



City Council Agenda

Monday, February 12, 2024

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**
- 6:10 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m. a. Consider adoption of an ordinance establishing a Local Housing Trust Fund
- 6:30 p.m. b. Consider adoption of an ordinance revising regulations related to short term rentals and restarting issuance of short term rental licenses
- 6:45 p.m. c. Discuss Street Light Policy Discussion
- 7:15 p.m. d. Consider City Council and Advisory Commission Rules of Procedure
- 7:25 p.m. e. Discuss Annual Budget Process
- 7:55 p.m. f. Discussion on City Commissions Scope, Duties, and Functions
- 8:25 p.m. **8. Council Direction on Councilmember Initiated Agenda Items**
- 8:25 p.m. a. City Council Direction on Councilmember Strahan Initiated Agenda Item - Junior City Councilmember
- 8:35 p.m. **9. Approval of City Council Minutes**
- a. Approve Minutes from January 22, 2024 EDA Meeting
- b. Approve Minutes from January 22, 2024 City Council Meeting
- 8:40 p.m. **10. Approve Consent Agenda**
- a. Approval of Payments
- b. Approval of 1 Massage Therapy Establishment License and 1 Temporary Liquor License
- c. Approval General Purchases Exceeding \$10,000 or Sale of Surplus Items
- d. Approve Resolution Awarding Contract for South McCarrons Retaining Wall Project 22-22
- e. Authorize First Amendment to Food and Beverage Services Agreement with Burro Loco (Tios) Restaurant for Service at Cedarholm Community Building
- f. Approve Agreement with J&M Display for Fireworks for June 29, 2024 Party in the Park

- g. Appoint Youth Commissioner to Parks & Recreation Commission
- h. Approve a business license for a temporary overnight shelter at Roseville Lutheran Church, 1215 Roselawn AVE W
- i. Accept Minnesota DNR Shade Tree Bonding Grant for \$264,000
- j. Accept Donation From Rosenbauer for Travel Time
- k. Approve Settlement Agreement and Release with Westwood Village Association

8:45 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda Review

8:55 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 7.a.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Truog

Item Description: Consider adoption of an ordinance establishing a Local Housing Trust Fund

Background

On November 6, 2023 the Roseville Economic Development Authority (REDA) engaged in a discussion regarding the establishment of a Local Housing Trust Fund (LHTF). Meeting minutes are provided as Attachment 3. LHTF's provide a flexible source of funding to address a variety of affordable housing needs. LHTF's are also referred to as Affordable Housing Trust Funds given their purpose. LHTF's must be established by ordinance. During this discussion, REDA members were presented with a draft ordinance and provided the opportunity to ask questions and provide feedback to staff. During this discussion, REDA members were advised that actual ordinance adoption would have to be a function of the City Council and that staff would bring such action forward during the first quarter of 2024.

LHTF's are generally described as follows:

- Must be established via an official action by a local government per Minnesota Statutes 462C.16.
- Must be funded with one or more sources of dedicated public revenue.
- The trust protects the allocated public revenue for housing uses in the community.
- The local government may finance its LHTF with any sources of revenue available to the local government.
- LHTF's must report annually to the local government that created the fund (this is relevant only in the sense that the ordinance proposed for adoption specifies that the REDA administers the LHTF on behalf of the City, and as such, the REDA will hold reporting responsibility).

While the City has generally been successful in creating affordable housing through the use of existing public finance assistance tools (namely tax increment financing), staff is recommending the establishment of a LHTF at this time due to the passage of the Metropolitan Sales Tax and Housing Aid, whereby the City is slated to receive an estimated \$400,000 of revenue annually to address affordable housing initiatives. Per the law establishing this tax, the money must be spent on a qualifying project within three years. If a qualifying project doesn't materialize, the revenue can be transferred to a LHTF for use on a future qualifying project. Qualifying projects are defined as projects to include emergency rental assistance for households earning less than 80% of the area median income, financial support to nonprofit housing providers, construction, acquisition, rehabilitation, permanent financing, interest rate reduction, refinancing, and gap financing of housing. Beyond sales tax proceeds, the legislature also provided one-time funding for local housing trust fund matching grants the REDA may want to pursue depending on the requirements of the grant.

The ordinance proposed for adoption is provided in Attachment 1. The only revisions that have been made since the REDA discussed the draft ordinance are:

- Line 6: The ordinance was previously drafted as Chapter 911 to Title 9. Chapter 911 was assigned to the recently adopted Reasonable Accommodation requirements, so this ordinance has been revised to be Chapter 912 to Title 9.
- Line 87: Very low income was previously omitted in error from the list of affordability requirements under Section 911.3.B.2. This has been corrected.

The remaining text of the ordinance has been unchanged since the REDA discussion on November 6, 2023. As a reminder, this ordinance was drafted by the City Attorney and is modeled after the City of Minnetonka's ordinance. It aims to preserve as many options as possible for eligible activities and funding sources, focusing on affordable renter and ownership housing serving persons up to 80% of the area median income, although there is flexibility to go up to 120% of the area median income for home ownership units. Eligible activities include grants, loans, new development, rehab, rental assistance, down payment assistance, land trust gap funding, nonprofit support, and administrative expenses. Funding sources include donations, grants or loans from other agencies, land sale proceeds (if the City were to ever have any), appropriations, development fees, investment earnings, tax increment financing, levy funds, and Local Housing Aid funds. Most importantly, the project prioritization includes serving persons at low and very low incomes as defined in the ordinance, as well as reducing disparities in homeownership, housing cost burden, housing instability, homelessness, home habitability, accessibility, and energy or water efficiency.

During the November 6, 2023 REDA discussion, staff mentioned that resources are limited and that additional efforts might need to be undertaken to identify more specific needs and priorities, such as completing an update to the 2016 Housing Needs Assessment. Staff is beginning to gather information about what type of study could be undertaken, beyond a simple needs assessment. This information will be presented to the REDA during a future meeting to determine what, if, any study should or could be undertaken in 2024.

Staff is seeking adoption of the ordinance as provided in Attachment 1. Due to the length of the ordinance, staff is also recommending a summary publication, which is provided as Attachment 2.

Policy Objectives

The objective of the proposed ordinance is to comply with Minnesota Statutes, Section 462C.16. Beyond complying with the technical aspects of establishing a LHTF, the proposed ordinance states "The City has determined to create a local housing trust fund that is an Affordable Housing Trust Fund which will encourage the creation of affordable housing for rental housing and owner-occupied housing, promote the preservation of existing affordable housing and naturally occurring affordable housing, and provide rental assistance and homeownership assistance to persons of very low income, low income and moderate income."

Racial Equity Impact Summary

The LHTF aims to benefit programs and/or activities serving persons of very low, low and moderate incomes who are in need of housing, either rental or ownership. The proposed ordinance establishing LHTF prioritizes projects and/or activities that reduce disparities in homeownership and reduce housing cost burden, housing instability and/or homelessness. In Roseville, BIPOC households are far more likely to rent than own and renter households are far more likely to be housing cost-burdened compared to homeowners. Further, the median household income of Blacks is only 60% of White households. These demographics suggest the LHTF will have a positive impact on racial equity in Roseville. Staff originally intended on completing the Racial Equity Toolkit prior to presenting the ordinance to the City Council for adoption, however, staff finds that exercise may be more meaningful once more specific funding and/or programs are identified, which arise from an updated needs assessment given the ordinance was intentionally drafted to be general in nature so as to preserve as many options as possible.

Budget Implications

None related to establishment of the LHTF, however, there should be recognition the City's Housing Aid

91 sales tax proceeds would be diverted to the LHTF if not spend on a qualifying project within three years.

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93 **Staff Recommendations**

94 Adopt ordinances creating a local housing trust fund and allowing for a summary publication.

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96 **Requested Council Action**

97 By motion, adopt ordinances creating a local housing trust fund and allowing for a summary
98 publication.

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100 Be advised the ordinance allowing for a summary publication requires a 4/5ths vote.

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102 **Prepared by:** Janice Gundlach, Community Development Director

Attachments: 1. Ordinance
2. Summary Publication Ordinance
3. 11-6-2023 EDA Meeting Minutes

**City of Roseville
ORDINANCE NO. _____**

AN ORDINANCE ESTABLISHING

TITLE 9, CHAPTER 912

**AN ORDINANCE ESTABLISHING TITLE 9, CHAPTER 912 CREATING AN
AFFORDABLE HOUSING TRUST FUND**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 9, Chapter 912 of the Roseville City Code is established to read as follows:

CHAPTER 912 AFFORDABLE HOUSING TRUST FUND

912.1 ESTABLISHMENT OF TRUST FUND.

- A. Pursuant to Minnesota Statutes, Section 462C.16, the City of Roseville (the “City”) is authorized to establish a local housing trust fund.
- B. The City has determined to create a local housing trust fund that is an Affordable Housing Trust Fund which will encourage the creation of affordable housing for rental housing and owner-occupied housing, promote the preservation of existing affordable housing and naturally occurring affordable housing, and provide rental assistance and homeownership assistance to persons of very low income, low income, and moderate income.

912.2 DEFINITIONS.

- A. “Persons of very low income”- means families and individuals whose incomes do not exceed 50 percent of area median income, as median income was most recently determined by the United States Department of Housing and Urban Development for the Minneapolis-St. Paul-Bloomington, Minnesota Metropolitan Statistical Area, as adjusted for smaller and larger families.
- B. “Persons of low income” means families and individuals whose incomes do not exceed 80 percent of the area median income, as median income was most recently determined by the United States Department of Housing and Urban Development for the Minneapolis-St. Paul-Bloomington, Minnesota Metropolitan Statistical Area, as adjusted for smaller and larger families.
- C. “Persons of moderate income” means families and individuals whose incomes exceed 80 percent, but do not exceed 120 percent, of area median income, as median income was most recently determined by the United States Department of

Housing and Urban Development for the Minneapolis-St. Paul-Bloomington, Minnesota-Wisconsin Metropolitan Statistical Area, as adjusted for smaller and larger families.

912.3 ELIGIBLE ACTIVITIES

A. Pursuant to the authority granted to the City under Minnesota Statutes, Section 462C.16, the funds collected for deposit in the affordable housing trust fund may be utilized for the following housing activities:

1. Grants, loans, and loan guarantees for the development, rehabilitation, or financing of housing.
2. Match other funds from federal, state, county or private resources for housing projects.
3. Rental assistance to Persons of Very Low, Low, and Moderate Income.
4. Downpayment assistance.
5. Homebuyer counseling services.
6. Affordability gap funds for Community Land Trust.
7. Emergency rental assistance for Persons of Low Income and Persons of Very Low Income.
8. Financial support to nonprofit affordable housing providers offering the activities listed in this section.
9. Payment of expenses to administer the Affordable Housing Trust Fund in the maximum amount of ten percent of the balance of the Affordable Housing Trust Fund.

B. Affordability Requirements.

1. Eligible projects will be designed for the purpose of construction, acquisition, rehabilitation, demolition or removal of structures, construction financing, permanent financing, interest rate reduction, refinancing, and gap financing of housing affordable to Persons of Moderate, Low, or Very Low Income.
2. Housing developed or rehabilitated with funds under this section must be affordable to Persons of Moderate, Low Income, or Very Low Income.

C. Project Prioritization:

- 89 1. Projects will be prioritized that provide affordable housing to Persons of
90 Low and Very Low Income.
- 91 2. Projects may be prioritized that:
 - 92 a. Reduce disparities in home ownership.
 - 93 b. Reduce housing cost burden, housing instability, or homelessness.
 - 94 c. Improve the habitability of homes.
 - 95 d. Create accessible housing.
 - 96 e. Create more energy- or water-efficient homes.

97 **912.4 FUNDING SOURCES.**

- 98 A. The City Council may pledge any of the following sources of funding, which may
99 include, but are not limited to funding of the Affordable Housing Trust Fund:
 - 100 1. Private cash donations from individuals and corporations designated for
101 the Affordable Housing Trust Fund.
 - 102 2. Grants or loans from a state, federal, county or local government or private
103 sources.
 - 104 3. The sale of real and personal property.
 - 105 4. Local government appropriations, development fees and other funds as
106 designated from time to time by the City Council.
 - 107 5. Investment earnings from the Affordable Housing Trust Fund.
 - 108 6. Tax Increment Finance (TIF) pooled funds.
 - 109 7. Housing and Redevelopment levy funds.
 - 110 8. Local Housing Aid funds.
 - 111 9. Other sources of funding approved by the City Council.

112 **912.5 ADMINISTRATION OF AFFORDABLE HOUSING TRUST FUND.**

- 113 A. The Economic Development Authority in and for the City of Roseville (the
114 "Authority") shall administer the Affordable Housing Trust Fund on behalf of the
115 City.

- B. The Authority shall report annually to the City on the use of the Affordable Housing Trust Fund, including the number of loans and grants made, the number and types of residential units assisted, and the number of households provided rental assistance and down payment assistance.

SECTION 2: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this 12th day of February 2024.

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133 **Signatures as follows on separate page:**

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135 ***Ordinance – Title of Ordinance*** _____ -

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141 CITY OF ROSEVILLE

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144 BY: _____
145 Daniel J. Roe, Mayor

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147 ATTEST:

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151 Patrick Trudgeon, City Manager
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City of Roseville
ORDINANCE SUMMARY NO. ____

**APPROVING PUBLICATION OF AN ORDINANCE SUMMARY OF THE
AMENDMENT TO TITLE 9, CREATING CHAPTER 912 OF THE
ROSEVILLE CITY CODE IN ORDER TO
ESTABLISH AN AFFORDABLE HOUSING TRUST FUND**

SECTION 1: The City Council of the City of Roseville, on February 12, 2024 adopted Ordinance No. _____. Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps.

The City Council has determined that the following summary would clearly inform the public of the intent and effect of the ordinance.

SECTION 2: The following is the official summary of Ordinance No. _____ entitled AN ORDINANCE ESTABLISHING TITLE 9, CHAPTER 912 CREATING AN AFFORDABLE HOUSING TRUST FUND which was approved by the City Council of Roseville on February 12, 2024 and directs the City Clerk to publish the title and summary as follows in the official newspaper in lieu of the entire ordinance:

On February 12, 2024 the City Council of the City of Roseville adopted Ordinance No. _____, an ordinance amending Title 9, creating Section 912 of the Roseville City Code in order to establish an affordable housing trust fund including designating funding sources, eligible activities, and determination or recipients.

SECTION 3: A printed copy of the full 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 Internet web page of the City of Roseville (www.cityofroseville.com).

ATTEST:

Patrick Trudgeon, City Manager

Motion carried.

c. Discussion Regarding Establishment of a Local Housing Trust Fund

Community Development Director Janice Gundlach provided a brief summary of this request as detailed in the staff report and attachments dated November 6, 2023.

Member Etten asked on line 87, under Section B, there is a 1 and 2, and one talks about persons of moderate, low, or very low income but 2 only speaks of moderate and low but not very low income. He asked if that was intentionally left out or something that should be changed.

Ms. Gundlach indicated she did not know off hand and staff could look into it.

President Roe indicated it seems like 1 talks about many different types of projects and 2 specifically only talks about development and rehabilitation projects. He thought there may be certain limitations in the State law or elsewhere as to how it has to be done.

President Roe indicated staff alluded to the sales tax funding. He noted this is not a local sales tax, it is a State sales tax that was passed in the last Legislative session.

President Roe offered an opportunity for public comment with no one coming forward to speak to this issue.

The EDA indicated this item should be brought back to the City Council at a future meeting for discussion.

d. Approve 2024 Meeting Dates

Strahan moved, Etten seconded, approving the 2024 EDA meeting dates as presented.

Ayes: 5

Nays: 0

Motion carried.

6. Adjourn

Schroeder moved, Etten seconded, adjourning the REDA meeting at approximately 6:28 p.m.

Ayes: 5

Nays: 0

Motion carried.

REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 7.b.

Department Approval

Janice Gundlach

City Manager Approval

Samir P. Trivedi

Item Description: Consider adoption of an ordinance revising regulations related to short term rentals and restarting issuance of short term rental licenses

Background

Since February 2023, issuance of new short term rental licenses has been on pause. Several Council discussions have occurred since that time in an effort to try and understand what revisions need to be made to the short term rental license process and/or regulations in order to lift the license pause and begin to allow issuance of new short term rental licenses. Any license approved prior to February 2023 have been able to be renewed while the pause was in place. Most recently, the Council engaged in a detailed discussion on December 4, 2023 about license regulations and directed staff to pursue several ordinance amendments. The legislative history surrounding short term rental licensing is as follows (starting with the most recent):

- December 4, 2023: The City Council examined a list of concerns surrounding short term rental licensing, as well as additional regulations that aim to help mitigate real or perceived negative impacts surrounding those concerns (see RCA dated 12-4-2023 as Attachment 1). The City Council provided direction to staff regarding revisions to the regulations governing short term rental licensing. Meeting minutes are provided as Attachment 2.
- February 13, 2023: The City Council adopted an ordinance stopping the issuance of new short term rental licenses.
- January 30, 2023: After accepting testimony from residents concerning short term rentals, the Council directed staff to draft an ordinance to stop issuance of new short term rental licenses until such time the regulations could be further evaluated.
- February 8, 2021: The City Council adopted Ordinance 1596 establishing a license requirement for short term rentals.
- January 11, 2021: The City Council discussed regulations for short term rentals and provided direction to City staff with regard to an ordinance establishing license requirements. Extensive public comment was taken during this meeting.
- September 28, 2020: The City Council discussed various options for the regulation of short term rentals. Extensive public comment was taken during this meeting.

As a result of the December 4, 2023 City Council discussion, an ordinance has been prepared (Attachment 3), which reflects the following revisions to the license requirement for short term rentals:

- Lines 44-55: Clarification on what is meant by the minimum stay requirement of 7 or 10 days.
- Lines 91-93: Establishment of a 500' setback between properties licensed for short term rental. Properties not meeting this setback, but established prior to January 1, 2024, are exempt for the setback.
- Lines 124-125: Clarification that local lodging taxes must be paid monthly to the City's finance department on forms provided by the City.
- Lines 127-129: Notice that failure to pay local lodging taxes is subject to license suspension or revocation.

- Lines 172-203: Establishment of a "Notice to Neighboring Properties" requirement whereby license holders must notify certain residential properties within 300' of the licensed short term rental that the property will be used for short term rental. The notice must include specific language, including providing the name, email address and telephone number of the owner and/or local agent responsible for the short term rental property.
- Lines 366-371: Establishment of a requirement that the license holder keep a register of persons who rent the licensed premises, including the dates and duration of the rental and that such records be submitted monthly with the local lodging tax payments.

Because the ordinance was amended to stop the issuance of new licenses in February 2023, the rest of the ordinance amendments (strikethrough and underlined text) reflect re-establishment of language that was previously in place prior to the stoppage and are not amendments that enact new rules.

Per the City Council's direction, existing short term rental license holders have been notified of this meeting and the intent to enact new regulations related to short term rentals.

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.

Staff Recommendations

Adopt the ordinance provided as Attachment 3, enacting revised short term rental regulations and restarting the issuance of short term rental licenses.

Requested Council Action

By motion, adopt the ordinances provided as Attachments 3 and 4, enacting revised short term rental regulations, restarting the issuance of short term rental licenses, and allowing for a summary publication.

As a reminder, a summary publication requires a 4/5ths vote.

Prepared by: Janice Gundlach, Community Development Director

Attachments:

1. 12-4-2023 Request for Council Action
2. 12-4-2023 Council meeting minutes
3. Ordinance
4. Summary Publication Ordinance
5. BENCH HANDOUT

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/4/2023

Item No.: 7.f.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Trueman

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
5. Bench Handout

Regular City Council Meeting
Monday, December 4, 2023
Page 7

Mayor Roe added that the cost of this planning effort is well spent and efficiently used funding. He also appreciated the excellent planning about engagement and keeping volunteers central to this effort, especially because the volunteers are so passionate about the issue and the natural resources in their community. He also thought this plan would help the City put dollars each year towards the capital improvement spreadsheet to estimate costs.

Roll Call

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

Nays: None

f. Discussion Regarding Ordinance Amendments Pertaining to Short Term Rental Licensing

Community Development Director Janice Gundlach briefly highlighted this item as detailed in the Request for Council Action and related attachments dated December 4, 2023.

Building Official David Englund was also at the meeting to answer questions.

Mayor Roe noted the three-hundred-foot and five-hundred-foot distances shown in the packet are arbitrarily chosen and this is not a staff recommendation. It was used for illustrative purposes. He also asked for a map of all the registered single-family rentals that are not short-term rentals but it was not given as a bench handout. Ms. Gundlach put a copy of that requested map on the screen for councilmembers and the public.

Councilmember Strahan asked City Attorney Tierney if an owner of an Airbnb or any of the other rentals are subject to the Minnesota Kari Koskinen background check since they have access to the dwelling of someone else. Councilmember Strahan noted that generally with a short-term rental, the owner has to go through a background check and a multi-family the property manager is supposed to undergo a background check through the BCA and it is rather exhaustive.

City Attorney Tierney explained she had the opportunity to look up the Kari Koskinen background check not that long ago and that applies to longer-term rentals for thirty days or more and she believed it was for multi-family. She knows the Kari Koskinen law exempts a regular hotel and believed it would exempt these short term rentals as well.

Councilmember Schroeder explained she has had a couple different versions of the definition of the seven-day and ten-day consecutive rental and one example was if there was a rental for two days and left vacant for the rest of the period, that was the same as renting it for the whole ten days. Or, does it mean that a person actually has to rent the place for the entire ten-day period.

Ms. Gundlach explained from a staff perspective, actually enforcing the minimum stay requirement, staff looked at it as if there was a minimum ten-day stay requirement there could not be more than three rental contracts in a given month. Staff enforces it that way since the whole idea behind a minimum stay requirement was to limit the number of new and unknown persons in a neighborhood because that was a concern the neighbors had expressed.

Councilmember Etten thought this might be a more practical thing that might address a big concern. He thought the concern of surrounding neighbors was people renting a home for a weekend, throwing a big party, and then leaving afterwards so he was not sure how that could be addressed.

Mayor Roe thought the City code might say something to the effect of no more than one rental contract per that seven-day or ten-day period and possibly also add the minimum stay or minimum unit of purchase is one night or one day. It could be something to the effect where the home cannot be rented for only a few hours for an event.

Councilmember Groff stated a few years ago, he had heard the neighbors' concern about the turnover rate and someone coming in every day or every two days or something like that. He explained party houses also were occurring a lot during COVID and fortunately have moved on a bit, or at least he has not heard as many people complain about that as what happened during that time.

Mayor Roe stated at the time he was toying with the idea that the rentals cannot be used as event centers, but he could not come up with the language for that.

Councilmember Groff thought a lot of the policies for these rentals state that so the owners could lose their ability to advertise them if they have events. He thought the owners are much more careful than they were a few years ago too.

Mayor Roe stated there is no question in the City of Roseville that if a property of any type is having a loud and disruptive party that is affecting the neighbors, there are enforcement mechanisms already in place to deal with it immediately.

Councilmember Strahan indicated her recollection was that the rental was for ten days at a time. Once every ten days there was a new set of people no matter the length of stay by the renters. She thought there was also discussion around the number of unrelated people that could be in the rental house and put into place to try to address the party situation where there were unrelated people staying at the rental house.

Mayor Roe thought the unrelated adults was only in place in the longer-term rental ordinance for properties in the City.

Ms. Gundlach explained the four unrelated adults is just in the definition of family in a single-family in terms of a legal occupancy of a home and is in the City Code, in general, whether it is an owner-occupied single-family home or a rental home for long-term or short-term rental. She noted the license requirement that is posted in the unit specifies that as well as, and a lot of times it is just not the number of people that are in the home, it is the actual stuff that comes along with those people that is obnoxious to the neighborhood.

Mayor Roe indicated there were a number of suggested or proposed ways to do enforcement in the packet. He asked if the Council wanted to go through them and discuss each one. The first is the limitation on the overall number of rental licenses in the City or looking at any kind of distance limitations or spacing more specifically on the lake.

Councilmember Schroeder liked the idea of distance and did know that at this point some of them are closer than what is being seen and if the City did go down that path. She wondered if the rentals already there would be left but moving forward, is what would be enforced. She thought it made sense to do it that way. She had more concerns about people not wanting them in the neighborhood. She thought it made sense to say this is a good balance in the City, but the City would limit how many there are. She also liked the idea of people writing down in a log who is renting the home.

Councilmember Etten indicated he was okay with the spacing limitation, but was not sure what the right distance is. He thought that is the greater concern for most people versus a total number. He would be more in favor of spacing but did not know what that number is. He also was in favor of a licensing log.

Councilmember Strahan explained she would be in concurrence with the spacing item, but she would still be open to having a limit, at this point, so things do not get out of hand and the City could always add to that limit if needed.

Councilmember Groff explained he would be in favor of limiting the number of rentals within a certain area. He has heard concerns about having five rentals in a row in a neighborhood. For him, the smaller circle works, because if they were that far apart it would keep parking and the other issues away.

Mayor Roe thought, moving to the next topic, there seemed to be a consensus of having the notification to the neighbors that there is a rental going in and who to contact as well as the enforcement contact, after the license.

Councilmember Etten explained, returning to the spacing topic, when looking at the distance requirement, he was not sure three hundred feet, unless it is looked at differently, would make everyone as happy as everyone thinks or appease the

concern of the neighbors. He thought the notice requirement along the linear discussion, something around two hundred-fifty, three hundred feet, made sense and if the City is going to do a distance requirement for the next possible one, he would want it to be bigger to better address potential concerns.

Mayor Roe asked if Councilmember Etten would want linear or a circle to inform neighbors.

Councilmember Etten indicated he would want linear.

Mayor Roe asked what about the people immediately behind the proposed rental.

Councilmember Etten indicated that would need to be discussed. He thought each situation was different and places on the lake are going to be different from something else. He explained the linear matters but when there is a property backing onto a property that might be a rental, then the City needs to consider a portion of that street as well.

Mayor Roe explained the City could do the same distance down that street and then also the street along where backyard neighbors are as well. Something to that effect.

Mr. Trudgeon explained a circle is easier to do, is very understandable, and if it gets a few more properties that maybe do not care, there is no fault in that. If the separation distance is kept at five hundred, it provides some additional separation. He thought there were such unique lot shapes and configurations in Roseville that to try to do linear would work in some places but not in others.

Councilmember Groff thought that doing a circle like Mr. Trudgeon described made more sense and would be easier to do.

City Attorney Tierney explained a circle is significantly easier to understand. The Council needs to understand that when writing an ordinance, it needs to be understood by a common person reading it so the more complex it gets, the more difficult it becomes to enforce.

Mayor Roe asked if the City were to go with a circle, which would be appropriate, the three-hundred-foot circle or the five-hundred-foot circle.

Councilmembers Groff and Schroeder felt the five-hundred-foot circle would work.

The consensus of the Council was for a five-hundred-foot circle.

Mayor Roe asked if the Council wanted the notice of a home receiving a license to go to the same size circle.

The consensus of the Council was to have a three-hundred-foot circle for that notification.

Mayor Roe indicated he might be okay with putting an overall limit in the ordinance.

Councilmember Groff thought with these changes it would mitigate that concern as well.

Ms. Gundlach indicated that the rental trend is declining. A few years ago, there were five hundred registered rentals in the City and now there are four hundred.

Councilmember Strahan explained maybe a limit is a trigger for the City to review them holistically at some point. She thought the following should be clarified: who is noticed, how often is the notification, and how is it communicated to possible owners who purchase the home exclusively to rent out.

Mayor Roe thought the minimum notice frequency would be at the time of license renewal.

Councilmember Groff explained when a realtor shows a property to a potential buyer, the realtor is obligated to disclose all that information related to the surrounding neighborhood.

Ms. Gundlach asked if there was an overall cap in the City for rentals.

Councilmember Groff indicated he was not in favor of a cap.

Councilmember Etten indicated he was ambivalent; he could see the positives. He thought fifteen would be a number he would be okay with and it would trigger a different conversation down the road.

Councilmember Schroeder thought the circles would take care of this. She also thought that going with the circle with the larger area would help with what people are complaining about.

Councilmember Groff concurred.

Mayor Roe wondered if the City Attorney had thought about the background check.

City Attorney Tierney indicated the Kari Koskinen law was not very clear, but it does apply to single-family homes. It relies on the definition in the State's Landlord Tenant Law, which makes her think it will follow the definition of a rental property, which she believed is thirty days or more but honestly, she could not be sure. She indicated she would do some more research and give the Council an official answer,

but she did not think it would apply to short-term rentals. If it did, she cannot believe she has not heard that as almost every city has some sort of license, and many are not requiring background checks.

Mayor Roe thought there was some consensus to doing the rental log along with the lodging tax. He thanked staff for all of their work and thought staff had enough information to bring this back at a future meeting for consideration.

g. Discuss Roseville's 2024 Legislative Priorities

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated December 4, 2023.

Mayor Roe noted all of the approved items could be removed. He thought the City wanted to continue to request bonding funds for the OVAL and ask for additional funding to address the Emerald Ash Borer. He asked if the Council wanted to continue to ask for support for the local businesses tap room/cocktail room and the statewide licensing of massage therapists.

The Council concurred with Mayor Roe on keeping the high priority items that have not been approved or need further funding on the list of 2024 Legislative Priorities.

Mayor Roe indicated on the next tier, as was noted, on the open meeting there is still a ways to go so maybe the City should refine the language.

Mr. Trudgeon indicated staff could look at the language and bring it back.

Mayor Roe thought the deputy registrar funding item could remain for potential additional funding and asked the Council if this should remain or be removed.

Mr. Trudgeon indicated this is something that the City has been asking for many years and the association did receive a boost in financing so he thought the mission was accomplished and it could be removed.

Mayor Roe thought Mental Health funding for Voluntary Engagement was important and the City should continue to request this. He noted the Legislature did approve resources for Mental Health Services for Public Safety.

Mr. Trudgeon indicated that was funding for crisis intervention teams, is in a short period, and may have to be reviewed again. He thought that was something staff could reword a little bit to request continued funding.

Mayor Roe asked if the Council would like to keep the affordable housing funding on the list. He indicated he was hesitant to continue to ask for more when there was so much additional funding.

**City of Roseville
ORDINANCE NO.**

AN ORDINANCE AMENDING

TITLE 9 CHAPTER 909

**AN ORDINANCE AMENDING TITLE 9, SECTION 909 OF THE
ROSEVILLE CITY CODE IN ORDER TO RESTART ISSUANCE OF
SHORT TERM RENTAL LICENSES AND ESTABLISH REGULATIONS
RELATED TO DISTANCE, NOTICE TO NEIGHBORING PROPERTIES,
AND MAINTENANCE OF CERTAIN RECORDS.**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 9 Section 909.02 of the Roseville City Code is amended
to read as follows:

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 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 may not be made more often than one every seven (7) consecutive days are prohibited between October 1st and May 1st and rentals less than may not be made more often than one every 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 of up to from eight (8) to thirty (30) consecutive days require a license under this Chapter. Rental periods for more than for thirty (30) days require one of the following: registration as a rental property under City Code Chapter 907; or a Rental License under City Code Chapter 908.
- 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. (Ord 1596, 2-8-2021)

SECTION 2: Title 9 Section 909.03 of the Roseville City Code is amended to read as follows:

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 without a short-term rental license has not been properly made and filed with issued by 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.
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.

- B. No license will be issued to any property that is within 500 feet of another property holding a license under this Chapter. Properties holding a license under this Chapter on January 1, 2024 are not subject to this restriction.

SECTION 3: Title 9 Section 909.04 of the Roseville City Code is amended to read as follows:

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, that continues short-term rentals in 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.

SECTION 3: Title 9 Section 909.05 of the Roseville City Code is amended to read as follows:

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. Payment must be made monthly to the City's finance department on forms provided by the City.

C. Short-Term Rentals in violation of this ordinance may be subject to license suspension or revocation and administrative fines, in addition to any other fees or penalties per Section 909.10 or other applicable sections of City Code. (Ord 1596, 2-8-2021)

SECTION 4: Title 9 Section 909.06 of the Roseville City Code is amended to read as follows:

909.06: MANNER OF LICENSURE:

~~A. An owner who has an existing Short-Term Rental property as defined by this Chapter that is licensed under the requirements of City Code Chapter 909, may continue to operate until expiration of such license. Following the effective date of this Chapter, no further licenses will be issued, no change in occupancy type will be approved, and no transfer or renewal of license will be permitted.~~

A. 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.

B. 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.

C. 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 and may not allow occupancy as a short term rental until a license has been obtained.

D. 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.

E. 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.

F. 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.

SECTION5: Title 9 Section 909.07 of the Roseville City Code is amended to read as follows:

909.07 NOTICE TO RENTER, REQUIREMENT TO POST, NOTICE TO NEIGHBORING PROPERTIES:

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.

C. Upon issuance of license and annual renewal of the license, within ten (10) days of City Council Approval, must notify all residential properties of one to four units within 300 feet, with a copy to the City, of the following:

1. The statement: "The property located at (insert address) obtained a Short Term Rental License from the City of Roseville on (insert date). As a requirement of the license, notification must be provided to property owners within 300 feet so that the license holder's contact information can be provided should any questions or concerns arise.";
2. The address of the licensed property and what type of property is being used for Short Term rental (single family home, twin-home, townhome, condo, apartment, duplex, triples, or fourplex;
3. The name, email address and telephone number of the owner and/or local agent responsible for the Short Term Rental property; and
4. A copy of the license issued by the City.

SECTION 6: Title 9 Section 909.08 of the Roseville City Code is amended to read as follows:

205

206 **909.08 EXEMPTIONS:**

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

215

216 SECTION 7: Title 9 Section 909.09 of the Roseville City Code is amended
217 to read as follows:

218

219 **909.09: LICENSE SUSPENSION AND REVOCATION:**

220

- 221 A. A Short-Term Rental license may be revoked or suspended by the City
222 Council at any time under the provisions of this chapter, or Chapter 301
223 Section 301.09, for grounds including, but not limited to, the following:

224

- 225 1. Two or more confirmed violations of this section within 180 days,
226 except for a single violation as outlined in paragraph B of this section.
- 227
- 228 2. False or misleading information given or provided in connection with
229 a license application.
- 230
- 231 3. Failure to maintain the residential rental property in a manner that
232 meets pertinent provisions of City Code including, but not limited to,
233 Code Chapters 407 and 906.
- 234
- 235 4. Violations committed or permitted by the owner or the owner’s agent,
236 or committed or permitted by the tenant or the tenant’s guests or
237 agents, of any rules, codes, statutes and ordinances relating to,
238 pertaining to, or governing the premises including, but not limited to,
239 the following:

240

- 241 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;
- 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.

5. Failure to provide monthly records as required by Section 909.12(A).

- 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 ~~will not be considered.~~ 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. (Ord 1596, 2-8-2021)

SECTION 8: Title 9 Section 909.10 of the Roseville City Code is amended to read as follows:

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.

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. (Ord 1596, 2-8- 2021)

SECTION 9: Title 9 Section 909.11 of the Roseville City Code is amended to read as follows:

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~~ 300 feet of the subject property. (Ord 1596, 2-8-2021)

SECTION 10: Title 9 Section 909.12 of the Roseville City Code is amended to read as follows:

909.12: MAINTENANCE OF RECORDS:

364 A. Maintenance of Records. License holder shall keep a register of persons who rent
365 the licensed premises. The record is a written documentation of the dates and
366 duration of rentals. The record may be maintained electronically, in a book, or on
367 cards. If maintained electronically, the record shall be printable. A copy of the
368 register must be submitted by the license holder with submission of the monthly
369 lodging tax.

370 B. All records, files and documents pertaining to the Short-Term Rental License
371 Program shall be maintained in the office of the City and made available to the
372 public as allowed or required by applicable laws, rules, codes, statutes or
373 ordinances. (Ord 1596, 2-8-2021)

374 SECTION 11: Effective date. This ordinance shall take effect upon its
375 passage and publication.
376

377 Passed by the City Council of the City of Roseville this 12th day of February 2024.
378
379

380 **Signatures as follows on separate page:**

381
382 *Ordinance – AN ORDINANCE AMENDING TITLE 9, SECTION 909 OF THE*
383 *ROSEVILLE CITY CODE IN ORDER TO STOP ISSUANCE OF NEW*

384
385
386 **SHORT TERM RENTAL LICENSES**

387
388
389 (SEAL)

390
391
392 CITY OF ROSEVILLE

393
394
395 BY: _____
396 Daniel J. Roe, Mayor

397
398 ATTEST:

399
400
401 _____
402 Patrick Trudgeon, City Manager

City of Roseville
ORDINANCE SUMMARY NO. ____

APPROVING PUBLICATION OF AN ORDINANCE SUMMARY OF THE AMENDMENT TO TITLE 9, CHAPTER 909 OF THEROSEVILLE CITY CODE IN ORDER TO RESTART ISSUANCE OF SHORT TERM RENTAL LICENSES AND ESTABLISH REGULATIONS RELATED TO DISTANCE, NOTICE TO NEIGHBORING PROPERTIES, AND MAINTENANCE OF CERTAIN RECORDS.

SECTION 1: The City Council of the City of Roseville, on February 12, 2024 adopted Ordinance No. [REDACTED]. Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps.

The City Council has determined that the following summary would clearly inform the public of the intent and effect of the ordinance.

SECTION 2: The following is the official summary of Ordinance No. [REDACTED] entitled “an ordinance amending title 9, section 909 of the Roseville city code in order to restart issuance of short term rental licenses and establish regulations related to distance, notice to neighboring properties, and maintenance of certain records” which was approved by the City Council of Roseville on February 12, 2024 and directs the City Clerk to publish the title and summary as follows in the official newspaper in lieu of the entire ordinance:

On February 12, 2024 the City Council of the City of Roseville adopted Ordinance No._____, an ordinance amending Title 9, Chapter 909 of the Roseville City Code in order to:

- allow application for and issuance of new short term rental licenses;
- require that a new license must be 500 feet or more away from an existing license;
- require that license holders provide certain annual notifications all residential properties with one to four units within 500 feet; and
- require that all license holders maintain certain records and provide certain records to the City.

SECTION 3: A printed copy of the full 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 Internet web page of the City of Roseville (www.cityofroseville.com).

ATTEST:

Patrick Trudgeon, City Manager

**City of Roseville
ORDINANCE NO.**

AN ORDINANCE AMENDING

TITLE 9 CHAPTER 909

**AN ORDINANCE AMENDING TITLE 9, SECTION 909 OF THE
ROSEVILLE CITY CODE IN ORDER TO RESTART ISSUANCE OF
SHORT TERM RENTAL LICENSES AND ESTABLISH REGULATIONS
RELATED TO DISTANCE, NOTICE TO NEIGHBORING PROPERTIES,
AND MAINTENANCE OF CERTAIN RECORDS.**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 9 Section 909.02 of the Roseville City Code is amended
to read as follows:

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 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~~ may not be made more often than one every seven (7) consecutive days are prohibited between October 1st and May 1st and rentals ~~less than~~ may not be made more often than one every 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 of up to from eight (8) to thirty (30) consecutive days require a license under this Chapter. Rental periods for more than for thirty (30) days require one of the following: a Lodging license with an extended stay permit under City Code Chapter 317; registration as a rental property under City Code Chapter 907; or a Rental License under City Code Chapter 908.
- 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. (Ord 1596, 2-8-2021)

SECTION 2: Title 9 Section 909.03 of the Roseville City Code is amended to read as follows:

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 ~~without~~ a short-term rental license has not been properly made, filed, and issued by 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.

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.

B. No license will be issued to any property that is within 500 feet of another property holding a license under this Chapter. Properties holding a license under this Chapter on January 1, 2024 are not subject to this restriction.

SECTION 3: Title 9 Section 909.04 of the Roseville City Code is amended to read as follows:

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, that continues short-term rentals in 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.

SECTION 3: Title 9 Section 909.05 of the Roseville City Code is amended to read as follows:

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. Payment must be made monthly to the City's finance department on forms provided by the City.

C. Short-Term Rentals in violation of this ordinance may be subject to license suspension or revocation and administrative fines, in addition to any other fees or penalties per Section 909.10 or other applicable sections of City Code. (Ord 1596, 2-8-2021)

SECTION 4: Title 9 Section 909.06 of the Roseville City Code is amended to read as follows:

909.06: MANNER OF LICENSURE:

~~A. An owner who has an existing Short-Term Rental property as defined by this Chapter that is licensed under the requirements of City Code Chapter 909, may continue to operate until expiration of such license. Following the effective date of this Chapter, no further licenses will be issued, no change in occupancy type will be approved, and no transfer or renewal of license will be permitted.~~

A. 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.

B. 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.

C. 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 and may not allow occupancy as a short term rental until a license has been obtained.

D. 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.

E. 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.

F. 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.

SECTION5: Title 9 Section 909.07 of the Roseville City Code is amended to read as follows:

909.07 NOTICE TO RENTER, REQUIREMENT TO POST, NOTICE TO NEIGHBORING PROPERTIES:

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.

C. Upon issuance of license and annual renewal of the license, within ten (10) days of City Council Approval, the owner or its agent must notify all residential properties of one to four units within 300 feet, with a copy to the City, of the following:

1. The statement: “The property located at (insert address) obtained a Short Term Rental License from the City of Roseville on (insert date). As a requirement of the license, notification must be provided to property owners within 300 feet so that the license holder’s contact information can be provided should any questions or concerns arise.”;
2. The address of the licensed property and what type of property is being used for Short Term rental (single family home, twin-home, townhome, condo, apartment, duplex, triples, or fourplex;
3. The name, email address and telephone number of the owner and/or local agent responsible for the Short Term Rental property; and
4. A copy of the license issued by the City.

SECTION 6: Title 9 Section 909.08 of the Roseville City Code is amended to read as follows:

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~~ Lodging establishments licensed under City Code Chapter 317.

SECTION 7: Title 9 Section 909.09 of the Roseville City Code is amended to read as follows:

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:

- 242
- 243 a. Minn. Stat. 609.75 through 609.76, which prohibit gambling;
- 244 b. Minn. Stat. 609.321 through 609.324, which prohibit
- 245 prostitution and acts relating thereto;
- 246
- 247 c. Minn. Stat. 152.01 through 152.025 and 152.027, subds. 1 and
- 248 2, which prohibit the unlawful sale or possession of controlled
- 249 substances;
- 250
- 251 d. Minn. Stat. 340A.401, which regulates the unlawful sale of
- 252 alcoholic beverages;
- 253
- 254 e. Minn. Stat. 609.33, which prohibits owning, leasing, operating,
- 255 managing, maintaining, or conducting a disorderly house, or
- 256 inviting or attempting to invite others to visit or remain in a
- 257 disorderly house;
- 258
- 259 f. Minn. Stat. 97B.021, 97B.045, 609.66 through 609.67 and
- 260 624.712 through 624.716 and Chapter 103 of the City Code,
- 261 which prohibit the unlawful possession, transportation, sale or
- 262 use of weapon;
- 263
- 264 g. Minn. Stat. 609.72, which prohibits disorderly conduct;
- 265
- 266 h. Minn. Stat. 609.221, 609.222, 609.223, 609.2231 and 609.224,
- 267 regarding assaults in the first, second, third, fourth and fifth
- 268 degree.
- 269
- 270 i. Roseville City Code Sections: 407, prohibiting public
- 271 nuisances, 405, noise control, 511, repeat nuisance, 906,
- 272 property maintenance, 1004 and 1005, land use and 1018,
- 273 parking.
- 274

275 5. Failure to provide monthly records as required by Section 909.12(A).

276

- 277 B. Upon recommendation by the Chief of Police, the City Manager is authorized
- 278 to administratively suspend a license after a single violation that reasonably
- 279 posed or poses a threat to public safety.
- 280
- 281 C. License suspension shall be for a term not less than: 180 days for the first
- 282 suspension and 365 days for the second suspension. Depending on the
- 283 gravity of the offense, the Council may impose longer suspension timeframes
- 284 than noted in this paragraph.

285
286 D. License revocation shall be considered by the City Council when violations
287 occur under paragraph A or B of this section and/or when two prior
288 suspensions occurred under the same licensee.

289
290 E. In order to reinstate a suspended license, the applicant shall apply following
291 the same process as if applying for a new Short-Term Rental license.
292 Reinstatements following suspension will only be considered when the
293 circumstances leading to the suspension have been remedied, the suspension
294 penalty imposed by the City Council has been satisfied, the licensee has
295 submitted a Mitigation Plan outlining policies and procedures to prevent
296 violations from occurring in the future, and upon City Council approval.
297 Reinstatement after suspension may be denied by the City Council if the
298 licensee cannot satisfactorily meet the requirements in this paragraph.

299
300 F. If a license is revoked, reinstatement ~~will not be considered.~~ may only be
301 considered by the City Council if there is an ownership change. Ownership
302 change to a family member of the prior owner, or entity affiliated with the
303 prior owner shall not constitute compliance with this requirement.
304

305 G. Repeat Nuisance Service Call fees shall be applied pursuant to City Code
306 Section 511. (Ord 1596, 2-8-2021)

307
308 SECTION 8: Title 9 Section 909.10 of the Roseville City Code is amended
309 to read as follows:

310
311 **909.10: VIOLATION:**

312
313 A. Misdemeanor: Any person who maintains a short-term rental property
314 without having the property licensed, or after the short-term rental license for
315 the property has been revoked, or who permits new occupancy in violation
316 of Section 909 is guilty of a misdemeanor and, upon conviction, is subject to
317 a fine and imprisonment as prescribed by state law. Each day each violation
318 continues or exists, constitutes a separate offense.

319
320 B. Administrative fee: In addition to, or in lieu of, charging a misdemeanor, the
321 City may impose administrative fees in an amount set in the City Fee
322 Schedule. Each day each violation continues or exists, constitutes a separate
323 offense.

324
325 1. Upon the failure to pay an administrative fee, the City may post the
326 dwelling unit as illegal for occupancy as a short-term rental.
327

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. (Ord 1596, 2-8- 2021)

SECTION 9: Title 9 Section 909.11 of the Roseville City Code is amended to read as follows:

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~~ 300 feet of the subject property. (Ord 1596, 2-8-2021)

SECTION 10: Title 9 Section 909.12 of the Roseville City Code is amended to read as follows:

909.12: MAINTENANCE OF RECORDS:

366 A. Maintenance of Records. License holder shall keep a register of persons who rent
367 the licensed premises. The record is a written documentation of the dates and
368 duration of rentals. The record may be maintained electronically, in a book, or on
369 cards. If maintained electronically, the record shall be printable. A copy of the
370 register must be submitted by the license holder with submission of the monthly
371 lodging tax.

372 B. All records, files and documents pertaining to the Short-Term Rental License
373 Program shall be maintained in the office of the City and made available to the
374 public as allowed or required by applicable laws, rules, codes, statutes or
375 ordinances. (Ord 1596, 2-8-2021)

376 SECTION 11: Effective date. This ordinance shall take effect upon its
377 passage and publication.

378
379 Passed by the City Council of the City of Roseville this ____ day of _____ 2024.

380
381

382 **Signatures as follows on separate page:**

383
384 *Ordinance – AN ORDINANCE AMENDING TITLE 9, SECTION 909 OF THE*
385 *ROSEVILLE CITY CODE IN ORDER TO STOP ISSUANCE OF NEW*

386
387
388 **SHORT TERM RENTAL LICENSES**

389
390
391 (SEAL)

392
393
394 CITY OF ROSEVILLE

395
396
397 BY: _____
398 Daniel J. Roe, Mayor

399
400 ATTEST:

401
402
403 _____
404 Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Discuss Street Light Policy

Background

The City of Roseville currently has a Street Light Policy that was last revised in 2003. The current policy (Attachment 1) defines aspects of street light installation and maintenance. The current policy established where and when standard street lights could be installed and a process for how non-standard street lights, or non-standard streetlight spacing, could be installed upon request.

Since the lighting policy is over 20 years old and many lighting systems are coming due for replacement, staff seeks the Council's guidance and input on potential revisions. Topics for revision were discussed with the Public Works Environment and Transportation Commission at their January 23 meeting. A draft excerpt of the minutes is included as Attachment 3.

An updated draft policy is included as Attachment 2. The policy includes three primary changes:

1. Sets minimum lighting standard for lights at all intersections, curves, and marked crosswalks, regardless of request.
2. Establishes districts for commercial and city special areas.
3. Removes design standards from the policy such that those can exist as a separate technical document that can be updated as technologies change.

The updated draft policy is not intended for immediate adoption. Based on Council feedback, staff will revise the draft and present it for adoption at a future Council meeting. Staff would like to adopt a new policy in the near future to allow for more accurate capital improvement planning so upcoming street light projects can meet the new requirements.

Policy Objectives

Plan for and support a multi-modal transportation system that moves people and goods safely and efficiently.

It is City policy to keep City-owned infrastructure in good operating condition and to keep

systems operating in a safe condition.

Racial Equity Impact Summary

The current policy is request driven; however, not all residents are equally likely to make a request to local government. The proposed policy would provide for minimum lighting regardless of request.

Budget Implications

Any changes to the street light policy may affect the street light budget.

For example, if additional street lights are warranted with a new policy the costs will increase. A typical Xcel-owned wood pole with LED cobrahead street light costs approximately \$11 per month, or \$132 per year, to operate. There are no upfront install costs to the City.

For City-owned systems, or Xcel leased systems that need to be replaced in the future, changes to the number of lights could dramatically increase or decrease install and operating costs. On average, the typical aluminum pole with LED fixture light is \$3,500 per light for install. Decorative lights, such as by City Hall or the Twin Lakes area, cost \$5,000 to \$7,500 per light. Many business districts, such as the Centre Pointe area, currently have high lighting levels, meaning they have tighter spacing of light poles. Currently, there are 21 lights in this system and replacing them would cost approximately \$80,500. If spacing was increased and light poles were reduced to 12 lights, the cost would be approximately \$42,000 for the install. After install, operating cost per light for City-owned or an Xcel leased light is approximately \$21 per month or \$252 per year.

