ahead of this before it might become a bigger issue. Two things she was thinking is that the amount of time it takes staff to investigate calls on properties, it is time consuming and hard to verify. The City does not look at the records of who is renting there and how long so if a neighbor calls the City and tells them there is a short-term rental next door that is less than seven days, the owner can tell the City they are not doing that so then staff is stuck trying to make a call on that. She indicated the City has been getting a lot of feedback from residents and she knew the affect on neighborhoods is a little subjective but it is important to hear what the residents are saying and what they want in the City. She referenced the City's Comprehensive Plan for 2040, noting it states "create housing that contributes to our existing neighborhoods." She wondered how this contributed to the existing neighborhoods.

Councilmember Strahan asked City Attorney Tierney if there was anything that would preclude the City from having some geographic density restrictions.

City Attorney Tierney indicated there is no explicit limitation of regulating the geography of where these would be.

Councilmember Strahan asked how many short-term rentals the City has currently.

Mr. Trudgeon indicated currently there are four, not including the three tonight.

Councilmember Strahan indicated the City does have a large number of single family homes that are rented with long-term residential and that is something to consider as well, noting a lot of people have complained about that. She did not know if the City had anything in their power to stop them from renting long-term and that contributes to the degradation of the neighborhood as much as anything else too. She did have concerns about 1901 Ryan, if it is indeed currently being rented without the short-term rental license. She understood the owners have already pulled a long-term rental license but until the City verifies that someone is there for a long-term lease, she felt the City should not allow the owners to have the license if the owners are already not quite living up to the City's expectations.

Mayor Roe stated the other question he has related to the requirement in the City's Code that if somebody is found to be doing short-term rental, the applicant cannot then get a short-term license without waiting something like 60 or 90 days. But he was not sure how the City can verify that the owner has been doing short-term rental

without a license. He also wondered if the owners have to provide records to the City regarding the minimum stay requirements and if the records are accurate and valid.

Councilmember Groff thought the compliance part of this was tricky because the City is relying on neighbors to let the City know if there are issues. Otherwise, the City cannot follow-up with these easily. He explained if there are two complaints then the home can be referred back to the City to pull the license or at least talk about it.

Councilmember Etten indicated he would not disagree with any of the thoughts about limiting the total capacity of short-term rentals whether that is space between them or a density issue. He would be in favor of that as well as how the City can do a better job with giving the right tools and information to staff to enforce that. He thought in this process the City has learned about one home on Ryan Avenue as well as some other homes in the neighborhood that may also be operating as non-owner occupied. He would be in favor of an interim ordinance that would pause any future licenses to see if the City can put a better system in place.

Councilmember Strahan remembered at the initial discussion that someone had mentioned having a log that the renter would have to sign, which was turned down, but she thought if the Council was wondering how compliant people are, a log of people may help as proof of stay.

Councilmember Schroeder asked if the Council can postpone the decision on these for a short period of time.

Mayor Roe indicated the Council could table action tonight but, given the advice of the attorney it probably could not be tabled for six months to look at the Ordinance.

City Attorney Tierney explained the question is if the Council were to table to investigate something about a specific license. That investigation was taking a specific amount of time and would be one way to talk about what reasonableness would look like. It depends on the situation.

Mayor Roe asked if the City could investigate something about an application that is not currently a licensing requirement, as far as information provided by the applicant.

City Attorney Tierney thought inherent in the Council's authority to grant the licenses is the ability to investigate grounds that would be denial. Certainly if there was a license applicant who appeared to be simply unqualified to run that kind of business, investigating that applicant would be a legitimate use of staff time.

Whether or not it would rise to that level, if it was not anywhere in the Ordinance as a basis for denial is going to be dependent on what is found.

Etten moved, Schroeder seconded, tabling the Short-Term Rental License for 1901 Ryan Avenue in order to learn more information about the current use as well as background information on the owner.

Roll Call

Ayes: Etten, Schroeder, Groff, Strahan, and Roe.

Nays: None.

Schroeder moved, Roe seconded, tabling the Short-Term Rental License for 395 Woodhill Drive and 770 Heinel for the same reasons as the application for 1901 Ryan was tabled

Roll Call

Ayes: Schroeder, and Roe.

Nays: Etten, Groff, Strahan.

Motion failed.

Etten moved, Groff seconded, approving the Short-Term Rental License for 395 Woodhill Drive and 770 Heinel Drive.

Council Comment

Councilmember Etten explained these two properties seem to be different because there are no neighbor concerns that are directly about the operations at this time and the City needs to be thinking about how it can investigate without any specific concerns coming from neighbors or staff at this time, he felt that the City needed to move forward with these and focus on 1901 Ryan and also a broader Ordinance update.

Councilmember Groff agreed and looked forward to the discussion about making this whole Ordinance more complete.

Mayor Roe noted on a philosophical basis of treating people equally and equal situations, he did not support the motion.

Roll Call

Ayes: Etten, Groff, and Strahan.

Nays: Schroeder, Roe.

Etten moved, Schroeder seconded, to direct staff to craft an interim ordinance to suspend new Short-Term Non-Owner Occupied Rentals for six months.

Roll Call

Ayes: Etten, Schroeder, Groff, Strahan, and Roe.

Nays: None.

7. Business Items

a. Receive Presentation from Twin Cities North Chamber President John Connelly

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated January 30, 2023.

President John Connelly introduced himself and gave a presentation on Twin City North Chamber of Commerce vision.

Mayor Roe thanked Mr. Connelly for the presentation and appreciated the update.

Councilmember Etten appreciated all of the work and the partnership with the City. He also thought it was important connecting with the schools in the area and partnering with them as well. He appreciated the effort made.

Mr. Connelly indicated the trades are much needed in the workforce today.

Councilmember Groff indicated the school has some excellent trade training.

Mr. Connelly thought with the upgrades and improvements the high school has created a place to learn more trades.

Councilmember Strahan thanked Mr. Connelly for programs because it is nice finding ways to be more inclusive with small businesses.

Councilmember Schroeder thanked Mr. Connelly for the presentation and glad to hear him talking about manufacturing because she thought that was going to be a key piece to keep adding to. She noted manufacturing goes across all industries and these are good jobs and very much needed.

b. Xcel Energy Painted Pole Project Presentation

Public Works Director Jesse Freihammer briefly highlighted this item as detailed in the Request for Council Action and related attachments dated January 30, 2023.

Ms. Kirstin Sersland and Mr. Joe Samuel with Xcel Energy introduced themselves to the City Council and made a presentation on the Painted Pole project.

Mayor Roe thanked Ms. Sersland for the presentation and the outreach to the neighborhoods surrounding this project so they are aware of what will be going on.

ORDINANCE NO. 1596

AN ORDINANCE CREATING A NEW CHAPTER 909 TO THE ROSEVILLE CITY CODE, LICENSING OF SHORT-TERM RENTALS

The City Council of the City of Roseville does ordain:

Section One. Licensing of Short-Term Rentals. A new Chapter 909 is inserted into City Code that outlines the following requirements for the licensing of Short-Term Rentals.

LICENSING OF SHORT-TERM RENTALS

SECTION:

909.01: Purpose

909.02: Definitions

909.03: License Required

909.04: Expiration of License

909.05: Fees, Lodging tax

909.06: Manner of Licensure

909.07: Notice to Guest(s), Requirement to Post

909.08: Exemptions

909.09: License Suspensions and Revocation

909.10: Violation

909.11: Appeals

909.12: Maintenance of Records

909.13: Authority

909.14: Applicable Laws

909.15: Rules, Policies and Procedures

909.16: No Warranty by the City

909.17: Severability

909.01: PURPOSE:

The purpose of this Section is to ensure that the non-owner-occupied short-term rentals of dwelling units is conducted, operated, and maintained so as not to become a nuisance to the surrounding neighborhood or an influence that fosters blight and deterioration or creates a disincentive to reinvest in the community. The operation of a short-term rental property is a business enterprise that entails responsibilities required of the owner, local agent, and guests.

909.02: DEFINITIONS:

As used in this chapter, the following words and terms shall have the meanings ascribed to them in this section:

- A. City: The City of Roseville, or the person or entity designated by the City to administer

Underline reflects new language

and enforce this Chapter.

- B. Family: Shall mean one of the following: (City Code Section 1001.10)
1. Any group of people living together as a single housekeeping unit, all of whom are related by blood, marriage, or adoption plus children who are under foster care; or
 2. Up to four people not so related; or
 3. Any group of people, if no more than two adult members function as the heads of the household group and the remaining members are dependent upon them for care and direction due to age, physical disability, a mental incompetency, or for other reasons; or
 4. Any individual, who is the owner, living and maintaining a common household and using a common cooking and kitchen facility.
- C. Local Agent: Owner's representative who resides in any of the following Minnesota counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington, and is authorized by the owner to make or order repairs or services for the property if in violation of the City or State Codes.
- D. Owner: A person, agent, firm, or corporation having a legal or equitable interest in the property. In any corporation or partnership, the term owner includes general partners and corporate officers.
- E. Person: Includes individual, as well as, business entities, whether one or more.
- F. Rent: Includes money or services in exchange for occupation of the unit.
- G. Short-Term Rental: A non-owner-occupied dwelling unit rented for a period of thirty (30) consecutive days or less. Rentals less than seven (7) consecutive days are prohibited between October 1st and May 1st and rentals less than ten (10) consecutive days are prohibited between May 1st and October 1st. The use of recreational vehicles, campers or other similar vehicles as rentals shall be prohibited. Short-term rental periods from eight (8) to thirty (30) consecutive days require a license under this Chapter.
- H. Unit: All or a portion of a residential property that is arranged, designed, used, or intended to be used as separate living quarters and which is leased to an individual or group.

909.03: LICENSE REQUIRED:

- A. It shall be unlawful for any person to hereafter occupy, allow to be occupied, or let to another person for occupancy any residential property within the City for which an application for a short-term rental license has not been properly made and filed with the City or after the time that a license is suspended or revoked. Applications for licensure shall be as required by Chapter 301 of City Code, and shall be made upon forms furnished by the City for such purpose and shall specifically require the following minimum information:
1. Name, street address, email and phone number of the property owner.
 2. The name, street address, email and phone number(s), of a local agent authorized to make or order repairs or services for the property, if in violation of City or State Codes, if the person is different than the owner.
 3. The street address of the short-term rental property.
 4. The type of units within the rental property (single family, twin-home, townhome, condo, duplex, triplex or fourplex).
 5. The number of bedrooms in the unit.

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6. Certification and attestation that the maximum occupancy per unit is either 4 or less unrelated adults or one family pursuant to Roseville City Codes 906.06 and 1001.10.

909.04: EXPIRATION OF LICENSE:

- A. Term: All licenses issued under this Chapter are effective upon issuance and shall expire one year (365 days) from date of issuance. All required renewal license application materials shall be received and submitted prior to the expiration date.
- B. Late fee: Any renewal license applications submitted after expiration will be considered late and subject to fee penalties.
- C. Violation: Any license not renewed after expiration, with continued short-term renting of the property, will be considered a violation of this ordination. Renters will not be allowed to occupy a property if the renewal license is not issued within 5 days after expiration.

909.05: FEES, LODGING TAX:

- A. There shall be a license fee and late renewal fee as established by the City Fee Schedule in Section 314.05. All fees and fines shall be charged to and payable by the property owner.
- B. Pursuant to Minnesota Statutes, section 469.190, local lodging taxes shall be collected on all rentals less than 30 days in length in accordance with Chapter 312 of the City Code.
- C. Short-Term Rentals in violation of this ordinance may be subject to administrative fines, in addition to any other fees or penalties per Section 909.10 or other applicable sections of City Code.

909.06: MANNER OF LICENSURE:

- A. An owner who has an existing Short-Term Rental property as defined by this Chapter that is not already licensed under the requirements of City Code Chapter 909, must apply for licensure pursuant to this Chapter, no later than 30 days following the effective date of this Chapter.
- B. An owner of a property that after the effective date of this Chapter wishes to convert the property into a Short-Term Rental property, shall apply for and license the property prior to its conversion.
- C. If there is a change in the type of occupancy from the type stated on the license form, an amended license form shall be filed within 30 days of the change.
- D. When a previously licensed property is sold, the new owner, if continuing to offer Short-Term Rental, shall apply for a license within 30 days of the sale.
- E. Valid Short-term rental license holders shall not be required to register said rental per Chapter 907 if they enter into rental lease periods in excess of thirty (30) consecutive days.
- F. The City Manager may administratively deny a license under this Chapter if the property has been issued fines for repeat nuisance violations per City Code Section 511.
- G. If a person is found to have engaged in rentals that require a license under this Chapter, but no license has been obtained, upon application for licensure said license shall not become effective for 90 days.