Staff Recommendations

Staff recommends Council provide feedback on the draft Street Light Policy.

Requested Council Action

Provide feedback on the draft Street Light Policy.

Prepared by: Jesse Freihammer, Public Works Director

Attachments:

1. Existing Street Light Policy, 2003
2. Draft Street Light Policy
3. Excerpt of Draft PWETC Minutes of Street Light Policy
4. Presentation

City of Roseville
Street Light Policy

I. Purpose and Need for Policy

The installation of streetlights provides a safer environment for the community in regard to traffic and pedestrian safety. Due to limited funds and varying viewpoints of individual property owners, as to the desirability of such installations, the City has established this policy to define its street lighting program.

II. Policy Statement

The City shall adopt and utilize the following standard policy for the installation, maintenance, and funding of street lighting. It is important to establish a consistent, equitable approach, relating to the method of selecting the locations for streetlights, to insure fair and reasonable treatment for property owners. Street lighting in all areas of the City shall follow the requirements detailed below.

III. Conditions

- Standard residential and commercial streetlight types will be adopted by the City Council. All new street lighting must be consistent with the adopted City standards.
- Pedestrian level lighting may be considered in areas where there is a sidewalk or pathway.
- Variations to the City standard street light types will be allowed only by City Council action. Extra costs associated with variations to the City standard, both installation and O& M, will be the responsibility of the benefiting properties.
- All street lighting designs shall consider industry standards, safety, uniformity, lighting intensity and cost.
- Installation of any telecommunications devices on streetlights shall be subject to the review and approval of the City Council.
- Qualifying requests for streetlights may be scheduled for installation in a subsequent year if the City Council determines sufficient funds are not available in the current City budget.
- On projects where pedestrian level lighting is desired, a continuous level of light should be maintained for the design. Spacing should be in the range of 90 to 120 feet.

IV. Standard Street Lights

In order to develop a rational approach to streetlight installation, the City Council in 1957, established a policy to install streetlights at no assessment to ensure that the lights would be installed where most needed and wanted. The "Standard Street Light" installation is a continuation of this policy.

A. Streetlight design

Street light type: Cobrahead Cutoff

Pole type: Wooden

B. Procedure

The City will install streetlights at locations that conform to the following qualifying conditions:

- Overhead electrical service is available, unobstructed, and no more than one new wooden pole needs to be set, AND
- The location is at the intersection of two streets, OR
- The location is at the end of a cul-de-sac, OR
- The distance between existing streetlights is greater than 600 feet, OR
- The location is on a severe curve, either vertically or horizontally, OR
- The location is it at a dedicated pedestrian crosswalk.

Mid-block lights are desirable, and should be considered for placement if the spacing between existing lights is greater than 600 feet. If the above conditions are met, an individual property owner may circulate a petition in the neighborhood to determine if the light is desired (particularly by those property owners directly adjacent to the proposed light). If 100% consensus is built with property owners within 150 feet of the proposed light, the City staff will work with the electric utility company to install the light.

C. Funding

This is accomplished administratively, at no charge to the individual property owners. The City annually budgets for these costs, including installation, operation and maintenance.

V. Enhanced Street Lighting

When the location, design, or number of requested lights does not meet the “Standard Street Light” qualifying conditions, property owners may request that the City undertake an “Enhanced Street Lighting” project.

A. Streetlight design

Street light type: Cobrahead Cutoff, Shoebox

Pedestrian level light: Lumec L80, Acorn, or Larpenteur (substitutions may be made upon City review and approval of design and manufacturer)

Pole type: wooden, aluminum, fiberglass

B. Procedure

When a request for an “Enhanced Street Lighting” project is received, City staff, working with property owners, will determine the boundaries of the project. Requests for street lighting can be initiated through a *petition process* that includes signatures representing at least 60% of the property in the project area.

Petition Process

- Upon receipt of a petition signed by the owners of sixty percent (60%) of the property area within the proposed project limits, City staff will prepare a preliminary report detailing the streetlight types, location, costs, and proposed assessments.
- The City Council will be asked to call and hold a public hearing pursuant to Minnesota Statutes, Section 429.031.
- If the project goes to the public hearing, but is not ordered forward, subsequent petitions will not be undertaken for the same project area or any part of the project area for a two (2) year period beginning on the hearing date. The exception to this requirement would be if the City initiates a street reconstruction project in the area.

C. Funding

The additional costs of an “Enhanced street lighting” project shall be assessed to the benefiting property owners according to City Assessment Policy. All properties within 150 feet (Street frontage) of each light shall be considered for assessment. City staff shall determine the number and locations of lights that could have been installed under the “Standard Street Light” section of this policy. The maintenance cost for these lights will be deducted from the overall project cost.

A summary of the assessable cost shall be as follows:

Cost of installation of enhanced streetlights
plus Cost of Operation, Maintenance (pro-rated for 25 years)
plus Administrative costs
minus “Standard Street Light” maintenance cost (if applicable)
= total assessable cost.

Xcel energy provides a 25 year warranty for lights that they install. This is included in the City’s monthly charge. At the end of this period the City will evaluate the maintenance needs for the “enhanced” areas. A reconstruction project will be considered where the new operation and maintenance costs for the next 25 years will be proposed to be assessed to the benefiting properties.

VI. Development/ Redevelopment Street Lights

The Developer of any proposed subdivision or redevelopment area, whether residential, commercial or other may elect to install street lights as a part of their overall development plans. Approval and implementation shall conform to this policy.

A. Streetlight design

Street light type: Cobrahead Cutoff, Shoebox.

Pole type: wooden, aluminum, fiberglass

B. Procedure

- The developer shall submit a street lighting plan for review and approval by the City Engineer.
- For new residential subdivisions and commercial areas, the developer shall pay the O & M costs to the electric utility company until the City accepts the street lighting system.
- Acceptance of the new streetlights must be requested in writing by the developer, along with a certification from the electric utility company that it was installed according to their specifications.

C. Funding

- The costs for installation, operation, and maintenance of streetlights in developments will be paid for by the developer according to the provisions set forth in this Policy.
- The operation and maintenance costs for an “enhanced street light” project in new developments shall be paid for by the new development in perpetuity. These costs shall be determined and included in the Development Contract. The costs shall either be paid for up front by the developer or assessed to the property owners. The total cost shall be the “enhanced” operation and maintenance cost minus the City’s basic contribution. The City’s basic contribution shall be determined based on the procedure outlined in section IV. B. of this policy.

VII. Authority

It is implemented through the provision in each year’s budget to pay for the cost of power and maintenance of the existing system and funds for additional new lights. The engineering division shall be responsible for the implementation of this policy.

~~Final~~ Draft
~~December 18, 2003~~ February 12, 2024

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City of Roseville Street Light Policy Draft February 12, 2024

I. Purpose and Need for Policy

The installation of streetlights provides a safer environment for the community in regard to traffic and pedestrian safety. Due to limited funds and varying viewpoints of individual property owners, as to the desirability of such installations, the City has established this policy to define its street lighting program.

II. Policy Statement

The City shall adopt and utilize the following standard policy for the installation, maintenance, and funding of street lighting. It is important to establish a consistent, equitable approach, relating to the method of selecting the locations for streetlights, to insure fair and reasonable treatment for property owners. Street lighting in all areas of the City shall follow the requirements detailed below.

III. Conditions

- All new lights installed shall be full cutoff lights.
- ~~Standard residential and commercial streetlight types will be adopted by the City Council.~~ All new street lighting must be consistent with the adopted City standards.
- ~~Pedestrian level lighting may be considered in areas where there is a sidewalk or pathway.~~
- Variations to the City standard street light types will be allowed only by City Council action. Extra costs associated with variations to the City standard, both installation and O&M ongoing operation and maintenance costs, will be the responsibility of the benefiting properties.
- All street lighting designs shall consider industry standards, safety, uniformity, lighting intensity and cost.
- ~~Installation of any telecommunications devices on streetlights shall be subject to the review and approval of the City Council.~~
- Qualifying requests for streetlights may be scheduled for installation in a subsequent year if the City ~~Council~~ determines sufficient funds are not available in the current City budget.
- On projects ~~where~~where, pedestrian level lighting is ~~desired~~installed, a continuous level of light should be maintained for the design. Spacing would be determined applying engineering standards. Spacing typically results in poles every ~~should be in the range of~~ 90 to 120 feet.

IV. Street Light Districts

In order to develop a rational approach to streetlight installation, the City Council in 1957, established a policy to install streetlights at no assessment to ensure that the lights would be installed where most needed and wanted. The “Standard Street Light” installation is a continuation of this policy.

Since the need for lighting varies by adjacent use, different standards will apply as follows.

A. Standard District

This standard be used for all areas in the City unless they are defined as Commercial, City Special or Enhanced districts as shown in Appendix A,

o Procedure

- If the following conditions are met, the City will install streetlights at the following locations:

- Electrical service is available, unobstructed, and no more than one new pole needs to be set, AND
- The location is at the intersection of two streets, OR
- The location is at the end of a cul-de-sac, OR
- The location is on a severe curve, either vertically or horizontally, OR
- The location is it at a dedicated pedestrian crosswalk.

- Mid-block lights are desirable, and should be considered for placement if the spacing between existing lights is greater than 600 feet. If the above conditions are met, an individual property owner may circulate a petition in the neighborhood to determine if the light is desired (particularly by those property owners directly adjacent to the proposed light). If 100% consensus is built with property owners within 150 feet of the proposed light, the City staff will work with the electric utility company to install the light.

o Streetlight Design

- Street Light Type: LED Cobrahead Cutoff
- Pole Type:
 - Wooden if available
 - Fiberglass or aluminum if a pole needs to be installed.

o Funding

- The City will fund installation and maintenance of lights within the Standard District.

B. Business District

- o This standard will be applied to all areas identified as Business Districts as shown in Appendix A

o Procedure

- Property owners that would like streets to be added to the Business Lighting District shall petition the City Council. The Council will determine if the street will be added to the Business District.

- Over 50% of benefitting property owners shall petition the City to be considered.
- Only streets that are non-single family residential will be considered.
- Initial costs to install lighting to Business District standards will be assessed to adjacent property owners.
- Maintenance and future replacement costs will be paid by the City.

○ Streetlight Design

- Street Light Type: LED Cobrahead Cutoff
- Pole Type:
 - Wooden if available
 - Fiberglass or aluminum if a pole needs to be installed.
- This lighting would be a brighter, higher quality of lighting. Lights would be designed per engineering standards typically resulting in poles every 250-300 feet. As a minimum standard, all intersections, marked crosswalks, and horizontal and vertical curves would have street lights.

○ Funding

- After the initial installation, the City will fund maintenance of lights within the Business Street Lighting District.

C. City Special District

- City Special Districts are as shown in Appendix A.
- This type of lighting will be for special areas as determined by the City Council.
 - This type of lighting may include street lighting or pedestrian level lighting or decorative style lighting
 - The lighting standards for each Special District shall be designed for the specific purpose and need of the district.

○ Funding

- The City will fund installation and maintenance of lights within the City Special District.

D. Enhanced District

- When property owners want different location, design, or number of requested lights above the Standard Street Light district standards, property owners may request that the City undertake an “Enhanced Street Lighting” project.
- Procedure
 - When a request for an “Enhanced Street Lighting” project is received, City staff, working with property owners, will determine the boundaries of the project. Requests for street lighting can be initiated through a *petition process* that includes signatures representing at least 60% of the property in the project area.
 - Petition Process
 - Upon receipt of a petition signed by the owners of sixty percent (60%) of the property area within the proposed project limits, City staff will prepare a preliminary report detailing the streetlight types, location, costs, and proposed assessments.

- The City Council will be asked to call and hold a public hearing pursuant to Minnesota Statutes, Section 429.031.
- If the project goes to the public hearing, but is not ordered forward, subsequent petitions will not be undertaken for the same project area or any part of the project area for a two (2) year period beginning on the hearing date. The exception to this requirement would be if the City initiates a street reconstruction project in the area.

○ Funding

- The additional costs of an “Enhanced street lighting” project shall be assessed to the benefiting property owners according to City Assessment Policy. All properties within 150 feet (Street frontage) of each light shall be considered for assessment. City staff shall determine the number and locations of lights that could have been installed under the “Standard Street Light” section of this policy. The maintenance cost for these lights will be deducted from the overall project cost.
- A summary of the assessable cost shall be as follows:
 - Cost of installation of enhanced streetlights
plus Cost of Operation, Maintenance (pro-rated for 25 years)
plus Administrative costs
minus “Standard Street Light” maintenance cost (if applicable)
= total assessable cost.
- Xcel energy provides a 25-year warranty for lights that they install. This is included in the City’s monthly charge. At the end of this period the City will evaluate the maintenance needs for the “enhanced” areas. A reconstruction project will be considered where the new operation and maintenance costs for the next 25 years will be proposed to be assessed to the benefiting properties.

IV. Standard Street Lights

~~In order to develop a rational approach to streetlight installation, the City Council in 1957, established a policy to install streetlights at no assessment to ensure that the lights would be installed where most needed and wanted. The “Standard Street Light” installation is a continuation of this policy.~~

A. Streetlight design

~~Street light type: Cobrahead Cutoff~~

~~Pole type: Wooden~~

B. Procedure

~~The City will install streetlights at locations that conform to the following qualifying conditions:~~

- ~~Overhead electrical service is available, unobstructed, and no more than one new wooden pole needs to be set, AND~~
- ~~The location is at the intersection of two streets, OR~~

- ~~———— The location is at the end of a cul-de-sac, OR~~
- ~~———— The distance between existing streetlights is greater than 600 feet, OR~~
- ~~———— The location is on a severe curve, either vertically or horizontally, OR~~
- ~~———— The location is it at a dedicated pedestrian crosswalk.~~

~~Mid-block lights are desirable, and should be considered for placement if the spacing between existing lights is greater than 600 feet. If the above conditions are met, an individual property owner may circulate a petition in the neighborhood to determine if the light is desired (particularly by those property owners directly adjacent to the proposed light). If 100% consensus is built with property owners within 150 feet of the proposed light, the City staff will work with the electric utility company to install the light.~~

~~C. Funding~~

~~This is accomplished administratively, at no charge to the individual property owners. The City annually budgets for these costs, including installation, operation and maintenance.~~

~~V. Enhanced Street Lighting~~

~~When the location, design, or number of requested lights does not meet the “Standard Street Light” qualifying conditions, property owners may request that the City undertake an “Enhanced Street Lighting” project.~~

~~A. Streetlight design~~

~~Street light type: Cobrahead Cutoff, Shoebox~~

~~Pedestrian level light: Lumec L80, Acorn, or Larpenteur (substitutions may be made upon City review and approval of design and manufacturer)~~

~~Pole type: wooden, aluminum, fiberglass~~

~~B. Procedure~~

~~When a request for an “Enhanced Street Lighting” project is received, City staff, working with property owners, will determine the boundaries of the project. Requests for street lighting can be initiated through a *petition process* that includes signatures representing at least 60% of the property in the project area.~~

~~Petition Process~~

- ~~Upon receipt of a petition signed by the owners of sixty percent (60%) of the property area within the proposed project limits, City staff will prepare a preliminary report detailing the streetlight types, location, costs, and proposed assessments.~~
- ~~The City Council will be asked to call and hold a public hearing pursuant to Minnesota Statutes, Section 429.031.~~

- If the project goes to the public hearing, but is not ordered forward, subsequent petitions will not be undertaken for the same project area or any part of the project area for a two (2) year period beginning on the hearing date. The exception to this requirement would be if the City initiates a street reconstruction project in the area.

C. Funding

~~The additional costs of an “Enhanced street lighting” project shall be assessed to the benefiting property owners according to City Assessment Policy. All properties within 150 feet (Street frontage) of each light shall be considered for assessment. City staff shall determine the number and locations of lights that could have been installed under the “Standard Street Light” section of this policy. The maintenance cost for these lights will be deducted from the overall project cost.~~

~~A summary of the assessable cost shall be as follows:~~

~~Cost of installation of enhanced streetlights
plus Cost of Operation, Maintenance (pro-rated for 25 years)
plus Administrative costs
minus “Standard Street Light” maintenance cost (if applicable)
= total assessable cost.~~

~~Xcel energy provides a 25 year warranty for lights that they install. This is included in the City’s monthly charge. At the end of this period the City will evaluate the maintenance needs for the “enhanced” areas. A reconstruction project will be considered where the new operation and maintenance costs for the next 25 years will be proposed to be assessed to the benefiting properties.~~

VI.V. Development/ Redevelopment Street Lights

~~The Developer of any proposed subdivision or redevelopment area, whether residential, commercialbusiness or other may elect to install street lights as a part of their overall development plans. Approval and implementation shall conform to this policy. Developers shall meet the Streetlight Standard District Policy unless they apply to meet other district criteria. Installation of public street lights shall be included as part of the development agreement.~~

A. Streetlight design

~~Street light type: Cobrahead Cutoff, Shoebox.
Pole type: wooden, aluminum, fiberglass~~

A. Procedure

A.

- The developer shall submit a street lighting plan for review and approval by the City Engineer.

- ○ For new residential subdivisions and ~~commercial~~ business areas, the developer shall pay the O & M costs to the electric utility company until the City accepts the street lighting system.
- ○ Acceptance of the new streetlights must be requested in writing by the developer, along with a certification from the electric utility company that it was installed according to their specifications.

B. Funding

- The costs for installation, operation, and maintenance of streetlights in developments will be paid for by the developer according to the provisions set forth in this Policy.
- The operation and maintenance costs for an “enhanced street light” project in new developments shall be paid for by the new development in perpetuity. These costs shall be determined and included in the Development Contract. The costs shall either be paid for up front by the developer or assessed to the property owners. The total cost shall be the “enhanced” operation and maintenance cost minus the City’s basic contribution. The City’s basic contribution shall be determined based on the procedure outlined in section ~~IV. A-B.~~ of this policy.

~~VII.~~ VI. Authority

It is implemented through the provision in each year’s budget to pay for the cost of power and maintenance of the existing system and funds for additional new lights. The ~~engineering~~ Public Works Department ~~division~~ shall be responsible for the implementation of this policy.

Excerpt of
**Roseville Public Works, Environment
and Transportation Commission
Meeting Minutes**

Tuesday, January 23, 2024, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Roll Call

Chair Ficek called the meeting to order at approximately 6:30 p.m. and at his request, Public Works Director Jesse Freihammer called the roll.

Present: Chair Bryant Ficek; and Members Jarrod Cicha, Daniel Fergus, Edwin Hodder, Allison Luongo, Des Mueller, and Sarah Rudolf

Absent: None.

Staff Present: Public Works Director Jesse Freihammer; and Assistant Public Works Director/City Engineer Jennifer Lowry

7. Lighting Policy

Public Works Director Jesse Freihammer explained the City last updated the lighting policy in 2003. He reviewed the policy with the Commission and asked for feedback and a recommendation to be made to the City Council.

Member Fergus indicated he was in favor of the dark sky lighting and would love it if something were in the policy regarding this when new lighting or replacing lighting. He also thought instead of one hundred percent resident agreement for lighting there should be a percentage of resident agreement because not everyone is going to agree on getting new lights installed and where. He noted he was also in favor of the different uses and different spacing on land residential versus commercial.

Vice-Chair Mueller concurred with what Member Fergus stated.

Member Rudolf explained she was supportive of having the separation between the three divisions Mr. Freihammer mentioned about residential, commercial, and special district. She also wondered as a female walking around, there are certain areas that are really dark, and she was not expecting the City to pave her walking route with streetlights, but she also wondered if there was a way to consider the

33 really dark spaces and having the opportunity of considering a space. She thought
34 that generally what exists seems reasonable.

35
36 Mr. Freihammer explained that the Parks Department has their own lighting policy
37 for the parks, and this does not really apply to parks. This is really regarding public
38 right-of-way.

39
40 Member Luongo wondered if there should be something in the policy regarding
41 lighting trails.

42
43 Mr. Freihammer explained there could be, there is not currently, but if the City
44 decided to light the trails it would be a huge cost that is not really considered right
45 now.

46
47 Member Rudolf wondered if it would make sense to consider one or two sentences
48 of language that staff stated a few times during this presentation which is about the
49 City strives to balance a sense of safety with fiscal responsibility but also like
50 environmental responsibility with the dark skies piece. Really seeking to strike that
51 balance.

52
53 Mr. Freihammer thought that was a good idea, maybe a type of mission statement.

54
55 Chair Ficek thought the City should be looking at the intersections and curves. To
56 him that is a safety issue. The mid-block light should not be automatic and should
57 be a request for people, he thought this should be a darker sky. He wondered if
58 people could request lighting can people also request to remove mid-block lighting
59 and make it darker. Should that be in there. Another thought he had is there should
60 be a difference between commercial and residential. He wondered what happens to
61 streets that have residential on one side and commercial on the other.

62
63 Mr. Freihammer indicated the City does not have much of that but could try to add
64 language to clarify that.

65
66 Chair Ficek thought regarding the midblock petition, the one hundred fifty feet
67 within the light is a high burden and one person could crash that. He wondered if it
68 should be more two-thirds or three quarters. He thought the one hundred percent
69 would be hard to get any group to agree to.

70
71 Mr. Freihammer noted the City staff works with Xcel as much as possible to put
72 the lighting where it would benefit everyone.

73
74 Member Hodder thought it made sense to see what the need would be or just to
75 assess what the City is missing. He thought that would be a good first step.

76
77 Mr. Freihammer appreciated the Commission feedback and will help staff draft
78 something to present to the City Council.

Street Light Policy

Public Works Department

Council Meeting

February 12, 2024



Street Light Policy

Topics

- Background
 - Lighting purpose and need
 - Existing Policies
 - Existing Lighting
 - Funding/Budget
- Need for changes/issues
 - Equity, Consistency
 - Future replacement
- Proposed changes to policy
 - Mission Statement
 - Differentiate lighting areas
 - Future Development
 - Examples
 - Other Cities
 - PWET Recommendations
 - Questions to Consider



Twin Lakes Trail

Street Light Policy

Background

Lighting purpose and need

- Street lights are a critical part of the City's infrastructure because they provide illumination for safe pedestrian, bicycle, and vehicle access within the City right of way (pathways, boulevards, and streets). Street lights can also serve as a general deterrent for unlawful activities.

Street Light Policies

1957

- Council established a maximum of 100 lights per year be installed.

1976

- Established procedure
 - If property owners petition and the following criteria are met, a new light is installed.
 - Existing overhead electric
 - Intersections
 - 600' spacing
 - Severe curves

Street Light Policy

Background

2003 – Current Policy

- Standard light – Wooden pole with Cobra head Cutoff
- Procedure
 - If 100% consensus of residents within 150 feet of proposed light, city will install light at city expense if the following conditions are met
 - Overhead electric available and no more than one new wooded pole is needed, AND
 - Intersection of two streets, OR
 - End of a cul-de-sac, OR
 - Greater than 600' from existing lights
 - On a severe curve, OR
 - At a dedicated pedestrian crosswalk
- Funding – Accomplished administratively with no costs to individual property owners
- Enhanced Street Lighting Projects
 - Establishes a petition procedure and cost structure for enhanced lighting
- Development/Redevelopment Street Lights
 - Establishes procedure
 - If standard street lighting, city will take over upon project acceptance and pay for O&M
 - If enhanced street lighting, the operation and maintenance shall be paid by the development in perpetuity
 - Costs determined by enhanced cost minus city basic contribution and included in the development contract

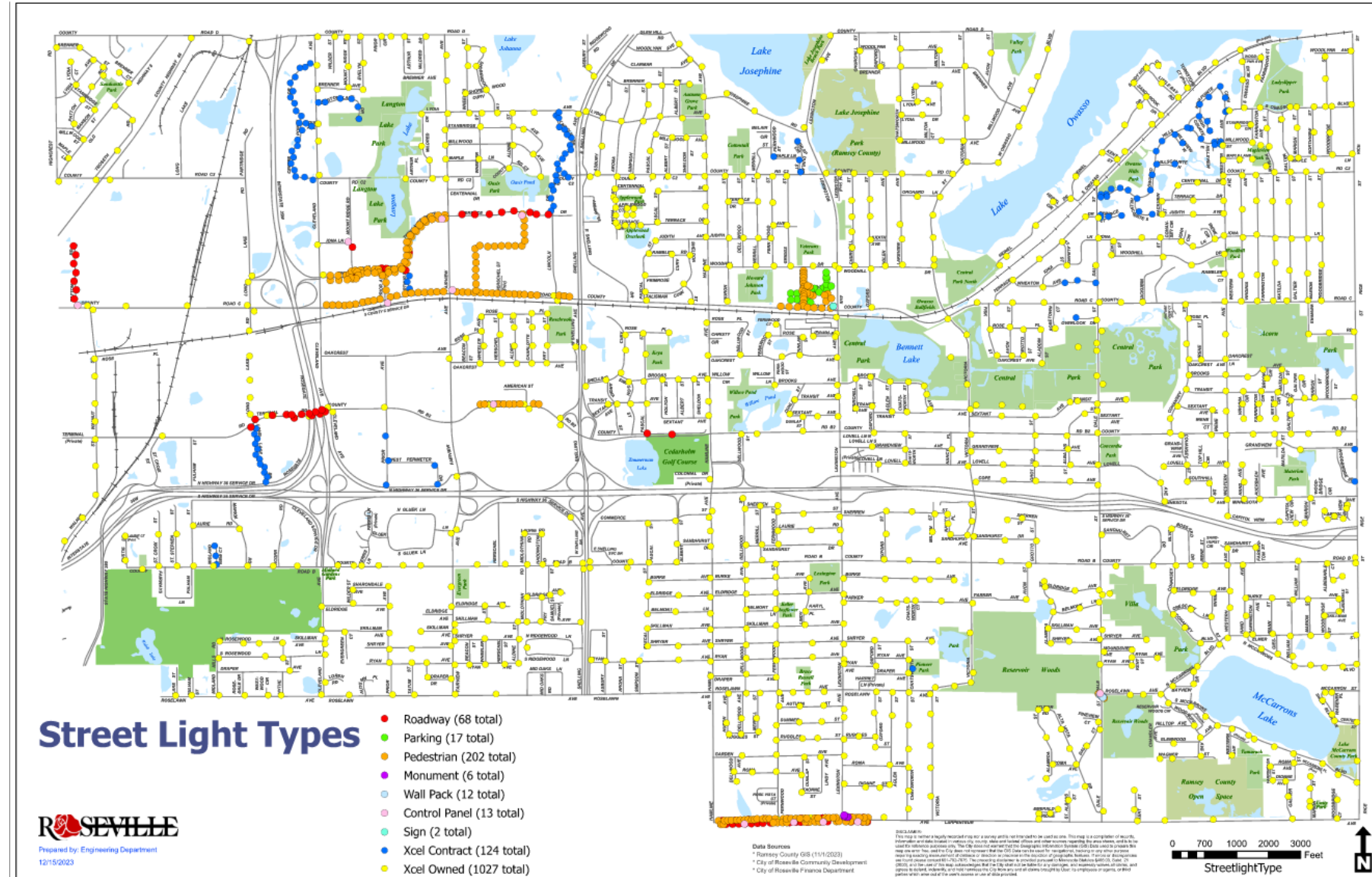
Street Light Policy

Background

Existing Lighting

- Total Lights – 1,458
 - Xcel Owned – 1,027
 - Xcel Leased becoming City Owned - 124
 - City Owned - 307
 - Roadway - 68
 - Parking Lot - 17
 - Pedestrian - 202
 - Monument – 6
 - Wall Pack - 12
 - Sign - 2

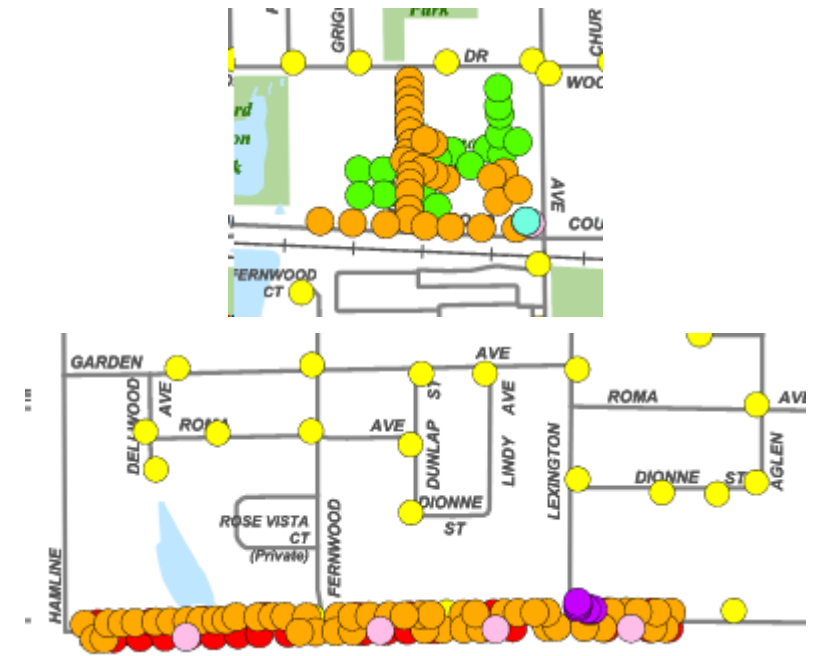
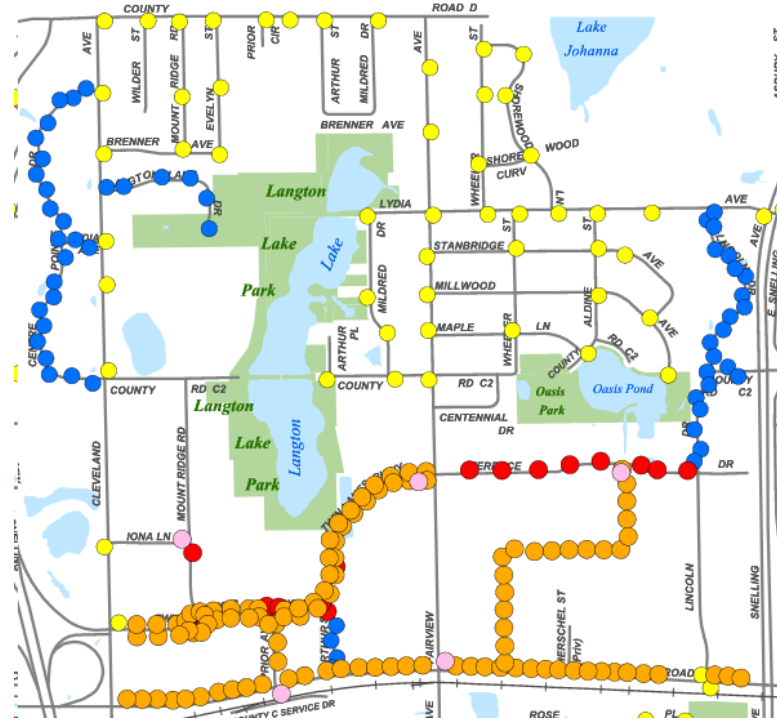
Includes City Campus' road and parking lot lights. Does not include parks' parking lots.



Street Light Policy

Lighting Areas

- Residential
 - Standard residential
 - Owasso Hills
 - Langton Dr
- Commercial/Industrial
 - Centerpointe
 - Long Lake Rd
 - Lincoln Drive
 - Perimeter Drive
- Special Areas
 - Larpenteur Area
 - Twin Lakes Area
 - County Road C
 - County C/Civic Center Drive/Campus
 - Owasso Hills area



Street Light Policy

Pole & Fixture Types

- Wood Pole with LED
- Steel Pole with HPS Shoebox
- Aluminum Pole/Fiberglass Pole with LED



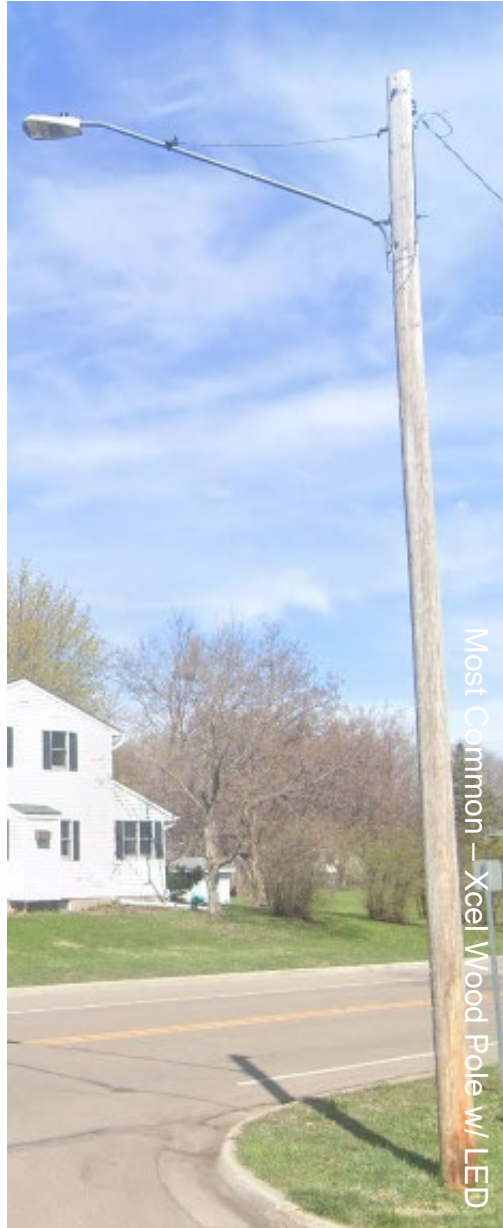
Twin Lakes Trail



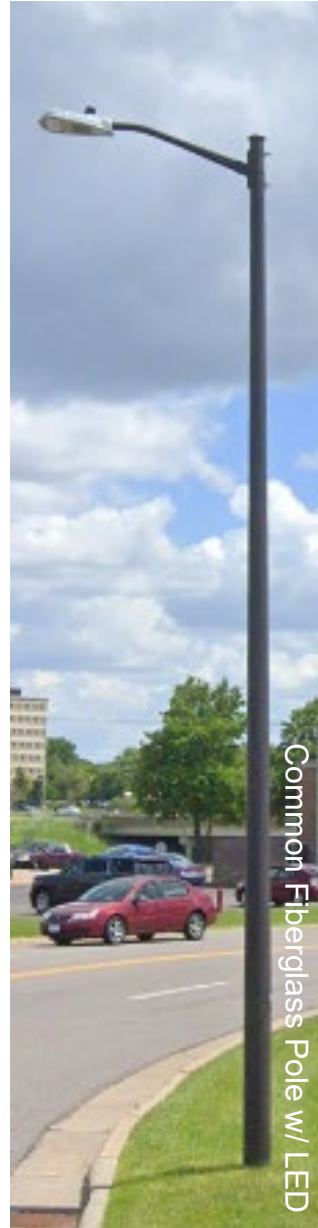
Owasso Hills



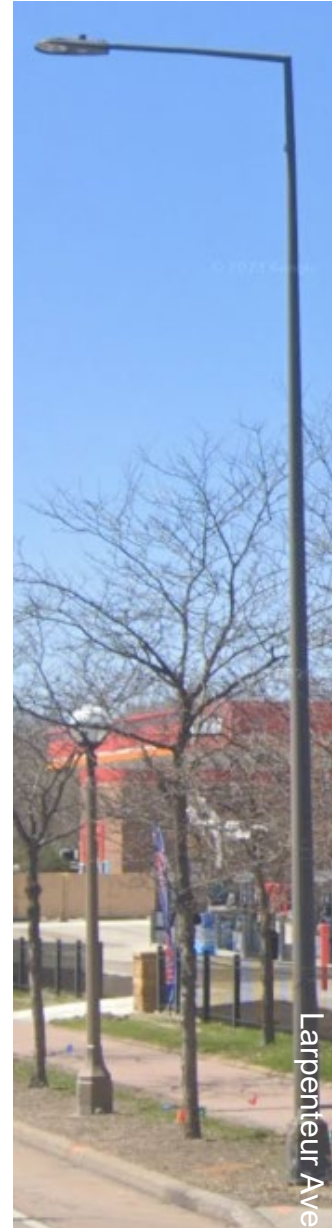
CRC & Civic Center – Alum pole w/ LED Retrofit



Most Common – Xcel Wood Pole w/ LED



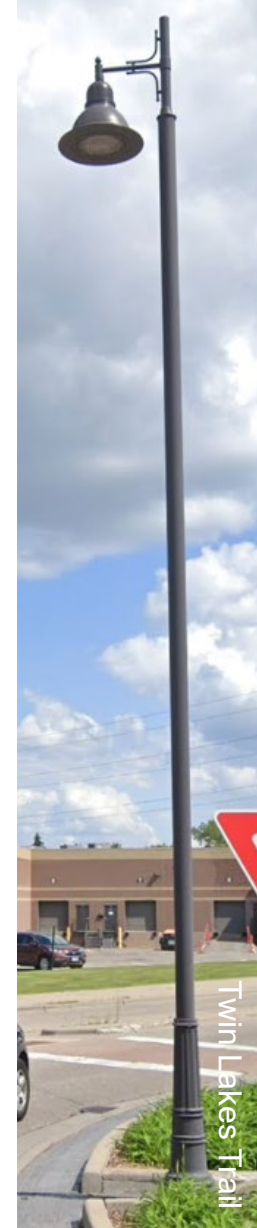
Common Fiberglass Pole w/ LED



Larpenieur Ave



Steel pole w/ HPS shoebox in Commercial



Twin Lakes Trail

Street Light Policy

Background

Funding/Budget

- 2024 Budget - General Levy
 - Street Lighting Fund - \$225,000
 - Utilities - \$210,000
 - Pays for electrical charges
 - Metered and non-metered
 - Contract Maintenance - \$15,000
 - For knockdowns, etc.
 - Street Light Replacement
 - CIP \$52,500
 - To replace city lighting systems and Xcel lease contract lighting systems when leases expire.



Knockdown on County Road C

Street Light Policy

Background

Cost of Lights

- Xcel Owned
 - Non-Metered
 - Wood Poles - \$10-20/light/month
 - Rate depends on wattage
 - Includes all costs
 - 30' fiberglass poles with LED cobra heads - \$21/light/month
 - Plus initial install costs
 - City Owned/Xcel Lease Contract
 - Metered – only includes electricity
 - Lights – City needs to budget to replace poles/fixtures
 - Decorative
 - \$5,000-\$10,000 per light
 - Commercial
 - ~\$3,500 per light



Street Light Policy

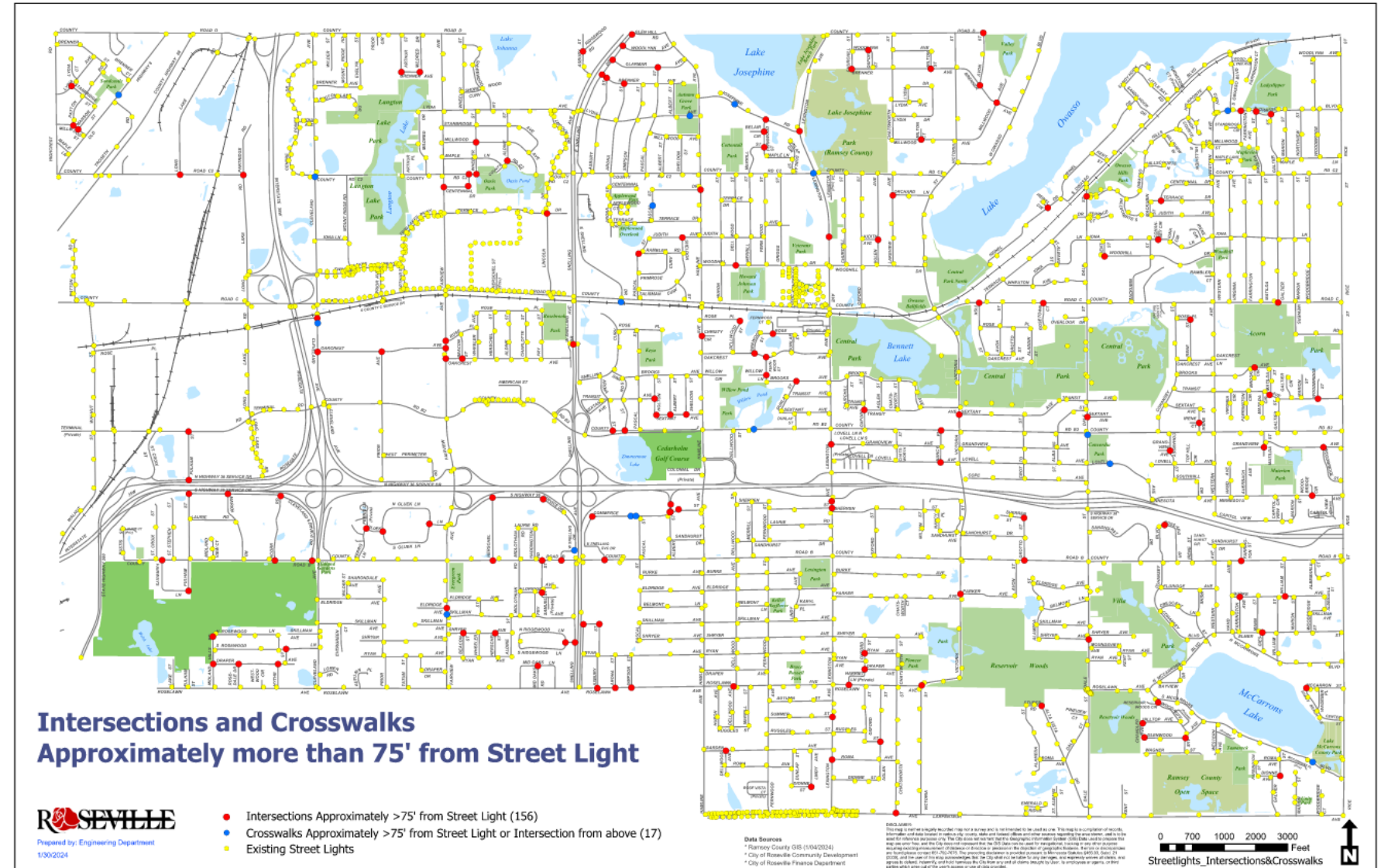
Need for changes

Consistency

- Current Total Lights – 1,458

Many intersections and marked crosswalks are missing lighting.

- ~156 intersections not marked
- ~17 marked crosswalks not marked
- Did not analyze for curves or midblock lights that would qualify

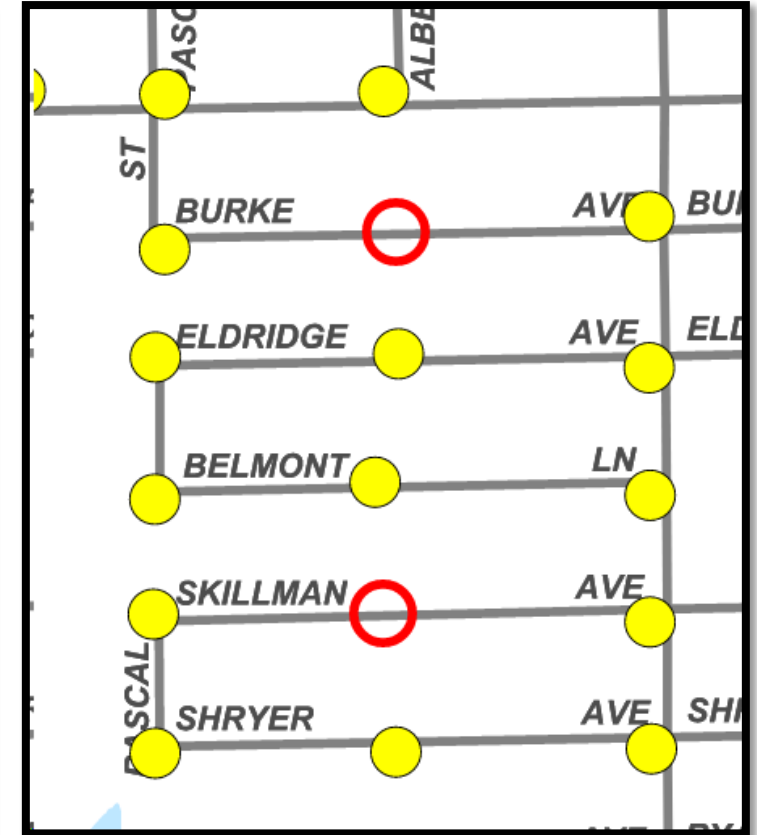
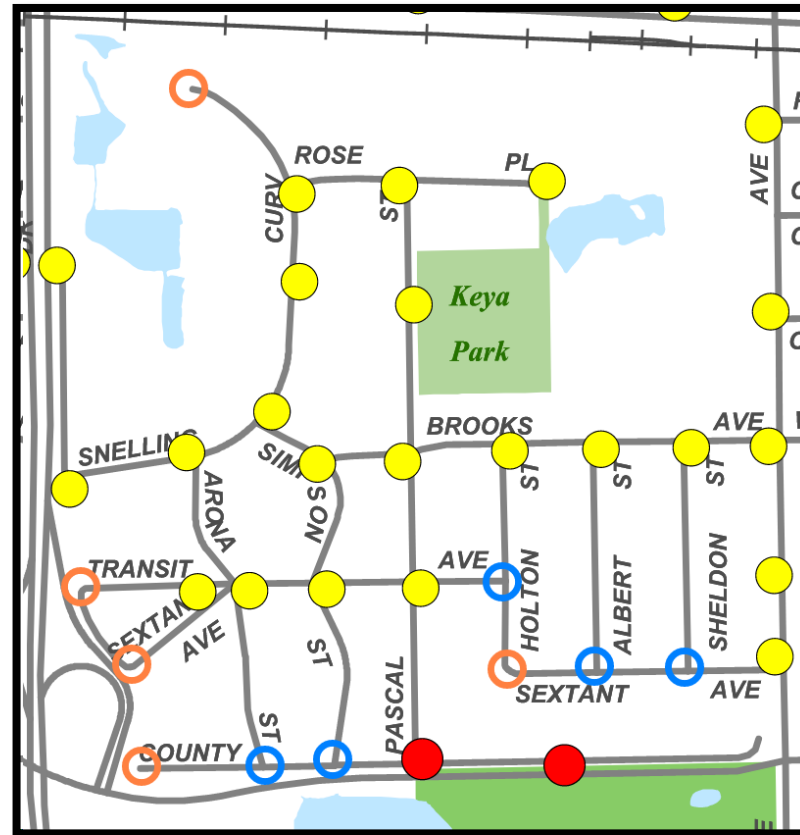


Street Light Policy

Need for changes

Consistency

- Lighting can vary even within neighborhoods.



- Yellow circle: Light present
- Blue circle: Intersection – no light
- Orange circle: Curve or Cul-de-sac – no light
- Red circle: Midblock – no light
- Red dot: Light present

Street Light Policy

Need for changes

Equity

- Should lighting be applied equally through the city?
 - Every intersection?
 - Every crosswalk?
 - Every 600'?
- Should lighting differ by land use?
 - Residential
 - Commercial
- Should lighting be installed at standard locations if it meets a requirement such as a crosswalk or an intersection requirement or should residents have to request lighting (current policy)?
 - Automatic
 - 100% residents
 - 51% residents
 - Other



Xcel Lease Contracts Expiring

- 14 systems have recently expired or will expire in the next 10 years
- City now responsible for lights when contract expire.
- The leases were 25 years so systems at the end of the life cycle and need replacement
 - Most lights are HPS and not LED
- Most of these systems have much higher lighting standard than policy allows.
- Most systems were installed by developments or the city.
- City has done some replacements



Street Light Policy

Proposed Policy Changes

Establish Mission Statement

- Define mission and purpose of lighting

Lighting Fixture Cutoff Level

- Require all new street lighting installations to be full cutoff, meaning no up lighting.