Underline reflects new language

909.07 NOTICE TO RENTER, REQUIREMENT TO POST:

- A. The owner or its agent must post, in accordance with the instructions provided by the City, in each Short-Term Rental unit a current copy of the Short-term Rental License provided by the City upon issuance of license. This license shall specifically include the following minimum information:
 - 1. The street address of the registered property; and
 - 2. The name, street address, email address(es) and telephone number(s) of the owner, the local agent or both as applicable; and
 - 3. The expiration date of the license.
- B. The owner or its agent must post in each Short-Term Rental unit a current copy of Roseville City Code Sections 405, Noise Control, 407, Nuisances, and 602, Stopping, Standing and Parking.

909.08 EXEMPTIONS:

- A. Individual sleeping rooms within an otherwise owner-occupied residence.
- B. Rentals where the owner is present for the duration of the rental.
- C. Rentals that exist solely due to "rent-back" provision of property sales.
- D. Month-to-month rental leases that originated from a lease period in excess of thirty (30) consecutive days.
- E. Accessory Dwelling Units permitted under Title 10, Zoning, of the City Code when said Accessory Dwelling Unit is not detached from the principal dwelling unit.
- F. Hotels, motels and/or similar establishments.

909.09: LICENSE SUSPENSION AND REVOCATION:

- A. A Short-Term Rental license may be revoked or suspended by the City Council at any time under the provisions of this chapter, or Chapter 301 Section 301.09, for grounds including, but not limited to, the following:
 - 1. Two or more confirmed violations of this section within 180 days, except for a single violation as outlined in paragraph B of this section.
 - 2. False or misleading information given or provided in connection with a license application.
 - 3. Failure to maintain the residential rental property in a manner that meets pertinent provisions of City Code including, but not limited to, Code Chapters 407 and 906.
 - 4. Violations committed or permitted by the owner or the owner's agent, or committed or permitted by the tenant or the tenant's guests or agents, of any rules, codes, statutes and ordinances relating to, pertaining to, or governing the premises including, but not limited to, the following:
 - a. Minn. Stat. 609.75 through 609.76, which prohibit gambling;
 - b. Minn. Stat. 609.321 through 609.324, which prohibit prostitution and acts relating thereto;

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- c. Minn. Stat. 152.01 through 152.025 and 152.027, subds. 1 and 2, which prohibit the unlawful sale or possession of controlled substances;
 - d. Minn. Stat. 340A.401, which regulates the unlawful sale of alcoholic beverages;
 - e. Minn. Stat. 609.33, which prohibits owning, leasing, operating, managing, maintaining, or conducting a disorderly house, or inviting or attempting to invite others to visit or remain in a disorderly house;
 - f. Minn. Stat. 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716 and Chapter 103 of the City Code, which prohibit the unlawful possession, transportation, sale or use of weapon;
 - g. Minn. Stat. 609.72, which prohibits disorderly conduct;
 - h. Minn. Stat. 609.221, 609.222, 609.223, 609.2231 and 609.224, regarding assaults in the first, second, third, fourth and fifth degree.
 - i. Roseville City Code Sections: 407, prohibiting public nuisances, 405, noise control, 511, repeat nuisance, 906, property maintenance, 1004 and 1005, land use and 1018, parking.
- B. Upon recommendation by the Chief of Police, the City Manager is authorized to administratively suspend a license after a single violation that reasonably posed or poses a threat to public safety.
 - C. License suspension shall be for a term not less than: 180 days for the first suspension and 365 days for the second suspension. Depending on the gravity of the offense, the Council may impose longer suspension timeframes than noted in this paragraph.
 - D. License revocation shall be considered by the City Council when violations occur under paragraph A or B of this section and/or when two prior suspensions occurred under the same licensee.
 - E. In order to reinstate a suspended license, the applicant shall apply following the same process as if applying for a new Short-Term Rental license. Reinstatements following suspension will only be considered when the circumstances leading to the suspension have been remedied, the suspension penalty imposed by the City Council has been satisfied, the licensee has submitted a Mitigation Plan outlining policies and procedures to prevent violations from occurring in the future, and upon City Council approval. Reinstatement after suspension may be denied by the City Council if the licensee cannot satisfactorily meet the requirements in this paragraph.
 - F. If a license is revoked, reinstatement may only be considered by the City Council if there is an ownership change. Ownership change to a family member of the prior owner, or entity affiliated with the prior owner shall not constitute compliance with this requirement.
 - G. Repeat Nuisance Service Call fees shall be applied pursuant to City Code Section 511.

909.10: VIOLATION:

- A. Misdemeanor: Any person who maintains a short-term rental property without having the property licensed, or after the short-term rental license for the property has been revoked, or who permits new occupancy in violation of Section 909 is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. Each day each violation continues or exists, constitutes a separate offense.

Underline reflects new language

- B. Administrative fee: In addition to, or in lieu of, charging a misdemeanor, the City may impose administrative fees in an amount set in the City Fee Schedule. Each day each violation continues or exists, constitutes a separate offense.
 - 1. Upon the failure to pay an administrative fee, the City may post the dwelling unit as illegal for occupancy as a short-term rental.
- C. Prohibited occupancy: Pursuant to 909.10.B.1, the dwelling unit or portion of, may not be occupied by anyone other than the primary homestead owner and that person's immediate family until:
 - 1. The administrative fee has been paid; and
 - 2. A short-term rental license is obtained or the City is satisfied that the dwelling unit will not be used as a short-term rental dwelling unit; and
 - 3. Completion of any abatement, written compliance order, legal action from a citation or action per City Code Sections 407 and 906.

909.11: APPEALS:

- A. An Appeal pertaining to any violation, suspension, or revocation decision addressed in this Chapter may be filed by a short-term rental property owner.
 - 1. The appeal shall be submitted to the City Manager within ten (10) 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 thirty (30) 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 Chief of Police and/or Community Development Director.
- C. Appeals filed under this section shall require notification to properties within 350 feet of the subject property.

909.12: MAINTENANCE OF RECORDS:

All records, files and documents pertaining to the Short-Term Rental License Program shall be maintained in the office of the City and made available to the public as allowed or required by applicable laws, rules, codes, statutes or ordinances.

909.13: AUTHORITY:

Nothing in this Chapter shall prevent the City from acting under any applicable rule, standard, statute or ordinance for violations thereof and to seek either injunctive relief or criminal prosecution for such violations as therein provided. Nothing contained in this Chapter shall prevent the City from seeking injunctive relief against a property owner or designated agent

who fails to comply with the terms and conditions of this Chapter including an order prohibiting the occupancy of such rental units until violations of this Chapter have been remedied by the property owner or designated agent.

909.14: APPLICABLE LAWS:

Short-Term Rental Property shall be subject to all applicable rules, standards, statutes and ordinances governing use, maintenance and occupancy of the dwelling or dwelling unit; and this Chapter shall not be construed or interpreted to supersede any other such applicable rules, standards, statutes or ordinances.

909.15: RULES, POLICIES, PROCEDURES:

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

909.16: NO WARRANTY BY THE CITY:

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

909.17: SEVERABILITY:

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

Section Two. Fee Schedule Amended. The Roseville City Code, Title 3 (Business Regulations), Section 314.051 (General Business Licenses and Fees) is hereby amended to add fees related to Short-Term Rental licensing.

<u>Item / Description</u>	<u>City Code</u>	<u>2021 Amount</u>
Short-Term Rental License	909	\$515
Failure to renew w/in 5 days	909	\$100
Administrative fine	909	\$100
Appeal	909	\$100

Underline reflects new language

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

Passed this 8th day of February 2021.

(SEAL)

CITY OF ROSEVILLE

BY: _____

Daniel J. Roe, Mayor

ATTEST:

BY: _____

Patrick Trudgeon, City Manager



City of Roseville Short-Term Rental License

This certificate must be posted in the rental unit

This rental dwelling unit is hereby licensed in accordance with Chapter 909 of Roseville's City Code.

- The Property Owner must comply with all requirements set forth in Roseville's City Code. This license may be suspended or revoked for violations of that code.
- Property owners must notify the City of any changes in ownership or type of occupancy.
- Licenses are non-transferable; new owners must apply for a new license.
- Minimum length of stay provisions:
May 1 - Sept 30: 10 days
Oct 1 - Apr 30: 7 days

License Number: [REDACTED]
Owner (Individual): [REDACTED]
Owner (Business): [REDACTED]
Address: [REDACTED]
Expiration: 9/13/2024

The City, its designees, the City Council, or its officers, agents, or employees do not warrant or guarantee the safety, fitness, or suitability of any dwelling in the City. Owners or occupants should take whatever steps they deem appropriate to protect their interests, health, safety, and welfare.

MINIMUM STANDARDS AND CODES FOR RENTAL UNITS

In the Unit

Carbon Monoxide (CO) Detectors must be within 10 feet of bedrooms; Smoke Detectors must be in each sleeping room, each hallway outside sleeping rooms, and on each story, including the basement but not uninhabitable attics/crawl spaces. CO and Smoke Detectors must NOT be disabled.

Exits must be free from obstruction inside and out and Exterior Doors should open and close easily, be weather tight, and lock/unlock from the inside without a key or special knowledge. The Water Heater and Furnace must be clear (by at least 3 feet) of boxes, junk, or flammable materials; the Water Heater must have a TPR valve and relief valve discharge pipe.

Toilets must flush and Bathrooms must have an exhaust fan or window.

Taps must have working hot and cold water; no leaking pipes or dripping Faucets.

Outlets, Switches, and Panel Boxes must have covers; kitchens and bathrooms should have grounded GFCI Outlets.

Rooms used for sleeping should have 1 window or 2 approved means of egress.

Interior Walls, Ceilings, and Window Sills must be clean and free of peeling paint.

Floors must be structurally sound and Flooring in good condition with no trip hazards such as ripped carpet or missing tiles.

Working Light Fixtures must be in all halls, stairways, laundry rooms, and furnace rooms.

Handrails must be on all stairs with more than 4 steps and be firmly attached with no missing or loose spindles.

Extension Cords may be used only for portable appliances.

Address Numbers must be clearly visible from the street.

Occupancy

Rental Units may house 4 unrelated adults or 1 family.

Storage/Waste

Rubbish must be stored in appropriate containers and removed regularly. Containers must be stored out of public view except on the day of collection and cannot remain at the curb for more than 24 hours. Outdoor Storage of junk is prohibited.

Vehicles

All Vehicles parked outside must be parked on an approved hard surface (not grass), street operable, and display current registration and proper license plates.

Yard/Driveway/Parking

Grass/Weeds exceeding 8 inches are prohibited on any property. Please observe all No Parking signs. Parking is not allowed on City streets after a snowfall of more than 2 inches until the streets have been plowed.

Do not put Snow into the street or onto neighboring properties.

Noise

Power Lawn Mowers or other Power Equipment may be operated outside only between 7 AM and 10 PM on weekdays or between the hours of 9 AM and 9 PM on weekends or legal holidays. Snow removal equipment is exempt.

Prohibited Music is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the source between 10 PM and 7 AM. Additionally, any Events (like parties) that disturb others are prohibited.

Pets

Keeping more than 2 Dogs requires a kennel license from the Police Department. Animal Waste must be removed regularly.

WHEN ISSUES ARISE

For an emergency, call 9-1-1

- For maintenance issues, contact your landlord (see contact information in box above).
- For legal matters (such as leases), contact the Minnesota Attorney General's Office at 651-296-3353 or www.ag.state.mn.us
- If the landlord is not maintaining the property, call Roseville's Code Enforcement Officer at 651-792-7014.

Minnesota Statute 504B.181, subd.2(b) requires landlords to notify residential tenants that the handbook Landlords and Tenants: Rights and Responsibilities is available to them. Published by the Office of the Minnesota Attorney General, the handbook can be accessed at www.ag.state.mn.us

REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 7.g.

Department Approval

City Manager Approval



Item Description: Discuss Roseville's 2024 Legislative Priorities

Background

At the January 9, 2023 meeting, the City Council adopted Legislative Priorities in anticipation of the 2023 Legislative Session of the Minnesota Legislature. The 2023 Legislative Session was productive and several of our priorities were either fully or partially met. Below is a summary of those priorities and the status of each item.

High Priority Items (Items that City of Roseville will directly advocate for passage by the Legislature)

- Seek financial support for capital improvements for the state and regional asset of the Guidant John Rose Minnesota OVAL and support facilities through the State Bonding Bill **NOT APPROVED**
- Allow Municipal Hotel Licensing **APPROVED**
- Regulate the sale of catalytic converters **APPROVED**
- Increased funding to local governments to address emerald ash borer **APPROVED**
- Allowing a Taproom and Cocktail Room on the same premise **NOT APPROVED**
- Enact statewide Licensing of Massage Therapists **NOT APPROVED**
- Enact Local Option Sales Tax for Roseville **APPROVED**

Other Priorities (Items the City of Roseville supports but will let other organizations directly advocate for passage by the Legislature)

- Amend state law to provide for the opportunity for city officials to participate virtually at city meetings from a remote location without having to open the remote location to the public as long as at least one publicly accessible location is offered when not in pandemic emergency **APPROVED**
- Approve statewide conversion therapy ban **APPROVED**
- Increase fees allocated to local Deputy Registrars **APPROVED**
- Funding for Mental Health Voluntary Engagement **NOT APPROVED**
- Increase funding for mental health services and resources for public safety **APPROVED**
- Implement Police Officer arbitration reform **NOT APPROVED**
- Increase affordable housing funding **APPROVED**
- Advocate for an increase in Transportation Funding **APPROVED**
- Amend State Building Code Chapter 1306 to Allow Municipalities to Require Sprinkler Systems in R-2 (Multi-Family) Occupancy Groups **NOT APPROVED**
- Improve Absentee Balloting **APPROVED**
- Continue to fund the DEED Redevelopment Grant Program and the Demolition Loan Program **APPROVED**

- Create presumptive coverage for Firefighters diagnosed with cancer **APPROVED**
- Improve transparency of information on property tax notices sent by counties **NOT APPROVED**
- Allow for the use of city website or other technology-based methods for official notices **NOT APPROVED**
- Review the effectiveness of state law in the regulation of emergency medical services **APPROVED**
- Police Officer Recruitment and Retention **APPROVED**
- Racial Equity Data **NOT APPROVED**
- Regulation of cannabinoid products **APPROVED**
- Support legislative efforts to require the Department of Labor and Industry to adopt an advanced energy standard as part of the State Building Code and other legislative efforts to support zoning and financial incentives at the local level to encourage sustainable building design, construction, and operation strategies that aim to lower overall greenhouse gas emissions **NOT APPROVED**
- Support Ramsey County's Youth Violence Response proposal to fund up to 25 community-based and culturally specific placements for delinquent youths to secure intensive treatment homes. **APPROVED**

It should be noted that the **APPROVED** designation can be slightly subjective. For priorities that identified the need for new or continued funding as a priority, such as EAB grant funding or raising Deputy Registrar Fees, it could be debated if there was enough funding allocated or whether a long-term funding source was created. Similarly, there may have been legislation adopted that only partially addressed a Roseville priority, such as allowing virtual participation in a meeting by an elected official.

Staff suggests the City Council remove the items marked **APPROVED** from the Legislative Priorities. If it is felt that there needs to be continued work on the priority, the City Council should reword the priority to specifically describe the issue that should be addressed.

In order to be ready for the 2024 Legislative Session, which begins on February 12, 2024, staff is bringing forward a discussion about Roseville's Legislative Priorities in order to be better prepared to advocate for the issues that are important for the City of Roseville.

Staff would also like the City Council to consider adding several new items to its Legislative Priorities:

- Receive authorization to utilize existing Funds in TIF District 17 (Twin Lakes) similar to the special legislation approved in 2019 to allow for full use of funds collected as part of the Hazardous Substance Subdistrict 17A to assist in the environmental cleanup of the PIK property. If the full redevelopment district increment is made available through special legislation, the City can attract development to the PIK site by helping to lower the costs to remediate the environmental pollution. Information about the request is included as Attachment 1.
- Modify existing state law regarding park dedication to allow for collection of park dedication fees on new development without the requirement that the land must be subdivided. Currently, the cities of Minneapolis and St. Paul have the ability to collect park dedication fees on developments that are not part of a subdivision request. Several cities are planning to propose legislation this session to allow for this change in law. A memo from Parks and Recreation Director Matt Johnson is included as Attachment 2 and provides details on the need for the request.

For additional information, staff has included the table of contents of the legislative policies for the League of Minnesota Cities and Metro Cities organization as Attachment 3. As the City Council will note, there are several instances of overlap between the City's Legislative Priorities and the League of Minnesota Cities and Metro Cities legislative policies. The full copy of each organization's legislative policies can be viewed at the links listed below.

League of Minnesota Cities
<https://www.lmc.org/>

Metro Cities
<https://www.metrocitiesmn.org/>

Policy Objectives

Advocating for Roseville's Legislative Priorities will provide a voice to the Minnesota Legislature and Governor on items and issues that are important to the community and city operations.

Racial Equity Impact Summary

While the racial equity toolkit was not utilized to analyze the equity impact of the Legislative Priorities, it is important to acknowledge that each priority may have racial equity impacts. As the City's legislative policies are mostly centered around state laws and policies, a broader state-wide equity lens is needed to ensure that racial equity disparities are addressed. As the Legislature considers the City's legislative priorities, the City will advocate that racial equity impacts are considered in the drafting and consideration of the legislation.

Budget Implications

Not directly applicable to the Legislative Priorities. However individual items may have a cost impact to the City, either negatively or positively, depending on the topic and outcome.

Staff Recommendations

Staff recommends the City Council should review 2023 Legislative Priorities and discuss what should be included as part of the 2024 Legislative Priorities.

Requested Council Action

The City Council should discuss and provide direction on Roseville's 2024 Legislative Priorities for staff to bring back for further discussion and consideration.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021 pat.trudgeon@cityofroseville.com

Attachments:

1. Information about TIF 17 legislation request
2. Memo regarding Park Dedication Legislation
3. LMC & Metro Cities Legislative City Policies

Background

The City of Roseville requests special legislation to allow full utilization of redevelopment district tax increment that has already been collected but cannot be expended due to tax increment financing statutes. The district was created in 2005. Due to the economic downturn in the wake of the 2008-2010 financial crisis, the City was not able to attract development within the timeframe required for expenditure of the funds.

Previous Legislation

TIF District 17 contains a Hazardous Substance Subdistrict (HSS) 17A. This subdistrict was the subject of a law passed by the Legislature in 2019 that made all of the collected HSS increment usable beyond the extended 5 year rule timeframe.

Lessons Learned

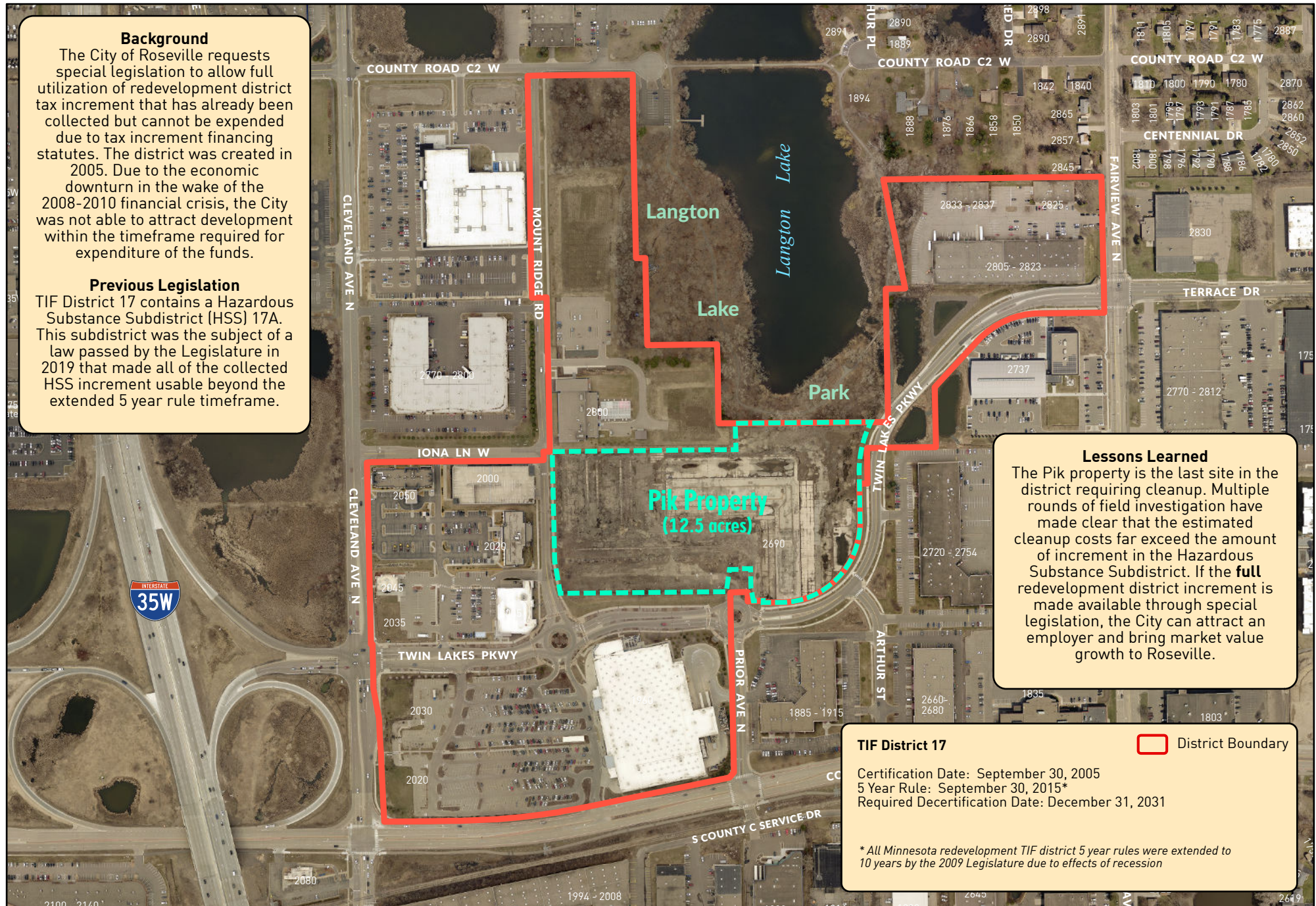
The Pik property is the last site in the district requiring cleanup. Multiple rounds of field investigation have made clear that the estimated cleanup costs far exceed the amount of increment in the Hazardous Substance Subdistrict. If the **full** redevelopment district increment is made available through special legislation, the City can attract an employer and bring market value growth to Roseville.

TIF District 17

 District Boundary

Certification Date: September 30, 2005
5 Year Rule: September 30, 2015*
Required Decertification Date: December 31, 2031

* All Minnesota redevelopment TIF district 5 year rules were extended to 10 years by the 2009 Legislature due to effects of recession



Laws 2019, First Special Session, Chapter 6, Article 7, Section 9, is amended to read:

Section 9. **EXPENDITURE OF HAZARDOUS SUBSTANCE SUBDISTRICT AND REDEVELOPMENT DISTRICT TAX INCREMENT.**

Notwithstanding the provisions of Minnesota Statutes, section 469.1763 or any other law to the contrary, the city of Roseville and the Roseville Economic Development Authority may use any or all increment generated from Hazardous Substance Subdistrict No. 17A and from Tax Increment Financing District No. 1-17, for the purpose of financing redevelopment costs and environmental remediation pursuant to one or more response action plans on the parcels within or adjacent to the subdistrict as originally certified, regardless of the date of approval by the Pollution Control Agency of the response action plan.

EFFECTIVE DATE. This section is effective upon compliance by the governing body of the city of Roseville with the requirements of Minnesota Statutes, Section 645.021, subdivision 3.