Lighting Standards

- Technical specifications would be established as engineering standards referenced in the policy but exist as a separate document to establish acceptable:
 - Poles
 - Fixtures
 - Foundations
 - Light levels
 - Color temperature

Street Light Policy

Proposed Policy Changes

Differentiate Lighting Areas

- Establish lighting policy for each type of area
 - Standard
 - Keep locations the same
 - Possibly change procedure to get a light?
 - Business (**New**)
 - Modify spacing standard to have higher level lighting
 - Recommend 200-250' spacing
 - Would define areas.
 - Enhanced lighting
 - Generally keep as is.
 - City Special District
 - These would be for City established districts
 - Civic Campus, Larpenteur, Twin Lakes, etc.
 - Lighting standards would be done on a case by case basis and would not follow a set standard

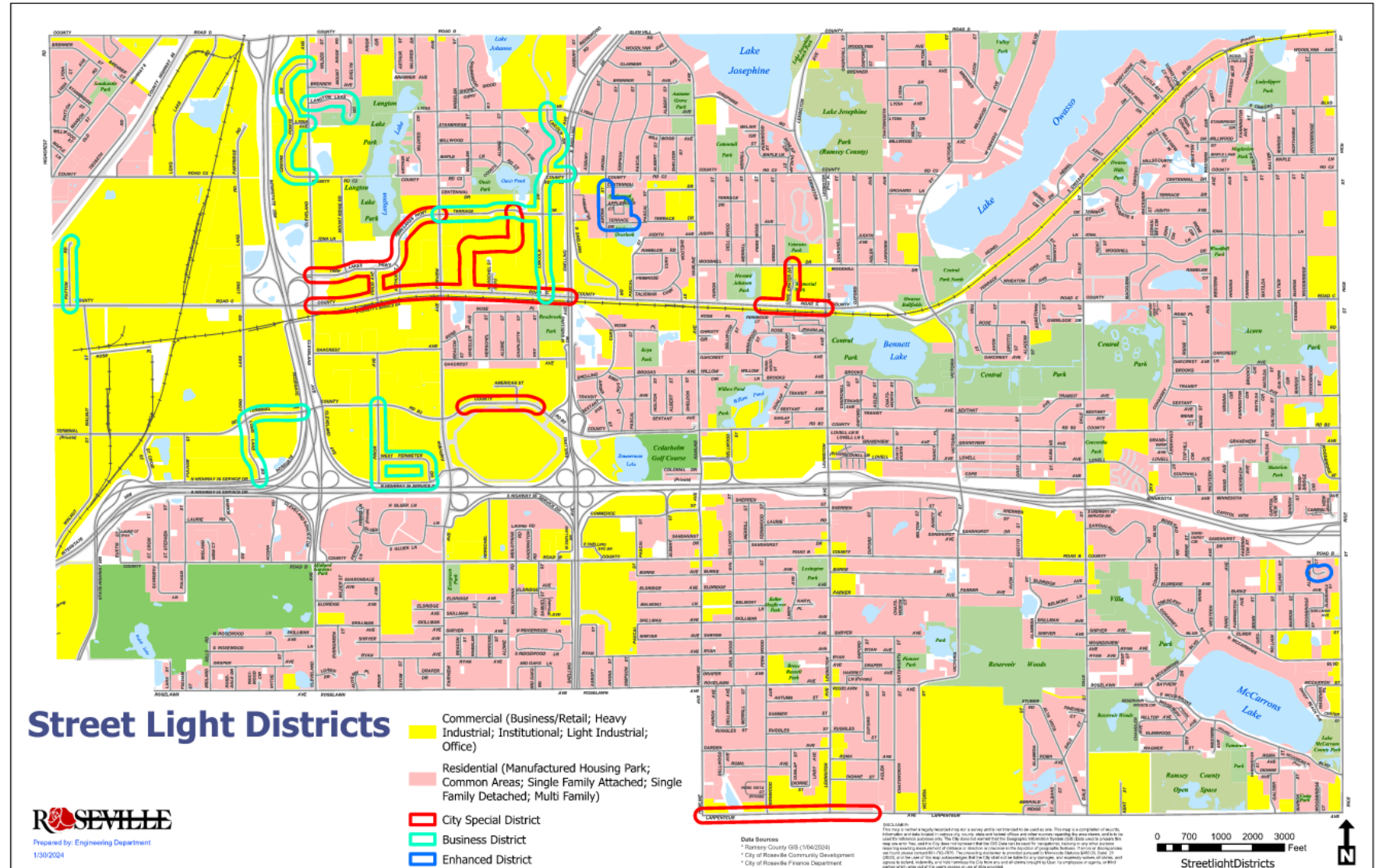
Street Light Policy

Proposed Policy Changes

Existing Lighting

- Total Lights – 1,458

- Commercial
- Residential
- City Special District
- Business District
- Enhanced District



Future Developments

- Incorporate into development agreement
- Developers shall meet the Standard District Policy unless they apply to meet other district criteria.
- The costs for installation, operation, and maintenance of streetlights in developments will be paid for by the developer according to the provisions set forth in this Policy.
- The operation and maintenance costs for an “enhanced street light” project in new developments shall be paid for by the new development in perpetuity.

Street Light Policy

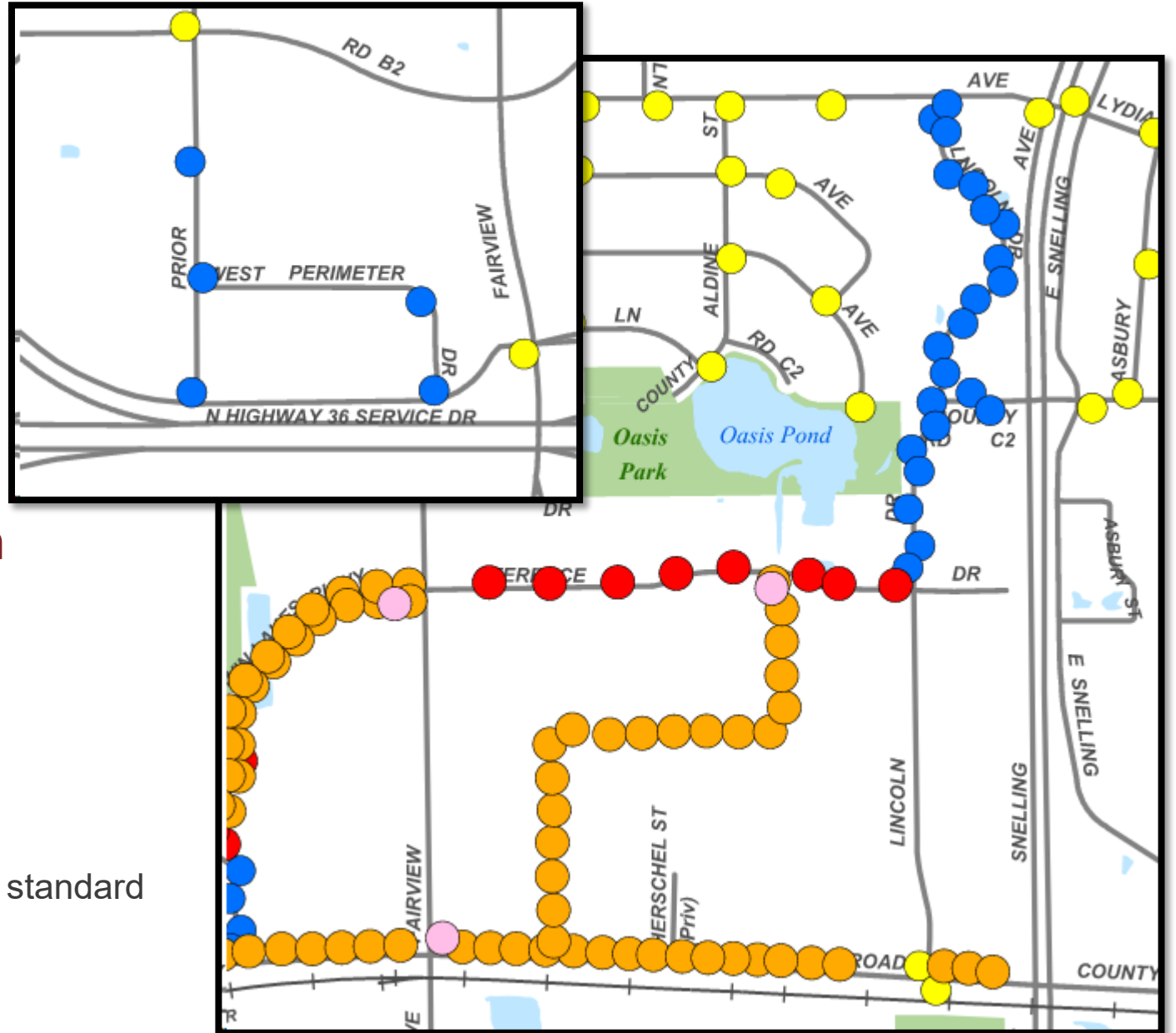
Example Replaced Areas

Perimeter Road

- Lease expired and lights replaced in 2014
 - Reduced lighting from 12-5
 - Entered into new 25 year lease
 - Business District

Terrace Drive, Fairview - Lincoln

- Lease expired and lights replaced in 2021
 - Reduced lighting from 20-8
 - City installed lights
 - City owns and maintains
 - Metered lights
 - Decorative lights following Twin Lakes Area standard
 - Business District

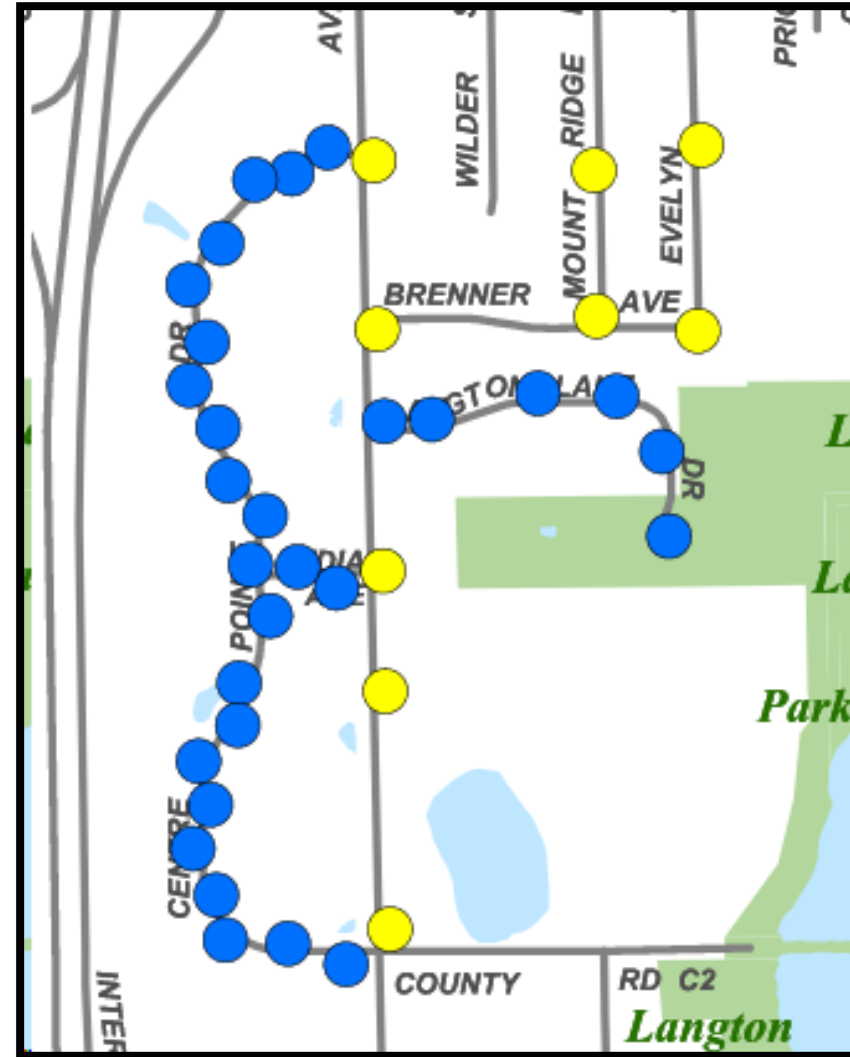


Street Light Policy

Example Proposed Replaced Areas

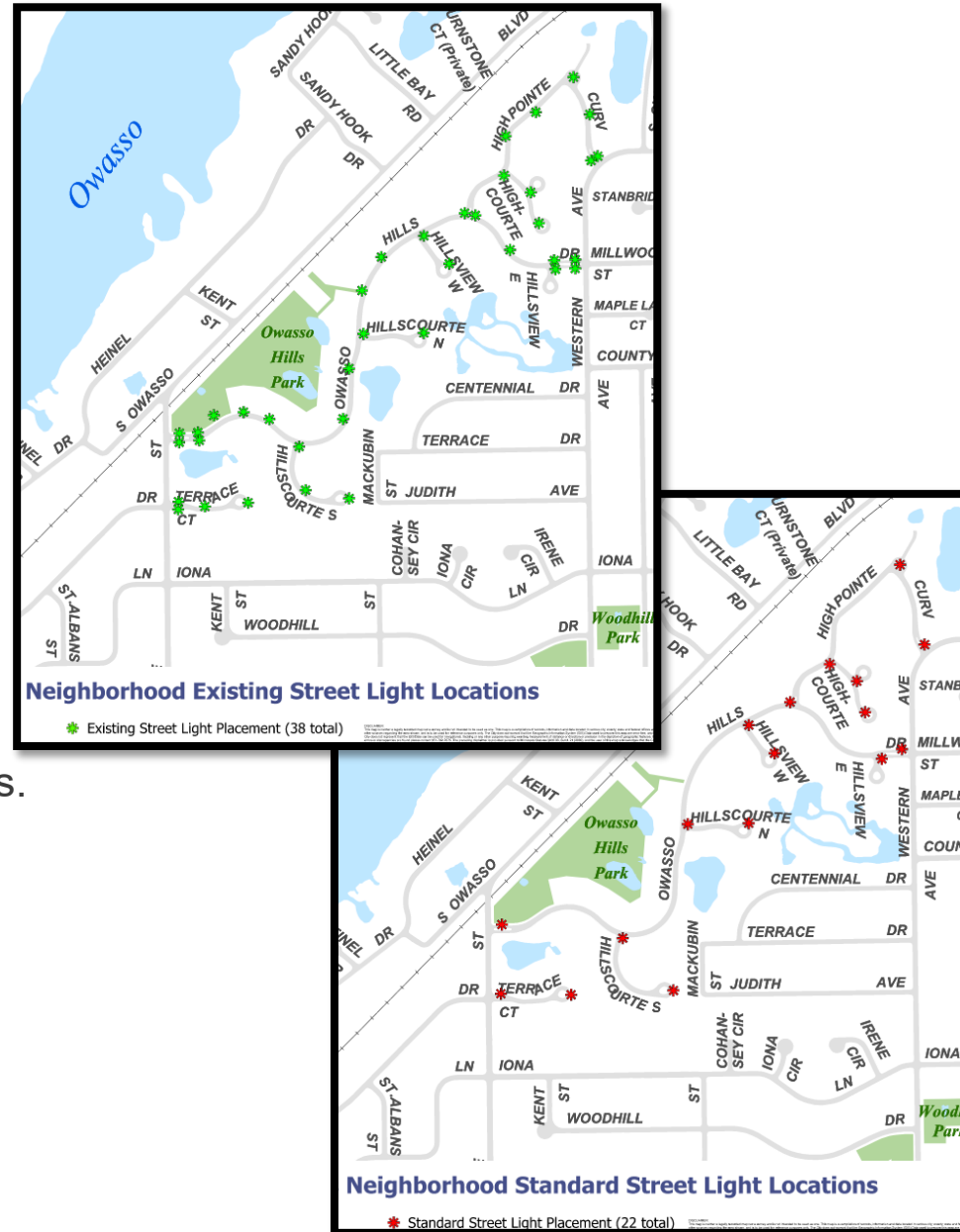
Centerpoint Drive

- Lease expired in 2024
- Scheduled replacement in 2028
 - Reduce lighting from 23-12
 - ~250' spacing
 - \$42,000 up front cost
 - \$21/Light/Month
- Xcel owned and maintained
- Pay portion up front and monthly maintenance charge. No expiration date
- Proposed Business District



Example Proposed Replaced Areas

- Installed by developer, 1996-1998.
- Xcel leases expired between 2021-2023.
- Decorative lights with higher than normal lighting standard
- Scheduled replacement in 2026
- Staff proposes reaching out to owners to see if they want enhanced lighting standard to keep lights as is
- If residents don't want enhanced lighting, would go with standard lighting similar to other residential areas.
 - Reduces lights from 38-22
 - Likely would be aluminum poles with LED cobra heads due to buried electric.



Street Light Policy

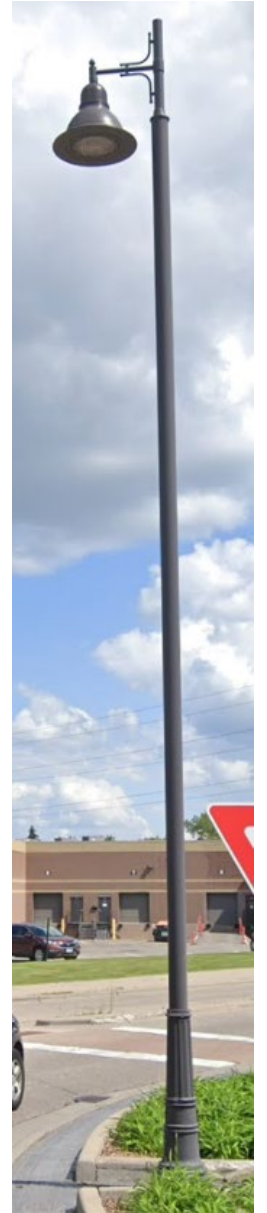
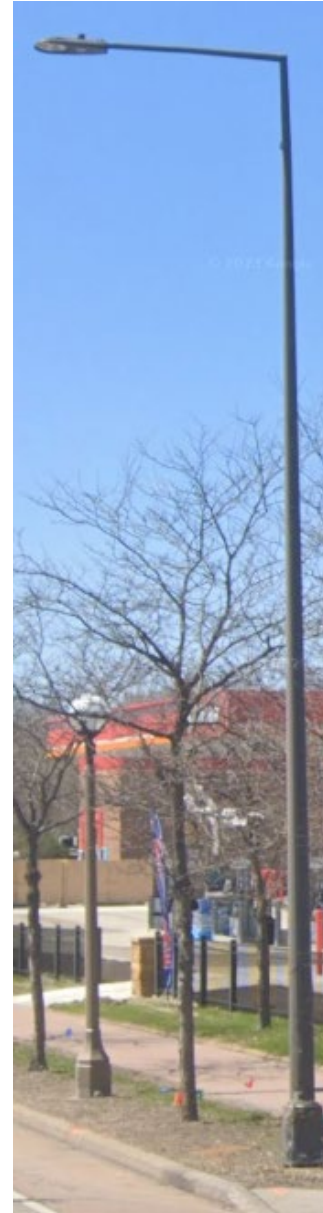
Special District Examples

Larpenteur

- City owned, First known decorative lights
- Agreement with St Paul to maintain since St Paul has same lighting on their side.
- St Paul Standard, non LED
- Installed in 2000, No scheduled replacement
- Street level lighting ~ 250'
- Pedestrian level lighting, 70' spacing

Twin Lakes Area

- City owned, installed in three phases
- Twin Lakes decorative standard, LED
- Installed in 2010-2015, No scheduled replacement
- Pedestrian and street level lighting, 160' spacing



Street Light Policy

Other Cities

Stillwater

- Petition of 35% or more of the property owners in an existing subdivision, or the council themselves, determine where a lighting system will be installed. Council schedules hearing at which they will consider project.

Maple Grove:

- Council determines from time to time areas that need operating street light systems. They hold a hearing when a location is selected
- At the hearing, the property owners express their opinion and desirability of the proposed project.
- The hearing can be skipped if 100% owner approval is achieved.

Elk River

- Street lighting of a type approved by the city may be required at all intersections and other locations within the subdivision.

Eagan

- Street light installed and operated by city when Petition achieves 50% or more from property owners in subdivision, or if the council desires.

Street Light Policy

PWETC Recommendations

- Have mission statement/purpose and need statement
- Lighting should meet Dark Sky Standards
- Have different standard for Business areas vs Residential
- Intersection, curves and crosswalk should be more standard
 - Less need to petition
- Midblock should be petitioned
 - Should be harder to get midblock light compared to intersection lighting
 - Requirement should be less than 100%
- Establish process for request to remove a light

Street Light Policy

Questions for Consideration

- Should we establish different lighting districts?
- Should different land use areas have different lighting standards?
 - For example 600' spacing residential & 250' business
- Should we have different standard locations or spacing?
 - Intersections, crosswalks
 - Some cities 350-400 feet
- When should lights be installed?
 - Standard locations as a default?
 - Intersections?
 - Crosswalks?
 - If 100% residents agree and it meets the standard?
 - Current Policy
 - Compromise between the two?
 - Intersection standard
 - Midblock 100% adjacent owner petitioned

Questions?

REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 7.d.

Department Approval

City Manager Approval



Item Description: Consider City Council and Advisory Commission Rules of Procedure

Background

Each year, the City Council reviews the City Council and Advisory Commission Rules of Procedure for ways to best conduct City business. The Rules of Procedure were last modified on January 10, 2022. (Attachment 1).

At the January 8, 2024 meeting, the City Council discussed amending the Rules of Procedure to allow for Commission member to bring forward ideas for future Commission discussion and recommendation. The City Council also discussed having the Rules of Procedure amended to address when virtual participation at meetings is allowed. The City Council ultimately directed staff to work on the wording of each amendment and bring it back for further City Council consideration.

Included in Attachment 2 are the proposed changes to the Rules of Procedure.

Policy Objectives

Ensuring that clear and defined procedures for conducting City Council and Commission meetings is important in providing transparency and building trust with the public that City business will be conducted in a fair and consistent manner.

Racial Equity Impact Summary

A virtual format may promote additional participation from those who have barriers to in-person attendance. Virtual meetings reduce the economic and transportation-related barriers that often discourage women, individuals with disabilities, and people who are employed in shift work from attending in-person evening meetings.

Budget Implications

Not applicable

Staff Recommendations

The City Council should discuss the current City Council and Advisory Commission Rules and Procedure and determine if any changes should be made. If no changes are desired, no further action is needed and the current Rules of Procedure will remain in effect.

Requested Council Action

The City Council should discuss the current City Council and Advisory Commission Rules and Procedure and determine if any changes should be made. If no changes are desired, no further action is needed and the current Rules of Procedure will remain in effect.

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

- Attachments:**
- 1. Amended City Council and Advisory Commissions Rules of Procedure
 - 2. 22.01.09 2022 Attachment A Revised Rules of Procedure Adopted 1.10.22

Revised ~~January 10, 2022~~ February 12, 2024

Roseville City Council and Advisory Commission Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

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- a. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.
- d. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.

- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 4 Issue and Meeting Curfew

The City recognizes that meetings are for the benefit of the citizens of Roseville, so meetings should end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the City Council or commission members present, but at no time will a meeting run past 11:00 p.m. If business remains on the agenda, the Council or commission may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 5 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council and commissions shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by ~~motion~~ otherwise.

Rule 6 Agenda

The following shall be the order of business of the City Council. Items marked with an asterisk apply to Commissions (with item numbers adjusted accordingly):

- 1) Roll Call*
- 2) Pledge of Allegiance
- 3) Approve Agenda*
- 4) Public Comment*
- 5) Recognitions and Donations
- 6) Items Removed from Consent Agenda
- 7) Business Items*
- 8) Council (or Commission) Direction on Councilmember Initiated Agenda Items*
- 9) Approval of Minutes*
- 10) Consent Agenda
- 11) Future Agenda Review, Reports, and Announcements - Council and City Manager
- 12) Adjourn*

*-Business Items may include Presentations, Discussions, Public Hearings, Work Session Items, and/or other Council Actions, as appropriate.

The Council ~~or Commission~~ will schedule a 10-minute break approximately two hours after the start of meeting.

Councilmembers ~~and Commissioners~~ are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers ~~and Commissioners~~ have the right to place items on the agenda as follows:

1. A Councilmember ~~or Commissioner~~ may, at a ~~council~~ meeting, request that an item be placed on a future ~~council~~ agenda, or;
2. A Councilmember ~~or Commissioner~~ may make a request for an agenda item outside of a ~~council~~ meeting by submitting an email request to the city manager ~~or staff liaison~~, no later than noon of the Wednesday preceding the ~~council~~ meeting.

An agenda item submitted per 1 or 2 above will be included on the agenda for the next ~~council~~ meeting under the heading "Council (~~or Commission~~) Direction on Councilmember (~~or Commissioner~~) Initiated Agenda Items" at which time the Council, (~~or Commission~~) on consideration of any preliminary material provided by the initiating Councilmember (~~or Commissioner~~) for inclusion in the meeting packet, will by motion provide direction as to whether, how, and when the agenda item will be taken up at a subsequent meeting, or;

Additionally, a Councilmember (~~or Commissioner~~) may request the addition of an agenda item at the same meeting at which the item is proposed to be addressed. However, the addition of such an agenda item shall require the approval of a ~~majority~~ of the Councilmembers (~~or Commissioners~~) present.

~~Rule 7 Remote Participation~~

Members of Council and Commissions will attend all meetings in person and may only attend remotely when permitted to do so by the Open Meeting Law and must follow all notice and other requirements of the Open Meeting Law.

All staff reports, consultant reports, and citizen testimony will be in person, unless remote participation is required due to unforeseen circumstances or situations outside of the control of the individual. Remote participation should be coordinated with the City Manager at least one business day in advance of the meeting.

Rule ~~68~~ Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule ~~79~~ Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

RRules Pertaining to the City Council Only

Rule 810 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

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- ~~3)1) Approve Agenda~~
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- ~~5)1) Recognitions and Donations~~
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The Council may, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the City Council majority. The task force will have a specific topic or issue to ~~address~~address, and the task force will report its findings or recommendations by a specific deadline established by the Council.

Revised January 10, 2022

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89 9) Approval of Minutes

90 10) Consent Agenda

91 11) Future Agenda Review, Reports, and Announcements - Council and City
92 Manager

93 12) Adjourn

94
95
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111
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124 membership will be agreed upon by the City Council majority. The task force will have a specific
125 topic or issue to address and the task force will report its findings or recommendations by a
126 specific deadline established by the Council.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 7.e.

Department Approval

City Manager Approval



Item Description: Discuss Annual Budget Process

Background

Historically, as part of the annual budget process, the City Manager presents their proposed budget and levy to the public and City Council at an August City Council meeting. The City Council adopts a preliminary budget and levy by the end of September as required under law. At the last meeting of the year in early December, the City Council approves the final budget and levy.

As part of the budget process, information about the budget and levy is shown in various spreadsheets, charts, and other budget documents. These information packages have been used for a long time, with occasional changes to what type of information is provided as part of the budget review. Recently, the City Manager and Mayor discussed reviewing the information provided as part of the budget process to ensure that it is understandable, and that the budget consideration process is meaningful to both the City Council and the public. As a result, staff is bringing forward a discussion about the annual budget review process and the information included as part of the process. Below are several areas to discuss regarding the budget process:

Budget Calendar

The City has traditionally followed the budget calendar depicted below. The City Council should discuss whether there should be any changes to the timing and/or content of budget-related meetings.

2025 Budget Process Timeline	Date
Establish 2025 Budget Process Calendar	2/12/2024
Discussion on <i>Preliminary</i> Cash Reserve Levels	3/11/2024
Discussion on 2024 Legislative Impacts & City Council Priorities	6/17/2024
Presentation of the 2025-2044 Capital Improvement Plan	7/15/2024
EDA Budget & Tax Levy Discussion	7/15/2024
Receive the 2025 City Manager Recommended Budget	8/19/2024
Receive Budget Recommendations from the Finance Commission	9/16/2024
Adopt Preliminary 2025 Budget, Tax Levy, & EDA Levy	9/23/2024
Review 2025 Proposed Utility Rates	11/4/2024
Review 2025 Fee Schedule	11/4/2024
Final Budget Hearing (Truth-in-Taxation Hearing)	11/25/2024
Adopt Final 2025 EDA Tax Levy	12/2/2024
Adopt Final 2025 Budget, Tax Levy, Utility Rates, & Fee Schedule	12/2/2024

Dividing the Budget into Property Tax Supported and Non-Tax-Supported Categories

For as long as current staff are aware, the budget has been presented showing two main categories;

Property Tax-Supported Budget and Non-Tax-Supported Budget. Traditionally, these categories describe the services and operations of the City that were supported solely by property tax and solely by fees and other non-tax revenue. While this may have been true initially, over time, City services and operations contained in the Property-Tax Supported Budget have become funded partially by fees and other revenue. Similarly, some functions contained in the Non-Tax-Supported Budget have become partially funded by local property taxes. Staff would like to have a discussion on whether this separation of the overall budget into these two categories is still desirable and provides a benefit to the City Council and the public.

EDA Budget and Expenditures Information

For many years, staff has presented the EDA budget and expenditures using a completely different format than the rest of the City documents (Attachment 1). This format was first created when the City had a separate Housing and Redevelopment Authority with citizen members and a City Council representative. This format, while consistent with what has been shown in the past, does take some time to put together. The EDA budget and expenditures is already put in the same format as the City budget and expenditures are for reporting and internal tracking purposes. Staff would like to have a discussion on whether this format is still desirable and provides a benefit to the City Council and the public.

Mayor Roe's Budget Process Topics

Mayor Roe has provided staff with some thoughts on items he thinks would be helpful for the City Council to review and discuss. His information is included in Attachment 2. As part of the overall budget consideration, approval process and communication about the budget details, he has identified the following topics:

- 1) Utility Rate Study Update: Should the study consider having analysis of the impact of having 0% sanitary sewer rate increases for a period longer than just one year?
- 2) EDA Budget and Finances: Should the EDA budget and levy be more fully included into the overall budget process, including having fund balance reports, quarterly financial updates, public hearings and review of the budget and expenditures by the Finance Commission?
- 3) "Other" Budget Expense Category: Should the "Other" budget expense category be broken down in major components (e.g. Utility Expenses, Services and Contracts)?
- 4) Budget Presentation and Documentation Visuals: Would new visuals, such as stacked bar charts, pie charts, trend lines help the City Council and public with a better understanding of the budget and City finances? The Mayor has created examples of the visuals which are included as part of Attachment 2.

Staff has included the information packages (Attachment 3) used as part of the 2024 City Budget process to remind the City Council of what has traditionally been used.

Policy Objectives

City budgets provide the resources to carry out programs and services for city residents, businesses, and visitors. Providing clear and accessible information about what is in the budget as it is being formulated allows citizens to understand what their tax dollars are going towards and to participate in the budget formulation and approval process.

Racial Equity Impact Summary

Ensuring that there is clear information about what is in the budget and opportunities for citizens to share their thoughts is important for everyone in the community. As the City Council and staff look to make the the budget process more transparent and accessible, it is important to consider ways to make sure that budget information and processes that is utilized is accessible to citizens who have traditionally not been represented in the budget review and decision process.

79

80 **Budget Implications**

81 No new direct costs are expected as a result of this discussion.

82

83 **Staff Recommendations**

84 The City Council should discuss the topics regarding the budget process and information packages and
85 provide direction to staff on what to include as part of the 2025 budget process.

86

87 **Requested Council Action**

88 Discuss the budget process and information packages and provide feedback on what staff should
89 include as part of the 2025 budget process.

90

91

Prepared by:

Attachments:

1. 2024 EDA Budget and Actuals
2. Budget information prepared by Mayor Roe
3. Budget Information provided as part of 2024 Budget Process
4. BENCH HANDOUT
5. BENCH HANDOUT 2
6. BENCH HANDOUT 3

City of Roseville Economic Development Authority 2024 Proposed Budget Fund 725 as of Setember 12, 2023						
Account		2022	2022	2023	2023	2024
Number	Description	Adopted Budget	Actuals	Adopted Budget	Actuals (as of 8-31-2023)	Proposed Budget
Proposed Revenues:		Revenue		Revenue		Revenue
	Northwestern Charitable Pledge	\$23,125.00	\$23,125.00	\$23,125.00	\$11,563.00	\$23,125.00
	Southeast Roseville (St. Paul & Maplewood)	\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00
	EDA Levy	\$442,570.00	\$433,061.00	\$411,505.00	\$221,710.00	\$378,235.00
	Total Revenue	\$550,695.00	\$541,186.00	\$519,630.00	\$318,273.00	\$486,360.00
Proposed Expenses:						
73	Ownership Rehab Program					
430000	Professional Services-CEE	\$15,000.00	\$14,450.00	\$17,500.00	\$18,300.00	\$25,000.00
490000	Green Award Program	\$850.00		\$850.00	\$850.00	\$850.00
	Energy Efficiency Program	\$12,000.00	\$2,250.00	\$12,000.00	\$2,950.00	\$12,000.00
73	Ownership Rehab Program Total	\$27,850.00	\$16,700.00	\$30,350.00	\$22,100.00	\$37,850.00
82	Marketing Studies					
434000	Printing Marketing Materials	\$5,000.00	\$0.00	\$5,000.00		\$5,000.00
82	Marketing Studies	\$5,000.00	\$0.00	\$5,000.00		\$5,000.00
56	Economic Development					
430000	Golden Shovel (Including Intern as needed)	\$15,000.00	\$12,000.00	\$15,000.00	\$7,350.00	\$15,000.00
430000	Economic Development Consultant On-Call	\$30,000.00	\$2,921.00	\$40,000.00	\$6,400.00	\$40,000.00
433000	BR&E Newsletter page, other outreach	\$6,000.00	\$6,000.00	\$6,000.00		\$7,000.00
441000	Business Educational Series	\$2,000.00	\$500.00	\$2,000.00		\$2,000.00
448000	Salesforce & Misc.	\$500.00	\$1,450.00	\$1,500.00	\$1,425.00	\$1,500.00
56	Economic Development Program Total	\$53,500.00	\$22,871.00	\$64,500.00	\$15,175.00	\$65,500.00
727	Southeast Roseville Initiatives	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00
726	Open-to-Business/Small Business Loan Prog	\$98,575.00	\$98,575.00	\$50,000.00	\$50,000.00	\$0.00
00	General EDA Expenditures					
430000	City of Roseville Economic Development Staff	\$194,070.00	\$193,876.00	\$198,080.00	\$116,870.00	\$204,320.00
430000	Prof. Svs. (Secretary)	\$2,500.00	\$187.00	\$2,500.00	\$439.00	\$2,500.00
0006	Prof. Svs. (EDA Attorney)	\$15,000.00	\$6,673.00	\$15,000.00	\$8,902.00	\$15,000.00
460001	Admin Service Fee	\$15,000.00	\$15,000.00	\$15,000.00	\$7,500.00	\$15,000.00
441000	Education (Training/Conferences)	\$8,000.00	\$350.00	\$8,000.00	\$832.00	\$8,000.00
441000	Training for Board	\$1,500.00	\$0.00	\$1,500.00		\$1,500.00
	Office Supplies		\$45.00			
442000	Mbrship/Subscriptions	\$2,000.00	\$2,229.00	\$2,000.00	\$184.00	\$2,000.00
448000	Miscellaneous	\$2,000.00	\$5,899.00	\$2,000.00	\$805.00	\$2,000.00
431000	Telephone		\$28.00			\$200.00
432000	Mileage Reimbursement	\$700.00	\$28.00	\$700.00	\$111.00	\$700.00
443500	Minor Equipment (computer)					\$1,500.00
443600	Software					\$290.00
	Operating Reserves					
00	General EDA Expenditures	\$240,770.00	\$224,315.00	\$244,780.00	\$135,643.00	\$253,010.00
	Subtotal Expenditures	\$550,695.00	\$487,461.00	\$519,630.00	\$347,918.00	\$486,360.00
	Total Budgeted Expenses	\$550,695.00		\$519,630.00		\$486,360.00

Some Topics/Questions for Budget Process Follow-Up Discussion:

By Dan Roe

1/31/24

PROCESS QUESTIONS:

1. Utility Rate Study Update: Should the Sanitary Sewer Study consider the impact of more than just a 0% increase in 2024? (Perhaps X number of additional years at 0%?)
2. EDA Budget & Finances: Should we incorporate the EDA into the process more wholly?
Including:
 - a. Budget and tax levy figures
 - b. Fund balance reports
 - c. Quarterly financial reports
 - d. Budget and tax presentations and hearings
 - e. Finance Commission involvement in EDA budget review and decision-making
3. “Other” Budget Expense Category: Should the “Other” budget expense category be broken down into major components?
For example:
 - a. Utility Expenses (includes Xcel, Met Council sewer treatment, St Paul water purchase, maybe cell phones, others?)
 - b. Services & Contracts (includes Legal & other professional services, payments to NYFS and Roseville Senior Program, etc.)
 - c. Other Operating Expenses (whatever is not included in the above 2 categories or other existing expense categories)

COMMUNICATION QUESTIONS:

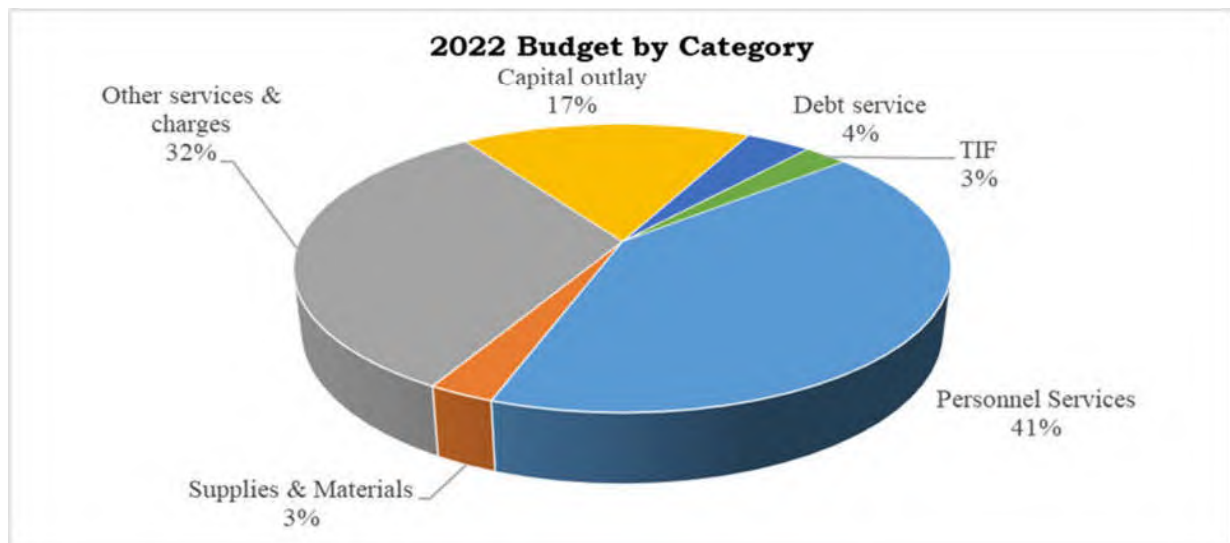
4. Budget Presentation & Documentation Visuals: Would use of any of these help with council/public understanding of the budget and City finances? (If so, how to use and when/where in the process?)
 - a. Stacked bar charts of Sources vs Uses (see example)
 - b. Sources and Uses pie charts (used in budget document, but not necessarily in presentations)
 - i. Overall
 - ii. Tax Supported
 - iii. Non-Tax-Supported
 - c. Trend lines?
 - i. Trends
 1. Overall budget (including capital)
 2. Operating budget (excluding capital)
 3. Tax levy
 4. Tax rate
 5. Median SF home value (and/or home value vs median SF tax and/or total impact)
 6. Annual levy and/or total budget impact on avg SF home
 - ii. Trends (as above) versus inflation? (using appropriate inflation number)
 - d. Other graphical representations of info that we’d like to see or use?



2023 **ADOPTED ANNUAL BUDGET**

PREPARED BY THE
FINANCE DEPARTMENT

The following graph and table provides a summary of the budget by **major expense category**.



			\$ Increase	% Increase
<u>Expense Category</u>	<u>2022</u>	<u>2023</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
Personnel Services	24,360,141	25,876,304	\$ 1,516,163	6.2%
Supplies & Materials	1,616,795	1,863,325	246,530	15.2%
Other services & charges	19,264,968	20,136,851	871,883	4.5%
Capital outlay	9,939,725	10,851,605	911,880	9.2%
Debt service	2,239,335	2,213,715	(25,620)	-1.1%
TIF	1,500,000	905,700	(594,300)	-39.6%
Total	\$ 58,920,964	\$ 61,847,500	\$ 2,926,536	5.0%

Personnel Services includes the wage, benefit, and insurance costs of employees. There is a 3% cost-of-living adjustment budgeted for city employees as well as wage step increases for eligible employees. Temporary employee wages in Parks and Recreation increased to become competitive with wages offered by other employers. The digital social media specialist was a limited term in 2022 and became a full time position in 2023. A sustainability specialist was added that is funded three ways – 1/3 to public works, 1/3 to community development, 1/3 to recycling enterprise fund.

Supplies and Materials include office supplies, motor fuel and vehicle supplies, clothing and protective gear, street repair materials, and salt/sand purchases. Increases are a result of factoring in inflationary costs.

Other Services and Charges include professional services, contractual maintenance and repair, utilities, memberships, inter-fund charges, and training and conferences. It also includes the costs attributable to the purchase of water from the City of St. Paul and wastewater treatment costs paid to the Met Council.

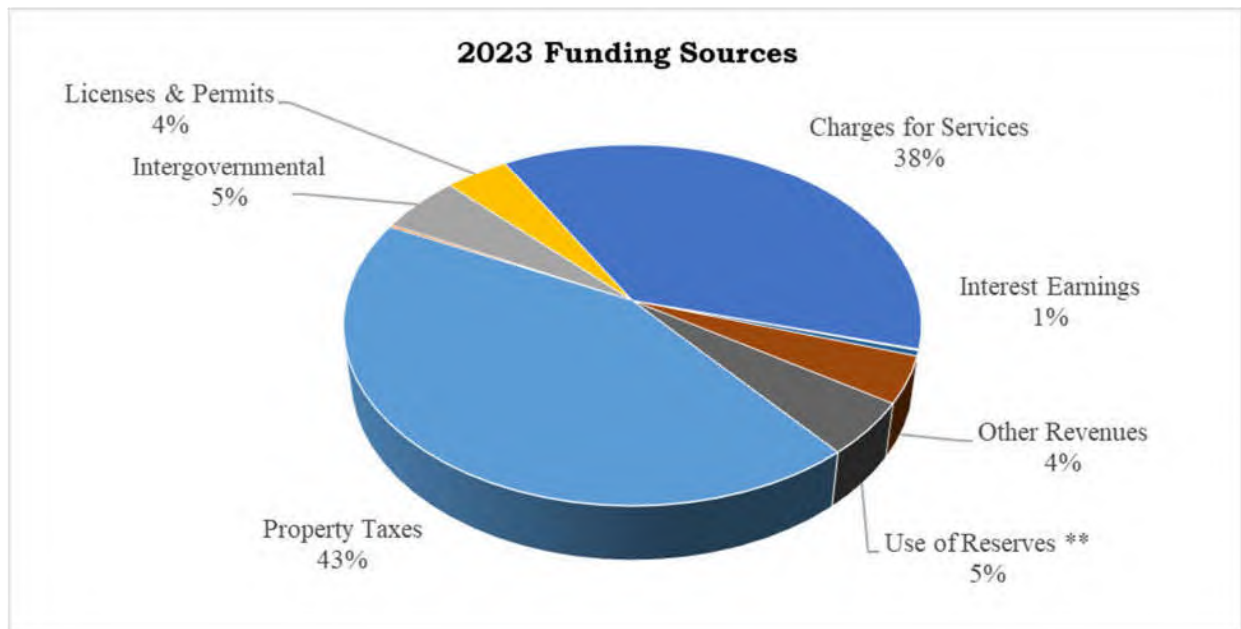
Capital Outlay includes scheduled replacement purchases of vehicles and equipment (non-operating budgets), as well as general infrastructure improvements. The increase is primarily related to more scheduled projects and several vehicle replacements where significant price increases have been quoted. There are no impacts to the operating budget as these are replacements.

Debt Service includes the principal and interest paid on bonds used to finance infrastructure and facility improvement projects.

TIF Pay-as-you-Go refers to tax increment paid to developers as specified in Tax Increment Financing (TIF) agreements between the City and various developers. The decrease is related to lower TIF districts obligations.

Budget Funding Sources

The following graph and table summarize the funding sources for the Budget.



Funding Source	2022	2023	\$ Increase (Decrease)	% Increase (Decrease)
Property Taxes	\$ 25,308,114	\$ 26,822,889	\$ 1,514,775	6.0%
Special Assessments	195,668	137,668	(58,000)	-29.6%
Intergovernmental	3,080,284	3,191,384	111,100	3.6%
Licenses & Permits	2,486,150	2,523,870	37,720	1.5%
Charges for Services	22,531,392	23,221,119	689,727	3.1%
Court Fines	82,000	72,500	(9,500)	-11.6%
Interest Earnings	298,000	296,000	(2,000)	-0.7%
Other Revenues	2,456,671	2,590,694	134,023	5.5%
Use of Reserves **	2,482,685	2,991,376	508,691	20.5%
Total	\$ 58,920,964	\$ 61,847,500	\$ 2,926,536	5.0%

** Represents planned spending from capital replacement funds as well as operating funds.

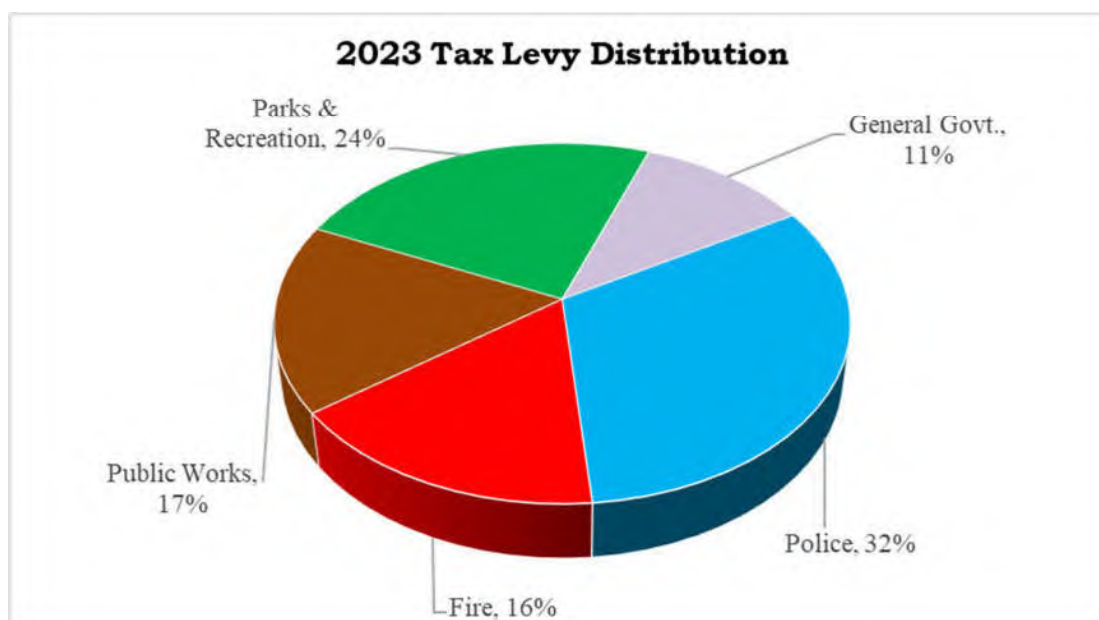
Property Taxes include taxes levied against taxable property. The increase in property taxes is necessary to provide for increased personnel costs and to offset inflationary-type costs for day-to-day operations.

Special Assessments include assessments levied against benefiting properties for various infrastructure improvements.

Intergovernmental Revenues include MSA state aids (\$1,005,600), and police, fire, and street maintenance aid (\$1,807,000) and some minor state and federal grants. The increase is largely attributable to use of the American Rescue Plan Act Federal dollars (\$214,100) to fund positions added to the police department in 2022 to address mental health and homelessness.

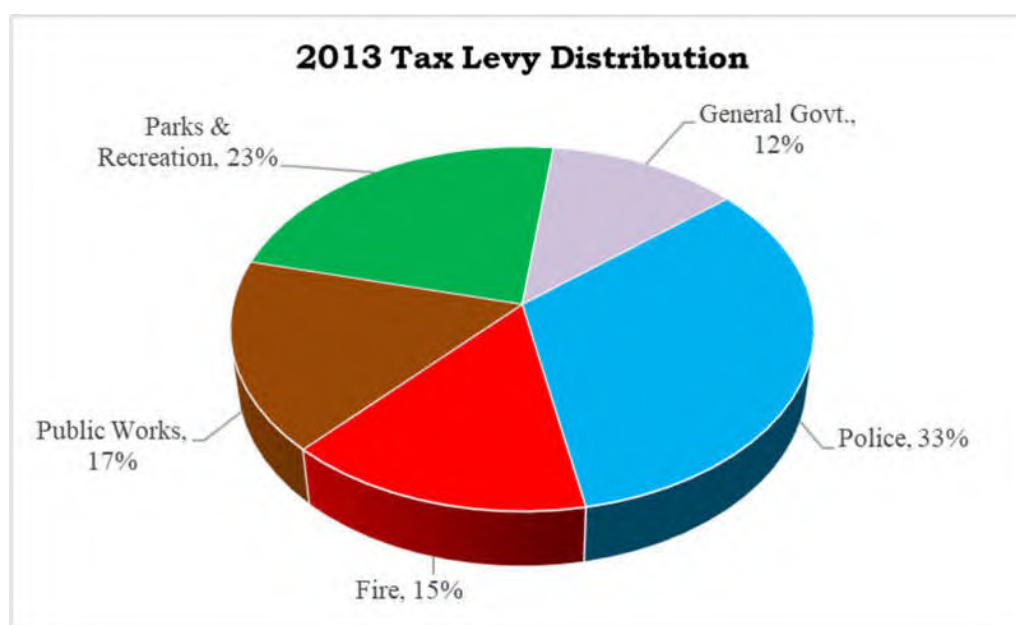
Tax Levy Benchmarks

The following graphs are presented to provide citizens with an understanding of where their property tax dollars are spent, and how current tax burdens compare to certain benchmarks. The majority of local tax monies provide funding for public safety, public works, and parks and recreation services. This can be shown in the following graph which highlights tax spending for these services as compared to other governmental services.



As depicted in the chart, police-related programs and services receive the highest level of tax levy support at 32% followed by Parks & Recreation at 24%. This distribution includes each function's proportionate share of debt service used to finance facilities, vehicles, and equipment.

It should be noted that this distribution represents a snapshot in time and can change from year to year depending on the timing of capital projects and other factors. The following graph depicts the same information from 2013.





2024 CITY MANAGER BUDGET MEMO



CITY MANAGER PATRICK TRUDGEON
CITY OF ROSEVILLE 8/21/2023

Finally, I want to mention the work of the Department Head team in helping prepare this budget. Beyond the submittal of their department budget, the Department Head team spent time identifying organizational priorities that were kept in mind during the budgeting process.

In March, the City Manager and Department Heads met to discuss organizational budget priorities. The Department Heads identified 6 organizational priorities that needed to be addressed as part of the 2024 budget. These priorities centered around 1) People (Employees); 2) Equity and Inclusion; 3) Elevate Environmental Sustainability; 4) Foster Community Success; 5) Consider Engagement; and 6) Provide a Modern and Sustainable Infrastructure. A summary of these organizational priorities is attached to this document. While every priority could not be totally accommodated as part of the 2024 budget, they were used to help frame important components of the budget proposal.

The following pages outline the proposed 2024 budget and its financial impact. They also provide details of my budget priorities and recommendations for new spending.

The proposed 2024 budget totals \$69,637,928 and represents about a 13.5% increase from 2023 due to higher personnel and supply costs as well as increased capital equipment purchases.

Below is a chart showing how the 2024 budget is allocated to different categories. Personnel Services comprise the largest amount of the budget followed by Other Services and Charges and Capital Outlay.

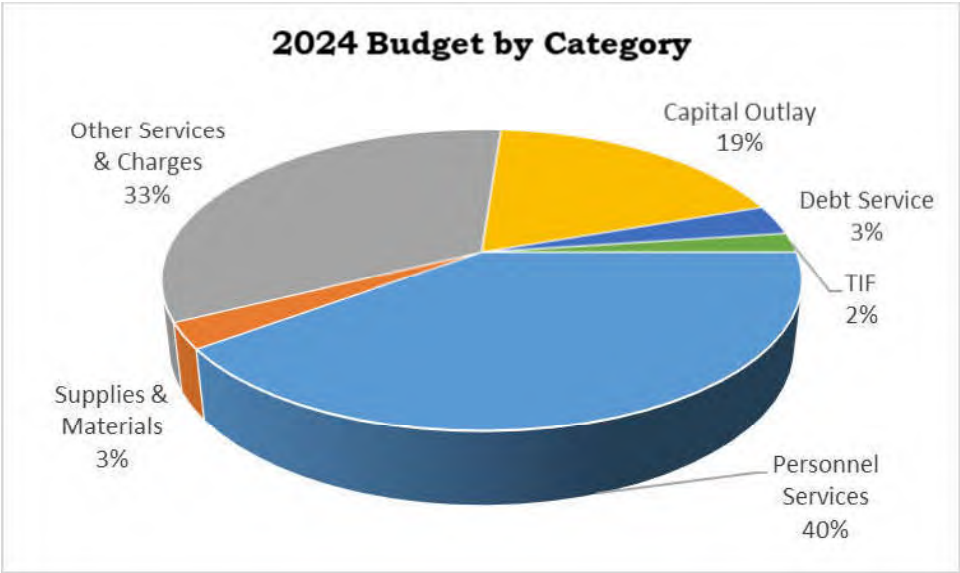


Figure 1

66 Traditionally, the city budget is divided into two categories: Property Tax-Supported and Fee-
67 Supported. It is important to note that there is fee revenue for items in the Property Tax Supported
68 portion of the budget. However, the single-largest funding source does come from property taxes.
69 Below is a table showing the breakdown between property tax levy and fee revenues for major
70 city functions in the 2024 budget.
71

Function	Budget Funding Sources			
	Program	Property	+/- Other	Total
	Revenue	Taxes	Sources	Sources
Police	\$ 2,255,925	\$ 9,323,713	\$ 226,996	\$ 11,806,634
Fire	1,506,719	4,596,751	(878,333)	5,225,137
Parks & Recreation	4,388,879	5,864,137	(54,598)	10,198,418
Public Works & Facilities	2,459,230	5,047,249	1,486,819	8,993,298
General Government	2,293,708	3,953,429	614,456	6,861,593
Water, Sewer, Storm	20,003,193	-	(230,482)	19,772,712
Other	7,267,482	-	(487,347)	6,780,136
Total	\$ 40,175,136	\$ 28,785,280	\$ 677,512	\$ 69,637,928
* Other Sources include: license center fees, building permit fees, revenues from regional collaborations, interest earnings, and use of reserves. Negative balances in Other Sources category depicts funds set aside for future capital replacements.				

Figure 2

72 The 2024 Property Tax-Supported budget is \$41,057,640, a 10.3% increase. 52% of the costs of
73 the Property Tax-Supported budget is for Personnel Services followed by 22% used for Capital
74 Outlays as shown in the chart below.
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76
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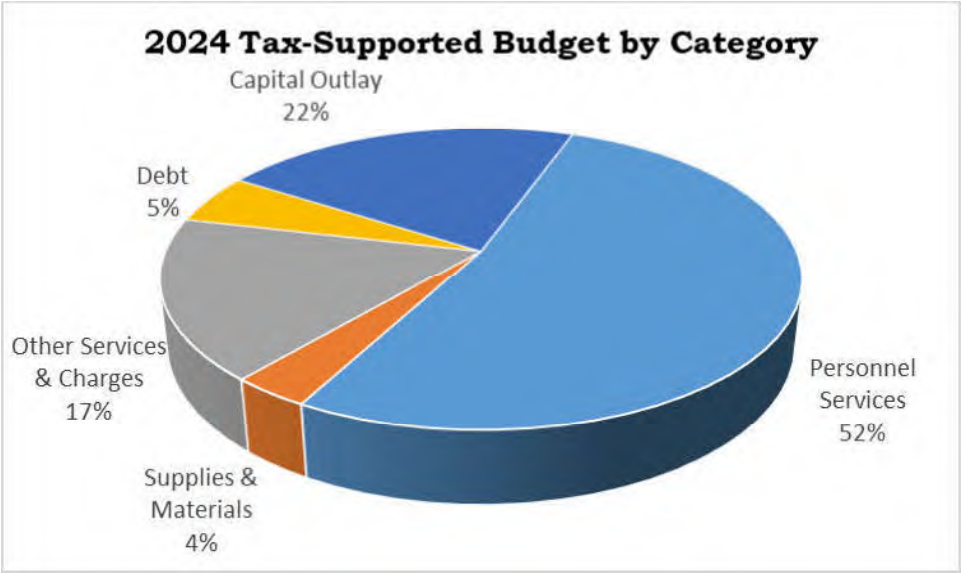


Figure 3

78
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82 The 2024 Fee-Supported Budget is \$28,580,288, a 13.1% increase. The largest category, Other
83 Services and Charges, has payments to St. Paul Regional Water for water charges and to
84 Metropolitan Council for sanitary sewer charges.
85

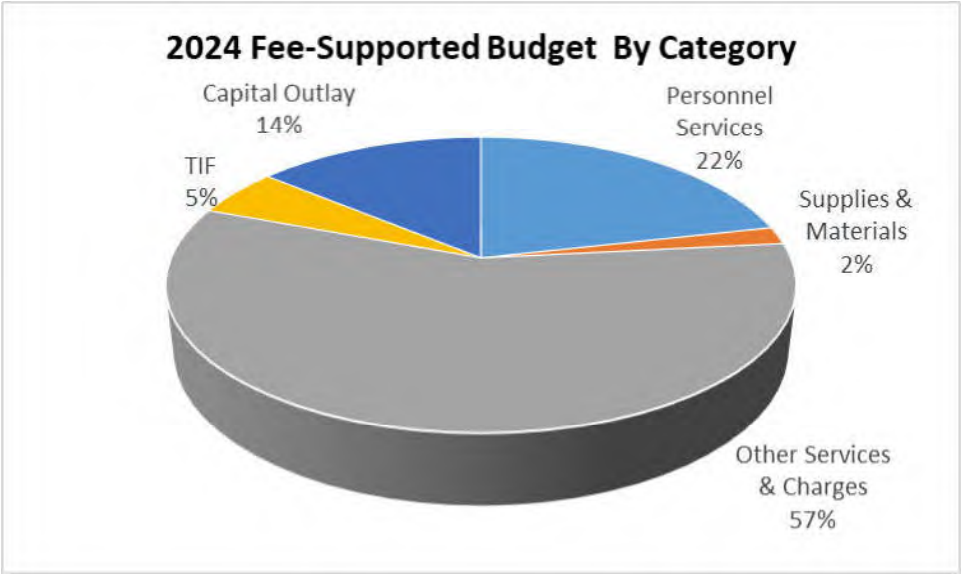


Figure 4

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87
88 Like previous budgets, most funds are used for operational needs as depicted below:

89

Function	Budget Funding Uses			
	Operations	Capital	Princ & Int on Debt	Total Uses
Police	\$ 11,221,924	\$ 584,710	\$ -	\$ 11,806,634
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Public Works	3,689,098	5,304,200	-	8,993,298
General Government	5,767,103	1,094,490	-	6,861,593
Water, Sewer, Storm	15,995,712	3,777,000	-	19,772,712
Other	6,780,136	-	-	6,780,136
Total	\$ 54,513,606	\$ 12,898,900	\$ 2,225,422	\$ 69,637,928

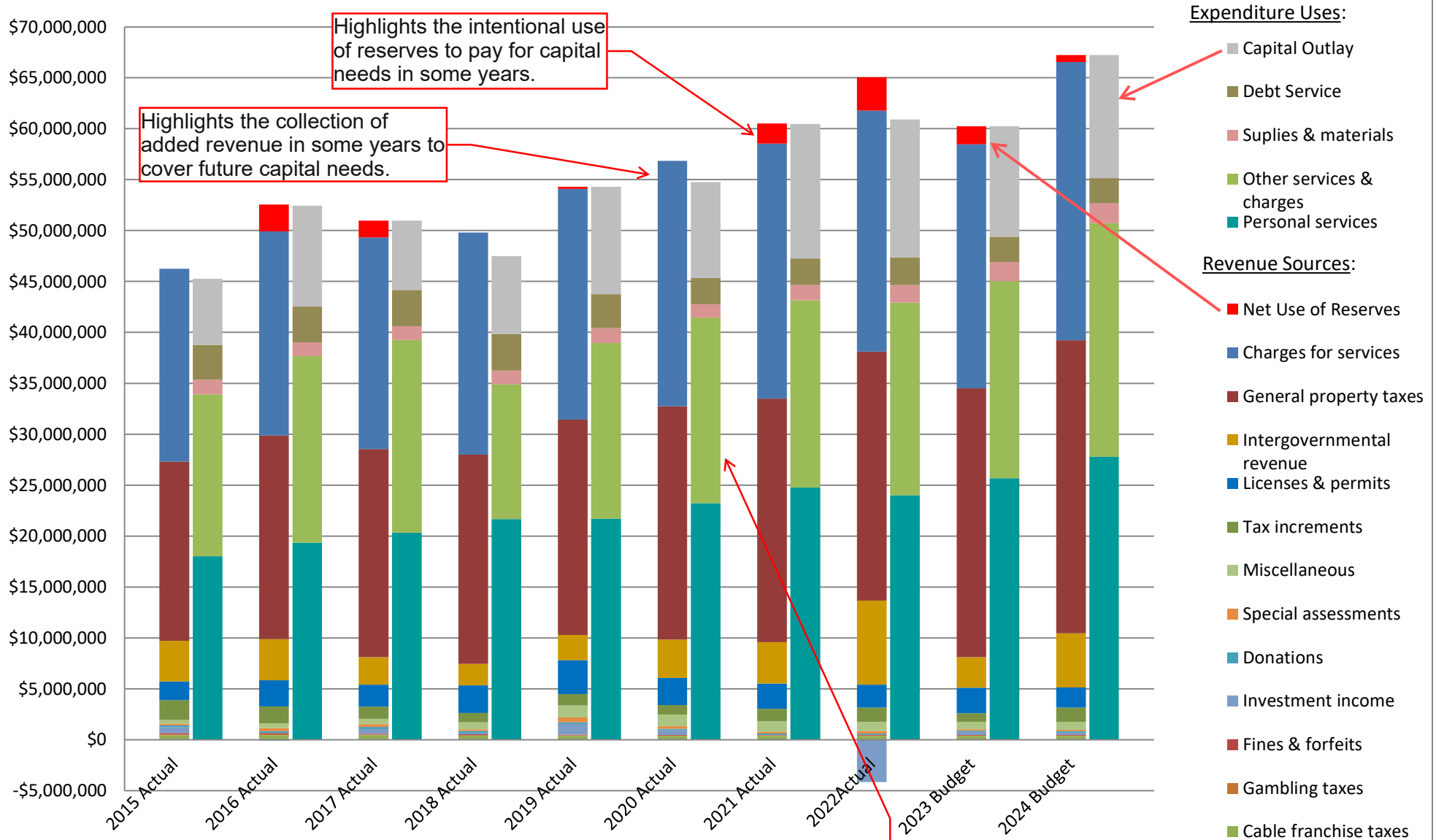
** Other Funding Uses Include: license center, planning & inspections, TIF and others

Figure 5

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This graph shows the breakdown of revenues versus expenditures on a year by year basis, and the trend over time. (The bar for 2022 slides downward from all the others due to negative investment income that year)

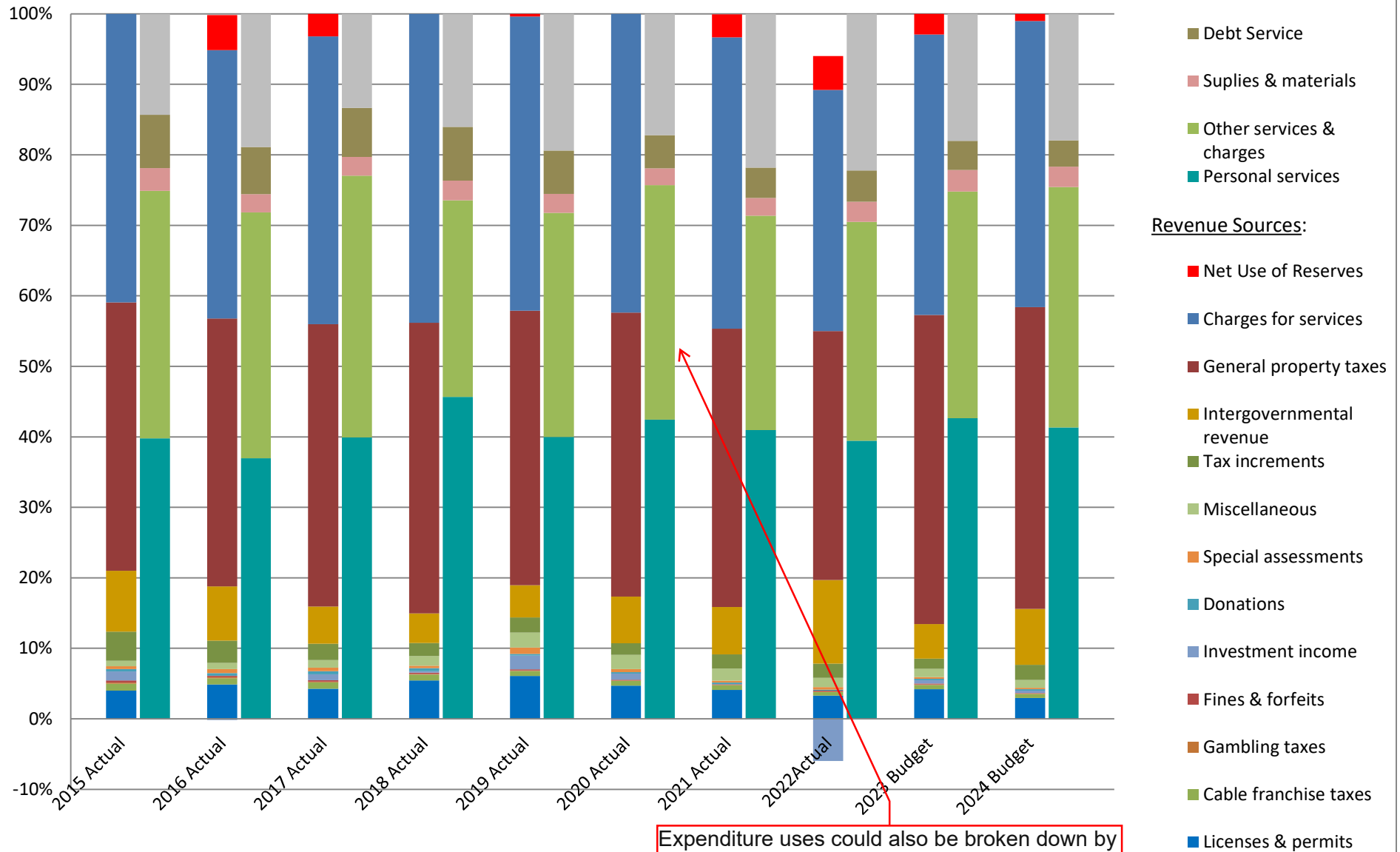
Revenues (left) vs Expenditures (right)



Expenditure uses could also be broken down by function (fire, police, parks, etc.) as opposed to expense category (personnel, supplies, etc.)...

Same as previous, but shows trend of the breakdown of each category as a percent of the total over time. (The bar for 2022 slides downward from all the others due to negative investment income that year)

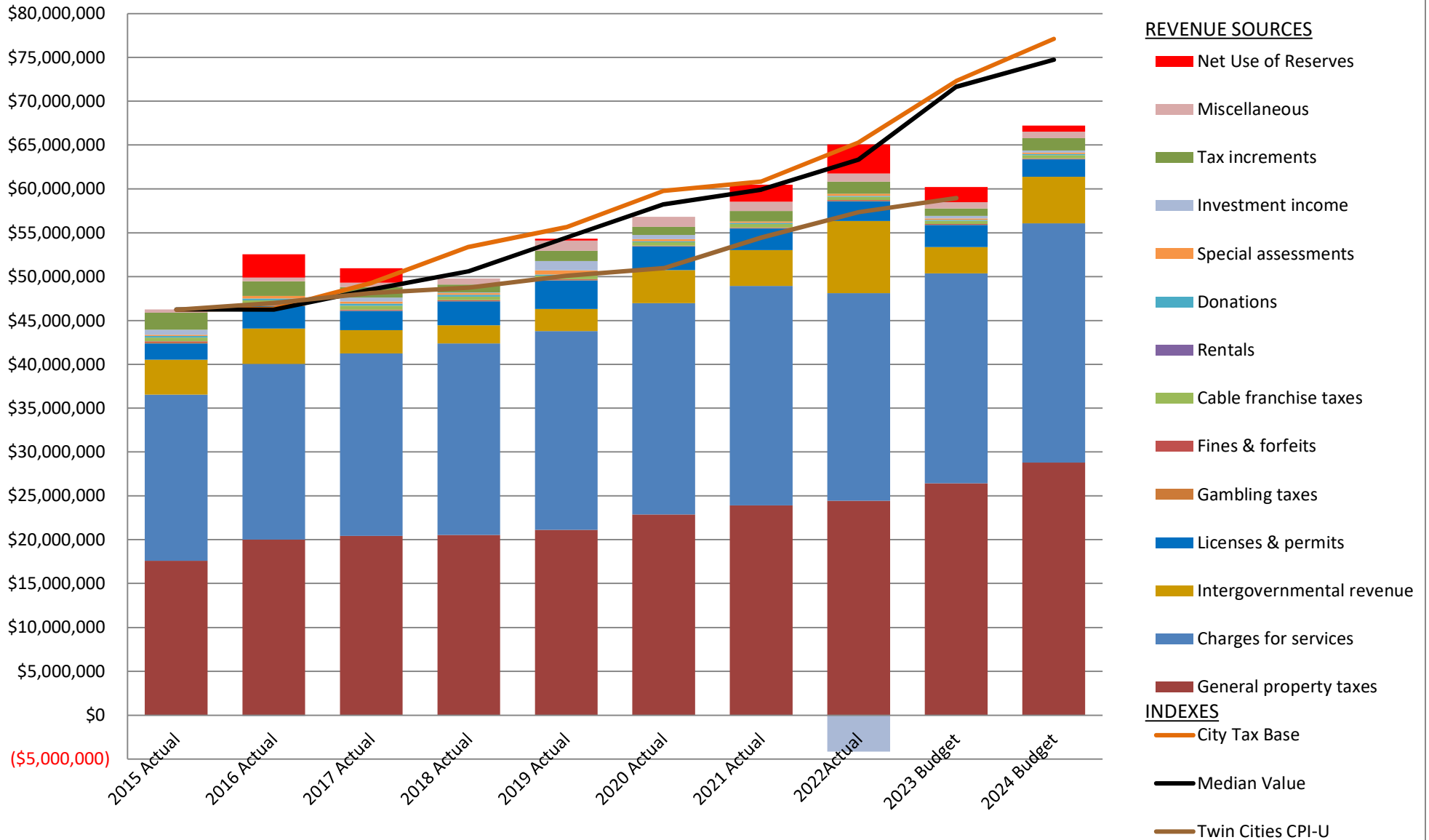
Revenues (left) vs Expenditures (right) as % of Total



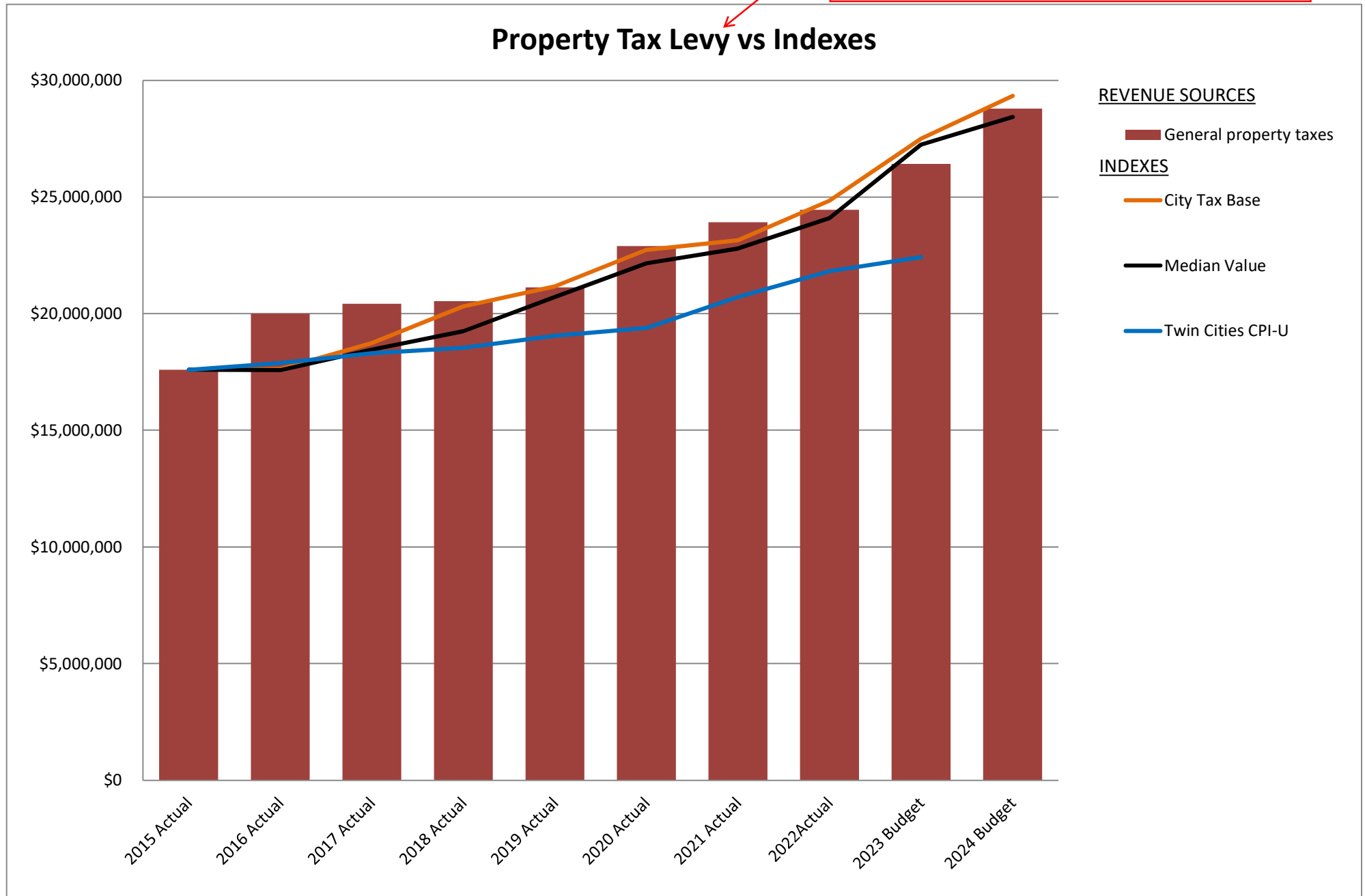
Expenditure uses could also be broken down by function (fire, police, parks, etc.) as opposed to expense category (personnel, supplies, etc.)...

This graph focuses on the trends for revenues and their breakdown over time, instead of both revenues and expenditures. Several indexes also shown for reference. (The bar for 2022 slides downward from all the others due to negative investment income that year)

Revenue Sources vs Indexes

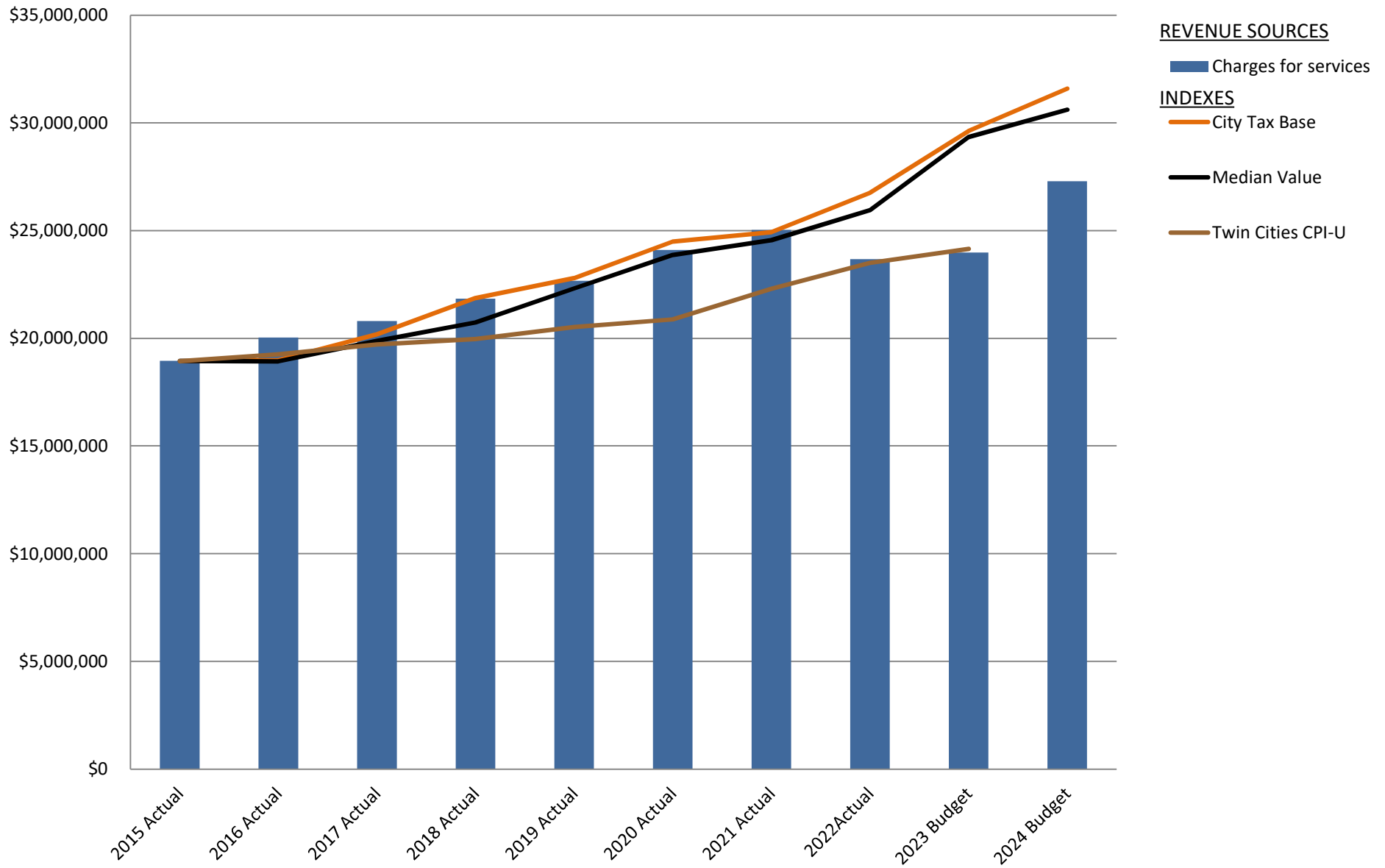


This chart focuses on the property tax levy by itself over time, with a comparison to various indexes.



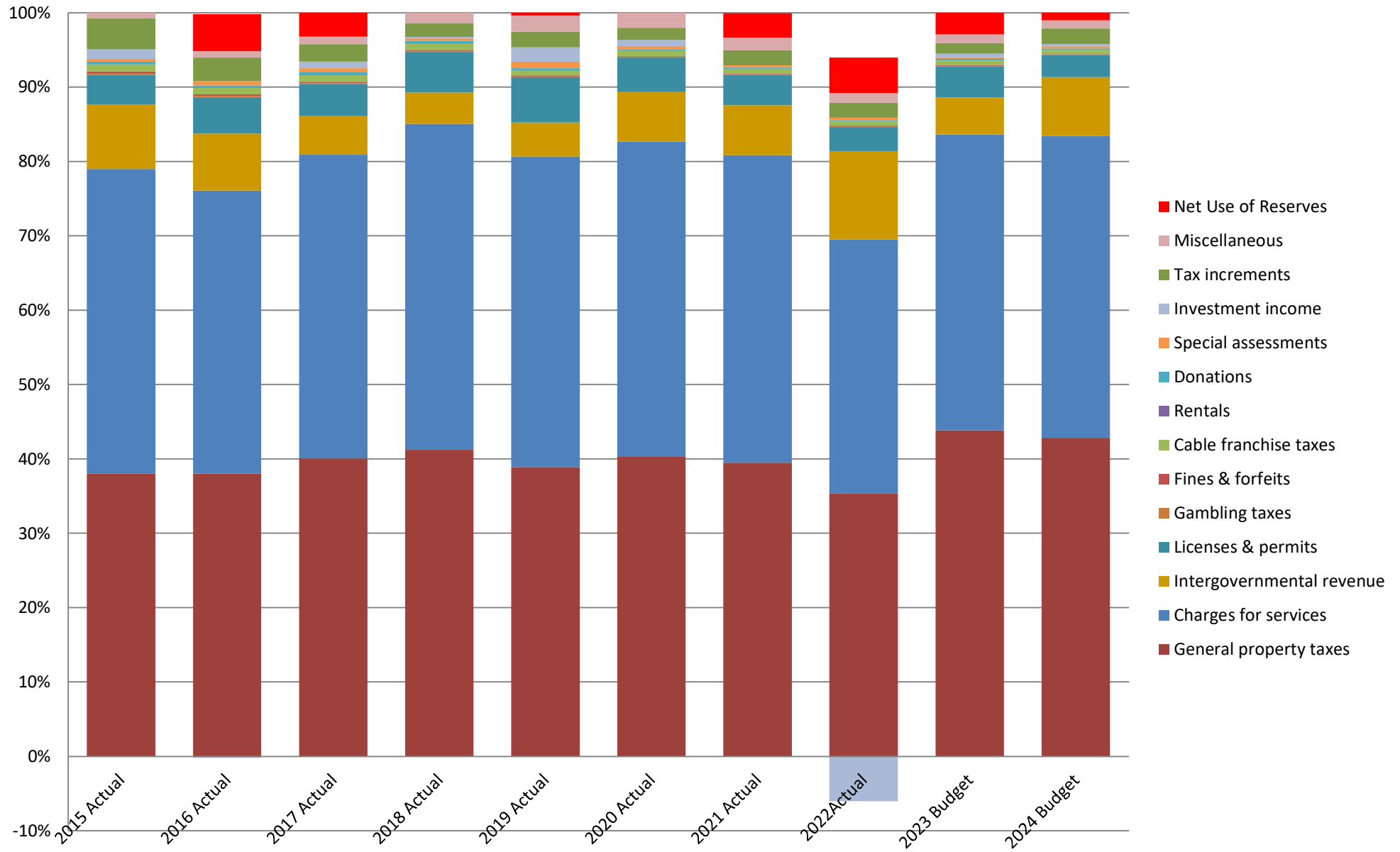
Like the previous chart, this one focuses on a single large revenue source - Charges for Services, which is primarily the Utility charges, with comparison to certain indexes over time.

Total Charges for Services Revenue vs Indexes



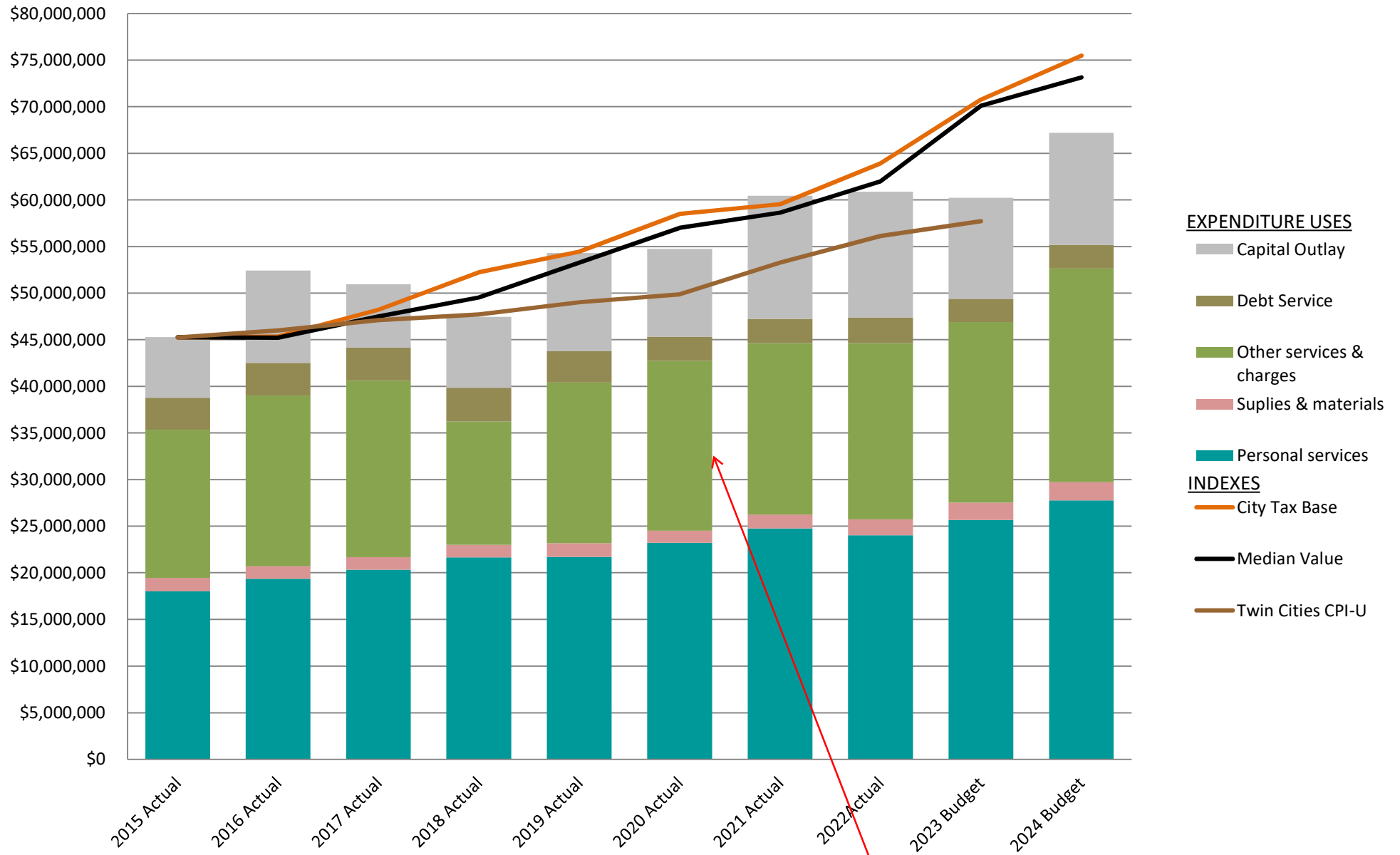
This graph shows the trend of revenue sources by type as a percent of total revenues over time... (The bar for 2022 slides downward from all the others due to negative investment income that year)

Revenue Sources - As Percent of Total



This graph focuses on expenditure trends and breakdowns over time, instead of both revenues and expenditures. Several index trends are also shown for reference.

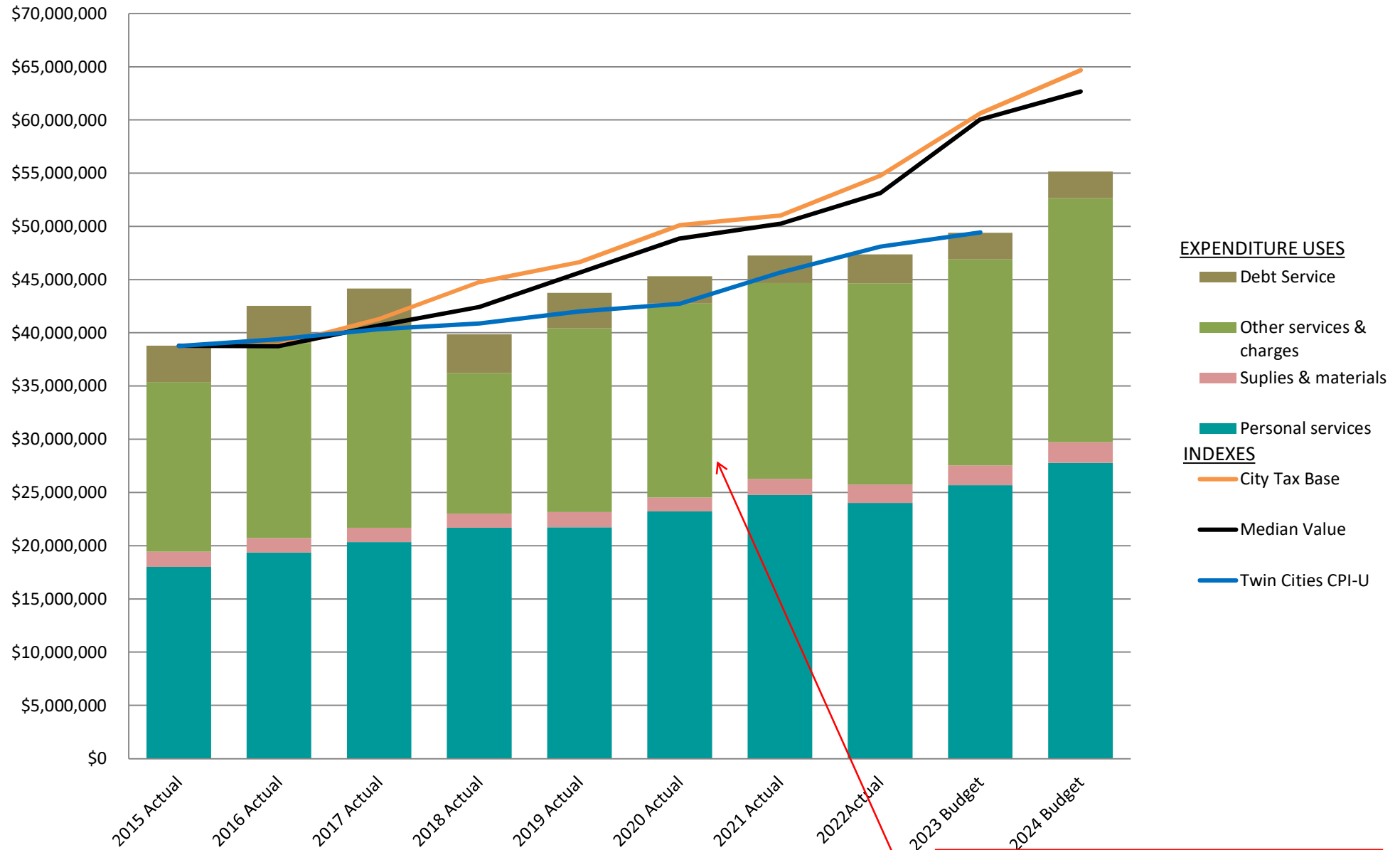
Expenditure Uses vs Indexes



Expenditure uses could also be broken down by function (fire, police, parks, etc.) as opposed to expense category (personnel, supplies, etc.)...

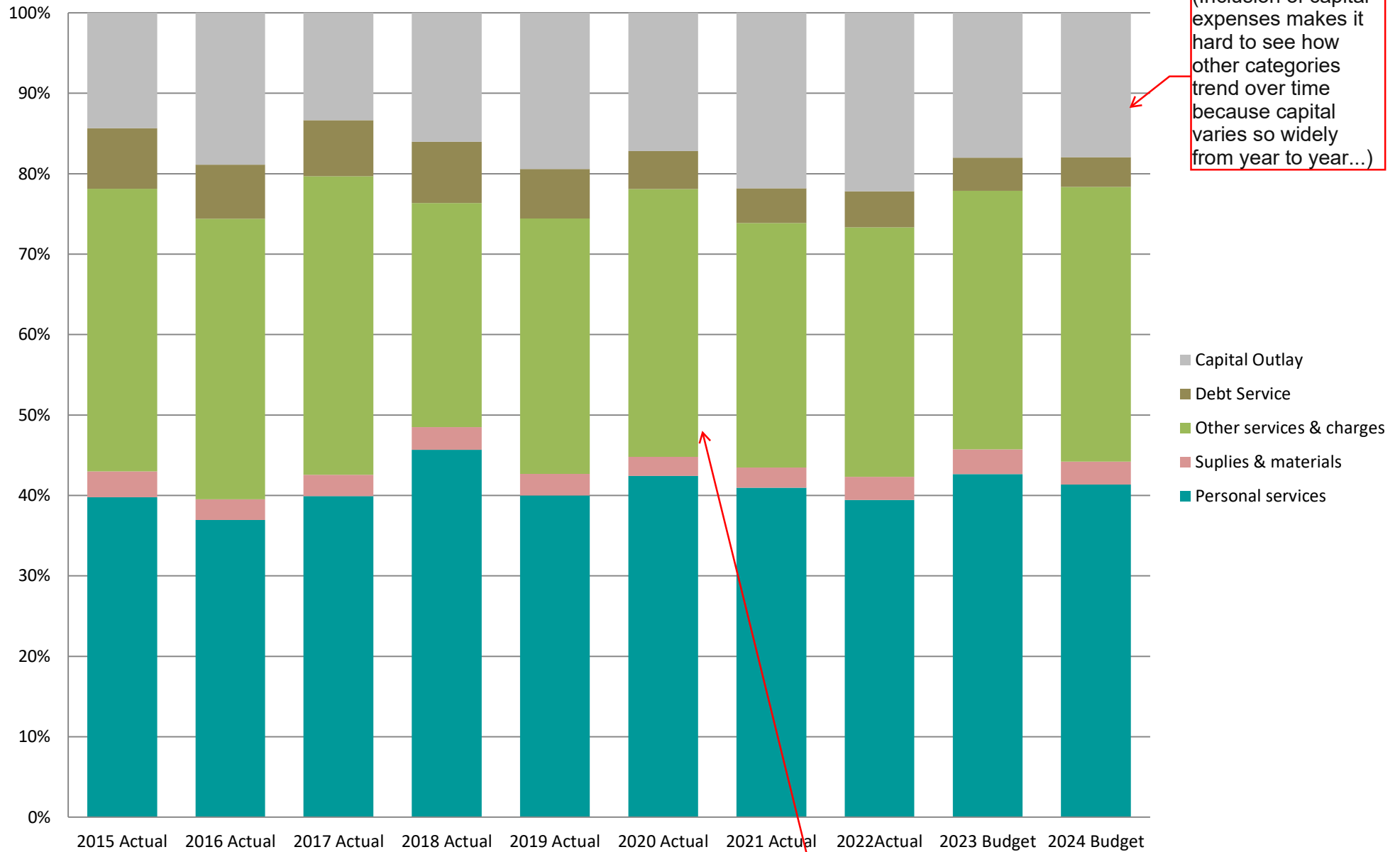
Expenditure Uses vs Indexes - Excluding Capital

Removal of capital expenses helps to show the trend of "operating" costs over time more clearly... Again, the index trends are shown for reference.



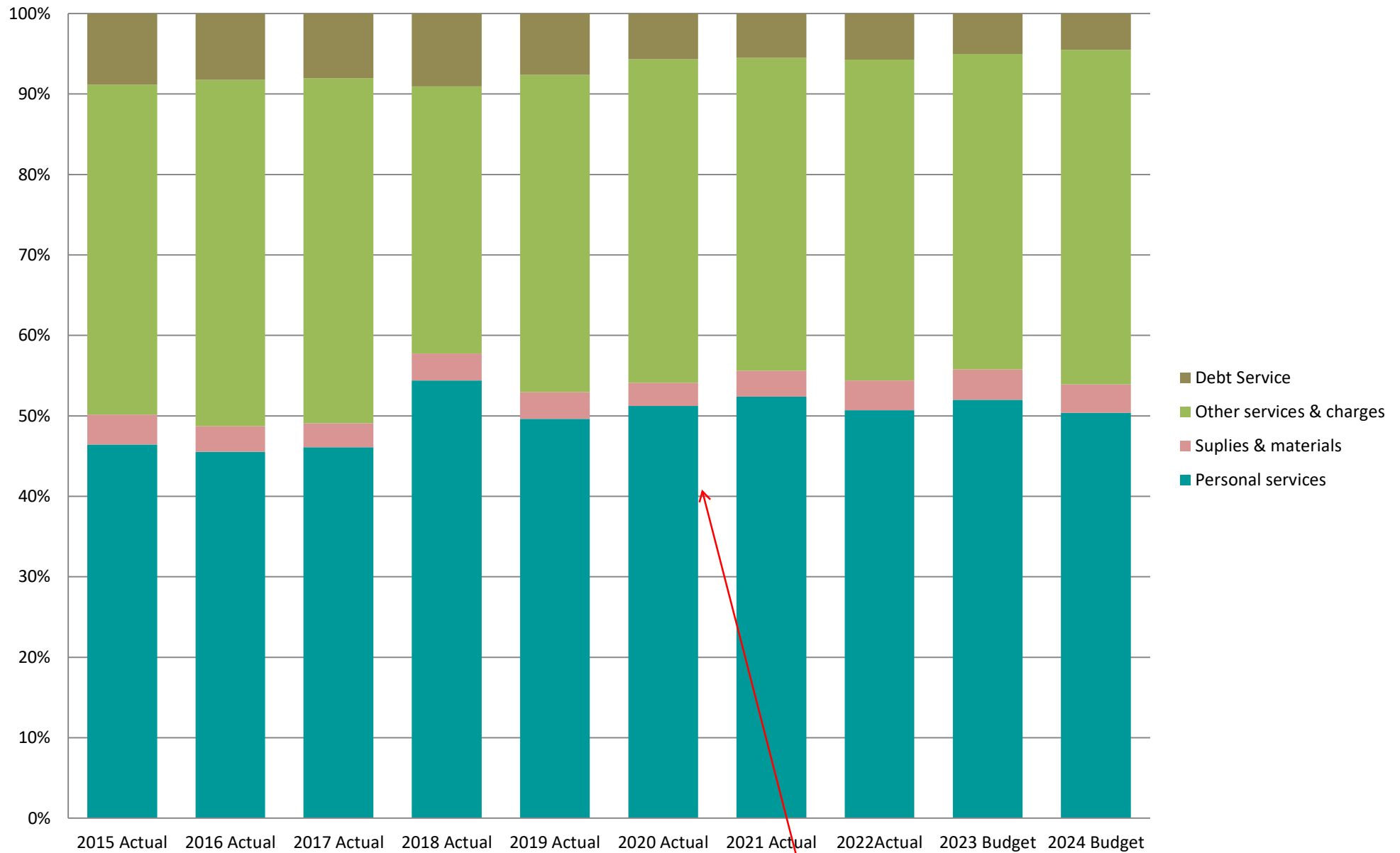
Expenditure uses could also be broken down by function (fire, police, parks, etc.) as opposed to expense category (personnel, supplies, etc.)...

Expenditure Uses - As Percent of Total



Same as previous graph except as a % of total, also excluding capital expenses to more clearly see trends in the breakdown of operating expenses over time...