City of Roseville

Memo

To: Pat Trudgeon, City Manager

From: Matthew Johnson, Parks and Recreation Director

cc:

Date: November 27, 2023

Re: Park Dedication Legislative Priority

Pat:

Over the years the City Council has had numerous conversations regarding the importance of park dedication requirements on new development to the ongoing success our Parks and Recreation System.

As a reminder, park dedication is the process by which the City requires the dedication of a reasonable portion of land, or an appropriate fee, to offset the impacts that new development has on the Parks and Recreation System. This is allowed by Chapter 462 of Minnesota Law, and Roseville's Park Dedication Ordinance is 1103.06. The current park dedication statute allows park dedication only on replatted land, except for in Minneapolis and St. Paul.

Cities with a built-out environment, such as Roseville, are particularly disadvantaged by the addition of new residential units on land that is not replatted due to infill. Specifically, the new development adds users and demand to the Parks and Recreation system, but cannot be assessed park dedication under the current statute. Roseville has seen a number of developments of this type over the past five years.

Several cities are currently planning to propose legislation that would broaden the exemptions that Minneapolis and St. Paul currently have to allow all cities to assess park dedication on new housing, and new commercial and industrial development, without the requirement that the land be subdivided.

[The League of Minnesota Cities](#) has indicated their support of this proposed change.

LEAGUE OF MINNESOTA CITIES

2024 City Policies

For Legislative and
Administrative Action

Adopted November 9, 2023

*The only comprehensive statewide advocacy agenda
for all Minnesota cities*



*This document is available in the Legislative Action Center
on the League's website at www.lmc.org/policies*

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**LEAGUE of
MINNESOTA
CITIES**

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Legislative Policies

January 2024

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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approve Payments

Background

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$60,115.94
108230-108286	\$62,308.89
Total	\$122,424.83

A detailed report of the claims is attached. The City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

Policy Objectives

Under MN State Statute, all claims are required to be paid within 35 days of receipt.

Racial Equity Impact Summary

Not applicable.

Budget Implications

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

Staff Recommendations

Staff recommends approval of all payment of claims.

Requested Council Action

Motion to approve the payment of claims as submitted.

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval 12.04.2023

Bank Reconciliation

Board Audit

User: Joshua.Kent
 Printed: 11/28/2023 - 2:18PM
 Date Range: 11/21/2023 - 11/28/2023
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 100 General Fund				
Department: 01 General Government				
0	Fikes, Inc.	Sanitizer	11/21/2023	141.76
0	Governmentjobs.com, Inc.	Subscription Fee 1/6/24 - 1/5/25	11/21/2023	7,531.00
0	Greenhaven Printing	S. Baker - Fire Dept	11/21/2023	83.13
0	Innovative Office Solutions	Office Supplies	11/21/2023	891.08
0	McGough Property Management, LLC	Management Fee	11/21/2023	3,700.00
0	TimeSaver Off Site Secretarial, Inc.	Finance Commission Meeting	11/21/2023	628.00
108232	American Mailing Machines	Sealing Solution	11/21/2023	49.77
108276	St. Paul Pioneer Press	Advertising	11/21/2023	115.64
108281	Vault Health	Alcohol and drug screen	11/21/2023	323.32
Total for Department: 01 General Government				13,463.70
Department: 02 Public Safety				
0	Ancom Technical Center	Repairs, volume control.	11/21/2023	665.00
0	Brady Martin	Reimbursement for approved training-	11/21/2023	1,341.70
0	Car Wash Partners	October washes	11/21/2023	376.00
0	CentralSquare Technologies, LLC	PSJ Pro- LETG Migration and Add-on	11/21/2023	25,151.80
0	Innovative Office Solutions	Office Supplies	11/21/2023	240.19
0	Mike Freese	Reimbursement for LETAC Code 4 Fa	11/21/2023	324.50
0	Municipal Emergency Services Deposi	Fire-Dex MES Exclusive G2M Glove	11/21/2023	209.66
0	Streicher's	Clothing - J. Welin	11/21/2023	869.88
108234	Aspen Mills Inc.	Clothing - M. Terrazas	11/21/2023	367.73
108235	Axon Enterprise, Inc.	Taser Suit and Gloves, Taser and Batte	11/21/2023	4,927.65
108238	BCA	Human Trafficking Investigations Trai	11/21/2023	250.00
108240	Caliber Collision	Repairs 2022 Dodge Durango Pursuit	11/21/2023	7,822.34
108246	Comcast	Business Services 11/18 - 12/17/23, A	11/21/2023	111.65
108249	Davis Lock & Safe Inc	Keys	11/21/2023	33.00
108252	Forest Lake Sportsmen's Club	Law Enforcement Rental - Range	11/21/2023	2,160.00
108254	Galls, LLC	Patrol Uniform - Vest	11/21/2023	75.15
108263	Kiesler's Police Supply, Inc.	Training Pistols	11/21/2023	1,816.00
108274	Right Construction	Building Permit Refund, 2048 Hamlin	11/21/2023	149.13
108282	Verizon	Account Number 487223064-00004	11/21/2023	1,080.27
Total for Department: 02 Public Safety				47,971.65
Department: 03 Public Works				
0	Emergency Automotive Tech Inc	Vehicle Parts 2023 Ford Super duty	11/21/2023	1,038.77
0	Factory Motor Parts, Co.	Steering Tie Rod End	11/21/2023	507.21
0	Fastenal Company Inc.	Vehicle Supplies	11/21/2023	58.15
0	Forest Lake Contracting, Inc.	Work on Dale Street Bridge @ TH36	11/21/2023	2,175.00
0	Premium Waters Inc	Coffee	11/21/2023	62.85
0	T. A. Schifsky & Sons, Inc.	Yard purchases from 10/15 to 10/21/23	11/21/2023	1,072.76
108231	Allstate Peterbilt of South St. Paul	Filters, etc	11/21/2023	302.03
108237	Batteries Plus Bulbs	Battery	11/21/2023	21.15
108242	Cintas Corporation	Clothing	11/21/2023	85.40
108247	Cummins Sales and Service	Repairs on Vermeer Chipper	11/21/2023	2,164.59
108255	Grainger Inc	Vehicle Supplies	11/21/2023	124.32
108259	Jeff Belzers Roseville Chrysler Dodge	Repairs 2022 Dodge Durango	11/21/2023	885.65
108272	Precise MRM, LLC	Air & Rod Temperature Sensor, Cable	11/21/2023	1,279.39

Check No.	Vendor/Employee	Transaction Description	Date	Amount
108273	Precision Landscape & Tree,Inc	Tree Removal	11/21/2023	2,919.00
108277	Suburban Tire Wholesale, Inc.	Tires	11/21/2023	1,128.00
108279	Tri State Bobcat, Inc	Coupler Female	11/21/2023	86.14
108284	Waterjet Cutting Solutions, Inc.	Plow Blade Wear Plate	11/21/2023	450.00
108286	WM Corporate Services, Inc.	Customer ID 27-46363-03007	11/21/2023	311.00
Total for Department: 03 Public Works				14,671.41
Total for Fund:100 General Fund				76,106.76

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 110 Telecommunications				
Department: 01 General Government				
0	Greenhaven Printing	Domestic Animal Forms	11/21/2023	267.13
Total for Department: 01 General Government				267.13
Total for Fund:110 Telecommunications				267.13

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 200 Recreation Fund				
Department: 04 Recreation				
0	Corporate Connection, Inc.	Clothing - T. Driesen	11/21/2023	567.94
0	Metro Volleyball Officials	Fall Volleyball Weeks 4-6	11/21/2023	4,532.00
108230	AARP Driver Safety Program	AARP Driver Safety 8 hour course	11/21/2023	160.00
108243	City of New Brighton	Ozark senior trip 11/9	11/21/2023	2,484.00
108270	On Site Companies-OSSTC	Portables - RAF Football Field	11/21/2023	305.79
108275	Sandra Sherbarth-Lynch	Pickleball lessons, fall session 2	11/21/2023	1,099.20
108276	St. Paul Pioneer Press	Advertising	11/21/2023	123.48
Total for Department: 04 Recreation				9,272.41
Total for Fund:200 Recreation Fund				9,272.41

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 204 P & R Contract Maintenance				
Department: 04 Recreation				
0	Corporate Connection, Inc.	Clothing - O. Larson	11/21/2023	1,197.40
0	Tessman Company	Ice Melt	11/21/2023	627.50
108242	Cintas Corporation	Clothing	11/21/2023	5.32
108249	Davis Lock & Safe Inc	Deadbolt, Core, houdini	11/21/2023	600.99
108250	Equinox Industries, Ltd.	Black Bags Maxi 30 48"x128"	11/21/2023	369.00
108266	Mn Dept of Agriculture	2024 Tree Care Registry Renewal, Reg	11/21/2023	25.00
108273	Precision Landscape & Tree,Inc	Tree Removal	11/21/2023	11,987.00
Total for Department: 04 Recreation				14,812.21
Total for Fund:204 P & R Contract Maintenance				14,812.21

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 260 Community Development				
Department: 00 General Function				
0	Rehder Forestry Consulting	Reimbursment for Inspections & Site I	11/21/2023	68.00
108236	Bald Eagle Builders	Construction Deposit Refund, 2239 CI	11/21/2023	1,000.00
108262	Kennedy & Graven, Chartered	Edison Apartments TIF	11/21/2023	300.00
Total for Department: 00 General Function				1,368.00
Department: 02 Public Safety				
108274	Right Construction	Building Permit Refund, 2048 Hamlin	11/21/2023	611.32
Total for Department: 02 Public Safety				611.32
Total for Fund:260 Community Development				1,979.32

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 265 License Center				
Department: 01 General Government				
0	Fikes, Inc.	Sanitizer	11/21/2023	35.44
0	Innovative Office Solutions	Office Supplies	11/21/2023	800.96
0	McGough Property Management, LLC	Management Fee	11/21/2023	2,000.00
0	Tereza Bazac	Mileage Reimbursement 9/22/23 River	11/21/2023	83.19
108241	CenturyLink	Account 651 766-4609 291	11/21/2023	51.18
Total for Department: 01 General Government				2,970.77
Total for Fund:265 License Center				2,970.77

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 294 Police - DWI Enforcement				
Department: 02 Public Safety				
0	Bryan Anderson	Reimbursment for alc/tob compliance	11/21/2023	40.26
108244	Rachel Clapp	Alc/Tob Compliance Checks on 11/11	11/21/2023	135.00
108271	Noah Pineault	Alc/Tob Compliance Checks on 11/11	11/21/2023	120.00
Total for Department: 02 Public Safety				295.26
Total for Fund:294 Police - DWI Enforcement				295.26

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 400 Police Vehicle Revolving				
Department: 02 Public Safety				
108268	Motorola Solutions, Inc.	Microphone, Impres RSM, 3.5 MM Ja	11/21/2023	1,249.56
Total for Department: 02 Public Safety				1,249.56
Total for Fund:400 Police Vehicle Revolving				1,249.56

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 408 Pathway Maintenance Fund				
Department: 03 Public Works				
108257	Holcim-MWR, Inc.	2671 Dale St. N Roseville	11/21/2023	532.25
Total for Department: 03 Public Works				532.25
Total for Fund:408 Pathway Maintenance Fund				532.25

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 409 Central Svcs Equip Revolving				
Department: 01 General Government				
108256	GreatAmerica Financial Services	Copier Rental	11/21/2023	332.00
Total for Department: 01 General Government				332.00
Total for Fund:409 Central Svcs Equip Revolving				332.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 411 Recreation Improvements				
Department: 04 Recreation				
108278	Three Trees Horticulture, LLC	Mulch Oak Trees - Autumn Grove and	11/21/2023	6,450.00
Total for Department: 04 Recreation				6,450.00
Total for Fund:411 Recreation Improvements				6,450.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 600 Sanitary Sewer				
Department: 05 Sanitary Sewer				
0	Corporate Connection, Inc.	Clothing - D. Schifsky	11/21/2023	1,407.92
0	General Industrial Supply Co.	Utility Gloves	11/21/2023	239.88
Total for Department: 05 Sanitary Sewer				1,647.80
Total for Fund:600 Sanitary Sewer				1,647.80

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 610 Water Fund				
Department: 00 General Function				
108233	MAYNARD ASMUS	Refund Check 008941-000, 1811 STA	11/21/2023	45.67
108239	JODY BRUNETTE	Refund Check 001660-000, 885 W CC	11/21/2023	70.65
108258	RUBY HUNTER	Refund Check 007561-000, 2104 SO F	11/21/2023	64.54
108260	ROBERT JOHNSON	Refund Check 000013-000, 1740 AGI	11/21/2023	62.84
108261	RACHEL BECK & JOSEPH SALZ	Refund Check 022941-000, 2559 ALI	11/21/2023	197.46
108264	KTK Construction Inc	Less Tax	11/21/2023	799.57
108265	CARRIE MICKO	Refund Check 013622-000, 435 TERI	11/21/2023	154.44
108283	HARRIS VIKER	Refund Check 009679-000, 462 WOC	11/21/2023	4.96
108285	WEBER PROPERTY GROUP LLC	Refund Check 026261-000, 1071 LOA	11/21/2023	189.31
Total for Department: 00 General Function				1,589.44
Department: 06 Water Fund				
0	Corporate Connection, Inc.	Clothing - B. Norby	11/21/2023	697.64
108251	Ferguson Enterprises Inc #3099	Line TRCR Repair	11/21/2023	282.55
108253	Fra-Dor Inc.	Black Dirt	11/21/2023	118.50
108264	KTK Construction Inc	Less Water Charges	11/21/2023	-205.11
108267	MN Dept of Health	Drinking Water Protection-Plan Review	11/21/2023	150.00
108280	Twin City Water Clinic, Inc.	October Distribution Samples	11/21/2023	680.00
Total for Department: 06 Water Fund				1,723.58
Total for Fund:610 Water Fund				3,313.02

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 620 Golf Course				
Department: 07 Golf Course				
0	Corporate Connection, Inc.	Clothing - M. Gasaway	11/21/2023	482.24
108246	Comcast	Business Services 11/7 - 12/6/23, Acco	11/21/2023	171.10
108269	Jerry Niesen	Santa Claus for Event, 3 hrs	11/21/2023	425.00
Total for Department: 07 Golf Course				1,078.34
Total for Fund:620 Golf Course				1,078.34

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 640 Storm Drainage				
Department: 08 Storm Water				
108248	Davey Resource Group, Inc.	West Owasso Rain Garden Maintenance	11/21/2023	1,700.00
Total for Department: 08 Storm Water				1,700.00
Total for Fund:640 Storm Drainage				1,700.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 710 Risk Management				
Department: 00 General Function				
108245	CNA Surety Direct Bill	Bond #61909195, Company 0601, Ag	11/21/2023	100.00
Total for Department: 00 General Function				100.00
Total for Fund:710 Risk Management				100.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 725 EDA Operating Fund				
Department: 00				
108262	Kennedy & Graven, Chartered	General	11/21/2023	318.00
Total for Department: 00				318.00
Total for Fund:725 EDA Operating Fund				318.00

REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 10.b.

Department Approval

City Manager Approval



Item Description: Approve 1 Massage Therapy Establishment License

Background

Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to the City Council for approval. The following applications are submitted for consideration:

Massage Therapy Establishment License

Restora Massage
2353 Rice St. #130
Roseville, MN 55113

Paul Kong has submitted an application as the sole owner of a Massage Therapy Establishment located at 2353 Rice Street, Suite 130.

Policy Objectives

Required by City Code

Racial Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

The correct fees were paid to the City at the time the application(s) were made.

Staff Recommendations

Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

Requested Council Action

Motion to approve the Massage Therapy Establishment License for Restora Massage.

Prepared by: Katie Bruno

Attachments: 1. Application



**Administration Department, License
Division 2660 Civic Center Drive,
Roseville, MN 55113 (651) 792-7023**

Massage Therapy Establishment License Application Part I

Type of applicant (Select only one)

- ☐ Individual, you own the business and have employees
- ☒ Sole Proprietorship, you own the business, and you are the only employee
- ☐ Partnership ☐ Corporation ☐ Other Organization

Legal Name of Licensee: Paul Yeng Kong

Business Name (dba) Restora Massage

Business Address 2353 Rice Street #130

Business Phone 651-283-6107

Email Address

MN Tax ID 9159565

Federal Tax ID 93-4533873

Proof of Minnesota Tax Identification form

Applicant's Social Security Number

Proof of Worker's Compensation Insurance:

Insurance Company Name Associated Bodywork & Massage Professionals, Inc. Dates of Coverage Nov 15, 2023 to Nov 14, 2024

Policy Number 1508478

I am **not** required to have worker's compensation liability coverage because

- ☒ I have no employees covered by the law
☐ Other (Specify) _____

Section A: Applicant

Individual:

If applicable, complete this question and Part II Personal History form, then proceed to Section B.

Name	Paul	Kong	Yeng
	First	Last	Middle Maiden

Residence Address	Street Address	City	County	State	Zip
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Residence/mobile phone [REDACTED] Business Phone 651-283-6107

Email address

Partnership:**If applicable, complete the question for general and limited partners, then proceed to section B.****Part II Personal History form is required for each general partner.**

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Corporation/other organization:**If applicable, complete the questions, then proceed to Section B. Attach a copy of the Certificate of Incorporation****President**

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Vice President

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Secretary

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Treasurer

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Section B: Persons in charge of licensed establishment**General Manager, proprietor, managing partner or any other individual or agent in charge of the establishment.****A Part II Personal History must be completed by each person listed in this section.**

First Name Paul Last Name Kong Middle Name Yeng
Street address [REDACTED]
City, State, ZIP [REDACTED]
Residence/mobile phone [REDACTED] Business phone 651-283-6107

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Section C: History
Complete separate form for each owner

Have you, your spouse, parent, brother, sister, or the child of either you or your spouse, ever been engaged as an employee or operated a spa, salon or other business which offered massage? ☐ Yes ☒ No
If yes, give dates and places.

Do you and/or your spouse have a direct or indirect interest in any other establishment in the City of Roseville to which a massage therapy establishment license has been issued? ☐ Yes ☒ No
If yes, list names and addresses of interest.

Have you, your spouse, parent, brother, sister, or the child of either you or your spouse, ever been convicted of any felony, crime or violation of any ordinance, other than traffic? ☐ Yes ☒ No
If yes, give date, place and nature of conviction.

Have you or your spouse had any interest in any previous therapeutic massage license that was revoked, or suspended or not renewed? ☐ Yes ☒ No
If yes, explain in detail providing dates of such revocation.

Have you individually, or with others, made an application for a massage license, which was denied? ☐ Yes ☒ No
If yes, state circumstances.

What is the amount and source of investments you will have in the business, buildings, premises, fixtures, furniture, stock in trade?
\$10,000

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers and social security numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

CONSENT TO BACKGROUND CHECK I hereby consent to and authorize the Roseville Police Department or other qualified service providers in conducting and completing criminal background checks to use the information I have provided to check criminal histories, arrest and driving records, and warrant information; and for the City to consider these records to determine my eligibility for a License. I understand that the information contained in the criminal background investigation is not public, except that it may be conveyed to other law enforcement or licensing agencies.

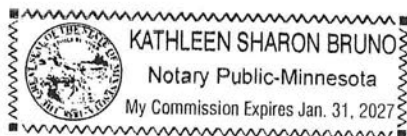
By signing below you certify that the above information is correct. In addition, you acknowledge that you are responsible for reviewing the background and work history of all of your employees, including those that have received a massage therapist license from the City.

Falsification of answers given or material submitted will result in denial of application.

Applicant signature [Signature] Title ~~Massage Therapist~~ Owner
Date 11/28/23

Subscribed and sworn to before me, a Notary Public, on this 28 day of November, 20 23. My Commission expires on January 31, 2027.

[Signature]
Notary signature



Notary Stamp

Payment due at the time of application: Annual License Fee \$325

Make checks payable to: City of Roseville

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

Background

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of \$10,000 be separately approved by the City Council, independent of the budget process or other statutory purchasing requirements. In addition, State Statutes generally require the Council to authorize the sale of surplus vehicles and equipment. *Attachment 1* includes a list of items submitted for Council review and approval.

Staff will note that unless noted otherwise, all items contained in this report were previously identified and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review during the most recent budget cycle. This information package included a CIP Project/Initiative summary which identified the type of purchase, estimated cost, funding source, and other supporting narrative. Where applicable, these project/initiative summaries are included with Attachment 2.

Policy Objectives

Required under City Code 103.05.

Racial Equity Impact Summary

Not Applicable

Budget Implications

Funding for all items is provided for in the current budget or through pre-funded capital replacement funds.

Staff Recommendations

Staff recommends the City Council approve the submitted purchases or contracts for service and where applicable; authorize the sale/trade-in of surplus items.

Requested Council Action

Motion to approve the submitted purchases or contracts for services and where applicable; the sale/trade-in of surplus items.

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Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Over \$10,000 Items for Purchase or Sale-Trade in

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General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Fire Department	Everest Emergency Vehicles, INC.	Road Rescue Metromedic Type-1 Ambulance (2024 Ford F-550 4x4 (a)	\$	315,000	\$ 309,384	2025 CIP

Key

- (a) This is a medical first response vehicle, that will be used to respond to both fire and EMS emergencies in the City. This vehicle will also allow for more multi-use situations than the current mini-rescue style vehicle, in which is nearing end of useful life and this will replace. Obtaining this vehicle would also allow the City to be in better position for potential EMS transport changes at a local and state level. The lead time on receiving this vehicle currently sits at 12-14 months from now, which projects to be early 2025 and will remain part of the 2025 CIP budget. The intent is to lock in the price now before the potential of the price increasing in January 2024.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Authorize Application for Metropolitan Council Environmental Services' 2024 Private Property Inflow and Infiltration Grant Program

Background

The Metropolitan Council Environmental Service (MCES) is implementing a pilot grant program for 2024 to reduce stormwater entering the wastewater system. The 2022 Minnesota Legislature amended statute § 471.342 to allow the Met Council to provide grant funding to local municipalities to assist private property owners with costs associated with repairing I/I issues on privately-owned sanitary services. The 2024 Private Property Inflow and Infiltration (I/I) Grant Program will provide \$1.5 million to local municipalities to administer grant programs for these private I/I repairs.

To be eligible for a grant, a city must be identified by MCES as a contributor of excessive I/I. Roseville is among these cities and is eligible for this grant. MCES will award half of the funds evenly between applicant cities, and the remaining half will be based on the amount requested. Grant amount determination and grant agreement will be distributed December 29, 2023.

One of the required documents is a resolution authorizing application. This resolution would allow the City of Roseville to apply for the grant program.

Policy Objectives

The City is required to limit I/I into its sanitary sewers under MCES regulation, thereby reducing unnecessary trunk pipe upsizing and treatment of stormwater at sanitary sewer treatment plants.

Racial Equity Impact Summary

The 2024 Private Property Inflow and Infiltration (I/I) Grant Program guidelines allow for equity criteria in alignment with Thrive MSP 2040. The City will establish equity criteria in the Roseville grant program if we are approved for funding.

Budget Implications

The City is requesting \$75,000 in funds. If approved, staff would use the sanitary sewer fund to reimburse residents and then the City would be reimbursed by grant funds. There is no net costs to the City other than staff time to administer the grant.

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Staff Recommendations

Staff recommends Council authorize the application for the MCES 2024 Private Property Inflow and Infiltration (I/I) Grant Program for establishing a grant program for private sanitary sewer I/I repairs.

Requested Council Action

Adoption of a resolution authorizing the City Manager to apply for the MCES 2024 Private Property Inflow and Infiltration (I/I) Grant Program.

Prepared by: Stephanie Smith, Assistant City Engineer

- Attachments:**
- 1. Resolution
 - 2. Sample Grant Agreement

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**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on the 4th day of December, 2023, at 6:00 p.m.

The following members were present: _____ and the following members were absent: _____.

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION No.