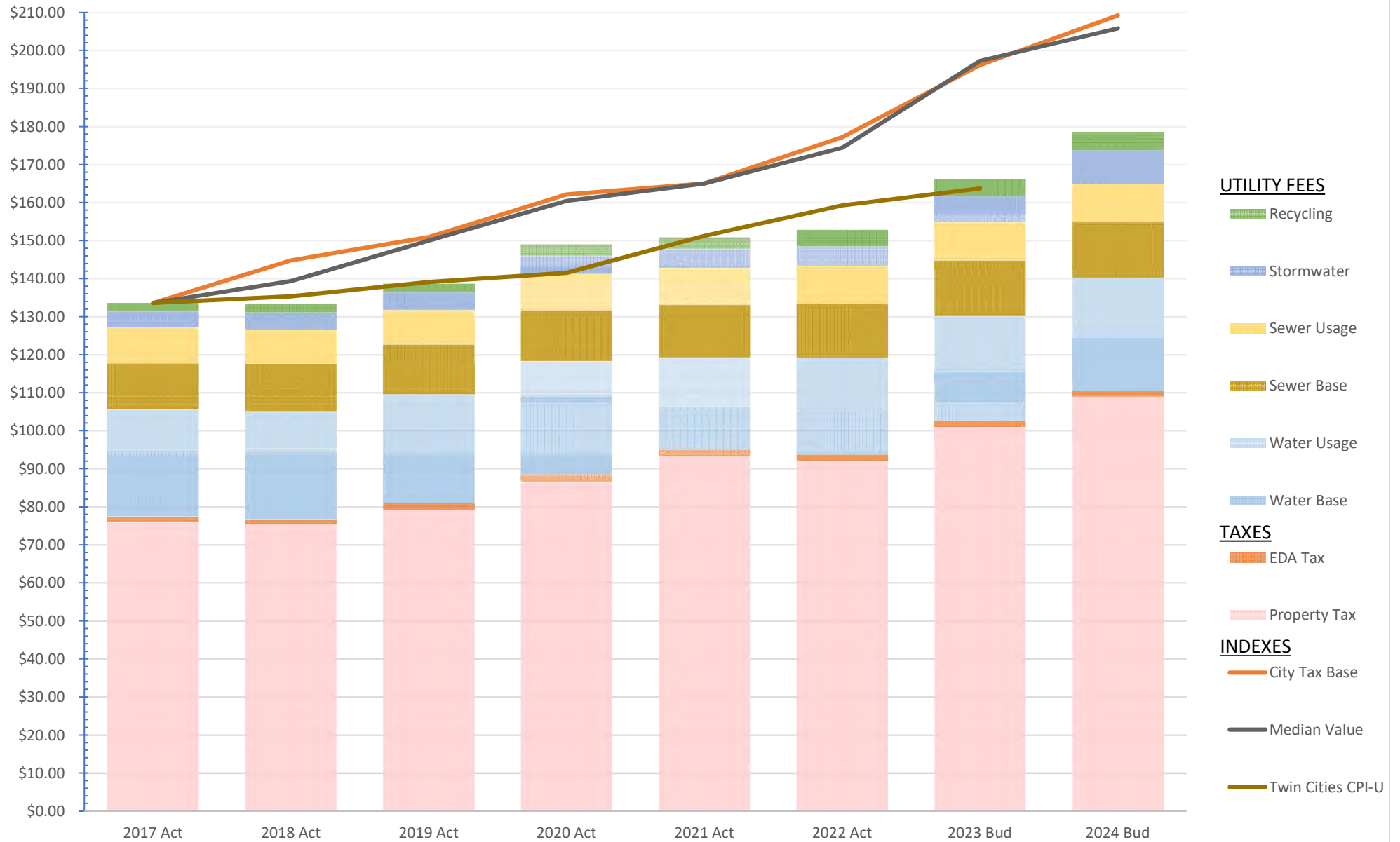
Expenditure Uses - As Percent of Total - Excluding Capital



Expenditure uses could also be broken down by function (fire, police, parks, etc.) as opposed to expense category (personnel, supplies, etc.)...

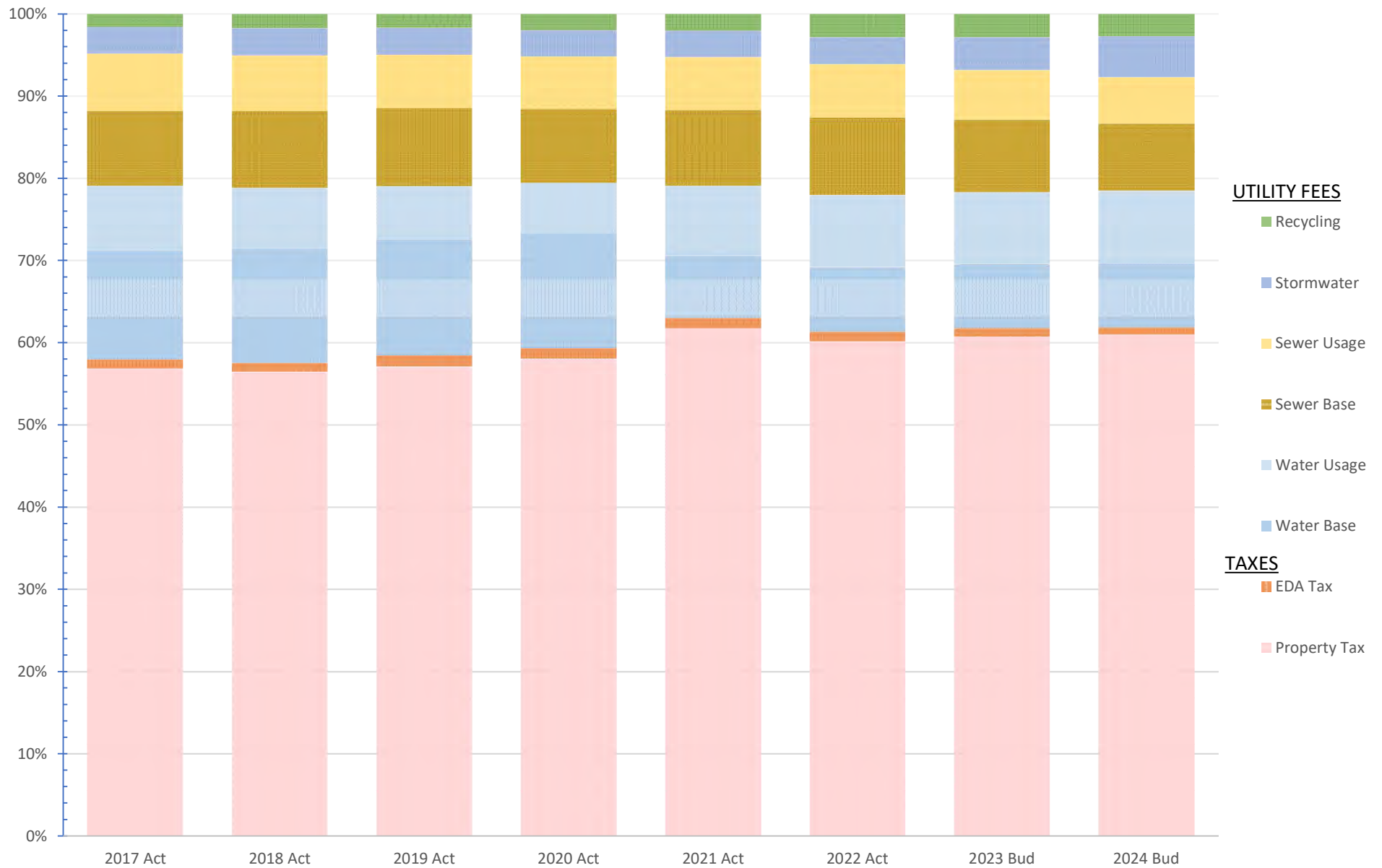
This graph shows the total cost trend, and by category, for median SF home, as compared to the trend in median SF home value over the same time period.

TOT. MONTHLY CITY CHARGES VS INDEXES - MEDIAN SF HOME



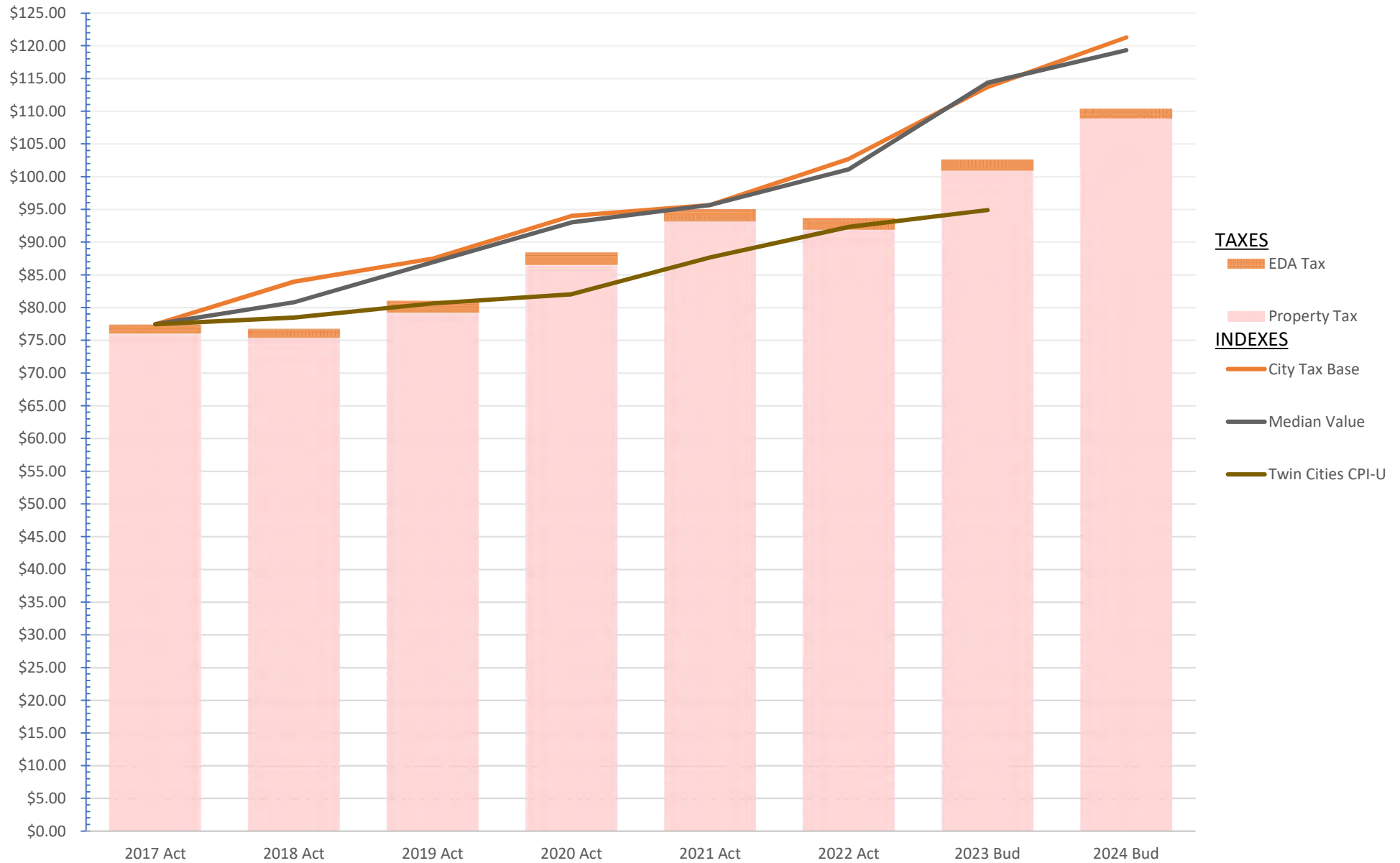
This graph shows the trend of the breakdown of the various costs as a percent of the total over time.

MONTHLY CITY CHARGES AS % OF TOTAL - MEDIAN SF HOME



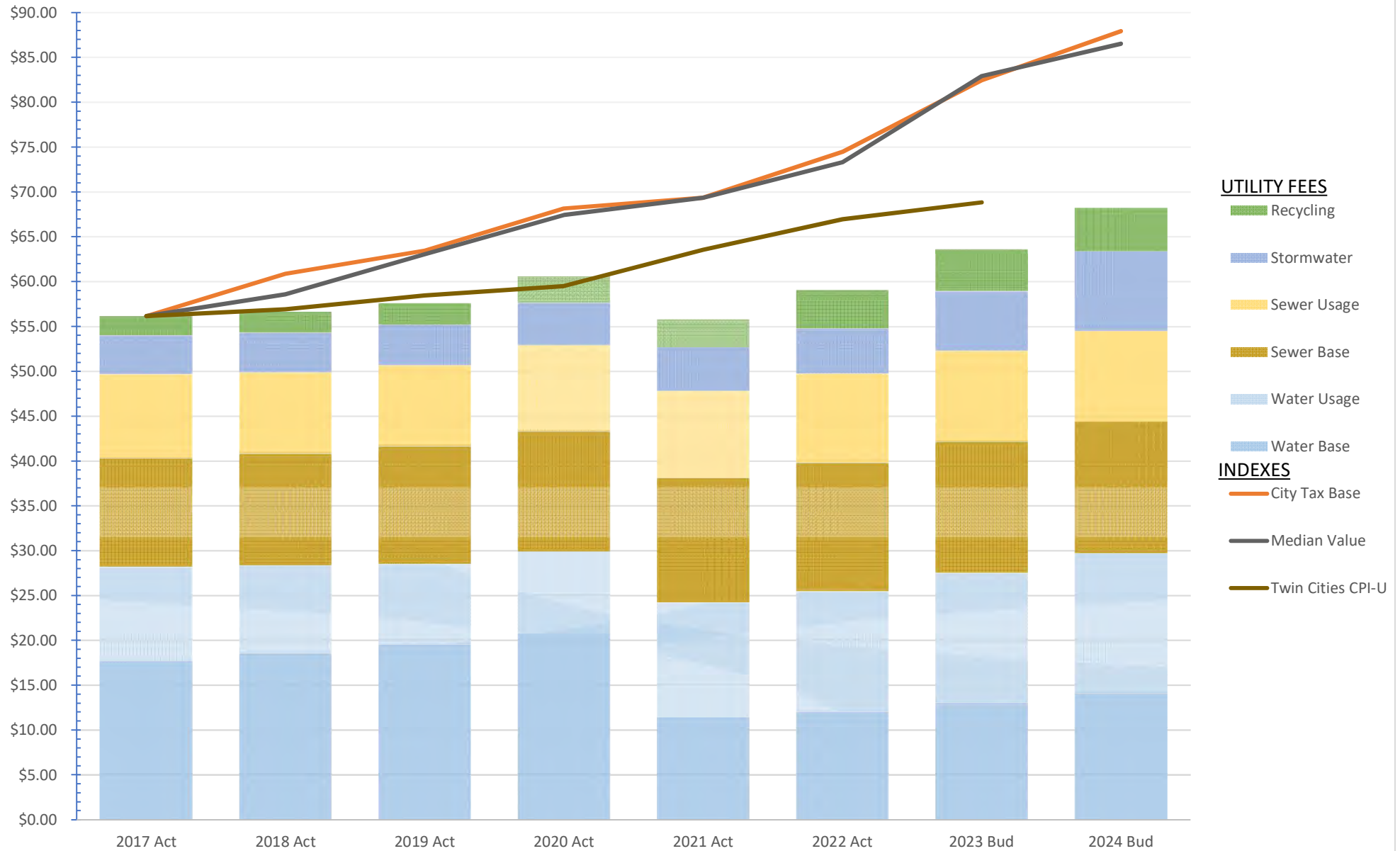
This graph shows the trend of just the TAX portion of the monthly median SF home impact over time, compared to the trend of several indexes over the same time.

TOT. MONTHLY CITY TAXES VS INDEXES - MEDIAN SF HOME



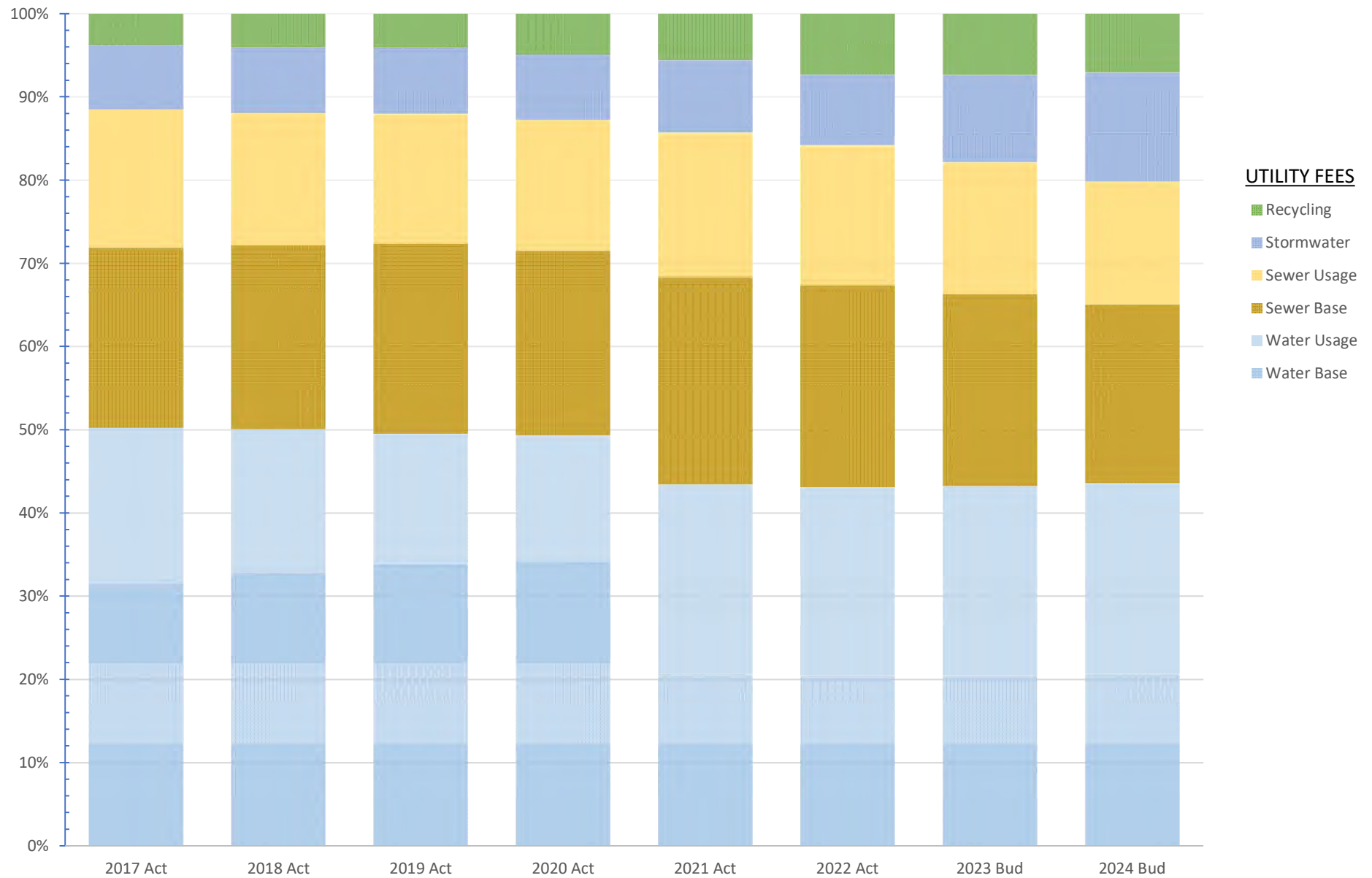
This graph shows the trend of just the UTILITY CHARGES for the median SF home over time versus several indexes over the same time.

TOT. MONTHLY UTIL. CHARGES VS INDEXES - MEDIAN SF HOME



This graph shows the trend of the breakdown of the various utility charges over time as a percent of the total city utility bill.

MONTHLY UTILILTY CHARGES AS % OF TOTAL - MEDIAN SF HOME





2024 CITY MANAGER BUDGET MEMO



CITY MANAGER PATRICK TRUDGEON
CITY OF ROSEVILLE 8/21/2023



Administration Department

Memo

To: Roseville City Council
cc: Roseville Department Heads
From: Patrick Trudgeon, City Manager
Date: August 21, 2023, Updated August 28, 2023
Re: City Manager 2024 Proposed Budget

I am pleased to present my proposed 2024 City of Roseville budget. This budget reflects the ongoing impact of inflation and supply chain issues continue to have on our budget and operations. In addition, implementation of a once in a decade classification and compensation study also has significant impact to the 2024 budget.

As I mentioned in previous budget messages, Roseville is a complex city that serves a larger population than its actual residents. As a regional commercial and retail destination, Roseville has 35,000 persons journey to Roseville daily for their work and up to 80,000 people traveling through the city every 24 hours on our numerous State and County Roads. These visitors use Roseville's roads, parks, and city services. We need to respond to medical and law enforcement issues regardless of whether they are Roseville residents or not. All this activity requires the City to allocate additional resources above what is needed for a community of Roseville's size.

The 2024 budget continues previous budget proposals that addressed increasing demands on city services and maintains investment in our programs, services, and employees in a responsible and sustainable manner. Personnel costs continue to drive increases in our budget. This budget does not add any new levy-supported staff positions but does increase hours for several positions. The largest cost increase in the budget relates to the implementation of the employee classification and compensation study.

As the City Council knows, it has been 10 years since the last study was completed. Since that last study, Roseville employees have fallen behind in wages in comparison to other benchmark cities. In addition, the job market has become extremely competitive, both in the public and private market, making it imperative that the City has competitive wages to retain and recruit quality employees. As the classification and compensation study is ongoing, but nearing completion, I have attempted to include funding in the 2024 budget to address the implementation of the results of the study. However, as we move into September, I expect that I and the City Council will have better information on the costs to implement and will be able to make modifications to the not-to-exceed budget and levy that needs to be passed by the end of September.

We continue to work on funding for capital needs in the last decade, the City of Roseville has done much work to stabilize our funding for capital needs. We now have sufficient resources in place for the next 10 + years for most of our infrastructure and equipment funds. We will need to continue to review each capital fund annually to ensure sufficient funding for capital replacement in the future.

Finally, I want to mention the work of the Department Head team in helping prepare this budget. Beyond the submittal of their department budget, the Department Head team spent time identifying organizational priorities that were kept in mind during the budgeting process.

In March, the City Manager and Department Heads met to discuss organizational budget priorities. The Department Heads identified 6 organizational priorities that needed to be addressed as part of the 2024 budget. These priorities centered around 1) People (Employees); 2) Equity and Inclusion; 3) Elevate Environmental Sustainability; 4) Foster Community Success; 5) Consider Engagement; and 6) Provide a Modern and Sustainable Infrastructure. A summary of these organizational priorities is attached to this document. While every priority could not be totally accommodated as part of the 2024 budget, they were used to help frame important components of the budget proposal.

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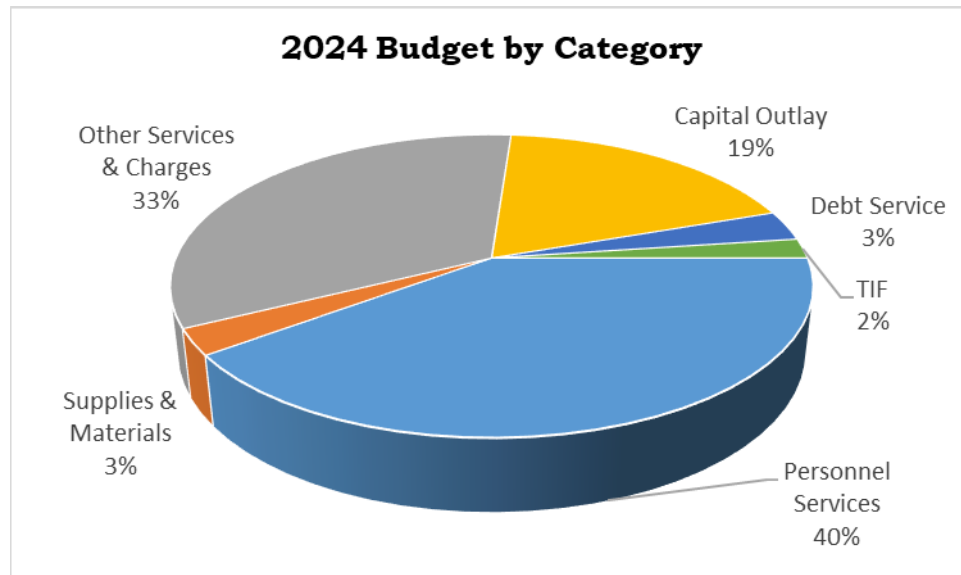


Figure 1

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The 2024 Property Tax-Supported budget is \$41,057,640, a 10.3% increase. 52% of the costs of the Property Tax-Supported budget is for Personnel Services followed by 22% used for Capital Outlays as shown in the chart below.

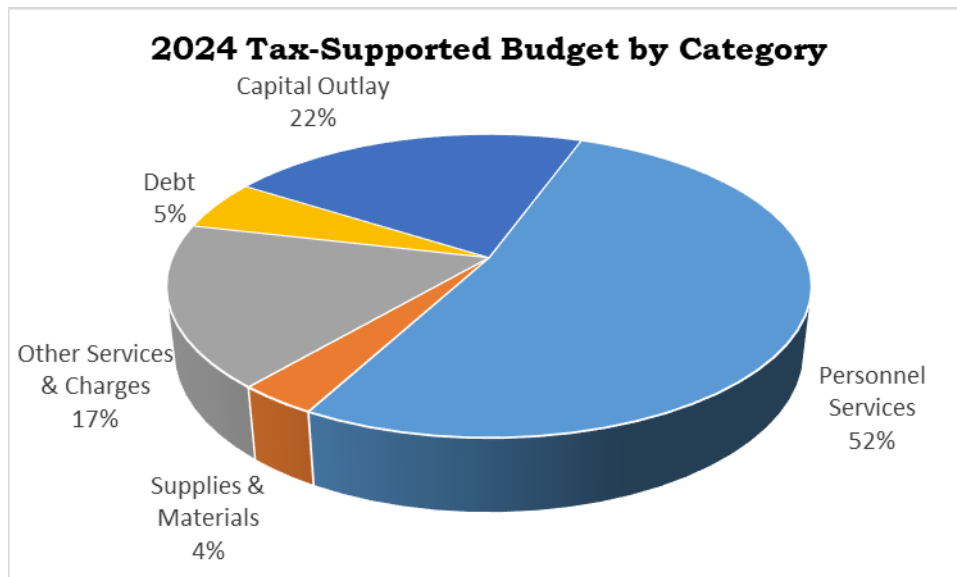


Figure 3

The 2024 Fee-Supported Budget is \$28,580,288, a 13.1% increase. The largest category, Other Services and Charges, has payments to St. Paul Regional Water for water charges and to Metropolitan Council for sanitary sewer charges.

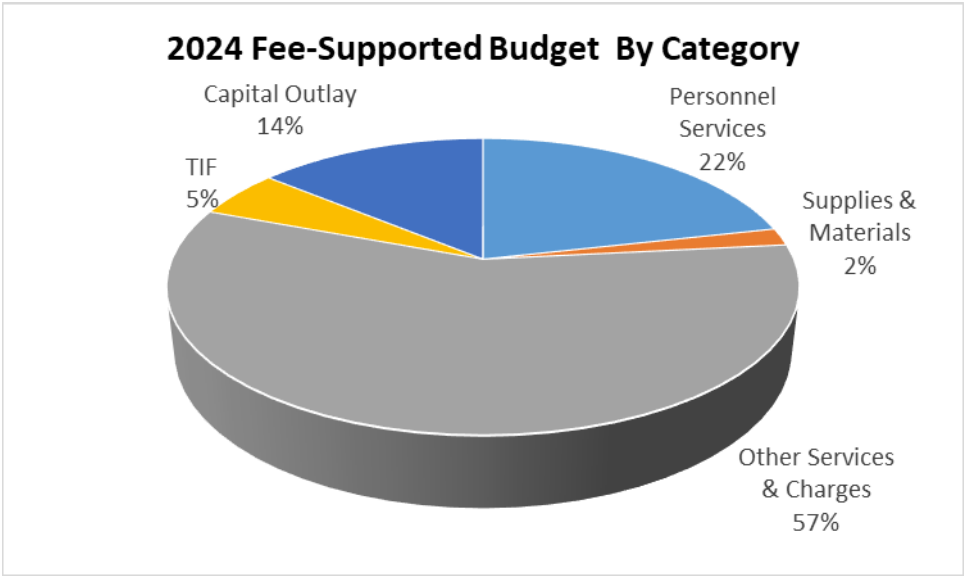


Figure 4

Like previous budgets, most funds are used for operational needs as depicted below:

Function	Budget Funding Uses			Total Uses
	Operations	Capital	Princ & Int on Debt	
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Fire	4,494,392	83,000	647,745	5,225,137
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Total	\$ 54,513,606	\$ 12,898,900	\$ 2,225,422	\$ 69,637,928

** Other Funding Uses Include: license center, planning & inspections, TIF and others

Figure 5

My approach to the 2024 budget is centered on three main strategies.

- 1) Provide a Modern and Sustainable Infrastructure
- 2) Investment to maintain city programs and workforce
- 3) Strategic use of grant funding

As a result of these priorities, I am proposing a total property tax levy increase of \$2,373,896; a 9% levy increase over 2023. The median-valued Roseville home increased in value from \$335,400 to \$349,900 or an estimated 4.35% value increase over last year. The increase leads to an annual city tax levy increase of \$95.76 when compared to last year or an increase of \$7.98 increase per month.

The next page is a summary of the proposed 2024 City Manager Budget followed by detailed information about the specifics of my identified funding strategies.

Summary of City Manager Proposed 2024 City of Roseville Budget

Proposed 2024 Budget Amount

Property Tax-Supported	\$41,057,640
Fee-Supported	<u>\$28,580,288</u>
Total	\$69,637,928

Proposed 2024 Budget by Category

Personnel Services	\$27,781,396
Supplies and Materials	\$ 1,942,221
Other Services and Charges	\$24,147,389
Capital Outlay	\$12,066,500
Debt Service	\$ 2,225,422
TIF	\$ 1,475,000
Total	\$69,637,928

Proposed 2024 Tax Levy Summary

Operations	\$22,814,858
Capital	\$ 3,745,000
Debt	<u>\$ 2,225,422</u>
Total	\$28,785,280

Summary of Tax Levy Changes in 2024 Budget

Reclassification of Personnel	\$ 285,739
New Personnel	\$ 0
Compensation Adjustments	\$ 1,504,262
Increased Costs for Supplies, Operations, Contracts	\$ 743,895
Shift of levy from Capital to Operating Budget	<u>\$ (160,000)</u>
Total	\$2,373,896

New Levy Dollar Impact Total \$2,373,896

Proposed Levy Increase %	9.00%
Monthly Cost Impact on Median-Value Home (\$349,900)	\$ 7.98
Annual Cost Impact on Median-Value Home (\$349,900)	\$95.76

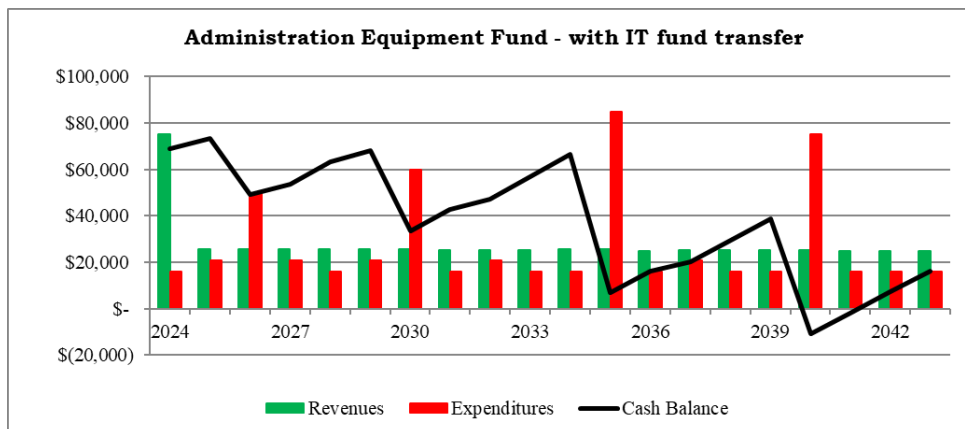
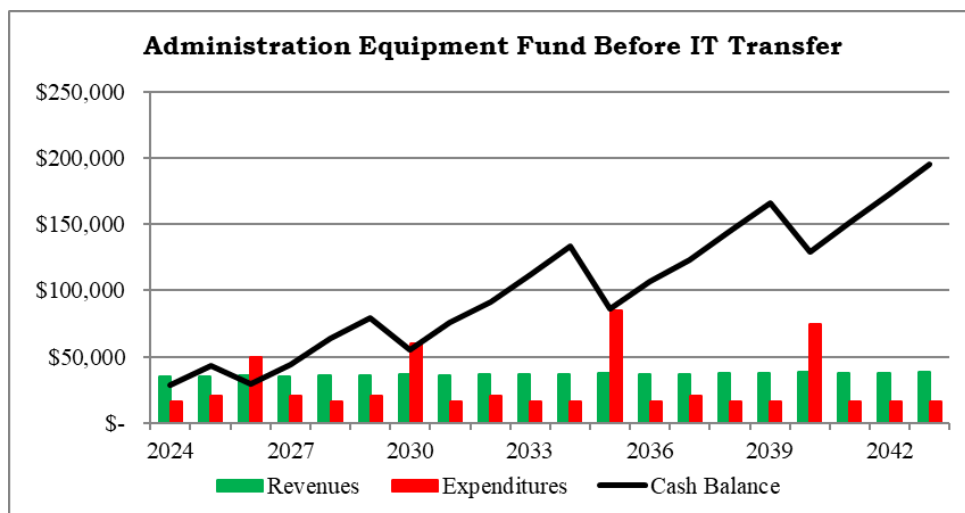
Provide a Modern and Sustainable Infrastructure

The Capital Improvement Plan (CIP) presented to the City Council on July 17, 2023 showed a net increase of levy going towards capital funds in the amount of \$75,000. Based on the City Council discussion at the meeting, staff worked on reallocating existing fund balances to funds that had immediate funding needs with an eye to shifting some levy dollars from capital to operations to lessen the need for a tax levy increase.

First and foremost, the IT capital fund, which had a balance of \$810,214 has been eliminated (future IT needs will be included as part of the department budgets and paid through levy and fee funding). The dollars from the IT capital fund went to the following funds:

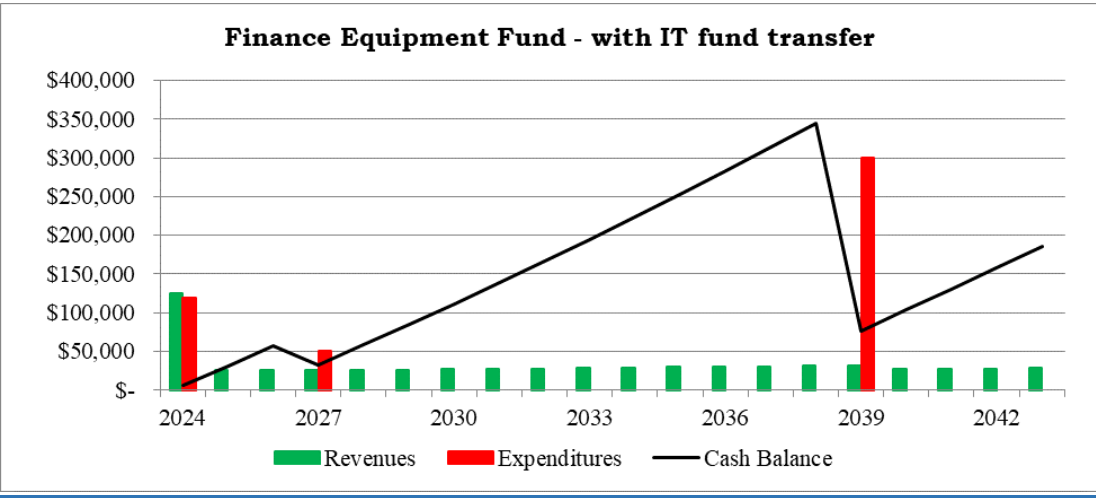
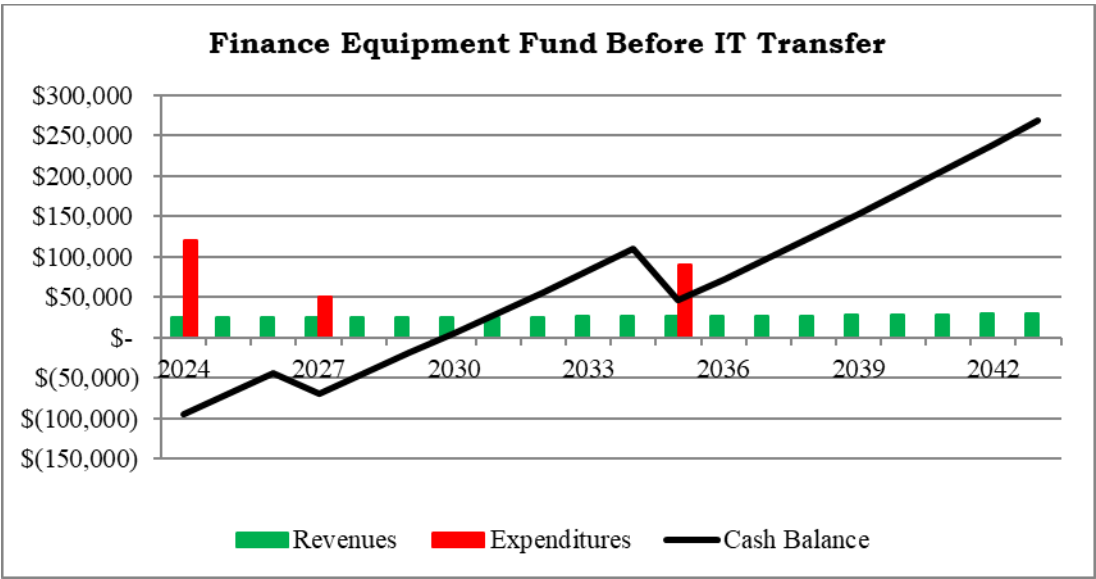
Admin Equipment Fund (\$50,000 transfer, shifting \$10,000 annual levy to operations budget)

I am proposing to remove \$10,000 of the annual tax levy support going into this fund and shift it to the operations budget. With the relatively small amount of funds needed annually, the reduced tax levy amount of \$25,000, the existing fund balance, and a transfer of \$50,000 from the IT Fund, the Admin Equipment Fund will be funded through 2040 given the current identified needs.



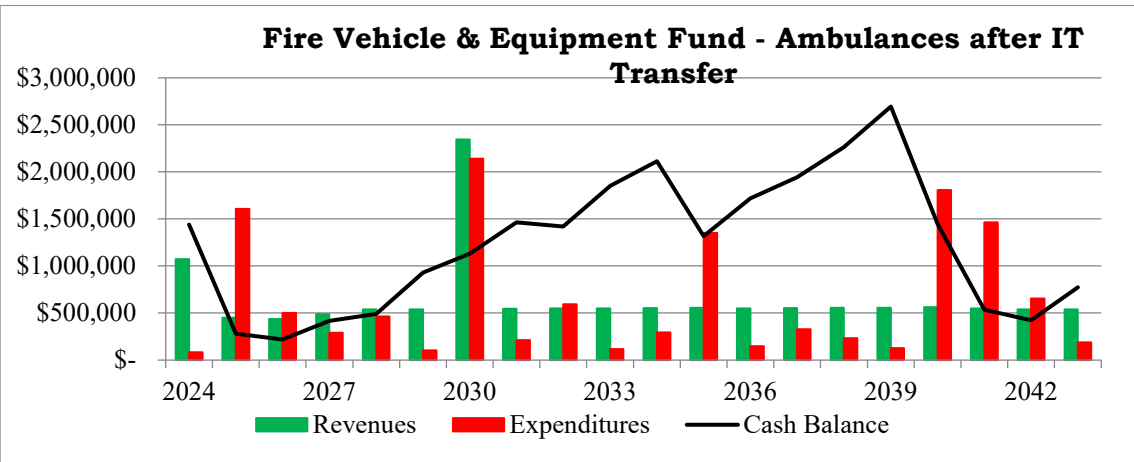
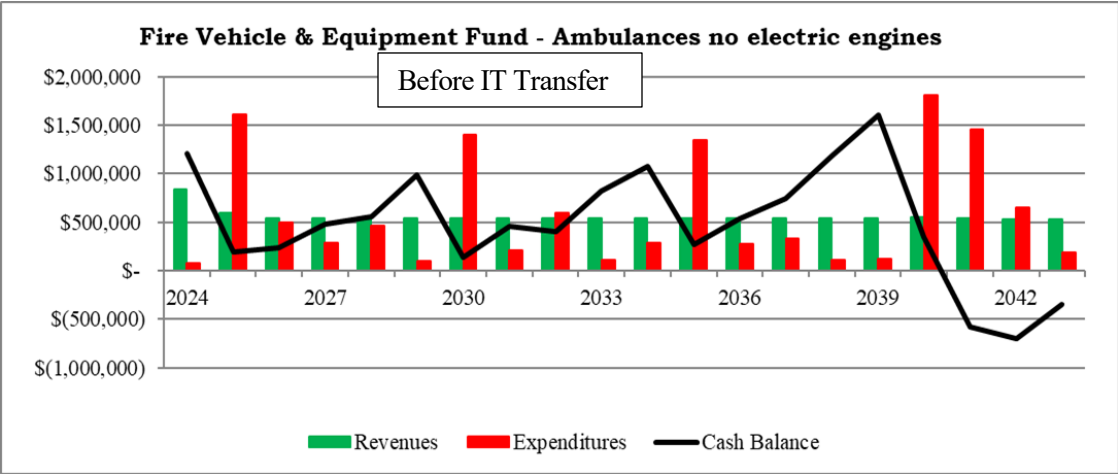
Finance Equipment Fund (\$100,000 transfer)

The transfer of \$100,000 from the IT Fund to the Finance Equipment Fund will pull this fund from a negative balance in 2024. With purchases from the fund only occur every 5-10 years, the transfer of dollars from the IT Fund and continuing the ongoing levy support will ensure sufficient dollars are in the fund for capital needs for the next 20 years given the current identified needs.



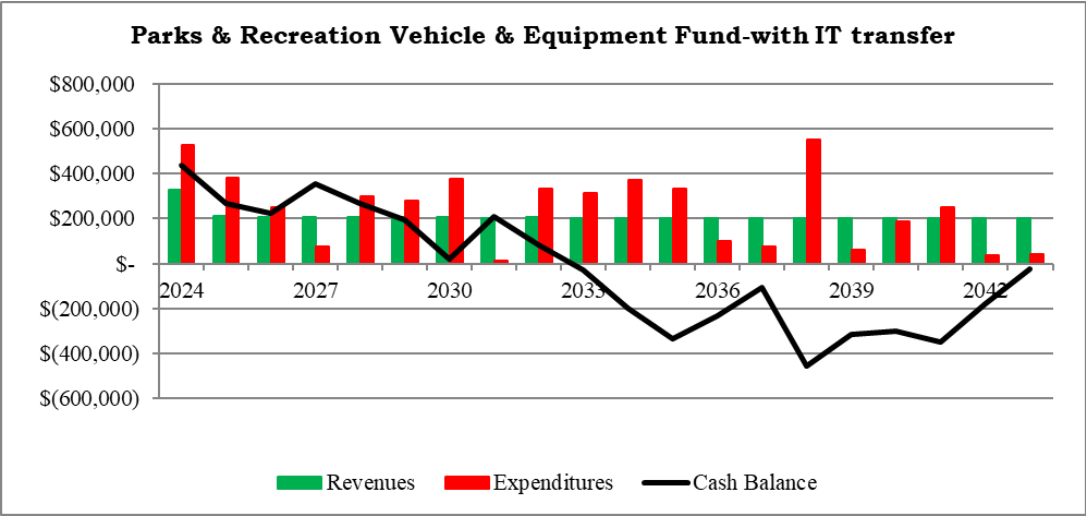
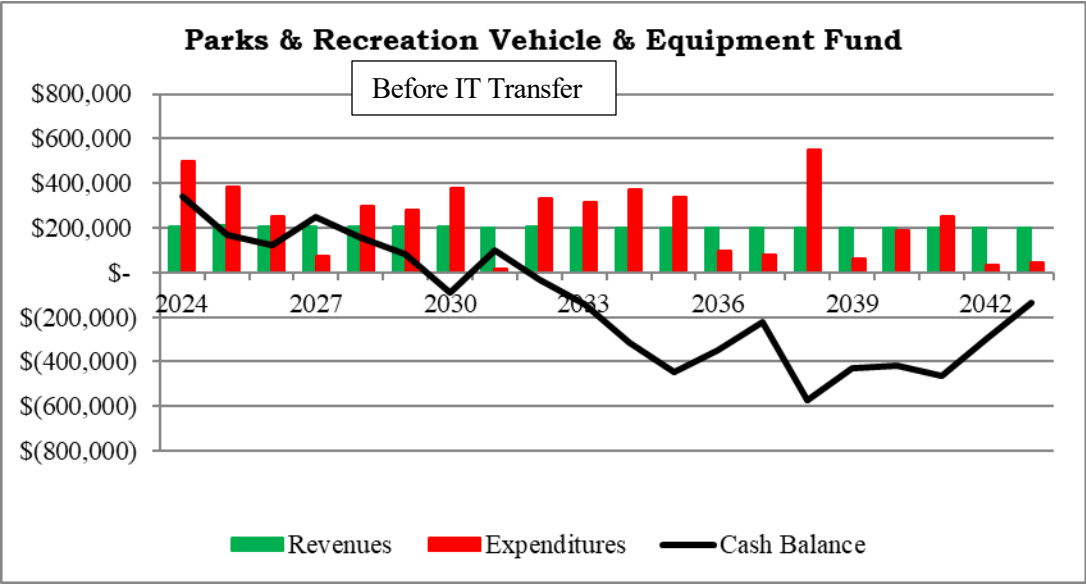
Fire Vehicle and Equipment Fund (\$233,214 transfer from IT Fund)

My budget proposes the purchase of an ambulance as the replacement of the Medical Response Unit and defers a decision on an engine replacement for a later date. With that in mind, the transfer of \$233,214 from the IT Fund, \$500,000 for Public Safety Aid, coupled with continued tax levy support annually and an increase in tax levy dedicated to this fund or bonding starting in 2025, this fund will have sufficient funds for the next 20 years given the current identified needs.



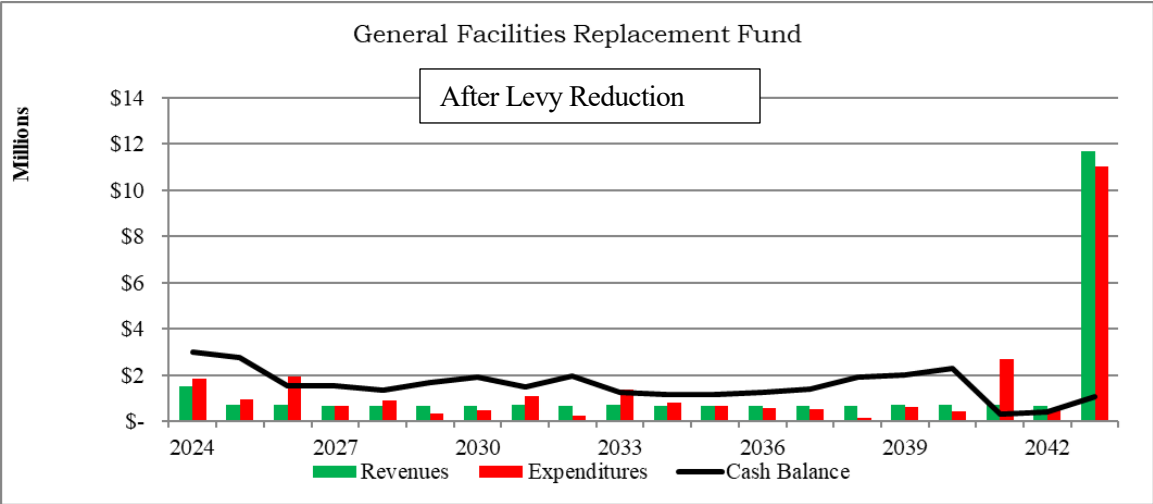
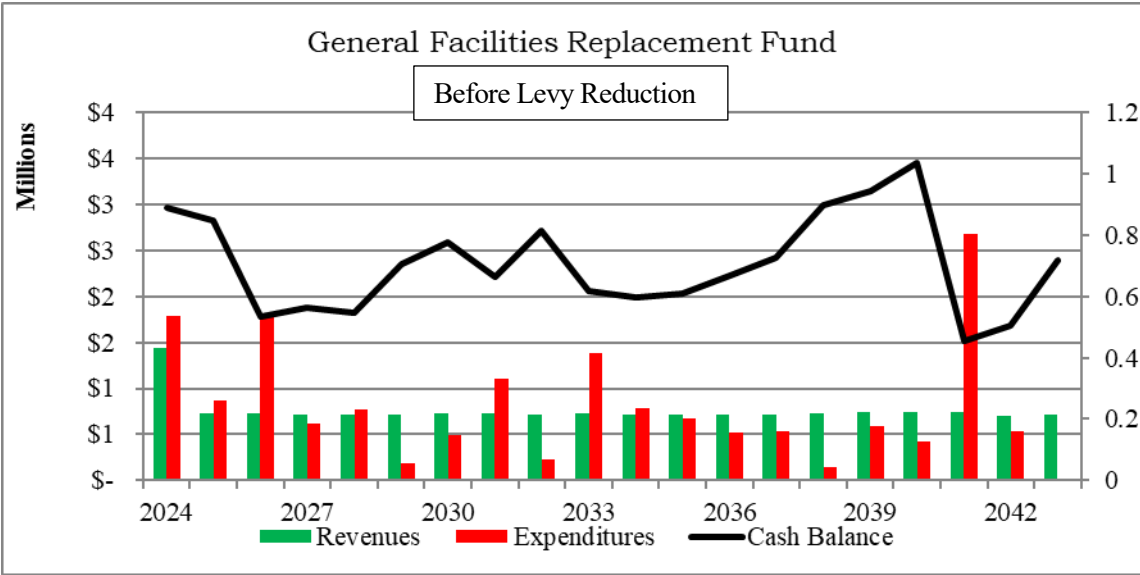
Park and Recreation Vehicle and Equipment Fund (\$127,000 transfer from IT Fund)

The transfer of \$127,000 from the IT Fund and continuing the annual tax levy support will allow this fund to have sufficient funds for identified until 2033. Without the transfer or other adjustments there would not be sufficient funding starting in 2030.