**APPROVAL OF GRANT AGREEMENT BETWEEN METROPOLITAN
COUNCIL AND THE CITY OF ROSEVILLE FOR 2024 PRIVATE PROPERTY
INFLOW AND INFILTRATION GRANT PROGRAM**

BE IT RESOLVED by the City Council of the City of Roseville, as follows:

WHEREAS, the Metropolitan Council Environmental Services (MCES) has identified the City of Roseville as one of many metro cities having excessive quantities of stormwater and groundwater entering the public sanitary sewer system, commonly referred to as Inflow and Infiltration (I/I); and

WHEREAS, reducing I/I will remove and prevent clear water from entering the wastewater treatment system; and

WHEREAS, private sanitary services are the largest source of I/I, but receive the least mitigation; and

WHEREAS, the 2022 Minnesota State Legislature amended statute 471.342 to allow Metropolitan Council Environmental Services (MCES) to provide grant funding to local municipalities to assist private property owners with costs associated with repairing sewer infrastructure on their property; and

WHEREAS, 2024 Private Property Inflow and Infiltration Grant Program provides \$1.5 million in wastewater revenue to local municipalities to establish a program for providing grants to private property owners to help with I/I repairs; and

WHEREAS, the City of Roseville is willing to faithfully administer all terms of the grant for the benefit of its property owners.

40
41 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City Of Roseville,
42 Minnesota, that the City Manager or their designee be authorized to submit the applications
43 and to serve as the contact person.
44
45 The motion for the adoption of the foregoing resolution was duly seconded by
46 Councilmember and upon vote being taken thereon, the following voted in
47 favor thereof: and the following voted against the same: .
48
49 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 4th day of December, 2023, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 4th day of December, 2023.

Patrick Trudgeon, City Manager

(SEAL)

METROPOLITAN COUNCIL
2024 PRIVATE PROPERTY INFLOW AND INFILTRATION (I/I)
GRANT AGREEMENT NO. SG XXXX-XX

This Council (MCES) Funded Grant Agreement ("Grant Agreement") is entered into this _____ [date of signature by both parties] between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Met Council") and the City of _____, a municipal corporation ("Grantee").

RECITALS

1. In 2022, Minnesota Statutes 2020, section 471.342 was amended to authorize towns and political subdivisions to establish inflow and infiltration prevention programs and make loans or grants to property owners.
2. The Metropolitan Council Environmental Services (MCES, Council) calculates the peak hourly flow discharge limit (I/I Goal) for each community connected to the metropolitan sanitary sewer disposal system. Wastewater flow that exceeds the respective I/I Goal is considered excessive flow. Communities that have a measured wastewater flow rate greater than 80 percent of the I/I Goal are eligible to apply for the Grant.
3. The Council authorizes its staff to enter into a private property inflow and infiltration grant agreement with local municipalities that are eligible for this grant program.

GRANT AGREEMENT

1. Term of Grant Agreement.

- 1.1. **Effective Date.** The effective date of this Grant Agreement is the date on which the Grant Agreement has been duly executed by both parties.
- 1.2. **Grant Activity Period.** The first day of the month following the Effective Date through and including the expiration date.
- 1.3. **Expiration Date.** The latter of (i) 2 years after final distribution of funds to Grantee; or (ii) until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.4. **Survival of Terms.** The following clauses survive the expiration, termination, or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

- 2.1. The Grantee agrees to conduct, administer, and complete in a satisfactory manner the program ("Grantee Program") which is described in Grantee's application to Met Council for assistance under the Met Council's Private Inflow and Infiltration grant program, which application is incorporated into this Grant Agreement as **Exhibit A (Grant Application)**, and in accordance with the terms and conditions of this Grant Agreement. Specifically, the Grantee agrees to perform the "Grant Program" in accordance with a specific timeline, all as described in **Exhibit A (Grant Application)** and to undertake the financial responsibilities described in **Exhibit A (Grant Application)** to this Grant Agreement. The Grantee has

the responsibility for and obligation to complete the “Grant Program” as described in **Exhibit A (Grant Application)**. The Met Council makes no representation or warranties with respect to the success and effectiveness of the “Grant Program”. The Met Council acknowledges that “Grant Program” work may be limited to soliciting participation by building owners in the “Grant Program” and requires additional work by the Grantee only to the extent that building owners choose to participate in the “Grant Program”, all as described in the Grantee's application attached as **Exhibit A (Grant Application)**.

The Grant Funds cannot be used for:

- Normal municipal operating or overhead costs, including such related to the Grant Program;
- Grantee's own public sewer infrastructure costs, except for: (i) service laterals to connect city buildings to sewer pipes, or (ii) city owned portions of service laterals under right-of-way;
- The cost of studies;
- Engineering costs;
- Planning costs; and
- For equipment, machinery, supplies or other property to conduct the Grant Program, except for equipment, supplies or other property which is used primarily for the Grant Program and is specifically listed in **Exhibit A (Grant Application)**.

2.2. Grantee Representations and Warranties. The Grantee further covenants with and represents and warrants to Met Council, as follows:

A. It has the legal authority to enter into, execute and deliver this Grant Agreement and all documents referred to herein, has taken all actions necessary to its execution and delivery of such documents and has provided to Met Council a copy of the resolution by its governing body which authorizes Grantee to enter into this Agreement, to undertake the Private Property I/I Grant Program, including the Grantee financial responsibilities as shown in **Exhibit A (Grant Application)** and which also designates an authorized representative for the Grant Program who is authorized to provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

B. It has legal authority to conduct and administer the Grant Program and use the Grant Funds for the purpose or purposes described in this Agreement.

C. This Grant Agreement and all other documents referred to herein are the legal, valid and binding obligations of the Grantee enforceable against the Grantee in accordance with their respective terms.

D. It will comply with all the terms, conditions, provisions, covenants, requirements, and warranties in this Agreement, and all other documents referred to herein.

E. It has made no materially false statement or misstatement of fact in connection with the Grant Funds, and all the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Private I/I Grant are material representations of fact upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.

G. Neither the execution and delivery of this Grant Agreement or any document referred to herein nor compliance with any of the terms, conditions, requirements, or provisions contained in any of such documents is prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement or document to which it is now a party or by which it is bound.

H. The Grantee will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

J. The Grant Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grant Program.

K. It has complied with the financial responsibility requirements contained in **Exhibit A (Grant Application)**.

L. The Grant Program will be conducted substantially in accordance with **Exhibit A (Grant Application)** by the Completion Date as stated in **Exhibit A (Grant Application)**.

M. It shall furnish such satisfactory evidence regarding the representations described herein as may be required and requested by the Met Council.

3. Time.

Grantee must comply with all time requirements described in this Grant Agreement.

4. Eligible Costs.

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee generally only for sewer service lateral repairs or replacements and foundation drain disconnections as described in **Exhibit A (Grant Application)**. The Grantee shall not be reimbursed for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Program or approved in writing by the Council is a non-eligible cost.

5. Consideration and Payment.

5.1 The Met Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period in an amount of up to the prequalified work's grant amount ("Grant Amount"). The Met Council shall bear no responsibility for any cost overruns that may be incurred by the Grantee or subrecipients of any tier in the performance of the Grantee Program. The initial Grant amount to Grantee under this Grant Agreement is \$_____.

5.2. **Advance.** The Met Council will make no advance of the Grant Amount to Grantee. The disbursement of the Grant Amount shall be in the form of reimbursement for eligible costs as provided ahead in this Section 5.

5.3. **Payment.** To obtain payment under this Grant Agreement, the Grantee shall submit a Reimbursement Request/Progress Report on forms provided by or acceptable to the Met Council. Reimbursement Request/Progress Reports may be submitted once per quarter after this grant agreement has been executed. The Grantee shall describe its compliance with its the financial requirements and construction work completed and specific addresses where work was undertaken in connection with the grant and shall provide sufficient documentation of grant eligible expenditures and such other information as the Met Council's staff reasonably requests. The Met Council will promptly pay the Grantee after the Grantee presents to the Met Council a Reimbursement Request/Progress Report and an itemized invoice for all eligible services actually performed and the Met Council's Authorized Representative accepts the invoiced services.

6. Conditions of Payment.

6.1. The Grantee must certify to the Council that work at each site for which payment is requested is done, that Grantee has received receipts for such work, that the work was not performed in violation of federal, Met Council, or local law or regulation and that Grantee has issued the appropriate permits for the work completed in the Grant Program.

6.2. **Conditions Precedent to Any Reimbursement Request.** The obligation of the Met Council to make reimbursement payments hereunder shall be subject to the following conditions precedent:

A. The Met Council shall have received a Reimbursement Request/Progress Report for such amount of funds being requested for which the amounts for each individual site have been pre-qualified by Met Council.

B. The Met Council shall have received evidence upon request, and in form and substance acceptable to the Met Council, that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding on and enforceable against the Grantee.

C. No Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.

D. The Grantee has supplied to the Met Council all other items that the Met Council may reasonably require to assure good fiscal oversight of this grant program.

7. Authorized Representative.

The Met Council's Authorized Representative is:

Name: Ward Brown or successor
Title: Financial Analyst, MCES Pretreatment & Finance
Mailing Address: 390 North Robert Street
St. Paul, MN 55101
Phone: (651) 602-1263
E-Mail Address: ward.brown@metc.state.mn.us

or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the Met Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name: Jesse Freihammer
Mailing Address: 2660 Civic Center Drive
Phone: 651-792-7042
E-Mail Address: Jesse.freihammer@cityofroseville.com

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Met Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative.

8. Assignment, Amendments, Waiver, and Grant contract Complete.

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Met Council and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors, or their delegatee in office.

8.3 Waiver. If the Met Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Complete. This Grant Agreement contains all negotiations and agreements between the Met Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. Liability and Insurance.

9.1 The Grantee and the Met Council agree that they will, subject to any indemnifications provided herein, be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Met Council is governed by the provisions contained in Minn. Stat. Chapter 466 as it may be amended, modified or replaced from time to time. The liability of the Grantee, including but not limited to the indemnification provided under Section 9.2 is governed by the provisions contained in such Chapter 466.

9.2 Indemnification by the Grantee. The Grantee shall bear all losses, expenses (including attorneys' fees) and damages in connection with the Grant Program and agrees to indemnify and hold harmless the Met Council, its agents, servants and employees from all claims, demands and judgments made or recovered against the Met Council, its agents, servants and employees, because of bodily injuries, including death at any time resulting therefrom, or because of damages to property, or others (including loss of use) from any cause whatsoever, arising out of, incidental to, or in connection with the Grant Program whether or not due to any act of omission or commission, including negligence of the Grantee or any contractor or his or their employees, servants or agents, and whether or not due to any act of

omission or commission (excluding, however, negligence or breach of statutory duty) of the Met Council, its employees, servants or agents.

Grantee further agrees to indemnify, save and hold the Met Council, its agents and employees, harmless from all claims arising out of, resulting from, or in any manner attributable to any violation by the Grantee, its officers, employees, or agents, or any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions contained in Section 11.

The Grantee's liability hereunder shall not be limited to the extent of insurance carried by or provided by the Grantee, or subject to any exclusions from coverage in any insurance policy.

The Grantee shall maintain or require to be maintained adequate insurance coverage for the Grant Program in such amounts with such limits as it determines in good faith to be reasonable or in such amounts and with such limits as may be reasonably required for participating cities by the Met Council from time to time.

9.3 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Grantee and the Met Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Met Council in the performance of this Grant Agreement, or the Grant Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel required for the performance of this Grant Agreement and the Grant Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grant Program shall not have any contractual relationship with the Met Council related to the work of the Grant Program and shall not be considered employees of the Met Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Met Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Met Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

10. Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the Met Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

11. Government Data Practices.

The Grantee and Met Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Met Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the Met Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Met Council.

12. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Met Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Met Council's obligation or responsibility.

14. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination.

The Met Council may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Met Council, to federal and state tax agencies and Met Council personnel involved in the payment of Met Council obligations. Grantee will require compliance with this Section 16 by Grantee's subrecipient of Grant funds and shall submit evidence of such compliance to Met Council as requested.

17. Notices.

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and shall be sufficient if personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the business address of the party to whom it is directed. Such business address shall be that address specified below or such different address as may hereafter be specified, by either party by written notice to the other:

To the Grantee at:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attention: Jesse Freihammer

To the Met Council at:

Metropolitan Council
390 Robert Street North
St. Paul, MN 55101
Attention: Regional Administrator

With copy to:

MCES General Manager
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

MCES Finance Director
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

18. Default and Remedies.

19.1 Defaults. The Grantee's failure to fully comply with all of the provisions contained in this Grant Agreement shall be an event of default hereunder ("Event of Default").