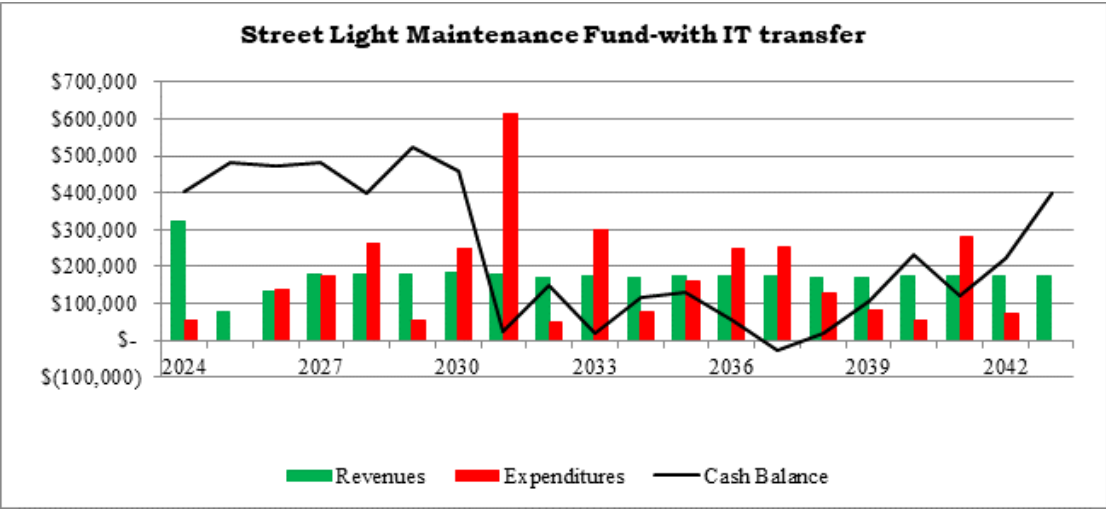
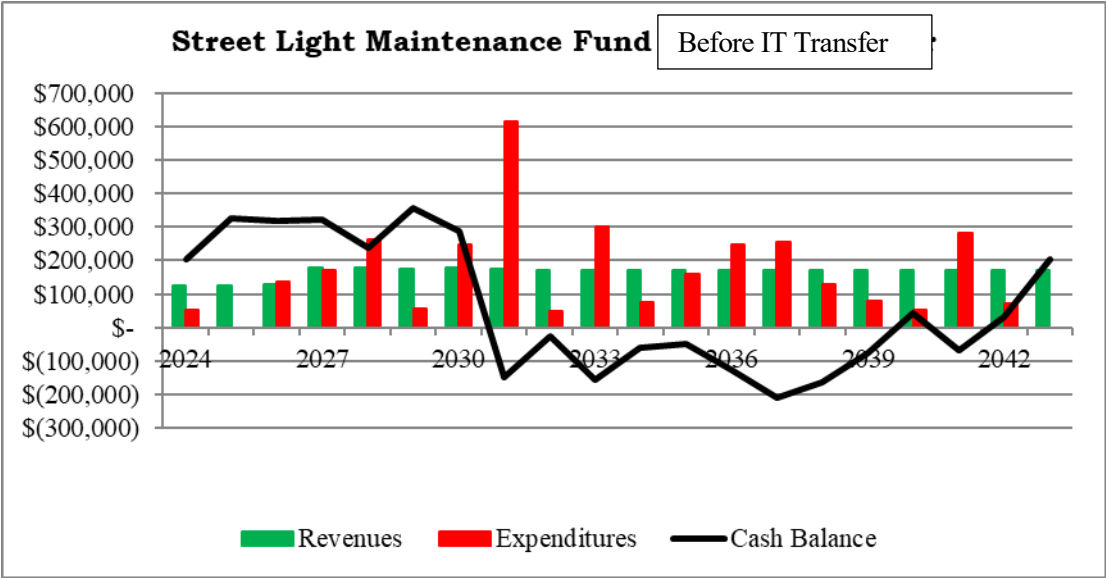
Facilities Fund, reduction of \$125,000 annual tax levy)

Staff spent some time in looking at future needs and expected costs for the items identified in the Facilities Fund. Based on that review additional items and costs were added in the later years of the 20-year plan which results in a lower fund balance carried in this fund in the 2030s (around \$2M). The most significant newly noted cost is an \$11 million expenditure for the replacement of the concrete pad of the OVAL. In 2043, it will be at the end of its useful life of 50 years. It is expected that state funding will cover most if not all these costs. My budget proposes to reduce the annual levy support to the fund by \$125,000 annually and shift it to the operations budget. With that adjustment \$676,000 of annual levy support will go to the Facilities Fund and will ensure sufficient dollars are in the fund for capital needs for the next 20 years given the current identified needs.



Street Light Maintenance Fund (\$300,000 transfer from IT Fund)

As mentioned during the CIP presentation on July 17, a number of streetlights originally installed by Excel Energy 25+ years ago are now the City's responsibility. As most of the light poles and lights are at the end of their useful life, additional dollars will need to be allocated to this fund. \$300,000 from the IT fund is proposed to be transferred into the Street Light Maintenance Fund to help stabilize the fund. Additional assistance to this fund will be needed in the future.



Lastly, I am proposing to remove \$25,000 of tax levy support from the Central Services Fund and move it to support the operations budget. This reduction was proposed as part of the CIP presentation on July 17, but the reduction was going to be applied to the capital budget to offset other capital tax levy increases.

In summary, I am proposing to allocate \$160,000 of tax levy from the CIP to offset the levy increase needed in the operations budget. In addition, this budget is transferring over \$800,000 from the existing IT Equipment Fund to stabilize other capital funds. The changes to the CIP are shown in the table below:

2024-2043 Capital Improvement Budget	
Levy Transfer from Capital Budget to Operations Budget	
Administration Equipment Fund	\$ 10,000
Central Services	\$ 25,000
Facilities Fund	\$ 125,000
	\$ 160,000
Transfer from IT Fund (\$810,214) to other Capital Funds	
Administration Equipment Fund	\$ 50,000
Fire Vehicle and Equipment Fund	\$ 233,214
Park and Rec. Vehicle and Equipment Fund	\$ 127,000
Finance Equipment Fund	\$ 100,000
Street Light Maintenance Fund	\$ 300,000
	\$ 810,214

Investment to Maintain City Programs and Workforce

Reclassification of personnel

Reclassification of Police Department Administrative Community Service Officer from 0.80 FTE to 1.00 FTE

With the amount of time needed to recruit, train, and supervise Roseville's Community Service Officers (CSOs), there is a need to increase the Administrative Community Service Officer to full-time. This position was reduced to a 0.80 FTE position in 2021 but given the additional challenges with recruitment and the fact that many of our new police officers begin with the City as a CSO, it is important that we have a full-time Administrative CSO. Currently, this position is funded by the tax levy. For 2024, the additional cost (\$18,500) will be covered by State of Minnesota Public Safety Aid. Starting in 2025, the additional cost for this position will be included in the tax levy.

Impact to tax levy in 2024: \$0, but will need to be supported by tax levy starting in 2025.

Reclassification of Public Works Maintenance Support Specialist to Office Assistant

As a result of a vacancy, the Public Works Maintenance Support position will be reclassified to an Office Assistant to better reflect the needs to the department. The change in job classification will lead to a reduction of \$14,494 of tax levy support needed.

Impact to tax levy in 2024: A decrease of \$14,494.

Increased hours for Administration Intern

Staff has found the use of interns for a project support and/or new initiatives a very cost-effective solution. As part of the 2023 budget, \$5,200 was allocated for an intern in the Administration Department. The intern hired this summer has provided valuable support to the HR functions and has been able to modernize our forms and processes. For 2024, it is proposed to allocate an additional \$14,800 in funding to allow for an intern to serve the department for a longer period.

Impact to tax levy in 2024: An increase of \$14,800

Increased hours for Police Department Interns:

The Police Department currently has 3 interns over the summer months. The utilization of paid interns is still unique in law enforcement, and it has proven to be assist greatly in filling the positions. Roseville also have found that the internship program is another pathway for young people to become interested into becoming a police officer. For instance, all three of our current summer interns have expressed an interest in becoming a police officer and will be pursuing further education. In 2024 we would like to expand the current internship to allow for each intern to work for the City 1040 hours per year. The additional hours will allow them to remain employed with Roseville while they pursue their law enforcement education. It is hoped that once they complete their education, they would plan to work for Roseville.

Impact to tax levy in 2024: An increase of \$49,070

Increase Park and Rec Seasonal Pay

The 2024 Budget continues the effort to raise pay for recreation and maintenance seasonals in the Parks and Recreation Department. In addition, the safe and sick leave mandate recently passed by the Legislature will raise our payroll costs for seasonals.

Impact to tax levy: An increase of \$36,363

Additional Funding for six Firefighter positions paid through SAFER grant.

In 2021, the City received a SAFER grant from the federal government to fund six firefighter positions for a period of 3 years (2021-2023). In 2022, the City Budget included \$200,000 of new levy support for the Police Vehicle and Equipment Fund that would be shifted to fund the firefighter positions once the grant cycle ended. An additional amount of \$200,000 of levy support was allocated to the Police Vehicle and Equipment Fund for the same intention in the 2023 budget. With the grant expiring at the end of 2023, full funding for the six firefighters must be provided through the levy. As a result, the \$400,000 of tax levy funds previously supporting the Police Vehicle and Equipment Fund will be shifted to the Operating budget and an additional amount of \$200,000 of new tax levy is included as part of the 2024 budget to cover the six firefighters.

Impact to tax levy: An increase of \$200,000

New personnel

As part of the department budget submittals, there were requests for 5 new positions to be included in the 2024 budget. While there is demonstrated need for each of the proposed positions, given the need to implement the classification and compensation plan for existing employees as well as the continued inflationary increases that are still occurring on city programs, services, and equipment, I have decided to only include the non-levy Commitment to Diversity Fire Fighter position in the budget. (It will be budgeted and will remain unfilled until needed to retain a diverse firefighter). The proposed positions not funded in the 2024 budget are as follows:

Administration Department - Human Resources Assistant - \$87,530 of new levy support

Fire Department – Housing Officer/Fire Inspector - \$110,000 of new levy support

Parks and Recreation Department – Recreation Supervisor – Workforce Development - \$106,320 of new levy support plus additional funding of \$60,000 for seasonal workforce development cohort

Police Department – Commander (\$159,910)

I have attached memos from each Department Head about their position requests for your information.

Commitment to Diversity Positions – Police Dept. (existing) and Fire Dept. (new)

Since 2020, a Commitment to Diversity police officer has been funded in the annual budget, either through direct levy funds or the planned use of reserves. The purpose of the Commitment to Diversity position is to allow for additional staffing over the budgeted police positions when a candidate that is a minority in public safety field is eligible to be hired when there are no vacant positions. The additional position is expected to be temporary and once a vacancy occurs, the number of employees will return back to the authorized amount.

To-date, the Police Department has not needed to utilize the Commitment to Diversity program due to continual vacancies in police officer positions over the past few years. As part of the 2024 budget, I am proposing to continue budgeting for a Commitment to Diversity police officer and adding a similar position for the Fire Department. Expanding the Commitment to Diversity program to the Fire Department will allow the Department to retain a cadet that is a minority in the firefighting field.

I am not proposing to use any tax levy funds for these positions. For the 2024 budget, I am proposing to earmark the State of Minnesota Public Safety Aid (PSA) funding to pay for this program. I am proposing to allocate \$221,900 of PSA to fund one police officer and fire fighter full time for the entire year. While it is highly unlikely that the funds would need to pay for both positions for a full year, it is prudent to include in the 2024 budget. If the funds are unspent in 2024, the PSA funds could be reallocated for the same purpose in 2025 and beyond or reallocated for another eligible public safety expenditure.

Impact to tax levy in 2024: \$0, non-tax levy funds would be expected to be allocated in future years to fund the program.

Compensation Adjustments

Given the amount of the city budget that is directed toward personnel, compensation adjustment for employees is typically a large cost driver of each year in the increase in the budget and tax levy. For the 2024 budget, this is true, but with the planned completion of the Classification and Compensation study for city employees, there are additional costs that need be factored in once the new classification system is put in place and wages adjusted to reflect the market. In addition, there are two unions (Fire Fighters and Police Officers) that have contracts that expire at the end of 2023. At this point, it is unknown what adjustments to wages and other compensation these contracts will need to be made. Given those reasons, I have put a placeholder amount in this budget proposal. Once additional information is known, I am hopeful that the amount allocated for the implementation of the classification and compensation study and new union contract to be adjusted appropriately as the City Council considers the preliminary and final budget and levy.

The following is a listing of the compensation adjustment that will impact the levy in the 2024 budget.

Employee Step Increases and Employee Insurance Increases

As part of the city's current compensation plan, non-union employees that meet work goals and provide satisfactory work receive wage increases based on a 7-step grid. Union employees also receive step increases in a similar manner, with each contract providing for a different step system. The new cost represents the tax levy needed to cover the expected step increases in 2024 for staff in the *existing* classification and compensation system. Once the new classification and

compensation system is in place, this allocation will be put towards slotting employees into the new system. However, it is expected that there will need to be additional funding that will need to be included in the 2024 budget to reflect the new compensation plan (see below). Employer costs for a 5% health insurance increase for employees are also included as part of this number.

Impact to tax levy: An increase of \$366,890

Classification and Compensation Study

As mentioned above, the costs to implement the results of the classification and compensation are unknown at this point and the implementation of the results will be dependent on the City Council approval. In order to provide for maximum flexibility to allow the implementation of the study, I am proposing to preliminary allocate about \$660,000 to be used toward adjustment compensation for all (union and non-union employees). I would strongly note that this is preliminary number. I expect that over the next couple of months we will be to refine the amount needed based on final information from the completed study and consideration of an implementation plan. This additional information will be able to be used for the preliminary budget and levy in September and the final budget and levy in December.

Impact to tax levy: An increase of \$659,986

Employee COLA (3%)

Although it is expected that the classification and compensation study will better align the city's pay with the market, it should be noted the data is for 2023. Going into 2024, our comparable cities will be implementing a cost-of-living adjustment for their employees. Roseville must also adopt an annual cost-of-living adjustment to maintain our place in the market. If a smaller or no COLA is given, Roseville will fall below the market, defeating the purpose of the doing the classification and compensation study in the first place.

With that in mind, for union contracts going through 2024, a cost-of-living adjustment (COLA) of 3% has been incorporated into the 2024 budget. The same 3% COLA has been allocated for the two unions that have contracts up at the end of 2023, but the final COLA is still yet to be negotiated. This budget also has incorporated a 3% COLA for non-union staff as a matter of parity. The total cost of the 3% COLA to all city employees is \$627,286 with \$477,386 of the amount to be paid from new tax levy.

Impact to tax levy: An increase of \$477,386

Costs for Supplies, Operations, and Contractual Services

The 2024 City Budget incorporates new and inflationary costs for supplies, operations, and contractual services. Some examples are increase in costs for facility utility usage, software licensing, city auditing, contract maintenance, Metro-INET services, credit card processing fees, and printing costs. In addition, a community survey is planned for 2024. It should be noted that the 2024 budget reduces the amount of funds set aside in the 2023 budget for fuel. Fortunately, the increase in fuel costs did not last as long as feared, and as result we have budgeted our fuel costs more closely to the existing market. The total net cost to cover the inflationary increase for supplies, operations, and contractual services is \$743,895.

427 Total new levy costs for maintaining programs and investing in the city workforce included in
 428 City Manager's proposed 2024 budget is below.
 429

Investment to Maintain City Programs and Workforce		
		New Tax Levy Support
Reclassification of personnel		
Reclassification of PD Admin CSO (.80 to 1.0 FTE) *		\$ -
Reclassification of PW Maint. Spec. to Office Asst.		\$ (14,494)
Increased Hours for Admin Intern		\$ 14,800
Increased Hours for 3 PD Interns		\$ 49,070
Increase in Parks and Rec seasonal pay		\$ 36,363
Additional Funding for FF with ending of SAFER grant		\$ 200,000
	Sub-Total	\$ 285,739
New Personnel		
Commitment to Diversity Firefighter*		\$ -
	Sub-Total	\$ -
Compensation Adjustments		
Employee Step Increases		\$ 366,890
Compensation Study Adjustments		\$ 659,986
Employee COLA 3%		\$ 477,386
	Sub-Total	\$ 1,504,262
Increased Costs for Supplies, Operations, and Contracts		
	Sub-Total	\$ 743,895
Shift of levy from Capital to Operating Budget		
		\$ (160,000)
	Total New Tax Levy Support	\$ 2,373,896

430
 431 * Funded by State of Minnesota Public Safety Aid

432

Strategic Use of Grant Funding

Grant Funding

In the past couple of years, the City has been able to secure grants and other federal funding to assist the community in addressing needs resulting from the COVID pandemic and its impact to the economy. The City received a total of \$3.9 million as a result of the federal American Rescue Plan Act (ARPA). I am proposing to use the last of these funds as part of the 2024 budget. On the next page is a spreadsheet showing how the ARPA funding has been spent and allocated to date, including what is proposed to be used in the 2024 budget. Below are details of the use of ARPA funds for the 2024 budget.

441

ARPA - Embedded Social Worker \$125,000 (No tax levy impact)

The use of ARPA funds for a 2nd embedded social worker in the Police Department was previously discussed and approved by the City Council starting with the 2022 City Budget. Beginning in 2025 this position will need to be funded with levy funds unless other grant dollars can be secured.

447

ARPA - Water CIP Projects \$638,600 (No tax levy impact)

The use of ARPA funds for utility infrastructure projects is permitted and last year \$500,000 was used as part of the 2023 budget. In 2024, \$636,000 is proposed to be transferred to the Water Fund to fund projects and stabilize the fund balance for future projects.

452

ARPA – Social Media Software \$18,000 (No tax levy impact)

ARPA funds will be used to purchase a license for Sprout Social, a social media content manager, and for Social Pinpoint software, which provides for online engagement. Continuing the licenses for these programs will need to be funded in future budgets through tax levy support or other revenue sources.

458

ARPA – EDA Uses -Land Trust program and Small Business Grant program \$95,000 (No tax levy impact)

The Roseville EDA will utilize ARPA funds to supplement Land Trust program for affordable home ownership and the Small Business Grant program.

463

With these expenditures, the City will have utilized all of its ARPA funds.

465

466

Total ARPA Allocation \$3,984,102.54						
Spending Plan for the dollars taken under the Standard Revenue Loss Allowance						
	2021	2022	6/30/23 exp	2023	2024	Totals
Responding to Public Health Emergency						
COVID Testing Equip, Supplies & Staffing& masks	\$30,022.88	\$36,461.92	\$180.00			\$ 66,665
PD Embedded Social Worker		\$26,011.54		\$ 203,988	\$ 125,000	\$ 355,000
Radios and computers for social workers		\$11,202.81				\$ 11,203
Police & Fire RMS systems		\$211,173.61				\$ 211,174
Access information - agenda mgmt software				\$ 6,200		\$ 6,200
Redesign website/accessability audit			\$16,336.32	\$ 664		\$ 17,000
Sprout social media accounts					\$ 8,000	\$ 8,000
Outfit conference rooms to do virtual meetings			\$17,550.41	\$ 2,450		\$ 20,000
Roll Call Room update technology		\$29,566.47				\$ 29,566
Laptop replacement for city employees		\$138,201.95				\$ 138,202
FD Advanced Life Support Start-up Supplies/Equip.		\$211,146.62	\$8,333.63			\$ 219,480
HR Onboarding Software		\$8,118.60				\$ 8,119
Social Pinpoint Software					\$ 10,000	\$ 10,000
PD Communications Equipment		\$6,811.89				\$ 6,812
Solar Panel for PD overt trailer camera		\$5,143.50				\$ 5,144
AED replacements			\$14,101.64	\$ 5,898		\$ 20,000
PD Wellness Program			\$30,000.00	\$ -		\$ 30,000
PD Hsg Navigator		\$37,150.00	\$19,116.60	\$ -		\$ 56,267
PD 2nd SRO-net cost			\$40,000.00	\$ -		\$ 40,000
Metro-INET increased JPA costs			\$100,000.00	\$ -		\$ 100,000
Non-Profit Support			\$60,000.00	\$ -		\$ 60,000
						\$ 1,418,830
	2021	2022	6/30/23 exp	2023	2024	Totals
Responding to Negative Economic Impact						
EDA Choose Roseville Campaign	\$42,953.11	\$92,819.18				\$ 135,772
RVA Support - Way Finding Signs				\$ 200,000		\$ 200,000
Small Business Grant program				\$ 15,000	\$ 15,000	\$ 30,000
Affordable Housing - Land trust			\$80,000.00	\$ 80,000	\$ 80,000	\$ 240,000
						\$ 605,772
	2021	2022	6/30/23 exp	2023	2024	Totals
Premium Pay for Essential Workers						
FF premium Pay	\$47,682.00					\$ 47,682
PD premium Pay	\$85,218.00					\$ 85,218
						\$ 132,900
	2021	2022	6/30/23 exp	2023	2024	Totals
Water, sewer, and broadband infrastructure						
Water capital projects		\$ -		\$ 500,000	\$ 638,600	\$ 1,138,600
						\$ 1,138,600
	2021	2022		2023	2024	Totals
Revenue Replacement						
License Center Revenue Loss Recovery	\$ 688,000					\$ 688,000
						\$ 688,000
	\$893,875.99	\$813,808.09	\$385,618.60	\$ 999,200	\$ 884,696	\$ 3,984,103
		Allocation	Proposed	Remaining		
467		\$ 3,984,102.54	\$ 3,984,103	\$ -		

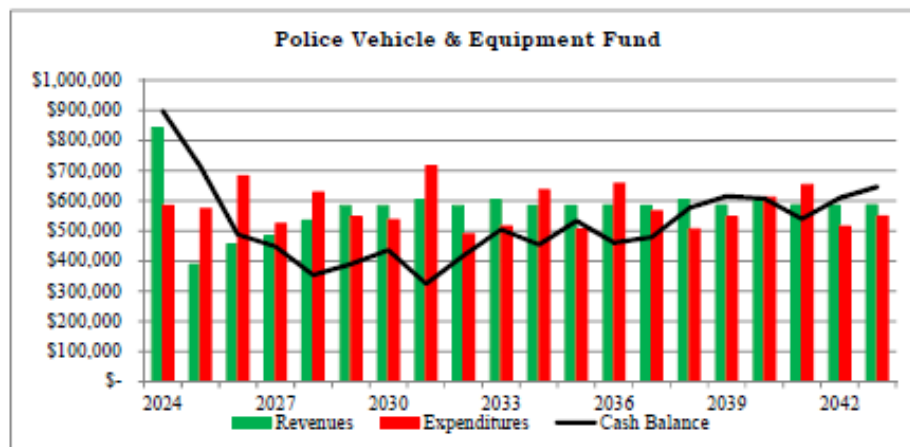
Opioid Settlement Dollars – Police Department Housing Navigator \$79,370 (No tax levy impact)

As part of the state settlement with opioid manufacturers, the City of Roseville will be receiving payments for the following 15 years. The opioid settlement funds must be spent on qualifying expenditures that include opioid intervention, treatment, and education. We have been collecting these funds for the past couple of years (and will continue into the future) and I am proposing the opioid settlement dollars be used to fund the Police Department Housing Navigator position. As many of the persons encountered by the Housing Navigator have drug addiction issues, including abuse of opioids, the settlement funds would be a put to a good use to help those that are addicted to rebuild their life. Although it is planned to use the opioid settlement funds for the Housing Navigator position in the 2024 budget, staff is hopeful that the city will be able to receive grant funds from the state as part of legislation passed in the 2023 legislative session. Once the application period is opened up, staff will apply for grant funding for the Housing Navigator position. If successful in obtaining the grant, the opioid settlement will not be utilized and reserved for a future use.

As part of the 2023 legislation, the City received \$1,596,000 in “Public Safety Aid” (PSA) from the State of Minnesota. The one-time appropriation can be used only be used for activity that provides for public safety. For the 2024 budget, I am proposing to use the PSA as follows:

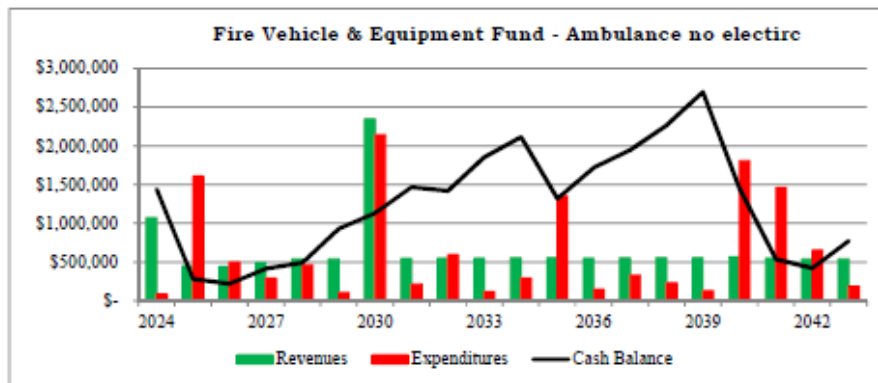
PSA – Police Vehicle and Equipment Fund - \$500,000 (No tax levy impact)

I propose to allocate \$500,000 of Public Safety Aid into the Police Equipment Fund to stabilize the fund balance for future purchases. As a result of the infusion of the PSA dollars, along future levy increases, the fund performance is shown below.



PSA – Fire Vehicle and Equipment Fund - \$500,000 (No tax levy impact)

Similarly, I propose to allocate \$500,000 of Public Safety Aid into the Fire Vehicle and Equipment Fund. As a result of the infusion of the PSA dollars, along future levy increases, the fund performance is shown below.



PSA - Reclassification of Police Department Administrative Community Service Officer from 0.80 FTE to 1.00 FTE (No tax levy impact)

As mentioned earlier in the memo, there is a need to make this position full time. I am proposing to use PSA dollars for the 2024 budget to fund this change. New levy funds will be needed as part of the 2025 budget to keep this position full time.

PSA – Increase in Police Officer and Fire Wellness Resources -\$46,000 (No tax levy impact)

For the past several years, Roseville has offered wellness resources to our police officers and firefighters to help them deal with the daily stresses of the occupation and after critical incidents. As more officers and firefighters utilize and rely on the provided wellness services as well as the importance that employee wellness has taken in preventing and treating post-traumatic stress disorder (PTSD), this is a need to provide additional funding for wellness services through our current provider, MASA Consulting. I am proposing to use PSA dollars for the 2024 budget. Additional tax levy dollars will be needed in the 2025 budget to continue the level of wellness services.

PSA – Increase of Public Safety-related IT costs - \$16,000 (No tax levy impact)

The Minnesota Bureau of Criminal Apprehension is requiring all police agencies to meet their cybersecurity requirements for transmittal of information. I am proposing to use PSA dollars in the 2024 budget to fund this increase. Additional tax levy dollars will be needed in the 2025 budget to cover these increased costs.

PSA- Increase in Ramsey County Dispatch Costs - \$40,104 (No tax levy impact)

Based on a formula based on call volume going through the Ramsey County dispatch center, the City's costs to fund the operations and capital needs of the county dispatch center are adjusted each year. For 2024, Ramsey County has indicated that Roseville's increase will be \$40,104. In the 2024 budget, I am proposing to fund this increase with PSA dollars. Additional tax levy dollars will be needed in the 2025 budget to fund this and additional increases.

PSA – Funding for Commitment to Diversity Program in the Police and Fire Departments (No tax levy impact)

As mentioned earlier in the memo (p. 5), I am proposing to fund the Commitment to Diversity Police Officer and Firefighter positions with PSA dollars in 2024 budget. These dollars would not be spent until needed. Due to the short time frames these dollars will be needed, it is likely that a significant amount of the dollars allocated for these positions will be available in the future for this or other programs.

Public Safety Aid	\$1,596,000	Capital	Operating
PD Equip and Vehicle Fund	\$ (500,000.00)	\$ (500,000.00)	
FD Equip and Vehicle Fund	\$ (500,000.00)	\$ (500,000.00)	
PD Admin CSO	\$ (18,500.00)		\$ (18,500.00)
PD Increase Wellness	\$ (30,000.00)		\$ (30,000.00)
PD BCA required IT costs	\$ (16,000.00)		\$ (16,000.00)
FD Increase Wellness	\$ (16,000.00)		\$ (16,000.00)
PD/FD Increase in Dispatch	\$ (40,104.00)		\$ (40,104.00)
PD Commit to Diversity	\$ (107,700.00)		\$ (107,700.00)
FD Commit to Diversity	\$ (114,200.00)		\$ (114,200.00)
	\$253,496	\$ (1,000,000.00)	\$ (342,504.00)
	Remaining Balance	Expenditures Total	Expenditures Total

Use of Reserves

The 2024 Budget does not plan on using any General Fund Reserves. For capital expenditures, individual capital fund reserves will be used for the purchase of equipment and services.

Impact to Future Budgets and Tax Levy

As noted in this section, the City has been relying on grants to fund portions of our operational budget. As the grant funds are one-time funding sources, it is important to acknowledge that future funding of the personnel and services paid for by the grant dollars will need to be factored into future levy amounts. This of course assumes that the personnel will remain in place and the services funded by the grant will continue to be provided. While there may be other grant opportunities to fund the positions and services, for the purpose of the table below, I have listed all of the future levy costs from items funded by grants.

2024 Budget Expenditures in 2025 Budget			
Cost Item	Amount	2024 Funding Source	2025 Funding Source
Admin. CSO (.8 to 1.0 FTE)	\$ 18,500	PSA	Levy
PD/FD Wellness Services	\$ 46,000	PSA	Levy
PD BCA Required IT costs	\$ 16,000	PSA	Levy
PD/FD Increase in Dispatch	\$ 40,104	PSA	Levy
2nd Embedded Social Worker	\$ 125,000	ARPA	Levy
PD Housing Navigator	\$ 79,370	Opioid Sett.	Levy
Total	\$ 324,974		

City of Roseville City Manager Recommended 2024 City Budget



2024 City Manager Recommended Budget

For tonight, we intend to:

- Provide the City Council and public more detail on the proposed 2024 budget for the City of Roseville and subsequent property tax impact
- Provide context for the City Council in making the decision on the not-to-exceed levy on September 25
- Answer any questions you may have regarding the recommended 2024 City Budget

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

Department Head Organizational Priorities

People

Maintain a workforce that attracts and retains a diverse pool of top talent

Equity & Inclusion

Integrate equity and inclusion into all organizational processes, procedures and decisions

Elevate Environmental Sustainability

Prioritize and incorporate sustainability initiatives into all we do (e.g. programs, projects, plans, events)

Foster Community Success

Create and provide opportunities for the Roseville community to thrive and succeed

Consider Engagement

Normalize the concept of engaging stakeholders according to the IAP2 spectrum on decisions affecting them.

Provide a modern & sustainable infrastructure

Ensure the city's infrastructure is functioning within expectations, receiving proper maintenance, and has a fiscally sustainable replacement program

City Manager budget focused on three strategies:

- Provide for a Modern and Sustainable Infrastructure
- Investment to Maintain City Programs and Workforce
- Strategic Use of Grant Funding

2024 City Manager Recommended Budget

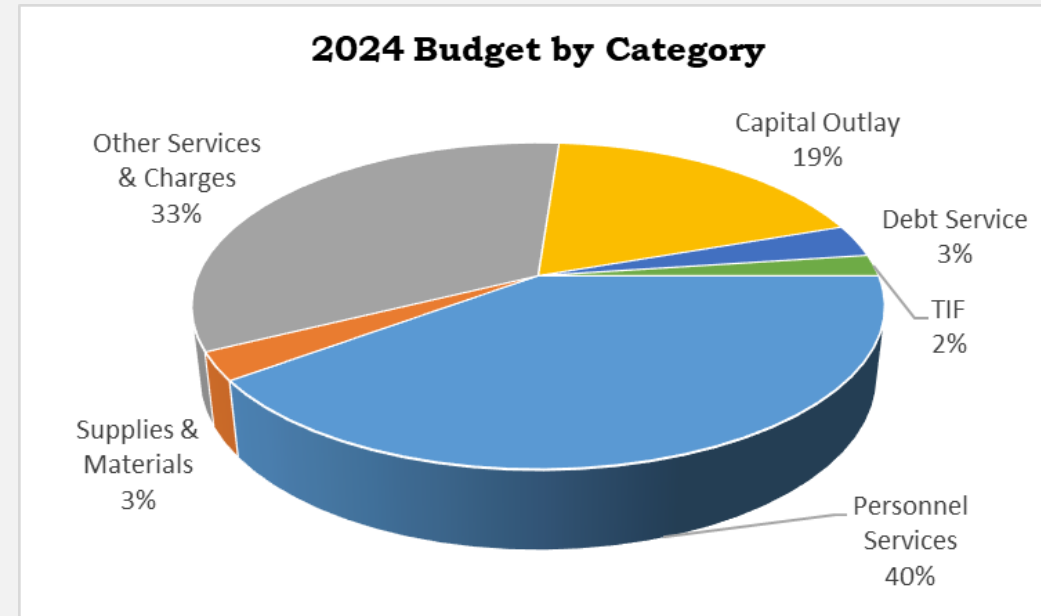
Total Budget Allocation

Attachment 3

Total Budget : \$69,637,928

- Overall Increase of 13.5%
- Fee Supported Budget: \$28,580,288
- Property Tax Supported: \$41,057,640

2024 Budget Allocation



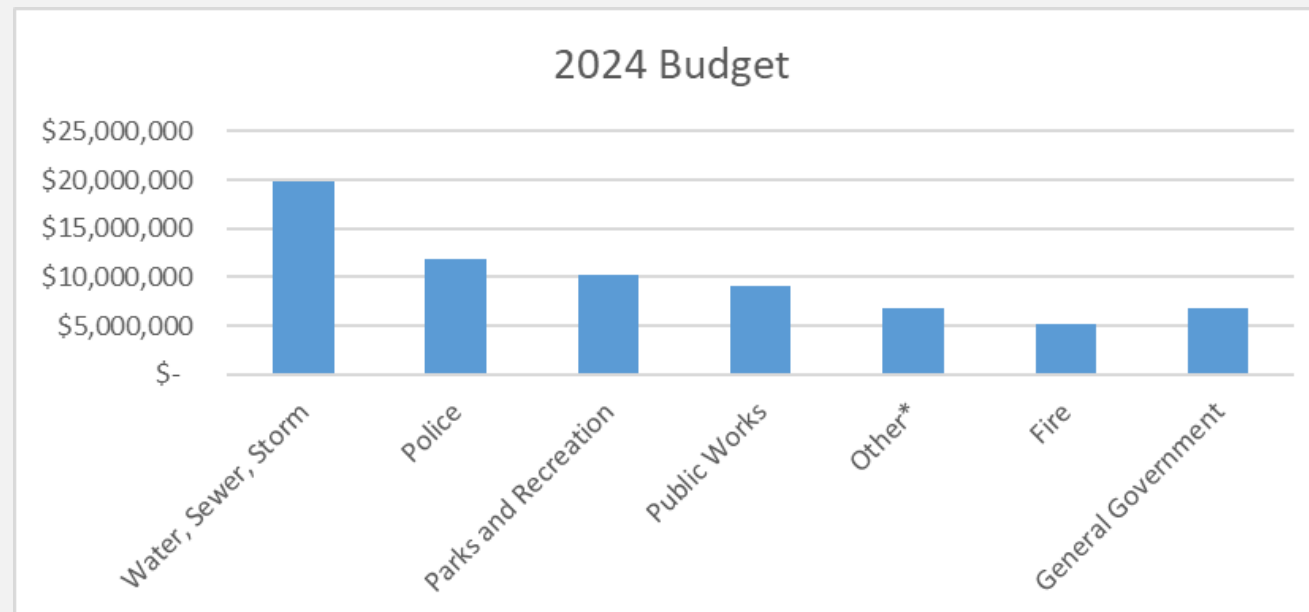
*Other Services and Charges primarily represents spending on outsourced services such as; water purchases from St. Paul, wastewater treatment costs paid to the Met Council, professional services, specialized maintenance on facilities, infrastructure, & other assets, and energy-related costs.

2024 City Manager Recommended Budget

Total Budget Allocation

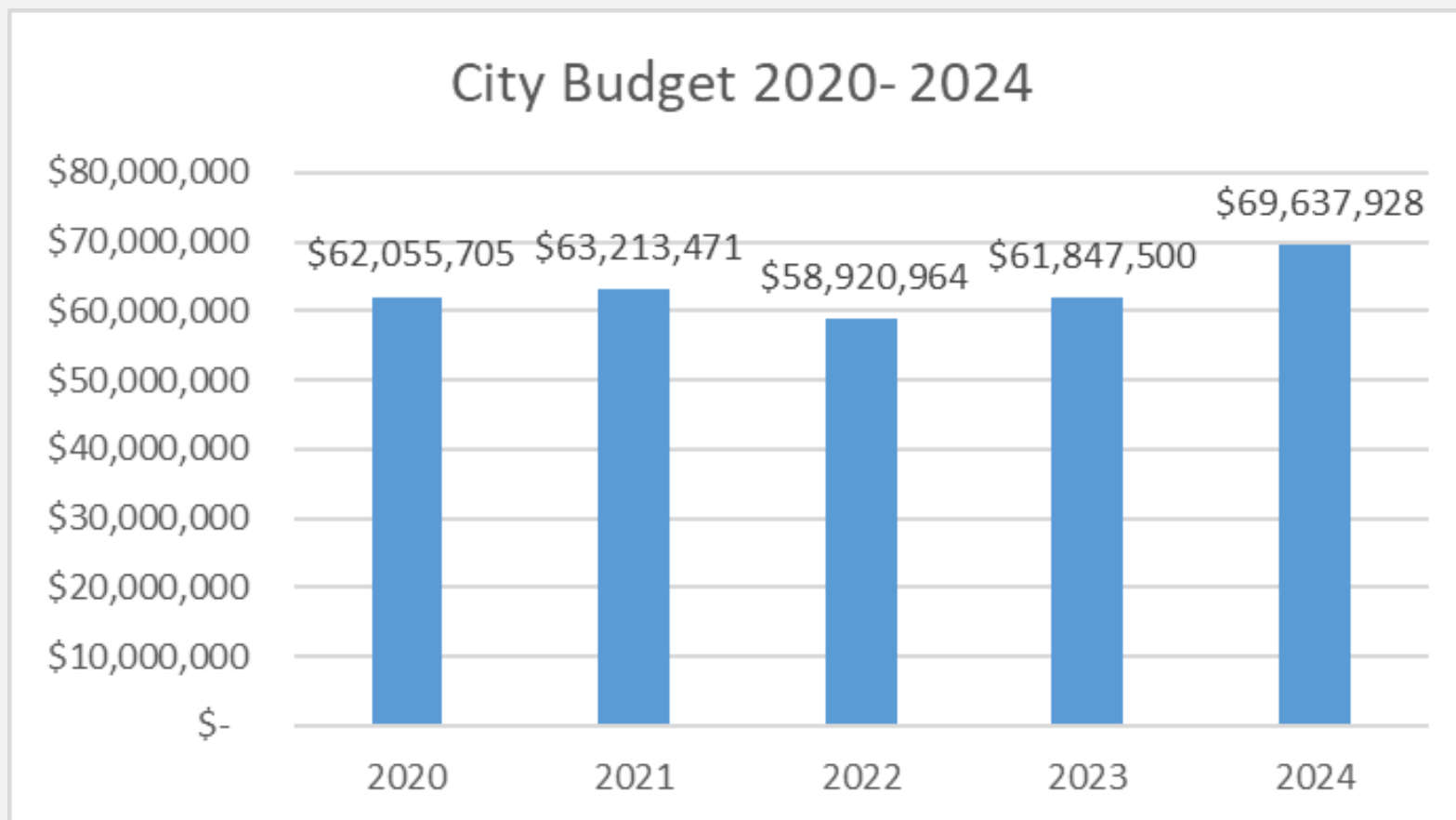
Attachment 3

Function	Budget Funding Uses			Total Uses
	Operations	Capital	Princ & Int on Debt	
Police	\$ 11,221,924	\$ 584,710	\$ -	\$ 11,806,634
Fire	4,494,392	83,000	647,745	5,225,137
Parks & Recreation	6,565,241	2,055,500	1,577,677	10,198,418
Public Works	3,689,098	5,304,200	-	8,993,298
General Government	5,767,103	1,094,490	-	6,861,593
Water, Sewer, Storm	15,995,712	3,777,000	-	19,772,712
Other	6,780,136	-	-	6,780,136
Total	\$ 54,513,606	\$ 12,898,900	\$ 2,225,422	\$ 69,637,928
** Other Funding Uses Include: license center, planning & inspections, TIF and others				



2024 City Manager Recommended Budget

Proposed 2023 City Budget: \$69,637,928 or about 13.5% increase

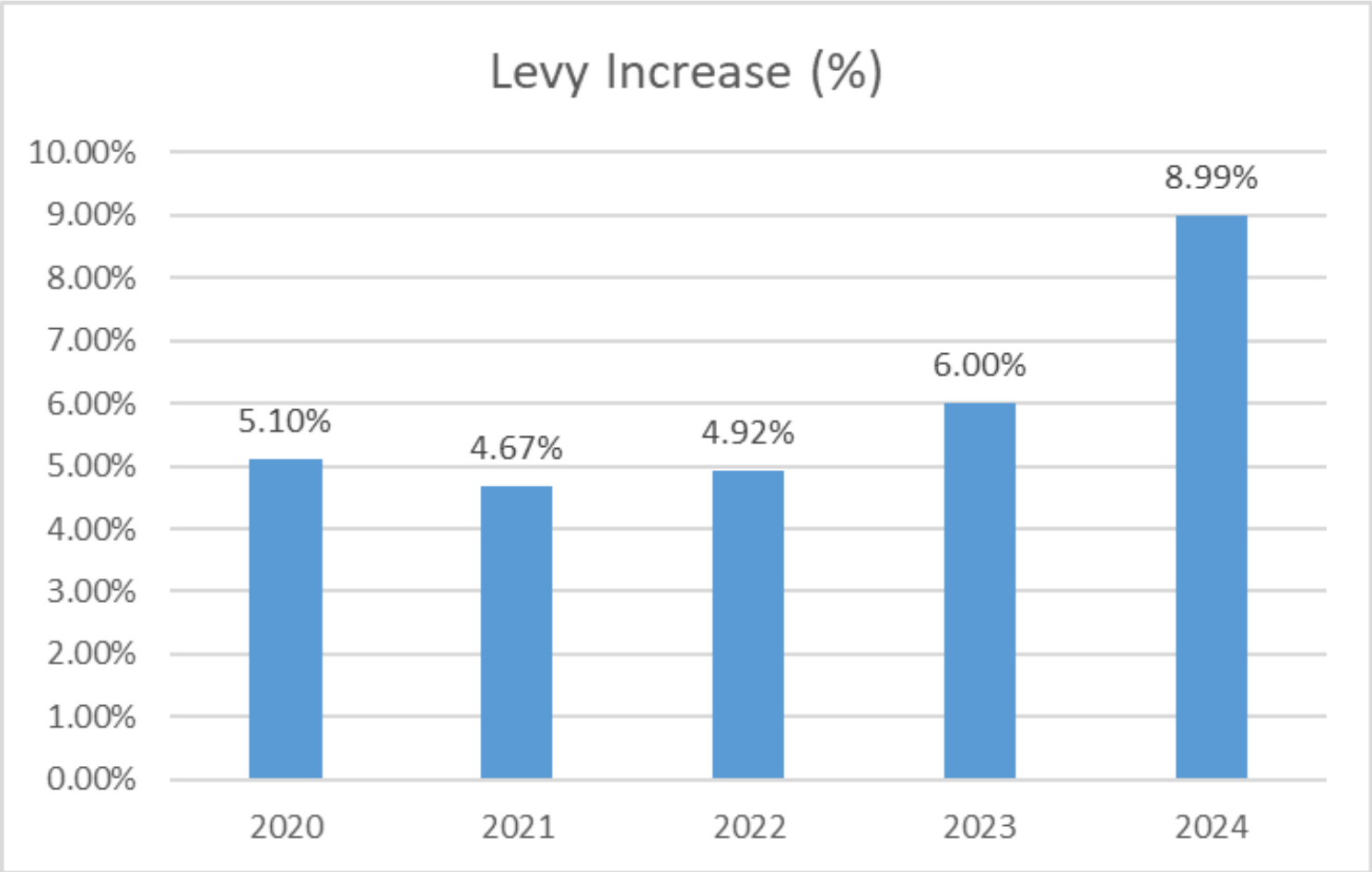


2024 City Manager Recommended Budget

Proposed 2024 City Tax \$28,785,280
Levy Increase \$2,373,896



Proposed 2024 City Tax Levy Increase 9% increase



Proposed 2024 Budget Amount

Property Tax-Supported	\$41,057,640
Fee-Supported	<u>\$28,580,288</u>
Total	\$69,637,928

Proposed 2024 Budget by Category

Personnel Services	\$27,781,396
Supplies and Materials	\$ 1,942,221
Other Services and Charges	\$24,147,389
Capital Outlay	\$12,066,500
Debt Service	\$ 2,225,422
TIF	\$ 1,475,000
Total	\$69,637,928

Proposed 2024 Tax Levy Summary

Operations	\$22,814,858
Capital	\$ 3,745,000
Debt	<u>\$ 2,225,422</u>
Total	\$28,785,280

Summary of Tax Levy Changes in 2024 Budget

Reclassification of Personnel	\$ 285,739
New Personnel	\$ 0
Compensation Adjustments	\$ 1,504,262
Increased Costs for Supplies, Operations, Contracts	\$ 743,895
Shift of levy from Capital to Operating Budget	<u>\$ (160,000)</u>
Total	\$2,373,896

New Levy Dollar Impact Total	\$2,373,896
-------------------------------------	--------------------

Proposed Levy Increase %	9.00%
Monthly Cost Impact on Median-Value Home (\$349,900)	\$ 7.98
Annual Cost Impact on Median-Value Home (\$349,900)	\$95.76

2024 City Manager Recommended Budget

Budget Strategies

Attachment 3

**Provide for a Modern and Sustainable Infrastructure
(Shift of \$160,000 of tax levy from Capital to Operations Budget and
Transfer from IT Capital Fund of 810,214 to Various Capital Funds)**

2024-2043 Capital Improvement Budget	
Levy Transfer from Capital Budget to Operations Budget	
Adminstration Equipment Fund	\$ 10,000
Central Services	\$ 25,000
Facilities Fund	\$ 125,000
	\$ 160,000
Transfer from IT Fund (\$810,214) to other Capital Funds	
Administration Equipment Fund	\$ 50,000
Fire Vehicle and Equipment Fund	\$ 233,214
Park and Rec. Vehicle and Equipment Fund	\$ 127,000
Finance Equipment Fund	\$ 100,000
Street Light Maintenance Fund	\$ 300,000
	\$ 810,214

2024 City Manager Recommended Budget

Budget Strategies

Investment to Maintain City Programs and Workforce		
		New Tax Levy Support
Reclassification of personnel		
Reclassification of PD Admin CSO (.80 to 1.0 FTE) *		\$ -
Reclassification of PW Maint. Spec. to Office Asst.		\$ (14,494)
Increased Hours for Admin Intern		\$ 14,800
Increased Hours for 3 PD Interns		\$ 49,070
Increase in Parks and Rec seasonal pay		\$ 36,363
Additional Funding for FF with ending of SAFER grant		\$ 200,000
	Sub-Total	\$ 285,739
New Personnel		
Commitment to Diversity Firefighter*		\$ -
	Sub-Total	\$ -
Compensation Adjustments		
Employee Step Increases		\$ 366,890
Compensation Study Adjustments		\$ 659,986
Employee COLA 3%		\$ 477,386
	Sub-Total	\$ 1,504,262
Increased Costs for Supplies, Operations, and Contracts		
	Sub-Total	\$ 743,895
Shift of levy from Capital to Operating Budget		
		\$ (160,000)
Total New Tax Levy Support		\$ 2,373,896

**Investment in Maintaining
City Programs and Workforce
(\$2.373 million)**

Strategic Use of Grant Funding (\$0 of new levy)

• ARPA Funds in 2024 Budget	\$ 884,696
• Opioid Settlement Funds 2024 Budget	\$ 79,370
• Public Safety Aid in 2024 Budget	<u>\$1,342,504</u>
	\$2,317,200

Total ARPA Allocation \$3,984,102.54

Spending Plan for the dollars taken under the Standard Revenue Loss Allowance

	2021	2022	6/30/23 exp	2023	2024	Totals
Responding to Public Health Emergency						
COVID Testing Equip, Supplies & Staffing& masks	\$30,022.88	\$36,461.92	\$180.00			\$ 66,665
PD Embedded Social Worker		\$26,011.54		\$ 203,988	\$ 125,000	\$ 355,000
Radios and computers for social workers		\$11,202.81				\$ 11,203
Police & Fire RMS systems		\$211,173.61				\$ 211,174
Access information - agenda mgmt software				\$ 6,200		\$ 6,200
Redesign website/accessability audit			\$16,336.32	\$ 664		\$ 17,000
Sprout social media accounts					\$ 8,000	\$ 8,000
Outfit conference rooms to do virtual meetings			\$17,550.41	\$ 2,450		\$ 20,000
Roll Call Room update technology		\$29,566.47				\$ 29,566
Laptop replacement for city employees		\$138,201.95				\$ 138,202
FD Advanced Life Support Start-up Supplies/Equip.		\$211,146.62	\$8,333.63			\$ 219,480
HR Onboarding Software		\$8,118.60				\$ 8,119
Social Pinpoint Software					\$ 10,000	\$ 10,000
PD Communications Equipment		\$6,811.89				\$ 6,812
Solar Panel for PD overt trailer camera		\$5,143.50				\$ 5,144
AED replacements			\$14,101.64	\$ 5,898		\$ 20,000
PD Wellness Program			\$30,000.00	\$ -		\$ 30,000
PD Hsg Navigator		\$37,150.00	\$19,116.60	\$ -		\$ 56,267
PD 2nd SRO-net cost			\$40,000.00	\$ -		\$ 40,000
Metro-INET increased JPA costs			\$100,000.00	\$ -		\$ 100,000
Non-Profit Support			\$60,000.00	\$ -		\$ 60,000
						\$ 1,418,830
	2021	2022	6/30/23 exp	2023	2024	Totals
Responding to Negative Economic Impact						
EDA Choose Roseville Campaign	\$42,953.11	\$92,819.18				\$ 135,772
RVA Support - Way Finding Signs				\$ 200,000		\$ 200,000
Small Business Grant program				\$ 15,000	\$ 15,000	\$ 30,000
Affordable Housing - Land trust			\$80,000.00	\$ 80,000	\$ 80,000	\$ 240,000
						\$ 605,772
	2021	2022	6/30/23 exp	2023	2024	Totals
Premium Pay for Essential Workers						
FF premium Pay	\$47,682.00					\$ 47,682
PD premium Pay	\$85,218.00					\$ 85,218
						\$ 132,900
	2021	2022	6/30/23 exp	2023	2024	Totals
Water, sewer, and broadband infrastructure						
Water capital projects		\$ -		\$ 500,000	\$ 638,600	\$ 1,138,600
						\$ 1,138,600
	2021	2022		2023	2024	Totals
Revenue Replacement						
License Center Revenue Loss Recovery	\$ 688,000					\$ 688,000
						\$ 688,000
	\$893,875.99	\$813,808.09	\$385,618.60	\$ 999,200	\$ 884,696	\$ 3,984,103
		Allocation	Proposed	Remaining		
		\$ 3,984,102.54	\$ 3,984,103	\$ -		

2024 City Manager Recommended Budget

Budget Strategies

Strategic Use of Grant Funding

Public Safety Aid	\$1,596,000	Capital	Operating
PD Equip and Vehicle Fund	\$ (500,000.00)	\$ (500,000.00)	
FD Equip and Vehicle Fund	\$ (500,000.00)	\$ (500,000.00)	
PD Admin CSO	\$ (18,500.00)		\$ (18,500.00)
PD Increase Wellness	\$ (30,000.00)		\$ (30,000.00)
PD BCA required IT costs	\$ (16,000.00)		\$ (16,000.00)
FD Increase Wellness	\$ (16,000.00)		\$ (16,000.00)
PD/FD Increase in Dispatch	\$ (40,104.00)		\$ (40,104.00)
PD Commit to Diversity	\$ (107,700.00)		\$ (107,700.00)
FD Commit to Diversity	\$ (114,200.00)		\$ (114,200.00)
	\$253,496	\$ (1,000,000.00)	\$ (342,504.00)
	Remaining Balance	Expenditures Total	Expenditures Total

2024 City Manager Recommended Budget

Future Budget Impact

Impact to Future Budgets and Levy

2024 Budget Expenditures in 2025 Budget			
Cost Item	Amount	2024 Funding Source	2025 Funding Source
Admin. CSO (.8 to 1.0 FTE)	\$ 18,500	PSA	Levy
PD/FD Wellness Services	\$ 46,000	PSA	Levy
PD BCA Required IT costs	\$ 16,000	PSA	Levy
PD/FD Increase in Dispatch	\$ 40,104	PSA	Levy
2nd Embedded Social Worker	\$ 125,000	ARPA	Levy
PD Housing Navigator	<u>\$ 79,370</u>	Opioid Sett.	Levy
Total	\$ 324,974		

2024 City Manager Recommended Budget

City Budget Next Steps

- September 18 - Receive Finance Commission budget recommendations
- September 25 - Adopt Preliminary City and EDA Tax Levy and Budget
- November 6– Review 2023 Utility Rates and Fee Schedule
- November 27 – Conduct Final Budget Hearing (Truth-in Taxation Hearing)
- December 4 – Adopt Final City and EDA Tax Levy and Budget, Utility Rates, and Fee Schedule

2024 City Manager Recommended Budget

City Budget Summary

- 2024 City Manager Recommended Budget
 - \$69,637,928
- Total Proposed City Levy: \$28,785,280 (8.99% increase)
- Monthly Cost Impact to Median-Valued Home (\$349,900) is \$7.98 per month or \$95.76 annually
- Budget Priorities
 - Provide for a Modern and Sustainable Infrastructure
 - Investment in Maintaining City Programs and Workforce
 - Strategic Use of Financial Grant Funds

Q & A

Questions?

City of Roseville**Combined Funds Financial Summary
(WITHOUT EDA)****Attachment 6**

9/25/2023

	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	22,769,439	27,289,710	4,520,271	19.85%
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	725,768	738,888	13,120	1.81%
Total Revenues	\$ 56,825,872	\$ 58,491,086	\$ 57,585,831	\$ 57,710,524	\$ 66,534,052	\$ 9,235,033	16.00%
Expenditures							
Personnel Services	\$ 23,221,788	\$ 24,753,290	\$ 24,018,126	\$ 25,678,224	\$ 27,781,396	\$ 2,103,172	8.19%
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	-	-	-	-	-	-	0.00%
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)		
Ending Fund Balance / Net Assets	\$ 7,789,099	\$ 5,455,118	\$ 1,391,921	\$ (1,832,472)	\$ (2,509,984)		

City of Roseville

Tax-Supported Funds Financial Summary

Attachment 6

9/25/2023

	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	\$ 21,749,536	\$ 1,909,694	9.6%
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	-	-	-	-	-	-	0.0%
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**Attachment 6**

Non Tax-Supported Funds Financial Summary

9/25/2023

	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	18,925,729	23,268,119	4,342,390	22.9%
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	\$ 4,612,200	19.8%
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 3

Attachment 6

9/25/2023

	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	\$ 17,955,006	\$ 1,801,629	11.2%
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	-	-	-	-	-	-	0.0%
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 3

Attachment 6

9/25/2023

	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 3

Attachment 6

9/25/2023

	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 6

9/25/2023

	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 3

Attachment 6

9/25/2023

	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 3

Attachment 6

9/25/2023

	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**Attachment 6**

Vehicle & Equipment Funds Financial Summary

9/25/2023

	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 Roseville**Attachment 6**Building Replacement Fund Financial Summary
(fund 410 & 415)

9/25/2023

	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 3

Attachment 6

9/25/2023

	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 3

Attachment 6

9/25/2023

	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**Attachment 6**

Park Improvement Program Fund Financial Summary

9/25/2023

	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**Attachment 6**

Street Infrastructure Replacement Fund Financial Summary

9/25/2023

	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 3

Attachment 6

9/25/2023

	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 3

Attachment 6

9/25/2023

	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 3

Attachment 6

9/25/2023

	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 3

Attachment 6

9/25/2023

	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 3

Attachment 6

9/25/2023

	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 3
Attachment 6
9/25/2023

	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	7,308,000	9,000,000	1,692,000	23.2%
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	\$ 7,330,000	\$ 9,045,000	\$ 1,715,000	23.4%
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)	(100,185)	(499,011)		
Beginning Net Assets-Unrestricted	794,533	501,586	(930,544)	891,181	790,996		
Ending Net Assets-Unrestricted	\$ 501,586	\$ (930,544)	\$ 891,181	\$ 790,996	\$ 291,985		

City of Roseville
Sewer Fund Financial Summary

Attachment 3
Attachment 6
9/25/2023

	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	6,000,000	6,500,000	500,000	8.3%
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	\$ 500,000	8.3%
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 3

Attachment 6

9/25/2023

	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 3
Attachment 6
9/25/2023

	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 3

Attachment 6

9/25/2023

	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**Attachment 6**

Tax Increment Financing Funds Financial Summary

9/25/2023

	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 BUDGET - REVENUE CHANGES ONLY

9/25/2023

	Total	Tax Supported	Fee Supported
<u>Property Taxes</u>			
General Fund	\$ 2,792,696	\$ 2,792,696	
Communications	\$ 65,940		\$ 65,940
Recreation	\$ 149,415	\$ 149,415	
Parks Maintenance	\$ 24,815	\$ 24,815	
Information Technology	\$ (110,677)	\$ (110,677)	
GO Debt	\$ 11,707	\$ 11,707	
Vehicle & Equipment Replacement	\$ (435,000)	\$ (435,000)	
Building Replacement	\$ (125,000)	\$ (125,000)	
EDA	\$ (33,270)		\$ (33,270)
Total Change in Property Taxes	\$ 2,340,626	\$ 2,307,956	\$ 32,670
<u>Tax Increments</u>			
TIF Pay-as-you-go notes	\$ 569,300		\$ 569,300
<u>Intergovernmental Revenue</u>			
General - SAFER grant	\$ (581,000)	\$ (581,000)	
General - State aid - police & fire	\$ 35,000	\$ 35,000	
General - Police & fire training	\$ 10,000	\$ 10,000	
General - MSA Maint	\$ 27,871	\$ 27,871	
General - Hsg Nav CDBG grant	\$ 19,840	\$ 19,840	
General - Hsg Nav opioid	\$ 79,370	\$ 79,370	
General - Auto Theft grant	\$ 100,000	\$ 100,000	
General - VCET Narc Task Force	\$ 20,000	\$ 20,000	
General - PS Aid - commitment to diversity	\$ 221,900	\$ 221,900	
General - PS Aid - increase in dispatch services	\$ 40,104	\$ 40,104	
General - PS Aid - BCA required IT costs	\$ 16,000	\$ 16,000	
General - PS Aid -CSO inc & PD&FD Wellness inc	\$ 64,500	\$ 64,500	
V&E - Fire & Police public safety aid	\$ 1,000,000	\$ 1,000,000	
Facilities-State Bonding	\$ 756,000	\$ 756,000	
PMP - MSA construction	\$ 449,400	\$ 449,400	
Recycling - Score grant	\$ 17,500		\$ 17,500
Recycling - Fed grant	\$ 76,370		\$ 76,370
Total change in intergovernmental	\$ 2,352,855	\$ 2,258,985	\$ 93,870
<u>Licenses & Permits</u>			
General- Pawn Shop fees	\$ (4,000)	\$ (4,000)	
General - Liquor licenses	\$ (2,000)	\$ (2,000)	
General - Animal licenses	\$ (500)	\$ (500)	
Gen Fund-Fire MF Rental Inspection	\$ (45,248)	\$ (45,248)	
Gen - Fire general permit inspections	\$ 750	\$ 750	
Cmty Dev - various permits and licenses	\$ (497,520)		\$ (497,520)
Total change in licenses & Permits	\$ (548,518)	\$ (50,998)	\$ (497,520)
<u>Charges for Services</u>			
Gen -Fire hotel and Comm Vent Hood inspections	\$ 5,700	\$ 5,700	
Gen - Fire misc-ramsey ctny fire chief reimb	\$ 5,500	\$ 5,500	
Gen - RVA admin fees	\$ 3,000	\$ 3,000	
Gen - Police false alarm fees	\$ 10,000	\$ 10,000	
Recreation-fee activities	\$ 127,081	\$ 127,081	
Recreation-Non-fee activities	\$ (3,100)	\$ (3,100)	
Recreation-Skating Center	\$ 103,200	\$ 103,200	
Recreation-Nature Center	\$ 11,500	\$ 11,500	
CD-Technology Fee	\$ (12,500)		\$ (12,500)
Communications-increase from EDA	\$ 1,000		\$ 1,000
License Center-MV, DL, Passports	\$ 400,000		\$ 400,000
Eng Svcs - Falcon Heights	\$ 10,000		\$ 10,000
Water - 8% increase per URStudy	\$ 1,692,000		\$ 1,692,000
Sanitary Sewer-2% increase	\$ 500,000		\$ 500,000
Storm Drainage-4% inc per Utility Rate Study	\$ 1,639,664		\$ 1,639,664
Recycling-increase to cover expenses	\$ 92,638		\$ 92,638
Golf-Green fees & Equip sales	\$ 19,588		\$ 19,588
Total Change in Charges for Services	\$ 4,605,271	\$ 262,881	\$ 4,342,390
<u>Fines and Forfeits</u>			
General Fund-Ramsey Co court fines	\$ (12,500)	\$ (12,500)	
Total change in court fines	\$ (12,500)	\$ (12,500)	\$ -
<u>Cable Franchise Fees</u>			
Communications- based on 5 yr average	\$ (2,000)		\$ (2,000)

2024 BUDGET - REVENUE CHANGES ONLY

9/25/2023

	Total	Tax Supported	Fee Supported
Special Assessments			
Pavement Mgmt & Water private hydrant	\$ 15,579	\$ (7,421)	\$ 23,000
Total change in special assessments	\$ 15,579	\$ (7,421)	\$ 23,000
Interest Earnings			
V&E fund - IT capital	\$ 8,334	\$ 8,334	
Pathway fund	\$ 2,036	\$ 2,036	
PMP fund	\$ (70,560)	\$ (70,560)	
Communications fund	\$ (400)		\$ (400)
Total Change in Interest earnings	\$ (60,590)	\$ (60,190)	\$ (400)
Donations & Miscellaneous			
Gen Fund-Metro Inet reimb rent & fin svcs	\$ (8,774)	\$ (8,774)	
Gen fund-UNW PILOT	\$ 194	\$ 194	
Gen - Police State Fair Reimb	\$ 20,000	\$ 20,000	
Gen - PW State Fair Reimb	\$ 6,825	\$ 6,825	
Police V&E - K9 donation	\$ 9,000	\$ 9,000	
Police V&E fund-sale of property	\$ 5,000	\$ 5,000	
Lawful gambling - based on past year	\$ 4,620		\$ 4,620
Golf - equip rental & miscellaneous	\$ 13,000		\$ 13,000
Total Change in Misc/Transfers In	\$ 49,865	\$ 32,245	\$ 17,620
Transfers In			
ARPA Funds	\$ (75,500)	\$ (214,100)	\$ 138,600
Excess Cash Reserve Fund	\$ (106,000)	\$ (106,000)	
Trf in to GEN from IT ops	\$ 595,864	\$ 595,864	
Trf in to GEN from IT capital	\$ 20,656	\$ 20,656	
Trf to GEN from License Center	\$ 23,000	\$ 23,000	
Parks-from excess cash reserve	\$ (1,500)	\$ (1,500)	
Parks-from IT capital - computers	\$ 1,530	\$ 1,530	
Pk Maint - from excess cash reserve	\$ (19,000)	\$ (19,000)	
IT ops - ARPA funds	\$ (100,000)	\$ (100,000)	
Pk & Rec V&E fund - excess cash reserve	\$ (200,000)	\$ (200,000)	
trf from IT to Street Light	\$ 300,000	\$ 300,000	
trf from IT to V&E	\$ 510,214	\$ 510,214	
Golf-trf in to cover capital expenses	\$ 5,000		\$ 5,000
	\$ 954,264	\$ 810,664	\$ 143,600
Total Revenue & Transfer In Changes	\$ 10,264,152	\$ 5,541,622	\$ 4,722,530

(USE) or Addition OF RESERVES	2024	2023	Change
Gen Fund-CASH RESERVES	\$ -	\$ (220,000)	\$ 220,000
IT Fund	-	(100,000)	100,000
Vehicle & Equipment Funds	249,348	(145,700)	395,048
Facilities	(332,900)	(489,400)	156,500
Pathways	23,236	55,000	(31,764)
Street Light Replacement	169,000	(23,500)	192,500
Park Improvement	(644,000)	(652,000)	8,000
Blvd Landscaping	(21,910)	(17,910)	(4,000)
Street Infrastructure (PMP)	(147,313)	(705,037)	557,724
Cmty Dev	(425,417)	187,941	(613,358)
Communications	-	(26,000)	26,000
License Center	366,784	(93,830)	460,614
Lawful Gambling	1,290		1,290
Engineering Services	(114,480)	(154,400)	39,920
Water	(499,011)	(100,185)	(398,826)
Sewer	198,419	575,901	(377,482)
Storm	531,073	(173,771)	704,844
Recycling	33,641	(31,925)	65,566
Golf	(65,272)	(70,060)	4,788
	\$ (677,512)	\$ (2,184,876)	1,507,364

2024 BUDGET - EXPENDITURE CHANGES ONLY

9/25/2023

	Total	Tax Supported	Fee Supported
<u>PERSONNEL CHANGES</u>			
Steps, turnover, insurance & union changes	\$ 398,931	\$ 366,890	\$ 32,041
COLA	\$ 627,286	\$ 477,386	\$ 149,900
Increase temp/seasonal/interns	\$ 105,403	\$ 100,233	\$ 5,170
Overtime increases-police & fire	\$ 31,790	\$ 31,790	
Recls maint support specialist to office assist	\$ (14,494)	\$ (27,101)	\$ 12,607
Hsg Navigator - grant & aid funding	\$ 60,110	\$ 60,110	
Inc .80 to 1 FTE Admin CSO	\$ 18,500	\$ 18,500	
Commitment to Diversity - FD - PS Aid	\$ 114,200	\$ 114,200	
Commitment to Diversity - PD - PS Aid	\$ 107,700	\$ 107,700	
Class and Comp study implementation	\$ 659,986	\$ 659,986	
	<u>\$ 2,109,412</u>	<u>\$ 1,909,694</u>	<u>\$ 199,718</u>
<u>SUPPLIES & MATERIALS</u>			
Motor Fuel - across departments	\$ (66,825)	\$ (57,575)	\$ (9,250)
Police - vehicle supplies	\$ 16,000	\$ 16,000	
Police - Clothing	\$ 10,000	\$ 10,000	
Fire-vehicle & oper. Supplies & training	\$ 5,800	\$ 5,800	
PW-Streets-operating supplies	\$ 30,250	\$ 30,250	
Skating Ctr - merch for sale	\$ 13,500	\$ 13,500	
Water- fuel & operating supplies	\$ 52,000		\$ 52,000
Sewer-operating supplies	\$ 5,000		\$ 5,000
Storm-vehicle supplies	\$ (31,500)		\$ (31,500)
Golf - operating supplies	\$ 8,950		\$ 8,950
Other minor cost changes	\$ 35,721	\$ 23,421	\$ 12,300
	<u>\$ 78,896</u>	<u>\$ 41,396</u>	<u>\$ 37,500</u>
<u>OTHER SERVICES & CHARGES</u>			
Council-Audit	\$ 17,000	\$ 17,000	
Council-cmty survey	\$ 20,000	\$ 20,000	
Admin - Metro-INET contract	\$ 900,039	\$ 900,039 *	
Admin- Recodification&Comp Study	\$ (190,000)	\$ (190,000)	
Admin-neogov	\$ 8,000	\$ 8,000	
Police - increase wellness consultant	\$ 30,000	\$ 30,000	
Police-Lexipol and Occup Health Exams	\$ 11,000	\$ 11,000	
Police - dispatch services	\$ 40,104	\$ 40,104	
Police - contract main - vehicles	\$ 23,000	\$ 23,000	
Police-training	\$ 5,000	\$ 5,000	
Police- switch to Thomson Reuters CLEAR	\$ 12,500	\$ 12,500	
Police - computers and software	\$ 19,000	\$ 19,000	
Police-Animal Hospital	\$ 14,500	\$ 14,500	
Fire-increased wellness	\$ 16,000	\$ 16,000	
Fire- increased contract maint	\$ 36,000	\$ 36,000	
Fire - fence consortium	\$ 9,000	\$ 9,000	
PW - software and computers	\$ 59,635	\$ 59,635	
Utilities-fire, Bldg Maint, Street Lights, Skating Ctr	\$ 142,850	\$ 141,550	\$ 1,300
PR - software	\$ 5,000	\$ 5,000	
PR - miscellaneous	\$ 10,400	\$ 10,400	
PR-postage amd printing	\$ 5,000	\$ 5,000	
PR - activity center increases	\$ 18,700	\$ 18,700	
PR fee& skate-credit card fees	\$ 28,000	\$ 28,000	
PR - prof services fee,non-fee & skating programs	\$ 85,350	\$ 85,350	
PR - contract maintenance increased	\$ 10,000	\$ 10,000	
IT - expense moved to Admin	\$ (857,141)	\$ (857,141) *	
CD-fewer zoning studies	\$ (15,000)		\$ (15,000)
CD-software & computers	\$ 10,100		\$ 10,100

2024 BUDGET - EXPENDITURE CHANGES ONLY

9/25/2023

	Total	Tax Supported	Fee Supported
CD-credit card fees - Code	\$ 8,500		\$ 8,500
EDA-prof svcs	\$ (42,500)		\$ (42,500)
EDA-comp & software	\$ 1,790		\$ 1,790
Communications - printing & postage	\$ 14,100		\$ 14,100
Lic Cntr- inc facility mgmt & custodial svcs	\$ 16,800		\$ 16,800
Eng Svcs-misc studies(bike planconsultant)	\$ (36,600)		\$ (36,600)
Water-St. Paul Water	\$ 1,422,836		\$ 1,422,836
Water - Software	\$ 56,520		\$ 56,520
Water-utilities, contract maint	\$ 110,000		\$ 110,000
Water - Depreciation	\$ 110,000		\$ 110,000
Sewer - software	\$ 15,520		\$ 15,520
Sewer- Metro Waste	\$ 442,062		\$ 442,062
Sewer - credit card fees	\$ 20,000		\$ 20,000
Stormwater-contract maintenance	\$ 110,000		\$ 110,000
Stormwater-depreciation	\$ 120,000		\$ 120,000
Recycling - Contract	\$ 155,892		\$ 155,892
Golf- training	\$ 1,550		\$ 1,550
TIF	\$ 569,300		\$ 569,300
Other minor cost changes	\$ (36,643)	\$ 36,721	\$ (73,364)
	<u>\$ 3,533,164</u>	<u>\$ 514,358</u>	<u>\$ 3,018,806</u>
<u>DEBT SERVICE CHANGES</u>			
Debt Service - Water	\$ 150		\$ 150
Debt Service -GO	\$ 11,707	\$ 11,707	
	<u>\$ 11,857</u>	<u>\$ 11,707</u>	<u>\$ 150</u>
<u>CAPITAL OUTLAY CHANGES</u>			
Vehicles & Equipment	\$ (329,900)	\$ (329,900)	
IT capital	\$ (49,400)	\$ (49,400)	
Facilities	\$ 574,500	\$ 574,500	
Pathways & Parking Lots	\$ 33,800	\$ 33,800	
Street Lighting	\$ 7,500	\$ 7,500	
Park Improvements	\$ (8,000)	\$ (8,000)	
Pavement Management	\$ (186,305)	\$ (186,305)	
Golf equipment	\$ 5,000		\$ 5,000
Stormwater capital	\$ 229,000		\$ 229,000
Sewer capital	\$ 359,000		\$ 359,000
Water-capital	\$ 514,000		\$ 514,000
Cmty Dev - vehicle less minor equip	\$ 66,850		\$ 66,850
Total Change in Capital Outlay	<u>\$ 1,216,045</u>	<u>\$ 42,195</u>	<u>\$ 1,173,850</u>
<u>Transfer Out</u>			
Lic Cntr - decreased trf out	\$ (102,000)		\$ (102,000)
IT Capital - trf to other funds	\$ 832,400	\$ 832,400	
IT Operating- trf out to GEN for revenues collected	\$ 595,864	\$ 595,864	
Total Change in Transfers Out	<u>\$ 1,326,264</u>	<u>\$ 1,428,264</u>	<u>\$ (102,000)</u>
Total Expenditure Changes	\$ 8,275,638	\$ 3,947,614	\$ 4,328,024

City of Roseville

Budget Summary by Function

Attachment 4

8/1/2023

	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	\$\$ <u>Increase</u>	% <u>Incr.</u>
City Council	\$ 222,987	\$ 315,348	\$ 284,981	\$ 289,240	\$ 325,187	\$ 35,947	12.4%
Administration	926,178	1,074,122	1,136,946	1,457,559	2,241,270	783,711	53.8%
Elections	75,517	104,326	101,989	102,126	105,160	3,034	3.0%
Legal	370,276	381,199	381,889	395,238	385,000	(10,238)	-2.6%
Finance Department	664,097	706,021	727,287	825,110	877,192	52,082	6.3%
Central Services	42,682	38,306	39,671	53,500	53,500	-	0.0%
General Insurance	70,000	70,000	70,000	70,000	70,000	-	0.0%
Contingency	-	-	-	-	500,000	500,000	0.0%
General Government	\$ 2,371,737	\$ 2,689,322	\$ 2,742,763	\$ 3,192,773	\$ 4,557,309	\$ 1,364,536	42.7%
Police Administration	1,156,377	1,011,388	1,145,332	1,435,510	1,545,435	109,925	7.7%
Police Patrol Operations	6,241,444	6,880,652	7,749,345	7,316,650	7,941,604	624,954	8.5%
Police Investigations	517,189	487,666	411,480	1,392,100	1,480,450	88,350	6.3%
Community Services	168,908	112,323	140,464	173,275	254,435	81,160	46.8%
Police	\$ 8,083,918	\$ 8,492,029	\$ 9,446,621	\$ 10,317,535	\$ 11,221,924	\$ 904,389	8.8%
Fire Administration	485,664	533,692	501,188	504,490	528,630	24,140	4.8%
Fire Fighting	2,291,141	2,982,035	3,303,063	3,433,649	3,860,762	427,113	12.4%
Fire Emergency Management	54,829	1,953	-	6,200	19,500	13,300	214.5%
Fire Training	29,286	40,194	34,035	36,000	39,000	3,000	8.3%
Fire	\$ 2,860,920	\$ 3,557,874	\$ 3,838,286	\$ 3,980,339	\$ 4,447,892	\$ 467,553	11.7%
Fire Relief Association	250,948	264,259	48,815	46,500	46,500	-	0.0%
Fire Relief	\$ 250,948	\$ 264,259	\$ 48,815	\$ 46,500	\$ 46,500	\$ -	0.0%
Public Works Administration	943,225	987,206	981,024	1,091,993	1,168,753	76,760	7.0%
Street Department	1,216,819	963,573	1,214,460	1,241,625	1,278,550	36,925	3.0%
Street Lighting	170,913	183,892	210,871	190,000	225,000	35,000	18.4%
Building Maintenance	359,346	387,980	520,069	424,950	453,215	28,265	6.7%
Central Garage	251,014	232,994	248,941	227,520	238,740	11,220	4.9%
Public Works	\$ 2,941,317	\$ 2,755,645	\$ 3,175,365	\$ 3,176,088	\$ 3,364,258	\$ 188,170	5.9%
General Fund	\$ 16,508,840	\$ 17,759,129	\$ 19,251,850	\$ 20,713,235	\$ 23,637,883	\$ 2,924,648	14.1%
Parks & Recreation Administration	607,601	707,423	699,157	695,465	746,553	51,088	7.3%
Recreation Fee Activities	1,009,376	1,273,839	1,484,585	1,708,740	1,804,923	96,183	5.6%
Recreation Non-fee Activities	34,824	53,279	134,261	196,820	230,295	33,475	17.0%
Recreation Nature Center	48,830	58,222	75,724	74,740	93,400	18,660	25.0%
Recreation Activity Center	93,934	6,339	108,576	121,380	141,430	20,050	16.5%
Skating Center	1,023,923	1,187,209	1,405,629	1,323,800	1,492,470	168,670	12.7%
Parks & Recreation Fund	\$ 2,818,488	\$ 3,286,311	\$ 3,907,932	\$ 4,120,945	\$ 4,509,071	\$ 388,126	9.4%
Planning	534,716	609,646	597,401	684,577	679,507	(5,070)	-0.7%
GIS	24,181	25,735	38,580	40,580	42,120	1,540	3.8%
Code Enforcement	985,682	830,700	842,048	933,863	1,037,100	103,237	11.1%
Neighborhood Enhancement	107,349	124,242	36,532	41,062	40,580	(482)	-1.2%
Nuisance Code Enforcement			171,140	111,547	114,510	2,963	2.7%
Community Development Fund	\$ 1,651,928	\$ 1,590,323	\$ 1,685,701	\$ 1,811,629	\$ 1,913,817	\$ 102,188	5.6%
Information Technology	2,628,566	3,136,644	728,494	857,141	1,428,264	571,123	66.6%
Communications	443,279	489,743	532,363	575,390	613,930	38,540	6.7%
License Center	2,057,712	2,068,280	1,963,319	2,194,830	2,134,216	(60,614)	-2.8%
Engineering Services	295,816	276,367	382,210	330,850	300,930	(29,920)	-9.0%
Lawful Gambling	256,902	177,045	147,755	153,406	156,736	3,330	2.2%
EDA	441,951	386,534	645,434	519,630	486,360	(33,270)	-6.4%

City of Roseville
Budget Summary by Function

Attachment 4

8/1/2023

	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
Parks Maintenance	1,285,886	1,359,407	1,354,040	1,526,695	1,532,510	5,815	0.4%
Special Purpose Operating Funds	\$ 7,410,112	\$ 7,894,020	\$ 5,753,615	\$ 6,157,942	\$ 6,652,946	\$ 495,004	8.0%
Vehicle & Equipment Replacement	2,845,288	2,845,288	993,418	2,042,500	1,658,800	(383,700)	-18.8%
Building Replacement	110,150	172,486	3,824,750	1,268,400	1,842,900	574,500	45.3%
Park Improvements	86,490	118,988	726,700	1,442,000	1,434,000	(8,000)	-0.6%
Pathway Maintenance	381,620	127,878	171,569	200,000	233,800	33,800	16.9%
Street Light Replacement	-	35,575	-	45,000	52,500	7,500	16.7%
Boulevard Landscaping	80,566	66,081	53,595	79,910	83,910	4,000	5.0%
Capital Replacement Funds	\$ 3,504,114	\$ 3,366,296	\$ 5,770,032	\$ 5,077,810	\$ 5,305,910	\$ 228,100	4.5%
Special Assessment Construction	1,972,243	2,029,489	4,569,024	3,091,305	2,905,000	(186,305)	-6.0%
MSA Construction	-	-	-	-	-	-	0.0%
Capital Improvement Funds	\$ 1,972,243	\$ 2,029,489	\$ 4,569,024	\$ 3,091,305	\$ 2,905,000	\$ (186,305)	-6.0%
G.O. Facility Bonds	765,000	-	-	-	-	-	0.0%
2011 Bonds	835,000	-	-	-	-	-	0.0%
2012 Bonds	1,375,000	1,442,385	1,352,275	1,442,385	1,447,057	4,672	0.3%
2020 Bonds	-	-	724,625	771,330	778,365	7,035	0.9%
Debt Service Funds	\$ 2,975,000	\$ 1,442,385	\$ 2,076,900	\$ 2,213,715	\$ 2,225,422	\$ 11,707	0.5%
TIF District Funds	\$ 1,964,632	\$ 1,211,482	\$ 783,810	\$ 905,700	\$ 1,475,000	\$ 569,300	62.9%
Sanitary Sewer	6,479,471	6,224,610	5,675,597	5,424,099	6,301,581	877,482	16.2%
Water	7,248,435	8,678,094	9,204,348	7,930,185	10,182,611	2,252,426	28.4%
Stormwater	2,623,953	2,520,577	2,927,870	2,833,700	3,288,520	454,820	16.1%
Solid Waste Recycling	638,481	586,428	927,109	987,425	1,108,367	120,942	12.2%
Golf Course	643,893	515,077	532,220	585,360	618,160	32,800	5.6%
Enterprise Funds	\$ 17,634,233	\$ 18,524,786	\$ 19,267,144	\$ 17,760,769	\$ 21,499,239	\$ 3,738,470	21.0%
Safety & Loss Control	12,129	-	-	-	-	-	0.0%
Other Funds	\$ 12,129	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

Total Budget by Funding Source

Total Budget: Tax-Supported	\$ 31,693,137	\$ 32,379,661	\$ 37,658,272	\$ 37,600,846	\$ 41,544,060	3,885,788	10.3%
Total Budget: Fee-Supported	24,316,631	24,338,026	25,407,736	24,252,204	28,580,228	3,172,492	13.1%
	\$ 56,009,768	\$ 56,717,687	\$ 63,066,008	\$ 61,853,050	\$ 70,124,288	\$ 7,058,280	11.4%

Total Budget by Major Category

Personnel Services	\$ 23,139,313	\$ 24,534,491	\$ 24,223,408	\$ 25,876,304	\$ 27,985,716	2,109,412	8.2%
Supplies & Materials	1,303,001	1,504,113	1,733,051	1,863,325	1,942,221	78,896	4.2%
Other Services & Charges	22,534,584	22,228,518	23,037,881	23,258,566	28,129,851	4,871,285	20.9%
Capital Outlay: Budgets	4,131,133	5,127,825	3,786,207	2,765,650	3,939,500	1,173,850	42.4%
Capital Outlay: CIP Only	5,395,791	5,329,704	10,285,461	8,089,205	8,127,000	37,795	0.5%
City only expenses	\$ 56,503,822	\$ 58,724,652	\$ 63,066,008	\$ 61,853,050	\$ 70,124,288	\$ 8,271,238	13.4%

City of Roseville

Budget Detail by Function: Tax Supported Programs

Attachment 4
8/1/2023

	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	\$\$ <u>Increase</u>	% <u>Incr.</u>
City Council							
Personnel Services	\$ 44,122	\$ 44,632	41,372	49,220	49,220	\$ -	0.0%
Supplies & Materials	-	-			100	100	0.0%
Other Services & Charges	178,865	270,716	243,609	240,020	275,867	35,847	14.9%
	\$ 222,987	\$ 315,348	\$ 284,981	\$ 289,240	\$ 325,187	\$ 35,947	12.4%
Administration							
Personnel Services	\$ 782,397	\$ 855,112	\$ 927,962	\$ 962,135	\$ 1,022,190	\$ 60,055	6.2%
Supplies & Materials	960	6,967	6,410	6,500	7,000	500	7.7%
Other Services & Charges	142,821	212,043	202,574	488,924	1,212,080	723,156	147.9%
	\$ 926,178	\$ 1,074,122	\$ 1,136,946	\$ 1,457,559	\$ 2,241,270	\$ 783,711	53.8%
Elections							
Personnel Services	\$ 6,177	\$ 7,250	\$ 4,851	\$ 5,050	\$ 5,160	\$ 110	2.2%
Other Services & Charges	69,340	97,076	97,138	97,076	100,000	2,924	3.0%
	\$ 75,517	\$ 104,326	\$ 101,989	\$ 102,126	\$ 105,160	\$ 3,034	3.0%
Legal							
Other Services & Charges	370,276	381,199	381,889	395,238	385,000	(10,238)	-2.6%
	\$ 370,276	\$ 381,199	\$ 381,889	\$ 395,238	\$ 385,000	\$ (10,238)	-2.6%
Finance							
Personnel Services	\$ 598,015	\$ 621,550	\$ 642,231	\$ 734,920	\$ 779,880	\$ 44,960	6.1%
Supplies & Materials	2,093	3,837	6,169	3,800	4,600	800	21.1%
Other Services & Charges	63,989	80,634	78,887	86,390	92,712	6,322	7.3%
	\$ 664,097	\$ 706,021	\$ 727,287	\$ 825,110	\$ 877,192	\$ 52,082	6.3%
Central Services							
Supplies & Materials	17,533	17,189	13,189	25,000	25,000	-	0.0%
Other Services & Charges	25,149	21,117	26,482	28,500	28,500	-	0.0%
	\$ 42,682	\$ 38,306	\$ 39,671	\$ 53,500	\$ 53,500	\$ -	0.0%
General Insurance							
Other Services & Charges	70,000	70,000	70,000	70,000	70,000	-	0.0%
	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ -	0.0%
Police Administration							
Personnel Services	\$ 1,019,064	\$ 853,238	\$ 977,143	\$ 1,018,160	\$ 1,097,410	\$ 79,250	7.8%
Supplies & Materials	12,395	18,411	13,130	21,600	25,100	3,500	16.2%
Other Services & Charges	124,918	139,739	155,059	395,750	422,925	27,175	6.9%
	\$ 1,156,377	\$ 1,011,388	\$ 1,145,332	\$ 1,435,510	\$ 1,545,435	\$ 109,925	7.7%
Police Patrol							
Personnel Services	\$ 5,570,990	\$ 6,017,915	6,795,440	6,330,600	6,835,850	\$ 505,250	8.0%
Supplies & Materials	214,542	272,205	340,610	334,500	349,000	14,500	4.3%
Other Services & Charges	455,912	590,532	613,295	651,550	756,754	105,204	16.1%
	\$ 6,241,444	\$ 6,880,652	\$ 7,749,345	\$ 7,316,650	\$ 7,941,604	\$ 624,954	8.5%
Police Investigations							
Personnel Services	\$ 481,186	\$ 439,503	\$ 369,166	\$ 1,325,000	\$ 1,401,250	\$ 76,250	5.8%
Supplies & Materials	19,385	26,175	19,016	40,500	38,000	(2,500)	-6.2%
Other Services & Charges	16,618	21,988	23,298	26,600	41,200	14,600	54.9%
	\$ 517,189	\$ 487,666	\$ 411,480	\$ 1,392,100	\$ 1,480,450	\$ 88,350	6.3%
Police Community Services							
Personnel Services	\$ 162,285	\$ 105,432	\$ 127,086	\$ 145,940	\$ 212,100	\$ 66,160	45.3%
Supplies & Materials	3,428	5,201	9,676	10,600	10,600	-	0.0%
Other Services & Charges	3,195	1,690	3,702	16,735	31,735	15,000	89.6%
	\$ 168,908	\$ 112,323	\$ 140,464	\$ 173,275	\$ 254,435	\$ 81,160	46.8%

City of Roseville

Budget Detail by Function: Tax Supported Programs

Attachment 4
8/1/2023

	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
Fire Administration							
Personnel Services	\$ 436,443	\$ 465,208	\$ 425,533	\$ 450,290	\$ 473,080	\$ 22,790	5.1%
Supplies & Materials	4,944	8,738	868	700	-	(700)	-100.0%
Other Services & Charges	44,277	59,746	74,787	53,500	55,550	2,050	3.8%
	\$ 485,664	\$ 533,692	\$ 501,188	\$ 504,490	\$ 528,630	\$ 24,140	4.8%
Fire Operation							
Personnel Services	\$ 2,051,125	\$ 2,746,485	\$ 3,050,609	\$ 3,168,449	\$ 3,538,763	\$ 370,314	11.7%
Supplies & Materials	77,170	89,406	97,825	113,000	109,800	(3,200)	-2.8%
Other Services & Charges	162,846	146,144	154,629	152,200	212,199	59,999	39.4%
	\$ 2,291,141	\$ 2,982,035	\$ 3,303,063	\$ 3,433,649	\$ 3,860,762	\$ 427,113	12.4%
Fire Training							
Other Services & Charges	29,286	40,194	34,035	36,000	39,000	3,000	8.3%
	\$ 29,286	\$ 40,194	\$ 34,035	\$ 36,000	\$ 39,000	\$ 3,000	8.3%
Fire Emergency Mgmt.							
Personnel Services	\$ 49,363	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	1,810	1,155	-	-	-	-	0.0%
Other Services & Charges	3,656	798	-	6,200	19,500	13,300	214.5%
	\$ 54,829	\$ 1,953	\$ -	\$ 6,200	\$ 19,500	\$ 13,300	214.5%
Fire Relief							
Other Services & Charges	250,948	264,259	48,815	46,500	46,500	-	0.0%
	\$ 250,948	\$ 264,259	\$ 48,815	\$ 46,500	\$ 46,500	\$ -	0.0%
PW Administration							
Personnel Services	\$ 913,377	\$ 949,653	\$ 919,111	\$ 1,019,743	\$ 1,062,393	\$ 42,650	4.2%
Supplies & Materials	5,305	10,076	14,963	13,150	13,000	(150)	-1.1%
Other Services & Charges	24,543	27,477	46,950	59,100	93,360	34,260	58.0%
	\$ 943,225	\$ 987,206	\$ 981,024	\$ 1,091,993	\$ 1,168,753	\$ 76,760	7.0%
Streets							
Personnel Services	\$ 611,465	\$ 669,576	\$ 767,020	\$ 726,650	\$ 757,130	\$ 30,480	4.2%
Supplies & Materials	242,234	211,328	307,584	365,100	370,850	5,750	1.6%
Other Services & Charges	363,120	82,669	139,856	149,875	150,570	695	0.5%
	\$ 1,216,819	\$ 963,573	\$ 1,214,460	\$ 1,241,625	\$ 1,278,550	\$ 36,925	3.0%
Central Garage							
Personnel Services	\$ 191,588	\$ 196,446	\$ 209,182	\$ 217,220	\$ 220,580	\$ 3,360	1.5%
Supplies & Materials	32,119	21,670	41,816	9,000	11,020	2,020	22.4%
Other Services & Charges	27,307	14,878	(2,057)	1,300	7,140	5,840	449.2%
	\$ 251,014	\$ 232,994	\$ 248,941	\$ 227,520	\$ 238,740	\$ 11,220	4.9%
Building Maintenance							
Supplies & Materials	32,933	24,276	26,089	26,000	27,000	1,000	3.8%
Other Services & Charges	326,413	363,704	493,980	398,950	426,215	27,265	6.8%
	\$ 359,346	\$ 387,980	\$ 520,069	\$ 424,950	\$ 453,215	\$ 28,265	6.7%
Street Lighting							
Other Services & Charges	170,913	183,892	210,871	190,000	225,000	35,000	18.4%
	\$ 170,913	\$ 183,892	\$ 210,871	\$ 190,000	\$ 225,000	\$ 35,000	18.4%
Contingency							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	0.0%
Total General Fund							
Personnel Services	\$ 12,917,597	\$ 13,972,000	\$ 15,256,706	\$ 16,153,377	\$ 17,955,006	\$ 1,801,629	11%
Supplies & Materials	666,851	716,634	897,345	969,450	991,070	21,620	2%
Other Services & Charges	2,924,392	3,070,495	3,097,799	3,590,408	4,691,807	1,101,399	31%
	\$ 16,508,840	\$ 17,759,129	\$ 19,251,850	\$ 20,713,235	\$ 23,637,883	\$ 2,924,648	14%

City of Roseville

Budget Detail by Function: Tax Supported Programs

Attachment 4
8/1/2023

	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
Recreation Administration							
Personnel Services	\$ 568,315	\$ 574,447	\$ 556,723	\$ 561,000	\$ 583,550	\$ 22,550	4.0%
Supplies & Materials	1,734	2,490	6,759	7,000	7,588	588	8.4%
Other Services & Charges	37,552	130,486	135,675	127,465	155,415	27,950	21.9%
	<u>\$ 607,601</u>	<u>\$ 707,423</u>	<u>\$ 699,157</u>	<u>\$ 695,465</u>	<u>\$ 746,553</u>	<u>\$ 51,088</u>	<u>7.3%</u>
Recreation Fee Programs							
Personnel Services	\$ 718,803	\$ 789,429	\$ 878,234	\$ 1,068,555	\$ 1,107,105	\$ 38,550	3.6%
Supplies & Materials	36,208	71,659	60,674	80,700	83,283	2,583	3.2%
Other Services & Charges	254,365	412,751	545,677	559,485	614,535	55,050	9.8%
	<u>\$ 1,009,376</u>	<u>\$ 1,273,839</u>	<u>\$ 1,484,585</u>	<u>\$ 1,708,740</u>	<u>\$ 1,804,923</u>	<u>\$ 96,183</u>	<u>5.6%</u>
Recreation Non-Fee Programs							
Personnel Services	\$ 13,869	\$ 22,470	\$ 49,096	\$ 84,650	\$ 78,345	\$ (6,305)	-7.4%
Supplies & Materials	3,418	6,443	11,938	29,300	30,330	1,030	3.5%
Other Services & Charges	17,537	24,366	73,227	82,870	121,620	38,750	46.8%
	<u>\$ 34,824</u>	<u>\$ 53,279</u>	<u>\$ 134,261</u>	<u>\$ 196,820</u>	<u>\$ 230,295</u>	<u>\$ 33,475</u>	<u>17.0%</u>
Recreation Activity Center							
Personnel Services	\$ 1,347	\$ 727	\$ 3,189	\$ 12,380	\$ 12,380	\$ -	0.0%
Supplies & Materials	-	283	1,646	2,950	3,350	400	13.6%
Other Services & Charges	92,587	5,329	103,741	106,050	125,700	19,650	18.5%
	<u>\$ 93,934</u>	<u>\$ 6,339</u>	<u>\$ 108,576</u>	<u>\$ 121,380</u>	<u>\$ 141,430</u>	<u>\$ 20,050</u>	<u>16.5%</u>
Recreation Nature Center							
Personnel Services	\$ 18,095	\$ 20,541	\$ 36,295	\$ 28,990	\$ 45,450	\$ 16,460	56.8%
Supplies & Materials	4,750	8,596	7,856	9,800	9,800	-	0.0%
Other Services & Charges	25,985	29,085	31,573	35,950	38,150	2,200	6.1%
	<u>\$ 48,830</u>	<u>\$ 58,222</u>	<u>\$ 75,724</u>	<u>\$ 74,740</u>	<u>\$ 93,400</u>	<u>\$ 18,660</u>	<u>25.0%</u>
Skating Center							
Personnel Services	\$ 665,049	\$ 735,452	\$ 781,746	\$ 823,560	\$ 858,480	\$ 34,920	4.2%
Supplies & Materials	37,734	54,320	78,612	75,300	93,550	18,250	24.2%
Other Services & Charges	321,140	397,437	545,271	424,940	540,440	115,500	27.2%
	<u>\$ 1,023,923</u>	<u>\$ 1,187,209</u>	<u>\$ 1,405,629</u>	<u>\$ 1,323,800</u>	<u>\$ 1,492,470</u>	<u>\$ 168,670</u>	<u>12.7%</u>
Parks & Recreation Maintenance							
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%
	<u>\$ 1,285,886</u>	<u>\$ 1,359,407</u>	<u>\$ 1,354,040</u>	<u>\$ 1,526,695</u>	<u>\$ 1,532,510</u>	<u>\$ 5,815</u>	<u>0.4%</u>
Total Parks & Recreation Fund							
Personnel Services	\$ 2,911,018	\$ 3,086,179	\$ 3,229,377	\$ 3,679,555	\$ 3,787,620	\$ 108,065	2.9%
Supplies & Materials	203,638	274,698	319,426	367,625	387,401	19,776	5.4%
Other Services & Charges	989,718	1,284,841	1,713,169	1,600,460	1,866,560	266,100	16.6%
	<u>\$ 4,104,374</u>	<u>\$ 4,645,718</u>	<u>\$ 5,261,972</u>	<u>\$ 5,647,640</u>	<u>\$ 6,041,581</u>	<u>\$ 393,941</u>	<u>7.0%</u>
Information Technology Fund							
Personnel Services	\$ 1,781,894	\$ 2,019,540	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	79				-	0.0%
* Other Services & Charges	630,387	844,177	723,343	857,141	1,428,264	571,123	66.6%
** Capital Outlay	216,285	272,848	5,151	-	-	-	0.0%
	<u>\$ 2,628,566</u>	<u>\$ 3,136,644</u>	<u>\$ 728,494</u>	<u>\$ 857,141</u>	<u>\$ 1,428,264</u>	<u>\$ 571,123</u>	<u>66.6%</u>

* part of Administration in 2024

** now part of individual department expenses

City of Roseville

Budget Detail by Function: Tax Supported Programs

Attachment 4
8/1/2023

	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	\$\$ <u>Increase</u>	% <u>Incr.</u>
Streetscape Fund							
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%
	\$ 80,566	\$ 66,081	\$ 53,595	\$ 79,910	\$ 83,910	\$ 4,000	5.0%
Debt Service Fund							
OSC - Debt: #27	765,000	-				-	0.0%
OSC - Debt: #31	835,000	-				-	0.0%
OSC - Debt: 2012A	1,375,000	1,442,385	1,352,275	1,442,385	1,447,057	4,672	0.3%
OSC - Debt: 2020A	-	778,160	724,625	771,330	778,365	7,035	0.9%
	\$ 2,975,000	\$ 2,220,545	\$ 2,076,900	\$ 2,213,715	\$ 2,225,422	\$ 11,707	0.5%
Total: All Tax-Supported Funds							
Personnel Services	\$ 17,618,481	\$ 19,085,493	\$ 18,486,083	\$ 19,839,842	\$ 21,749,536	\$ 1,909,694	9.6%
Supplies & Materials	901,083	1,015,953	1,229,141	1,367,075	1,408,471	41,396	3.0%
Other Services & Charges	7,561,497	7,453,823	7,652,436	8,304,724	10,259,053	1,954,329	23.5%
Capital Outlay: Ops	216,285	1,051,008	5,151	-	-	-	0.0%
Total: Operations	\$ 26,297,346	\$ 28,606,277	\$ 27,372,811	\$ 29,511,641	\$ 33,417,060	\$ 3,905,419	13.2%
Vehicles & Equipment	\$ 2,845,288	\$ 2,845,288	\$ 993,418	\$ 2,042,500	\$ 1,658,800	\$ (383,700)	-18.8%
General Facilities	110,150	172,486	3,824,750	1,268,400	1,842,900	574,500	45.3%
Pathways & Parking Lots	381,620	127,878	171,569	200,000	233,800	33,800	16.9%
Street Lighting	-	35,575	-	45,000	52,500	7,500	16.7%
Park Improvements	86,490	118,988	726,700	1,442,000	1,434,000	(8,000)	-0.6%
Pavement Management	1,972,243	2,029,489	4,569,024	3,091,305	2,905,000	(186,305)	-6.0%
Total: Capital	\$ 5,395,791	\$ 5,329,704	\$ 10,285,461	\$ 8,089,205	\$ 8,127,000	\$ 37,795	0.5%
Total: Tax Supported	\$ 31,693,137	\$ 33,935,981	\$ 37,658,272	\$ 37,600,846	\$ 41,544,060	3,943,214	10.5%