19.2 Remedies. Upon an event of default, the Met Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant;
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Met Council.
- c. Enforce any additional remedies the Met Council may have at law or in equity.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the date first above written.

METROPOLITAN COUNCIL

By: _____
Regional Administrator, successor, or delegate

Date: _____

GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Printed Name and Title

Date: _____

REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Receive 2023 Third Quarter Financial Report

Background

The third quarter of 2023 is complete and financial results are available. The Finance Director prepared the attached third quarter financial report for Council review. This report shows budget versus actual performance for the period ending September 30, 2023.

The financial report includes those programs and services that constitute the City's core functions and for which changes in financial trends can have a near-term impact on the ability to maintain current service levels. Programs such as debt service and tax increment financing which are governed by pre-existing obligations and restricted revenues are not shown. In addition, expenditures in the City's capital improvement funds are not shown as these expenditures are specifically tied to pre-established capital reserve funds. Unlike some of the City's operating budgets, these reserve funds are not typically susceptible to year-to-year fluctuations. In these instances, annual reviews are considered sufficient. Enterprise funds do record both operations and capital within the fund as the revenues and reserves pay for operations and capital improvements.

The information is presented strictly on a cash basis which measures only the *actual* revenues that have been deposited and the *actual* expenditures that have been paid, except for the Enterprise funds (Water, Sewer, Storm and Recycling) where revenues are based on amounts billed in the first nine months of the year. This is in contrast with the City's audited year-end financial report which attempts to measure revenues earned but not collected, as well as costs incurred but not yet paid.

It should be noted that some of the city's revenue streams, such as property taxes and intergovernmental revenues, are non-recurring or are received intermittently throughout the year. This can result in wide revenue fluctuations from month to month. In addition, some of the city's expenditures are also non-recurring and subject to wide fluctuations. The financial report footnotes those areas where fluctuations occur during the year. At this point in time 75% of the year has passed and that sets the estimated benchmark for the third quarter report.

General Fund Summary - The General Fund includes the activities associated with the City's police, fire, streets, administration & finance, legal, and other general functions. Property tax revenue and state aids are the largest revenue sources for this fund. The general fund reserves carry the operations in this fund until property taxes are received from Ramsey County in June. State Aids are received in May, September and October. As a result, third quarter revenues are only at 59%. Expenditures are trending below the benchmark as several cost areas are paid out in the later part of the year and there are a few staff vacancies in certain departments. These areas are footnoted on the report. The percentage collected and expended through September 2023 is consistent with the 2022 third quarter for the General Fund.

Parks and Recreation Fund Summary -The 2023 revenues and expenses are consistent with the prior year as of September 30th.

Information Technology Fund Summary – Antennae lease payments are lagging slightly but that is a function of the due dates on the various leases. Some leases are annual payments and some are monthly. Expenditures in this fund meet the expected 75%. This fund will be merged into the general fund at the end of 2023.

Community Development Fund – This fund has some seasonality with building permits. However, the Community Development Director has noted that there is a definite reduction in building activity and that is reflected in the revenues. In 2022, revenue collections were at 75% through the third quarter. Expenditures are currently tracking less than anticipated, which may be related to the slowdown in building activity and some internal costs that get recorded in the 4th quarter. Sufficient reserves exist in this fund to weather any under-performance on the revenue side.

Communications Fund Summary – Cable franchise fees are the largest revenue source for this fund. Franchise fees are received a month after the end of the quarter, so there is a lag until year-end when we record accruals. Expenditures are slightly below 75%, but this is consistent with prior years.

License Center Fund Summary – The License Center revenues are on point and expenditures are tracking below the benchmark. If this trend continues, this fund will likely end the year in the approved reserve level range of 10-15%.

Sanitary Sewer Fund Summary – The Sanitary Sewer Fund revenues and expenditures are near expected levels. Capital expenditures and transfers will occur later in the year.

Water Fund Summary – Water Fund revenues and expenditures are near expected levels. Expenditures can fluctuate during the year based on water consumption. Expenditures are consistent with prior year expenditures at this point in time. Revenues are running slightly higher as a result of the under billed amounts. Through September 30th we have billed \$680,368 of the under-billed amounts. For those accounts that are spread over all 4 quarters, we will be billing \$116,227 in the fourth quarter.

Storm Sewer Fund Summary – Storm Sewer Fund revenues are trending slightly higher than expected as the budget amount was conservative and based on the 2022 budget. For the 2024 budget, a more refined revenue projection was used. The rate increases approved have factored in future capital needs in this fund. Expenditures are running lower than anticipated. However, that is consistent with the third quarter of 2022. Capital expenditures and transfers will occur later in the year.

Recycling Fund Summary – Recycling Fund revenues are near expected levels. Expenditures are below expected as the new sustainability specialist position was vacant for five months, 25% of that position is charged to this fund. Percentages are consistent with the prior year.

Golf Course Fund Summary – The golf course activity is seasonal in nature, which impacts both the revenues and the expenditures in this fund. Golf fees are up significantly which has resulted in revenues exceeding the budgeted amount. Revenues are running 12.2% higher than the same period of time in 2022.

The City's overall financial condition remains strong and finance has not noted any worrisome variances in the operating funds for the third quarter of 2023. Variances that have occurred are noted and explained on the attached financial report. There are no budget adjustments necessary at this point in time.

Policy Objectives

The information presented above satisfies the reporting requirements in the City's Operating Budget Policy.

97 **Racial Equity Impact Summary**

98 There is no equity impact

99

100 **Budget Implications**

101 Not applicable.

102

103 **Staff Recommendations**

104 Not applicable.

105

106 **Requested Council Action**

107 For informational purposes only. No formal Council action is requested.

108

109

110

Prepared by: Michelle Pietrick, Finance Director

Attachments: 1. Third Quarter Financial Report

111

Fund/Division	2023 Original Budget	2023 Amended Budget	Actual thru September 2023	Benchmark 75% Percent of Budget	
GENERAL OPERATING FUND					
GENERAL FUND - REVENUES					
Taxes	\$ 16,214,872	\$ 16,214,872	\$ 8,766,881	54.07%	A
Intergovernmental	\$ 1,807,000	\$ 1,807,000	\$ 1,868,347	103.39%	B
Charges for Services	\$ 1,271,800	\$ 1,271,800	\$ 984,881	77.44%	
Licenses & Permits	\$ 469,000	\$ 469,000	\$ 166,675	35.54%	C
Other Revenues	\$ 233,463	\$ 233,463	\$ 206,597	88.49%	
Transfers In	\$ 497,100	\$ 497,100	\$ 90,617	18.23%	D
Total Revenues	\$ 20,493,235	\$ 20,493,235	\$ 12,083,998	58.97%	
GENERAL FUND - EXPENDITURES					
General Government					
City Council	\$ 289,240	\$ 289,240	\$ 260,786	90.16%	I
Administration	\$ 1,457,559	\$ 1,457,559	\$ 836,314	57.38%	H,M
Elections	\$ 102,126	\$ 102,126	\$ 76,150	74.56%	
Legal Services	\$ 395,238	\$ 395,238	\$ 247,773	62.69%	G
Finance	\$ 825,110	\$ 825,110	\$ 566,732	68.69%	H
Central Services	\$ 53,500	\$ 53,500	\$ 29,895	55.88%	F
General Insurance	\$ 70,000	\$ 70,000	\$ 52,500	75.00%	
Total General Government	\$ 3,192,773	\$ 3,192,773	\$ 2,070,150	64.84%	
Public Safety					
Police	\$ 10,317,535	\$ 10,317,535	\$ 6,711,832	65.05%	F,M
Fire	\$ 3,980,339	\$ 3,980,339	\$ 2,662,488	66.89%	F
Fire Relief	\$ 46,500	\$ 46,500	\$ 47,725	102.63%	
Total Public Safety	\$ 14,344,374	\$ 14,344,374	\$ 9,422,045	65.68%	
Public Works					
Administration	\$ 1,091,993	\$ 1,091,993	\$ 659,480	60.39%	H, M
Streets	\$ 1,241,625	\$ 1,241,625	\$ 761,020	61.29%	F,K
Central Garage	\$ 227,520	\$ 227,520	\$ 187,237	82.29%	F
Building Maintenance	\$ 424,950	\$ 424,950	\$ 386,862	91.04%	
Street Lighting	\$ 190,000	\$ 190,000	\$ 141,720	74.59%	
Total Public Works	\$ 3,176,088	\$ 3,176,088	\$ 2,136,319	67.26%	
Total Expenditures	\$ 20,713,235	\$ 20,713,235	\$ 13,628,514	65.80%	
Revenues Over (Under) Expenditures	\$ (220,000)	\$ (220,000)	\$ (1,544,516)		
OTHER OPERATING FUNDS					
PARKS AND RECREATION FUNDS					
Taxes	\$ 3,125,230	\$ 3,125,230	\$ 1,683,731	53.88%	A
Other Revenues	\$ 2,501,910	\$ 2,501,910	\$ 1,848,278	73.87%	J
Transfers In	\$ 20,500	\$ 20,500	\$	0.00%	
Expenditures - Operating	\$ 5,647,640	\$ 5,647,640	\$ 3,888,751	68.86%	J,M
Revenues Over (Under) Expenditures	\$ -	\$ -	\$ (356,742)		
INFORMATION TECHNOLOGY FUND					
Taxes	\$ 110,677	\$ 110,677	\$ 59,628	53.88%	A
Other Revenues	\$ 530,864	\$ 530,864	\$ 366,016	68.95%	
Transfers In	\$ 165,000	\$ 165,000	\$ 100,000	60.61%	D
Expenditures - Operating	\$ 857,141	\$ 857,141	\$ 642,287	74.93%	H
Revenues Over (Under) Expenditures	\$ (50,600)	\$ (50,600)	\$ (116,643)		
COMMUNITY DEVELOPMENT FUND					
Revenues	\$ 1,998,420	\$ 1,998,420	\$ 1,433,984	71.76%	
Expenditures - Operating	\$ 1,810,479	\$ 1,810,479	\$ 1,163,346	64.26%	K
Revenues Over (Under) Expenditures	\$ 187,941	\$ 187,941	\$ 270,638		

Fund/Division	2023 Original Budget	2023 Amended Budget	Actual thru September 2023	Benchmark 75% Percent of Budget	
COMMUNICATIONS FUND					
Taxes	\$ 126,890	\$ 126,890	\$ 68,363	53.88%	A
Other Revenues	\$ 422,500	\$ 422,500	\$ 241,898	57.25%	E
Expenditures - Operating	\$ 575,390	\$ 575,390	\$ 378,990	65.87%	F
Revenues Over (Under) Expenditures	\$ (26,000)	\$ (26,000)	\$ (68,729)		
LICENSE CENTER FUND					
Revenues	\$ 2,101,000	\$ 2,101,000	\$ 1,547,468	73.65%	
Expenditures - Operating	\$ 1,892,830	\$ 1,892,830	\$ 1,261,577	66.65%	M
Transfers Out	\$ 302,000	\$ 177,000		0.00%	D
Revenues Over (Under) Expenditures	\$ (93,830)	\$ 31,170	\$ 285,891		
ENTERPRISE FUNDS					
WATER UTILITY FUND					
Operating Revenues and Grants	\$ 7,330,000	\$ 8,300,000	\$ 6,467,483	77.92%	L
Transfers In	\$ 500,000	\$ 500,000		0.00%	
Expenditures - Operating	\$ 6,764,085	\$ 6,764,085	\$ 5,690,343	84.13%	F
Transfers Out, Capital & Debt Service	\$ 1,166,100	\$ 1,166,100	\$ 830,511	71.22%	H
Revenues Over (Under) Expenditures	\$ (100,185)	\$ 869,815	\$ (53,371)		
SANITARY SEWER UTILITY FUND					
Operating Revenues and Grants	\$ 6,000,000	\$ 6,300,000	\$ 4,909,465	77.93%	L
Expenditures - Operating	\$ 4,339,099	\$ 4,339,099	\$ 3,291,086	75.85%	
Transfers Out and Capital	\$ 1,085,000	\$ 1,085,000	\$ 414,939	38.24%	H
Revenues Over (Under) Expenditures	\$ 575,901	\$ 875,901	\$ 1,203,440		
STORM WATER UTILITY FUND					
Operating Revenues and Grants	\$ 2,179,929	\$ 2,179,929	\$ 1,932,244	88.64%	
Expenditures - Operating	\$ 1,363,700	\$ 1,363,700	\$ 973,180	71.36%	F
Transfers Out and Capital	\$ 1,470,000	\$ 1,470,000	\$ 315,023	21.43%	H
Revenues Over (Under) Expenditures	\$ (653,771)	\$ (653,771)	\$ 644,041		
RECYCLING UTILITY FUND					
Revenues	\$ 955,500	\$ 955,500	\$ 736,147	77.04%	
Expenditures - Operating	\$ 987,425	\$ 987,425	\$ 625,325	63.33%	M
Revenues Over (Under) Expenditures	\$ (31,925)	\$ (31,925)	\$ 110,822		
GOLF COURSE FUND					
Revenues	\$ 425,800	\$ 425,800	\$ 453,879	106.59%	J
Expenditures	\$ 495,860	\$ 495,860	\$ 389,806	78.61%	
Revenues Over (Under) Expenditures	\$ (70,060)	\$ (70,060)	\$ 64,073		

City of Roseville
Quarterly Financial Report
As of September 30, 2023

Tickmark Explanations for Budget VS Actual Variances

- A. Taxes are received in June/July and December/January – at this point roughly 54% is collected
- B. State Aids came in higher than budgeted and Auto Theft Grant was received, but not budgeted in 2023. Collection is running ahead of 2022 based on these factors
- C. Majority of these revenues are received in the fourth quarter, current collection consistent with 2022
- D. Majority of transfers are recorded at year end
- E. Franchise fees are received quarterly at the end of the following month-consistent practice each year
- F. Internal allocations for Garage, Phones, copier and IT costs are done quarterly/annually at the end of the following month – this is noted in several funds and is consistent with prior years
- G. Legal service invoices for eight months only - this is consistent with prior years
- H. Professional services, training, capital costs occur later in the year-consistent with 2022
- I. community grants and some professional services are annual invoices and have been paid – consistent with prior year expenditures
- J. Parks & Rec is seasonal in nature - fees and building rental are coming in higher than expected and higher than 2022, expenditures occur more heavily in summer and fall – consistent with 2022
- K. Professional services and maintenance costs occur in 4th quarter-percentage is consistent with 2022
- L. Utility revenues are based on service delivery, bills issued in Jan and Feb of 2023 are partially accrued back to the 2022 books as they are for services delivered in 2022. This is an annual occurrence. Also includes \$437,426 of under billings billed in 1st quarter. Water and Sewer Revenue budgets were corrected to reflect the actual expected revenue for 2023.
- M. Staff vacancies or positions hired later in the year, will result in some savings in these areas.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approval of Applications for the Pathways to Policing Grant and the Intensive Comprehensive Peace Officer Education and Training Grant

Background

For many years, the Roseville Police Department (RPD) has taken proactive measures to create a workforce that represents the diversity and lived experiences of everyone in the community. The RPD strives to employ nontraditional law enforcement candidates with preference given to candidates who can demonstrate experience living in, interacting with, or organizing diverse communities.

Since 2019, Roseville City Council approved applying for and accepting grant funding through the Minnesota Department of Public Safety's Pathways to Policing Program. Participation in the Pathways to Policing grant program has greatly supported RPD's Commitment to Diversity staffing by reducing financial barriers for underrepresented candidates. This opportunity provides participants reimbursement for tuition, books and equipment costs associated with the Minnesota Professional Peace Officer Education Licensing Program. Participating in Pathways to Policing is generating successful outcomes. Several current police officers obtained tuition assistance through the Pathways to Policing grant funding while working as a Cadet or Community Service Officer.

In addition to the Pathways to Policing grant, the Office of Justice Programs (OJP) will also be providing grant funding to assist Minnesota law enforcement agencies with hiring. Over the past several years, the field of law enforcement has faced unprecedented challenges in recruiting and retaining police officers. Across the profession and here in Roseville, we continue to see a number of officers retiring and resigning earlier than anticipated. At the same time, the candidate pool has dramatically shrunk, creating crisis staffing levels across the policing profession. The new OJP program was created during the 2023 legislative session and is intended as a recruitment tool to address the critical shortage of peace officers in the state.

The Intensive Comprehensive Peace Officer Education and Training (ICPOET) Program is designed to recruit candidates who may be interested in a career transition into law enforcement at a time when vacancies are high across the state. OJP will reimburse law enforcement agencies for the costs of a candidate who already holds a two or four-year degree in any field from a regionally accredited college or university while they obtain the required Professional Peace Officer Education (PPOE). Reimbursable costs include the candidate's salary while they are attending schooling in a cohort-style offering.

RPD seeks Council approval to continue pursuing Pathways to Policing grant funding in an effort to recruit and reduce financial barriers for Roseville's nontraditional CSOs and Cadets. In addition, RPD is also seeking Council approval to pursue funding for the ICPOET program to help recruit police officer candidates who may be interested in a career transition into law enforcement.

Policy Objectives

The Roseville Police Department continues to further its goal to reflect the community it serves by applying for the 2024 Pathways to Policing Grant. Participating in the Pathways to Policing Program advances the City's commitment to have a workforce reflective of the community we serve and aligns with the first priority of the City's Strategic Racial Equity Action Plan to improve current recruitment and hiring processes to diversity the city's workforce.

RPD also seeks to participate in the the Intensive Comprehensive Peace Officer Education and Training (ICPOET) Program to help recruit candidates who may be interested in a career transition into law enforcement.

Racial Equity Impact Summary

The City of Roseville and the Roseville Police Department remain committed to a workforce that truly represents the diversity and lived experiences of everyone in the community. Obtaining funding through the Pathways to Policing and ICPOET grants will help create broader opportunities for historically under-represented law enforcement candidates and create stronger relationships and engagement with our community. As the City continues to grow and increase in racial diversity, it is important we continue to recruit police officers with diverse voices, perspectives, and lived experiences.

Budget Implications

The Pathways to Policing Grant requires a 50% match from the City. As in past years, the match can be met through the salary and tuition reimbursement paid to the Community Service and Cadet Officers. There is minimal financial obligation or risk to the City of Roseville. For the ICPOET Program, the grant pays up to \$50,000 per candidate and there is no agency match requirements.

Staff Recommendations

The Roseville Police Department recommends seeking grant funding for both the Pathways to Policing Grant and the ICPOET Program through the Department of Public Safety Office of Justice Programs.

Requested Council Action

Approve the Police Department's request to apply for the Pathways to Policing Grant and the ICPOET Program through the Department of Public Safety Office of Justice Programs.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Grant Comparison Chart

This document compares two state grant programs available to Minnesota law enforcement agencies. The programs assist with hiring candidates to become licensed peace officers while they complete the required education in various formats.

	INTENSIVE COMPREHENSIVE PEACE OFFICER EDUCATION AND TRAINING	UPDATED PATHWAYS TO POLICING
Statute Intent	Career transition candidates; degree required.	Non-traditional candidates; no degree required.
Eligible Applicants	Local and Tribal law enforcement agencies	Local and Tribal law enforcement agencies
Available Funding	\$2.5 million	\$780,000
Projected Timeline	Request for Proposal (RFP) opens before Dec. 31, 2023 and closes before Jan. 31, 2024.	RFP opens before Dec. 31, 2023 and closes before Jan. 31, 2024.
Allowable Reimbursement	\$50,000 per candidate; agency can apply for more than one candidate.	50% with match from agency; no maximum.
Agency Match Requirements	None	50%
Candidate Requirements	Professional Peace Officer Education (PPOE) qualified and a two or four-year college degree from a regionally accredited college/university.	PPOE qualified and non-traditional candidates.



This document compares two state grant programs available to Minnesota law enforcement agencies. The programs assist with hiring candidates to become licensed peace officers while they complete the required education in various formats.

MINNESOTA PEACE OFFICER RECRUITMENT GRANT OPPORTUNITIES

	INTENSIVE COMPREHENSIVE PEACE OFFICER EDUCATION AND TRAINING	UPDATED PATHWAYS TO POLICING
Candidate Employment Status	Required	Not required.
Contract Dates	April 1, 2024 to June 30, 2025	April 1, 2024 to June 30, 2025
Reimbursement Timing	Quarterly reimbursement	Quarterly reimbursement
Training Provider	Minnesota State selected two schools. First cohorts at Alexandria Tech and Hennepin Technical College.	Any PPOE-certified coursework/institution.
Allowable Expenses	Salary, tuition and other allowable expenses.	Salary, tuition and other allowable expenses.
Progress Reporting	Quarterly narrative on candidate training progress; POST number at the end.	Quarterly narrative on candidate training progress; POST number and demographics at the end.



This document compares two state grant programs available to Minnesota law enforcement agencies. The programs assist with hiring candidates to become licensed peace officers while they complete the required education in various formats.

	INTENSIVE COMPREHENSIVE PEACE OFFICER EDUCATION AND TRAINING	UPDATED PATHWAYS TO POLICING
Allocation Guidance	Geographic diversity based on applications received and agency authorized strength.	Proportionally allocated based on number approved.
Available Technical Assistance	Two information sessions while the RFP is open.	Two information sessions while the RFP is open.

For more information on the Intensive Comprehensive Peace Officer Education and Training (ICPOET) or Pathways to Policing Program, visit the our website at <https://dps.mn.gov/divisions/ojp/> or contact the administrators below.

- Intensive Comprehensive Peace Officer Education and Training (ICPOET) Program: Minnesota Statute 626.8516.
- Pathways to Policing Program: 2017 session law, chapter 95

Mary Vukelich
Program Administrator
Intensive Comprehensive Peace Officer
Education and Training Program (ICPOET)

Office of Justice Programs
Minnesota Department of Public Safety
651-201-7623

Kristin Lail
Grants Administrator
Pathways to Policing Program

Office of Justice Programs
Minnesota Department of Public Safety
651-230-3358



FUTURE MEETING AGENDA HIGHLIGHTS

December 4, 2023

January 8, 2024 City Council Meeting

- Appoint 2024 Acting Mayor
- Discuss City Council Liaisons
- Discuss City Council and Advisory Commission Rules of Procedure
- Declare Commission Vacancies
- Receive 2024 Public Works Work Plan
- Discuss 2024 Legislative Priorities
- Consider Ordinance Amending Chapter 304 Lawful Gambling
- Approve Contract with Public Affairs Firm to Assist with Local Sales Tax Referendum

January 22, 2024 EDA Meeting

- Election of Officers

January 22, 2024 City Council Meeting (Worksession)

- HRIEC Joint Meeting
- Discuss Community Survey
- Green to Go Container Presentation
- Stormwater Projects Presentation

Future Agenda Review - Longer Term Initiatives

11/2/2023

(items that likely require council discussion/action)

Item	Initiated By	Target Date	Status/Notes
Hotel Licensing	Staff/Council	1st qtr '24	
RFP for strategic planning	Staff/Council	1st qtr '24	(City Manager goal item)
Rooster Regulations	Council	1st qtr '24	Staff will review for changes in code
Commission scope/duties/functions implementation	Etten/Council	1st qtr '24	
Update SREAP with new goals/objectives	Staff/Council	1st qtr '24	(City Manager goal item)
Strategic planning	Staff/Council	2nd qtr '24	(City Manager goal item)
Roseville Fire role in medical transport	Staff	TBD	Ongoing discussions with Allina, etc.
Review need of pet licenses	Council	TBD	Staff review amount of licenses issued and report back
Sister City Relationship with Indigenous Tribal Nation	Strahan	TBD	
Zero Waste Packaging/Compostable Containers	Etten/Strahan	TBD	PWET will continue to work on issue and report back
City Speed Limit Review on Local Streets	Strahan/Council	TBD	PWET will continue to work on issue and report back
Update on shopping carts left in public r-o-w	Strahan	Summer '24	CD Director provided email 7/14 providing update
City/EDA Budget Process			
Adopt final budget, levy, utility rates, & fees	Staff/Council	Dec '23	(budget calendar item)