City of Roseville

Budget Detail by Function: Fee Supported

8/1/2023

	2020	2021	2022	2023	2024	\$\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
CD - Planning							
Personnel Services	\$ 492,296	\$ 495,130	\$ 515,692	\$ 583,577	\$ 598,007	\$ 14,430	2.8%
Supplies & Materials	219	360	435	2,500	1,000	(1,500)	-344.8%
Other Services & Charges	42,201	114,156	81,274	97,350	80,500	(16,850)	-20.7%
Capital Outlay	-	-	-	1,150	-	(1,150)	0.0%
	\$ 534,716	\$ 609,646	\$ 597,401	\$ 684,577	\$ 679,507	\$ (5,070)	-0.8%
CD - Code Enforcement							
Personnel Services	\$ 708,266	\$ 585,688	\$ 573,169	\$ 675,063	\$ 701,470	\$ 26,407	4.6%
Supplies & Materials	7,249	6,514	8,476	9,250	9,500	250	2.9%
Other Services & Charges	242,294	238,498	260,403	249,550	258,130	8,580	3.3%
Capital Outlay	27,873	-	-	-	68,000	68,000	0.0%
	\$ 985,682	\$ 830,700	\$ 842,048	\$ 933,863	\$ 1,037,100	\$ 103,237	12.3%
CD-Nuisance Code Enforcement							
Personnel Services	\$ 52,103	\$ 64,111	\$ 168,433	\$ 108,847	\$ 111,710	\$ 2,863	1.7%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	-	-	2,707	2,700	2,800	100	3.7%
	\$ 52,103	\$ 64,111	\$ 171,140	\$ 111,547	\$ 114,510	\$ 2,963	1.7%
CD - GIS							
Personnel Services	\$ 19,344	\$ 20,795	\$ 34,040	\$ 35,310	\$ 36,470	\$ 1,160	3.4%
Other Services & Charges	4,837	4,940	4,540	5,270	5,650	380	8.4%
	\$ 24,181	\$ 25,735	\$ 38,580	\$ 40,580	\$ 42,120	\$ 1,540	4.0%
CD - Neighborhood Enhancement							
Personnel Services	\$ 99,687	\$ 117,979	\$ 32,043	\$ 33,712	\$ 34,230	\$ 518	1.6%
Supplies & Materials	894	1,752	81	950	650	(300)	-370.4%
Other Services & Charges	6,768	4,511	4,408	6,400	5,700	(700)	-15.9%
	\$ 107,349	\$ 124,242	\$ 36,532	\$ 41,062	\$ 40,580	\$ (482)	-1.3%
Community Development Fund							
Personnel Services	\$ 1,371,696	\$ 1,283,703	\$ 1,323,377	\$ 1,436,509	\$ 1,481,887	\$ 45,378	3.4%
Supplies & Materials	\$ 8,362	\$ 8,626	\$ 8,992	\$ 12,700	\$ 11,150	\$ (1,550)	-17.2%
Other Services & Charges	\$ 296,100	\$ 362,105	\$ 353,332	\$ 361,270	\$ 352,780	\$ (8,490)	-2.4%
Capital Outlay	\$ 27,873	\$ -	\$ -	\$ 1,150	\$ 68,000	\$ 66,850	0.0%
	\$ 1,704,031	\$ 1,654,434	\$ 1,685,701	\$ 1,811,629	\$ 1,913,817	\$ 102,188	6.1%
EDA Fund							
Personnel Services	\$ 204,760	\$ 195,074	\$ 206,402	\$ 198,080	\$ 204,320	\$ 6,240	3.0%
Supplies & Materials	33	459	1,290	-	-	-	0.0%
Other Services & Charges	237,158	191,001	437,742	321,550	282,040	(39,510)	-9.0%
	\$ 441,951	\$ 386,534	\$ 645,434	\$ 519,630	\$ 486,360	\$ (33,270)	-5.2%
Communications Fund							
Personnel Services	\$ 243,529	\$ 274,968	\$ 280,176	\$ 340,020	\$ 364,810	\$ 24,790	8.8%
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	5.5%
	\$ 443,279	\$ 489,743	\$ 532,363	\$ 575,390	\$ 613,930	\$ 38,540	7.2%
License Center Fund							
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	21.5%
Other Services & Charges	448,008	469,799	348,571	482,620	395,826	(86,794)	-24.9%
Capital Outlay	94,042	-	-	-	-	-	0.0%
	\$ 2,057,712	\$ 2,068,280	\$ 1,963,319	\$ 2,194,830	\$ 2,134,216	\$ (60,614)	-3.1%

City of Roseville

Budget Detail by Function: Fee Supported

8/1/2023

	2020	2021	2022	2023	2024	\$\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
Engineering Services Fund							
Personnel Services	\$ 244,608	\$ 230,903	\$ 241,730	\$ 255,150	\$ 265,720	\$ 10,570	4.4%
Supplies & Materials	167	1,791	144	2,700	1,000	(1,700)	-1180.6%
Other Services & Charges	51,041	43,673	140,336	73,000	34,210	(38,790)	-27.6%
	\$ 295,816	\$ 276,367	\$ 382,210	\$ 330,850	\$ 300,930	\$ (29,920)	-7.8%
Lawful Gambling Fund							
Personnel Services	\$ 31,327	\$ 36,045	\$ 36,755	\$ 33,406	\$ 36,736	\$ 3,330	9.1%
Other Services & Charges	225,575	141,000	111,000	120,000	120,000	-	0.0%
	\$ 256,902	\$ 177,045	\$ 147,755	\$ 153,406	\$ 156,736	\$ 3,330	2.3%
Water Fund							
Personnel Services	\$ 618,539	\$ 575,180	\$ 707,241	\$ 735,580	\$ 764,300	\$ 28,720	4.1%
Supplies & Materials	215,868	269,695	276,277	233,500	276,000	42,500	15.4%
Other Services & Charges	5,775,719	6,559,361	7,050,091	6,456,105	8,123,311	1,667,206	23.6%
Capital Outlay	638,309	1,273,858	1,170,739	505,000	1,019,000	514,000	43.9%
	\$ 7,248,435	\$ 8,678,094	\$ 9,204,348	\$ 7,930,185	\$ 10,182,611	\$ 2,252,426	24.5%
Sanitary Sewer Fund							
Personnel Services	\$ 545,260	\$ 512,436	\$ 484,353	\$ 417,230	\$ 438,140	\$ 20,910	4.3%
Supplies & Materials	28,133	36,882	44,086	48,700	51,700	3,000	6.8%
Other Services & Charges	4,142,363	3,987,118	3,949,339	4,158,169	4,652,741	494,572	12.5%
Capital Outlay	1,763,715	1,688,174	1,197,819	800,000	1,159,000	359,000	30.0%
	\$ 6,479,471	\$ 6,224,610	\$ 5,675,597	\$ 5,424,099	\$ 6,301,581	\$ 877,482	15.5%
Stormwater Fund							
Personnel Services	\$ 432,616	\$ 433,789	\$ 520,333	\$ 510,200	\$ 536,190	\$ 25,990	5.0%
Supplies & Materials	96,112	78,438	65,859	102,500	76,500	(26,000)	-39.5%
Other Services & Charges	861,934	893,564	929,180	851,000	1,076,830	225,830	24.3%
Capital Outlay	1,233,291	1,114,785	1,412,498	1,370,000	1,599,000	229,000	16.2%
	\$ 2,623,953	\$ 2,520,577	\$ 2,927,870	\$ 2,833,700	\$ 3,288,520	\$ 454,820	15.5%
Recycling Fund							
Personnel Services	\$ 34,133	\$ 33,603	\$ 43,273	\$ 84,237	\$ 84,937	\$ 700	1.6%
Supplies & Materials	2,250	-	1,284	2,250	5,000	2,750	214.2%
Other Services & Charges	602,098	552,825	882,552	900,938	1,018,430	117,492	13.3%
	\$ 638,481	\$ 586,428	\$ 927,109	\$ 987,425	\$ 1,108,367	\$ 120,942	13.0%
Golf Course Fund							
Personnel Services	\$ 298,273	\$ 300,533	\$ 309,149	\$ 342,840	\$ 356,250	\$ 13,410	4.3%
Supplies & Materials	31,106	63,957	74,680	63,900	75,900	12,000	16.1%
Other Services & Charges	156,896	150,587	148,391	89,120	91,510	2,390	1.6%
Capital Outlay	157,618	-	-	89,500	94,500	5,000	0.0%
	\$ 643,893	\$ 515,077	\$ 532,220	\$ 585,360	\$ 618,160	\$ 32,800	6.2%
TIF Fund							
Other Services & Charges	1,964,632	1,211,482	783,810	905,700	1,475,000	569,300	72.6%
	\$ 1,964,632	\$ 1,211,482	\$ 783,810	\$ 905,700	\$ 1,475,000	\$ 569,300	72.6%
Safety & Loss Control							
Other Services & Charges	12,129	-	-	-	-	-	0.0%
	\$ 12,129	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total: All Non Tax-Supported Funds							
Personnel Services	\$ 5,520,832	\$ 5,448,998	\$ 5,737,325	\$ 6,036,462	\$ 6,236,180	\$ 199,718	3.5%
Supplies & Materials	401,918	488,160	503,910	496,250	533,750	37,500	7.4%
Other Services & Charges	14,973,087	14,774,695	15,385,445	14,953,842	17,870,798	2,916,956	19.0%
Capital Outlay	3,914,848	4,076,817	3,781,056	2,765,650	3,939,500	1,173,850	31.0%
Total: Non Tax-Supported	\$ 24,810,685	\$ 24,788,671	\$ 25,407,736	\$ 24,252,204	\$ 28,580,228	\$ 4,328,024	17.0%

City of Roseville

EDA General Fund Financial Summary

Bench Handout 2

Item 7.e

02/12/2024

	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	\$ 462,550	\$ 455,965	\$ 433,061	\$ 411,505	\$ 365,235	\$ (46,270)	-11.2%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	179,514	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	85,000	85,000	85,000	85,000	85,000	-	100.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	3,773	8,579	14,397	-	-	-	0.0%
Miscellaneous	25,295	25,295	23,125	23,125	23,125	-	0.0%
Total Revenues	\$ 756,132	\$ 574,839	\$ 555,583	\$ 519,630	\$ 473,360	\$ (46,270)	-8.9%
Expenditures							
Personnel Services	\$ 204,760	\$ 195,074	\$ 206,402	\$ 198,080	\$ 204,320	\$ 6,240	3.2%
Supplies & Materials	33	459	1,290	-	-	-	0.0%
Other Services & Charges	237,158	191,001	67,944	321,550	269,040	(52,510)	-16.3%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 441,951	\$ 386,534	\$ 275,636	\$ 519,630	\$ 473,360	\$ (46,270)	-8.9%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	(64,073)	(369,798)	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ (64,073)	\$ (369,798)	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	314,181	124,232	(89,851)	-	-		
Beginning Fund Balance	441,748	755,929	880,161	790,310	790,310		
Ending Fund Balance	\$ 755,929	\$ 880,161	\$ 790,310	\$ 790,310	\$ 790,310		

Part I: Overall Budget Information - All Funds

City of Roseville

Combined Funds Financial Summary

(WITHOUT EDA)

Financial Summary - All Funds

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

Expenditure Breakdown by Function - All Funds

Attachment 4

City of Roseville

Budget Summary by Function

8/1/2023

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$\$ Increase	% Incr.
City Council	\$ 222,987	\$ 315,348	\$ 284,981	\$ 289,240	\$ 325,187	\$ 35,947	12.4%
Administration	926,178	1,074,122	1,136,946	1,457,559	2,241,270	783,711	53.8%
Elections	75,517	104,326	101,989	102,126	105,160	3,034	3.0%
Legal	370,276	381,199	381,889	395,238	385,000	(10,238)	-2.6%
Finance Department	664,097	706,021	727,287	825,110	877,192	52,082	6.3%
Central Services	42,682	38,306	39,671	53,500	53,500	-	0.0%
General Insurance	70,000	70,000	70,000	70,000	70,000	-	0.0%
Contingency	-	-	-	-	500,000	500,000	0.0%
General Government	\$ 2,371,737	\$ 2,689,322	\$ 2,742,763	\$ 3,192,773	\$ 4,557,309	\$ 1,364,536	42.7%
Police Administration	1,156,377	1,011,388	1,145,332	1,435,510	1,545,435	109,925	7.7%
Police Patrol Operations	6,241,444	6,880,652	7,749,345	7,316,650	7,941,604	624,954	8.5%
Police Investigations	517,189	487,666	411,480	1,392,100	1,480,450	88,350	6.3%
Community Services	168,908	112,323	140,464	173,275	254,435	81,160	46.8%
Police	\$ 8,083,918	\$ 8,492,029	\$ 9,446,621	\$ 10,317,535	\$ 11,221,924	\$ 904,389	8.8%
Fire Administration	485,664	533,692	501,188	504,490	528,630	24,140	4.8%
Fire Fighting	2,291,141	2,982,035	3,303,063	3,433,649	3,860,762	427,113	12.4%
Fire Emergency Management	54,829	1,953	-	6,200	19,500	13,300	214.5%
Fire Training	29,286	40,194	34,035	36,000	39,000	3,000	8.3%
Fire	\$ 2,860,920	\$ 3,557,874	\$ 3,838,286	\$ 3,980,339	\$ 4,447,892	\$ 467,553	11.7%
Fire Relief Association	250,948	264,259	48,815	46,500	46,500	-	0.0%
Fire Relief	\$ 250,948	\$ 264,259	\$ 48,815	\$ 46,500	\$ 46,500	\$ -	0.0%
Public Works Administration	943,225	987,206	981,024	1,091,993	1,168,753	76,760	7.0%
Street Department	1,216,819	963,573	1,214,460	1,241,625	1,278,550	36,925	3.0%
Street Lighting	170,913	183,892	210,871	190,000	225,000	35,000	18.4%
Building Maintenance	359,346	387,980	520,069	424,950	453,215	28,265	6.7%
Central Garage	251,014	232,994	248,941	227,520	238,740	11,220	4.9%
Public Works	\$ 2,941,317	\$ 2,755,645	\$ 3,175,365	\$ 3,176,088	\$ 3,364,258	\$ 188,170	5.9%
General Fund	\$ 16,508,840	\$ 17,759,129	\$ 19,251,850	\$ 20,713,235	\$ 23,637,883	\$ 2,924,648	14.1%
Parks & Recreation Administration	607,601	707,423	699,157	695,465	746,553	51,088	7.3%
Recreation Fee Activities	1,009,376	1,273,839	1,484,585	1,708,740	1,804,923	96,183	5.6%
Recreation Non-fee Activities	34,824	53,279	134,261	196,820	230,295	33,475	17.0%
Recreation Nature Center	48,830	58,222	75,724	74,740	93,400	18,660	25.0%
Recreation Activity Center	93,934	6,339	108,576	121,380	141,430	20,050	16.5%
Skating Center	1,023,923	1,187,209	1,405,629	1,323,800	1,492,470	168,670	12.7%
Parks & Recreation Fund	\$ 2,818,488	\$ 3,286,311	\$ 3,907,932	\$ 4,120,945	\$ 4,509,071	\$ 388,126	9.4%
Planning	534,716	609,646	597,401	684,577	679,507	(5,070)	-0.7%
GIS	24,181	25,735	38,580	40,580	42,120	1,540	3.8%
Code Enforcement	985,682	830,700	842,048	933,863	1,037,100	103,237	11.1%
Neighborhood Enhancement	107,349	124,242	36,532	41,062	40,580	(482)	-1.2%
Nuisance Code Enforcement			171,140	111,547	114,510	2,963	2.7%
Community Development Fund	\$ 1,651,928	\$ 1,590,323	\$ 1,685,701	\$ 1,811,629	\$ 1,913,817	\$ 102,188	5.6%
Information Technology	2,628,566	3,136,644	728,494	857,141	1,428,264	571,123	66.6%
Communications	443,279	489,743	532,363	575,390	613,930	38,540	6.7%
License Center	2,057,712	2,068,280	1,963,319	2,194,830	2,134,216	(60,614)	-2.8%
Engineering Services	295,816	276,367	382,210	330,850	300,930	(29,920)	-9.0%
Lawful Gambling	256,902	177,045	147,755	153,406	156,736	3,330	2.2%
EDA	441,951	386,534	645,434	519,630	486,360	(33,270)	-6.4%

City of Roseville
Budget Summary by Function

Attachment 4

8/1/2023

	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	\$\$ <u>Increase</u>	% <u>Incr.</u>
Parks Maintenance	1,285,886	1,359,407	1,354,040	1,526,695	1,532,510	5,815	0.4%
Special Purpose Operating Funds	\$ 7,410,112	\$ 7,894,020	\$ 5,753,615	\$ 6,157,942	\$ 6,652,946	\$ 495,004	8.0%
Vehicle & Equipment Replacement	2,845,288	2,845,288	993,418	2,042,500	1,658,800	(383,700)	-18.8%
Building Replacement	110,150	172,486	3,824,750	1,268,400	1,842,900	574,500	45.3%
Park Improvements	86,490	118,988	726,700	1,442,000	1,434,000	(8,000)	-0.6%
Pathway Maintenance	381,620	127,878	171,569	200,000	233,800	33,800	16.9%
Street Light Replacement	-	35,575	-	45,000	52,500	7,500	16.7%
Boulevard Landscaping	80,566	66,081	53,595	79,910	83,910	4,000	5.0%
Capital Replacement Funds	\$ 3,504,114	\$ 3,366,296	\$ 5,770,032	\$ 5,077,810	\$ 5,305,910	\$ 228,100	4.5%
Special Assessment Construction	1,972,243	2,029,489	4,569,024	3,091,305	2,905,000	(186,305)	-6.0%
MSA Construction	-	-	-	-	-	-	0.0%
Capital Improvement Funds	\$ 1,972,243	\$ 2,029,489	\$ 4,569,024	\$ 3,091,305	\$ 2,905,000	\$ (186,305)	-6.0%
G.O. Facility Bonds	765,000	-	-	-	-	-	0.0%
2011 Bonds	835,000	-	-	-	-	-	0.0%
2012 Bonds	1,375,000	1,442,385	1,352,275	1,442,385	1,447,057	4,672	0.3%
2020 Bonds	-	-	724,625	771,330	778,365	7,035	0.9%
Debt Service Funds	\$ 2,975,000	\$ 1,442,385	\$ 2,076,900	\$ 2,213,715	\$ 2,225,422	\$ 11,707	0.5%
TIF District Funds	\$ 1,964,632	\$ 1,211,482	\$ 783,810	\$ 905,700	\$ 1,475,000	\$ 569,300	62.9%
Sanitary Sewer	6,479,471	6,224,610	5,675,597	5,424,099	6,301,581	877,482	16.2%
Water	7,248,435	8,678,094	9,204,348	7,930,185	10,182,611	2,252,426	28.4%
Stormwater	2,623,953	2,520,577	2,927,870	2,833,700	3,288,520	454,820	16.1%
Solid Waste Recycling	638,481	586,428	927,109	987,425	1,108,367	120,942	12.2%
Golf Course	643,893	515,077	532,220	585,360	618,160	32,800	5.6%
Enterprise Funds	\$ 17,634,233	\$ 18,524,786	\$ 19,267,144	\$ 17,760,769	\$ 21,499,239	\$ 3,738,470	21.0%
Safety & Loss Control	12,129	-	-	-	-	-	0.0%
Other Funds	\$ 12,129	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

Total Budget by Funding Source

Total Budget: Tax-Supported	\$ 31,693,137	\$ 32,379,661	\$ 37,658,272	\$ 37,600,846	\$ 41,544,060	3,885,788	10.3%
Total Budget: Fee-Supported	24,316,631	24,338,026	25,407,736	24,252,204	28,580,228	3,172,492	13.1%
	\$ 56,009,768	\$ 56,717,687	\$ 63,066,008	\$ 61,853,050	\$ 70,124,288	\$ 7,058,280	11.4%

Total Budget by Major Category

Personnel Services	\$ 23,139,313	\$ 24,534,491	\$ 24,223,408	\$ 25,876,304	\$ 27,985,716	2,109,412	8.2%
Supplies & Materials	1,303,001	1,504,113	1,733,051	1,863,325	1,942,221	78,896	4.2%
Other Services & Charges	22,534,584	22,228,518	23,037,881	23,258,566	28,129,851	4,871,285	20.9%
Capital Outlay: Budgets	4,131,133	5,127,825	3,786,207	2,765,650	3,939,500	1,173,850	42.4%
Capital Outlay: CIP Only	5,395,791	5,329,704	10,285,461	8,089,205	8,127,000	37,795	0.5%
City only expenses	\$ 56,503,822	\$ 58,724,652	\$ 63,066,008	\$ 61,853,050	\$ 70,124,288	\$ 8,271,238	13.4%

Expenditure Reconciliation (Changes to Budget, 2023 to 2024) - All Funds Attachment 6

2024 BUDGET - EXPENDITURE CHANGES ONLY

8/8/2023

	Total	Tax Supported	Fee Supported
<u>PERSONNEL CHANGES</u>			
Steps, turnover, insurance & union changes	\$ 398,931	\$ 366,890	\$ 32,041
COLA	\$ 627,286	\$ 477,386	\$ 149,900
Increase temp/seasonal/interns	\$ 105,403	\$ 100,233	\$ 5,170
Overtime increases-police & fire	\$ 31,790	\$ 31,790	
Recls maint support specialist to office assist	\$ (14,494)	\$ (27,101)	\$ 12,607
Hsg Navigator - grant & aid funding	\$ 60,110	\$ 60,110	
Inc .80 to 1 FTE Admin CSO	\$ 18,500	\$ 18,500	
Commitment to Diversity - FD - PS Aid	\$ 114,200	\$ 114,200	
Commitment to Diversity - PD - PS Aid	\$ 107,700	\$ 107,700	
Class and Comp study implementation	\$ 659,986	\$ 659,986	
	<u>\$ 2,109,412</u>	<u>\$ 1,909,694</u>	<u>\$ 199,718</u>
<u>SUPPLIES & MATERIALS</u>			
Motor Fuel - across departments	\$ (66,825)	\$ (57,575)	\$ (9,250)
Police - vehicle supplies	\$ 16,000	\$ 16,000	
Police - Clothing	\$ 10,000	\$ 10,000	
Fire-vehicle & oper. Supplies & training	\$ 5,800	\$ 5,800	
PW-Streets-operating supplies	\$ 30,250	\$ 30,250	
Skating Ctr - merch for sale	\$ 13,500	\$ 13,500	
Water- fuel & operating supplies	\$ 52,000		\$ 52,000
Sewer-operating supplies	\$ 5,000		\$ 5,000
Storm-vehicle supplies	\$ (31,500)		\$ (31,500)
Golf - operating supplies	\$ 8,950		\$ 8,950
Other minor cost changes	\$ 35,721	\$ 23,421	\$ 12,300
	<u>\$ 78,896</u>	<u>\$ 41,396</u>	<u>\$ 37,500</u>
<u>OTHER SERVICES & CHARGES</u>			
Council-Audit	\$ 17,000	\$ 17,000	
Council-cmty survey	\$ 20,000	\$ 20,000	
Admin - Metro-INET contract	\$ 900,039	\$ 900,039 *	
Admin- Recodification&Comp Study	\$ (190,000)	\$ (190,000)	
Admin-neogov	\$ 8,000	\$ 8,000	
Police - increase wellness consultant	\$ 30,000	\$ 30,000	
Police-Lexipol and Occup Health Exams	\$ 11,000	\$ 11,000	
Police - dispatch services	\$ 40,104	\$ 40,104	
Police - contract main - vehicles	\$ 23,000	\$ 23,000	
Police-training	\$ 5,000	\$ 5,000	
Police- switch to Thomson Reuters CLEAR	\$ 12,500	\$ 12,500	
Police - computers and software	\$ 19,000	\$ 19,000	
Police-Animal Hospital	\$ 14,500	\$ 14,500	
Fire-increased wellness	\$ 16,000	\$ 16,000	
Fire- increased contract maint?	\$ 36,000	\$ 36,000	
Fire - fence consortium	\$ 9,000	\$ 9,000	
PW - software and computers	\$ 59,635	\$ 59,635	
Utilities-fire, Bldg Maint, Street Lights, Skating Ctr	\$ 142,850	\$ 141,550	\$ 1,300
PR - software	\$ 5,000	\$ 5,000	
PR - miscellaneous	\$ 10,400	\$ 10,400	
PR-postage amd printing	\$ 5,000	\$ 5,000	
PR - activity center increases	\$ 18,700	\$ 18,700	
PR fee& skate-credit card fees	\$ 28,000	\$ 28,000	
PR - prof services fee,non-fee & skating programs	\$ 85,350	\$ 85,350	
PR - contract maintenance increased	\$ 10,000	\$ 10,000	
IT - expense moved to Admin	\$ (857,141)	\$ (857,141) *	
CD-fewer zoning studies	\$ (15,000)		\$ (15,000)
CD-software & computers	\$ 10,100		\$ 10,100

2024 BUDGET - EXPENDITURE CHANGES ONLY

8/8/2023

	Total	Tax Supported	Fee Supported
CD-credit card fees - Code	\$ 8,500		\$ 8,500
EDA-prof svcs	\$ (42,500)		\$ (42,500)
EDA-comp & software	\$ 1,790		\$ 1,790
Communications - printing & postage	\$ 14,100		\$ 14,100
Lic Cntr- inc facility mgmt & custodial svcs	\$ 16,800		\$ 16,800
Eng Svcs-misc studies(bike planconsultant)	\$ (36,600)		\$ (36,600)
Water-St. Paul Water	\$ 1,422,836		\$ 1,422,836
Water - Software	\$ 56,520		\$ 56,520
Water-utilities, contract maint	\$ 110,000		\$ 110,000
Water - Depreciation	\$ 110,000		\$ 110,000
Sewer - software	\$ 15,520		\$ 15,520
Sewer- Metro Waste	\$ 442,062		\$ 442,062
Sewer - credit card fees	\$ 20,000		\$ 20,000
Stormwater-contract maintenance	\$ 110,000		\$ 110,000
Stormwater-depreciation	\$ 120,000		\$ 120,000
Recycling - Contract	\$ 987,420		\$ 987,420
Golf- training	\$ 1,550		\$ 1,550
TIF	\$ 569,300		\$ 569,300
Other minor cost changes	\$ (868,171)	\$ 36,721	\$ (904,892)
	<u>\$ 3,533,164</u>	<u>\$ 514,358</u>	<u>\$ 3,018,806</u>
<u>DEBT SERVICE CHANGES</u>			
Debt Service - Water	\$ 150		\$ 150
Debt Service -GO	\$ 11,707	\$ 11,707	
	<u>\$ 11,857</u>	<u>\$ 11,707</u>	<u>\$ 150</u>
<u>CAPITAL OUTLAY CHANGES</u>			
Vehicles & Equipment	\$ (329,900)	\$ (329,900)	
IT capital	\$ (49,400)	\$ (49,400)	
Facilities	\$ 574,500	\$ 574,500	
Pathways & Parking Lots	\$ 33,800	\$ 33,800	
Street Lighting	\$ 7,500	\$ 7,500	
Park Improvements	\$ (8,000)	\$ (8,000)	
Pavement Management	\$ (186,305)	\$ (186,305)	
Golf equipment	\$ 5,000		\$ 5,000
Stormwater capital	\$ 229,000		\$ 229,000
Sewer capital	\$ 359,000		\$ 359,000
Water-capital	\$ 514,000		\$ 514,000
Cmty Dev - vehicle less minor equip	\$ 66,850		\$ 66,850
Total Change in Capital Outlay	<u>\$ 1,216,045</u>	<u>\$ 42,195</u>	<u>\$ 1,173,850</u>
<u>Transfer Out</u>			
Lic Cntr - decreased trf out	\$ (102,000)		\$ (102,000)
IT Capital - trf to other funds	\$ 832,400	\$ 832,400	
IT Operating- trf out to GEN for revenues collected	\$ 595,864	\$ 595,864	
Total Change in Transfers Out	<u>\$ 1,326,264</u>	<u>\$ 1,428,264</u>	<u>\$ (102,000)</u>
Total Expenditure Changes	\$ 8,275,638	\$ 3,947,614	\$ 4,328,024

Revenue Reconciliation (Changes to Budget, 2023 to 2024) - All Funds

Attachment 5

2024 BUDGET - REVENUE CHANGES ONLY

8/8/2023

	Total	Tax Supported	Fee Supported
<u>Property Taxes</u>			
General Fund	\$ 2,792,696	\$ 2,792,696	
Communications	\$ 65,940		\$ 65,940
Recreation	\$ 149,415	\$ 149,415	
Parks Maintenance	\$ 24,815	\$ 24,815	
Information Technology	\$ (110,677)	\$ (110,677)	
GO Debt	\$ 11,707	\$ 11,707	
Vehicle & Equipment Replacement	\$ (435,000)	\$ (435,000)	
Building Replacement	\$ (125,000)	\$ (125,000)	
EDA	\$ (33,270)		\$ (33,270)
Total Change in Property Taxes	\$ 2,340,626	\$ 2,307,956	\$ 32,670
<u>Tax Increments</u>			
TIF Pay-as-you-go notes	\$ 569,300		\$ 569,300
<u>Intergovernmental Revenue</u>			
General - SAFER grant	\$ (581,000)	\$ (581,000)	
General - State aid - police & fire	\$ 35,000	\$ 35,000	
General - Police & fire training	\$ 10,000	\$ 10,000	
General - MSA Maint	\$ 27,871	\$ 27,871	
General - Hsg Nav CDBG grant	\$ 19,840	\$ 19,840	
General - Hsg Nav opioid	\$ 79,370	\$ 79,370	
General - Auto Theft grant	\$ 100,000	\$ 100,000	
General - VCET Narc Task Force	\$ 20,000	\$ 20,000	
General - PS Aid - commitment to diversity	\$ 221,900	\$ 221,900	
General - PS Aid - increase in dispatch services	\$ 40,104	\$ 40,104	
General - PS Aid - BCA required IT costs	\$ 16,000	\$ 16,000	
General - PS Aid - CSO inc & PD&FD Wellness inc	\$ 64,500	\$ 64,500	
V&E - Fire & Police public safety aid	\$ 1,000,000	\$ 1,000,000	
Facilities-State Bonding	\$ 756,000	\$ 756,000	
PMP - MSA construction	\$ 449,400	\$ 449,400	
Recycling - Score grant	\$ 17,500		\$ 17,500
Recycling - Fed grant	\$ 76,370		\$ 76,370
Total change in intergovernmental	\$ 2,352,855	\$ 2,258,985	\$ 93,870
<u>Licenses & Permits</u>			
General- Pawn Shop fees	\$ (4,000)	\$ (4,000)	
General - Liquor licenses	\$ (2,000)	\$ (2,000)	
General - Animal licenses	\$ (500)	\$ (500)	
Gen Fund-Fire MF Rental Inspection	\$ (45,248)	\$ (45,248)	
Gen - Fire general permit inspections	\$ 750	\$ 750	
Cmty Dev - various permits and licenses	\$ (497,520)		\$ (497,520)
Total change in licenses & Permits	\$ (548,518)	\$ (50,998)	\$ (497,520)
<u>Charges for Services</u>			
Gen -Fire hotel and Comm Vent Hood inspections	\$ 5,700	\$ 5,700	
Gen - Fire misc-ramsey ctny fire chief reimb	\$ 5,500	\$ 5,500	
Gen - RVA admin fees	\$ 3,000	\$ 3,000	
Gen - Police false alarm fees	\$ 10,000	\$ 10,000	
Recreation-fee activities	\$ 127,081	\$ 127,081	
Recreation-Non-fee activities	\$ (3,100)	\$ (3,100)	
Recreation-Skating Center	\$ 103,200	\$ 103,200	
Recreation-Nature Center	\$ 11,500	\$ 11,500	
CD-Technology Fee	\$ (12,500)		\$ (12,500)
Communications-increase from EDA	\$ 1,000		\$ 1,000
License Center-MV, DL, Passports	\$ 400,000		\$ 400,000
Eng Svcs - Falcon Heights	\$ 10,000		\$ 10,000
Water - 8% increase per URStudy	\$ 1,692,000		\$ 1,692,000
Sanitary Sewer-2% increase	\$ 500,000		\$ 500,000
Storm Drainage-4% inc per Utility Rate Study	\$ 1,639,664		\$ 1,639,664
Recycling-increase to cover expenses	\$ 92,638		\$ 92,638
Golf-Green fees & Equip sales	\$ 19,588		\$ 19,588
Total Change in Charges for Services	\$ 4,605,271	\$ 262,881	\$ 4,342,390
<u>Fines and Forfeits</u>			
General Fund-Ramsey Co court fines	\$ (12,500)	\$ (12,500)	
Total change in court fines	\$ (12,500)	\$ (12,500)	\$ -
<u>Cable Franchise Fees</u>			
Communications- based on 5 yr average	\$ (2,000)		\$ (2,000)

2024 BUDGET - REVENUE CHANGES ONLY

8/8/2023

	Total	Tax Supported	Fee Supported
Special Assessments			
Pavement Mgmt & Water private hydrant	\$ 15,579	\$ (7,421)	\$ 23,000
Total change in special assessments	\$ 15,579	\$ (7,421)	\$ 23,000
Interest Earnings			
V&E fund - IT capital	\$ 8,334	\$ 8,334	
Pathway fund	\$ 2,036	\$ 2,036	
PMP fund	\$ (70,560)	\$ (70,560)	
Communications fund	\$ (400)		\$ (400)
Total Change in Interest earnings	\$ (60,590)	\$ (60,190)	\$ (400)
Donations & Miscellaneous			
Gen Fund-Metro Inet reimb rent & fin svcs	\$ (8,774)	\$ (8,774)	
Gen fund-UNW PILOT	\$ 194	\$ 194	
Gen - Police State Fair Reimb	\$ 20,000	\$ 20,000	
Gen - PW State Fair Reimb	\$ 6,825	\$ 6,825	
Police V&E - K9 donation	\$ 9,000	\$ 9,000	
Police V&E fund-sale of property	\$ 5,000	\$ 5,000	
Lawful gambling - based on past year	\$ 4,620		\$ 4,620
Golf - equip rental & miscellaneous	\$ 13,000		\$ 13,000
Total Change in Misc/Transfers In	\$ 49,865	\$ 32,245	\$ 17,620
Transfers In			
ARPA Funds	\$ (75,500)	\$ (214,100)	\$ 138,600
Excess Cash Reserve Fund	\$ (106,000)	\$ (106,000)	
Trf in to GEN from IT ops	\$ 595,864	\$ 595,864	
Trf in to GEN from IT capital	\$ 20,656	\$ 20,656	
Trf to GEN from License Center	\$ 23,000	\$ 23,000	
Parks-from excess cash reserve	\$ (1,500)	\$ (1,500)	
Parks-from IT capital - computers	\$ 1,530	\$ 1,530	
Pk Maint - from excess cash reserve	\$ (19,000)	\$ (19,000)	
IT ops - ARPA funds	\$ (100,000)	\$ (100,000)	
Pk & Rec V&E fund - excess cash reserve	\$ (200,000)	\$ (200,000)	
trf from IT to Street Light	\$ 300,000	\$ 300,000	
trf from IT to V&E	\$ 510,214	\$ 510,214	
Golf-trf in to cover capital expenses	\$ 5,000		\$ 5,000
	\$ 954,264	\$ 810,664	\$ 143,600
Total Revenue & Transfer In Changes	\$ 10,264,152	\$ 5,541,622	\$ 4,722,530

(USE) or Addition OF RESERVES	2024	2023	Change
Gen Fund-CASH RESERVES	\$ -	\$ (220,000)	\$ 220,000
IT Fund	-	(100,000)	100,000
Vehicle & Equipment Funds	249,348	(145,700)	395,048
Facilities	(332,900)	(489,400)	156,500
Pathways	23,236	55,000	(31,764)
Street Light Replacement	169,000	(23,500)	192,500
Park Improvement	(644,000)	(652,000)	8,000
Blvd Landscaping	(21,910)	(17,910)	(4,000)
Street Infrastructure (PMP)	(147,313)	(705,037)	557,724
Cmty Dev	(425,417)	187,941	(613,358)
Communications	-	(26,000)	26,000
License Center	366,784	(93,830)	460,614
Lawful Gambling	1,290		1,290
Engineering Services	(114,480)	(154,400)	39,920
Water	(499,011)	(100,185)	(398,826)
Sewer	198,419	575,901	(377,482)
Storm	531,073	(173,771)	704,844
Recycling	33,641	(31,925)	65,566
Golf	(65,272)	(70,060)	4,788
	\$ (677,512)	\$ (2,184,876)	1,507,364

Part II: Budget Details by Fund

General Fund

(City Council, Administration, Finance, Fire,
Police, Public Works Admin., etc.)

Financial Summary - General Fund

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		

Expenditure Breakdown by Function - General Fund

Note:

-IT activities shifted from IT Fund to Admin Function
in 2024

Attachment 4
8/1/2023

City of Roseville

Budget Detail by Function: Tax Supported Programs

	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
City Council							
Personnel Services	\$ 44,122	\$ 44,632	41,372	49,220	49,220	\$ -	0.0%
Supplies & Materials	-	-			100	100	0.0%
Other Services & Charges	178,865	270,716	243,609	240,020	275,867	35,847	14.9%
	\$ 222,987	\$ 315,348	\$ 284,981	\$ 289,240	\$ 325,187	\$ 35,947	12.4%
Administration							
Personnel Services	\$ 782,397	\$ 855,112	\$ 927,962	\$ 962,135	\$ 1,022,190	\$ 60,055	6.2%
Supplies & Materials	960	6,967	6,410	6,500	7,000	500	7.7%
Other Services & Charges	142,821	212,043	202,574	488,924	1,212,080	723,156	147.9%
	\$ 926,178	\$ 1,074,122	\$ 1,136,946	\$ 1,457,559	\$ 2,241,270	\$ 783,711	53.8%
Elections							
Personnel Services	\$ 6,177	\$ 7,250	\$ 4,851	\$ 5,050	\$ 5,160	\$ 110	2.2%
Other Services & Charges	69,340	97,076	97,138	97,076	100,000	2,924	3.0%
	\$ 75,517	\$ 104,326	\$ 101,989	\$ 102,126	\$ 105,160	\$ 3,034	3.0%
Legal							
Other Services & Charges	370,276	381,199	381,889	395,238	385,000	(10,238)	-2.6%
	\$ 370,276	\$ 381,199	\$ 381,889	\$ 395,238	\$ 385,000	\$ (10,238)	-2.6%
Finance							
Personnel Services	\$ 598,015	\$ 621,550	\$ 642,231	\$ 734,920	\$ 779,880	\$ 44,960	6.1%
Supplies & Materials	2,093	3,837	6,169	3,800	4,600	800	21.1%
Other Services & Charges	63,989	80,634	78,887	86,390	92,712	6,322	7.3%
	\$ 664,097	\$ 706,021	\$ 727,287	\$ 825,110	\$ 877,192	\$ 52,082	6.3%
Central Services							
Supplies & Materials	17,533	17,189	13,189	25,000	25,000	-	0.0%
Other Services & Charges	25,149	21,117	26,482	28,500	28,500	-	0.0%
	\$ 42,682	\$ 38,306	\$ 39,671	\$ 53,500	\$ 53,500	\$ -	0.0%
General Insurance							
Other Services & Charges	70,000	70,000	70,000	70,000	70,000	-	0.0%
	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ -	0.0%
Police Administration							
Personnel Services	\$ 1,019,064	\$ 853,238	\$ 977,143	\$ 1,018,160	\$ 1,097,410	\$ 79,250	7.8%
Supplies & Materials	12,395	18,411	13,130	21,600	25,100	3,500	16.2%
Other Services & Charges	124,918	139,739	155,059	395,750	422,925	27,175	6.9%
	\$ 1,156,377	\$ 1,011,388	\$ 1,145,332	\$ 1,435,510	\$ 1,545,435	\$ 109,925	7.7%
Police Patrol							
Personnel Services	\$ 5,570,990	\$ 6,017,915	6,795,440	6,330,600	6,835,850	\$ 505,250	8.0%
Supplies & Materials	214,542	272,205	340,610	334,500	349,000	14,500	4.3%
Other Services & Charges	455,912	590,532	613,295	651,550	756,754	105,204	16.1%
	\$ 6,241,444	\$ 6,880,652	\$ 7,749,345	\$ 7,316,650	\$ 7,941,604	\$ 624,954	8.5%
Police Investigations							
Personnel Services	\$ 481,186	\$ 439,503	\$ 369,166	\$ 1,325,000	\$ 1,401,250	\$ 76,250	5.8%
Supplies & Materials	19,385	26,175	19,016	40,500	38,000	(2,500)	-6.2%
Other Services & Charges	16,618	21,988	23,298	26,600	41,200	14,600	54.9%
	\$ 517,189	\$ 487,666	\$ 411,480	\$ 1,392,100	\$ 1,480,450	\$ 88,350	6.3%
Police Community Services							
Personnel Services	\$ 162,285	\$ 105,432	\$ 127,086	\$ 145,940	\$ 212,100	\$ 66,160	45.3%
Supplies & Materials	3,428	5,201	9,676	10,600	10,600	-	0.0%
Other Services & Charges	3,195	1,690	3,702	16,735	31,735	15,000	89.6%
	\$ 168,908	\$ 112,323	\$ 140,464	\$ 173,275	\$ 254,435	\$ 81,160	46.8%

City of Roseville

Budget Detail by Function: Tax Supported Programs

Attachment 4
8/1/2023

	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
Fire Administration							
Personnel Services	\$ 436,443	\$ 465,208	\$ 425,533	\$ 450,290	\$ 473,080	\$ 22,790	5.1%
Supplies & Materials	4,944	8,738	868	700	-	(700)	-100.0%
Other Services & Charges	44,277	59,746	74,787	53,500	55,550	2,050	3.8%
	\$ 485,664	\$ 533,692	\$ 501,188	\$ 504,490	\$ 528,630	\$ 24,140	4.8%
Fire Operation							
Personnel Services	\$ 2,051,125	\$ 2,746,485	\$ 3,050,609	\$ 3,168,449	\$ 3,538,763	\$ 370,314	11.7%
Supplies & Materials	77,170	89,406	97,825	113,000	109,800	(3,200)	-2.8%
Other Services & Charges	162,846	146,144	154,629	152,200	212,199	59,999	39.4%
	\$ 2,291,141	\$ 2,982,035	\$ 3,303,063	\$ 3,433,649	\$ 3,860,762	\$ 427,113	12.4%
Fire Training							
Other Services & Charges	29,286	40,194	34,035	36,000	39,000	3,000	8.3%
	\$ 29,286	\$ 40,194	\$ 34,035	\$ 36,000	\$ 39,000	\$ 3,000	8.3%
Fire Emergency Mgmt.							
Personnel Services	\$ 49,363	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	1,810	1,155	-	-	-	-	0.0%
Other Services & Charges	3,656	798	-	6,200	19,500	13,300	214.5%
	\$ 54,829	\$ 1,953	\$ -	\$ 6,200	\$ 19,500	\$ 13,300	214.5%
Fire Relief							
Other Services & Charges	250,948	264,259	48,815	46,500	46,500	-	0.0%
	\$ 250,948	\$ 264,259	\$ 48,815	\$ 46,500	\$ 46,500	\$ -	0.0%
PW Administration							
Personnel Services	\$ 913,377	\$ 949,653	\$ 919,111	\$ 1,019,743	\$ 1,062,393	\$ 42,650	4.2%
Supplies & Materials	5,305	10,076	14,963	13,150	13,000	(150)	-1.1%
Other Services & Charges	24,543	27,477	46,950	59,100	93,360	34,260	58.0%
	\$ 943,225	\$ 987,206	\$ 981,024	\$ 1,091,993	\$ 1,168,753	\$ 76,760	7.0%
Streets							
Personnel Services	\$ 611,465	\$ 669,576	\$ 767,020	\$ 726,650	\$ 757,130	\$ 30,480	4.2%
Supplies & Materials	242,234	211,328	307,584	365,100	370,850	5,750	1.6%
Other Services & Charges	363,120	82,669	139,856	149,875	150,570	695	0.5%
	\$ 1,216,819	\$ 963,573	\$ 1,214,460	\$ 1,241,625	\$ 1,278,550	\$ 36,925	3.0%
Central Garage							
Personnel Services	\$ 191,588	\$ 196,446	\$ 209,182	\$ 217,220	\$ 220,580	\$ 3,360	1.5%
Supplies & Materials	32,119	21,670	41,816	9,000	11,020	2,020	22.4%
Other Services & Charges	27,307	14,878	(2,057)	1,300	7,140	5,840	449.2%
	\$ 251,014	\$ 232,994	\$ 248,941	\$ 227,520	\$ 238,740	\$ 11,220	4.9%
Building Maintenance							
Supplies & Materials	32,933	24,276	26,089	26,000	27,000	1,000	3.8%
Other Services & Charges	326,413	363,704	493,980	398,950	426,215	27,265	6.8%
	\$ 359,346	\$ 387,980	\$ 520,069	\$ 424,950	\$ 453,215	\$ 28,265	6.7%
Street Lighting							
Other Services & Charges	170,913	183,892	210,871	190,000	225,000	35,000	18.4%
	\$ 170,913	\$ 183,892	\$ 210,871	\$ 190,000	\$ 225,000	\$ 35,000	18.4%
Contingency							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	0.0%
Total General Fund							
Personnel Services	\$ 12,917,597	\$ 13,972,000	\$ 15,256,706	\$ 16,153,377	\$ 17,955,006	\$ 1,801,629	11%
Supplies & Materials	666,851	716,634	897,345	969,450	991,070	21,620	2%
Other Services & Charges	2,924,392	3,070,495	3,097,799	3,590,408	4,691,807	1,101,399	31%
	\$ 16,508,840	\$ 17,759,129	\$ 19,251,850	\$ 20,713,235	\$ 23,637,883	\$ 2,924,648	14%

Recreation Functions

(2 Funds: Recreation Fund & Park Maintenance Fund)

Financial Summary - Recreation Fund

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
Financial Summary - Park Maintenance Fund
Attachment 5
Park Maintenance Fund Financial Summary

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		

Expenditure Breakdown by Function - Recreation Funds

Bench Handout
Agenda Item 7.e
February 12, 2024

City of Roseville

Budget Detail by Function: Tax Supported Programs

Attachment 4

8/1/2023

	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
Recreation Fund:							
Recreation Administration							
Personnel Services	\$ 568,315	\$ 574,447	\$ 556,723	\$ 561,000	\$ 583,550	\$ 22,550	4.0%
Supplies & Materials	1,734	2,490	6,759	7,000	7,588	588	8.4%
Other Services & Charges	37,552	130,486	135,675	127,465	155,415	27,950	21.9%
	<u>\$ 607,601</u>	<u>\$ 707,423</u>	<u>\$ 699,157</u>	<u>\$ 695,465</u>	<u>\$ 746,553</u>	<u>\$ 51,088</u>	<u>7.3%</u>
Recreation Fee Programs							
Personnel Services	\$ 718,803	\$ 789,429	\$ 878,234	\$ 1,068,555	\$ 1,107,105	\$ 38,550	3.6%
Supplies & Materials	36,208	71,659	60,674	80,700	83,283	2,583	3.2%
Other Services & Charges	254,365	412,751	545,677	559,485	614,535	55,050	9.8%
	<u>\$ 1,009,376</u>	<u>\$ 1,273,839</u>	<u>\$ 1,484,585</u>	<u>\$ 1,708,740</u>	<u>\$ 1,804,923</u>	<u>\$ 96,183</u>	<u>5.6%</u>
Recreation Non-Fee Programs							
Personnel Services	\$ 13,869	\$ 22,470	\$ 49,096	\$ 84,650	\$ 78,345	\$ (6,305)	-7.4%
Supplies & Materials	3,418	6,443	11,938	29,300	30,330	1,030	3.5%
Other Services & Charges	17,537	24,366	73,227	82,870	121,620	38,750	46.8%
	<u>\$ 34,824</u>	<u>\$ 53,279</u>	<u>\$ 134,261</u>	<u>\$ 196,820</u>	<u>\$ 230,295</u>	<u>\$ 33,475</u>	<u>17.0%</u>
Recreation Activity Center							
Personnel Services	\$ 1,347	\$ 727	\$ 3,189	\$ 12,380	\$ 12,380	\$ -	0.0%
Supplies & Materials	-	283	1,646	2,950	3,350	400	13.6%
Other Services & Charges	92,587	5,329	103,741	106,050	125,700	19,650	18.5%
	<u>\$ 93,934</u>	<u>\$ 6,339</u>	<u>\$ 108,576</u>	<u>\$ 121,380</u>	<u>\$ 141,430</u>	<u>\$ 20,050</u>	<u>16.5%</u>
Recreation Nature Center							
Personnel Services	\$ 18,095	\$ 20,541	\$ 36,295	\$ 28,990	\$ 45,450	\$ 16,460	56.8%
Supplies & Materials	4,750	8,596	7,856	9,800	9,800	-	0.0%
Other Services & Charges	25,985	29,085	31,573	35,950	38,150	2,200	6.1%
	<u>\$ 48,830</u>	<u>\$ 58,222</u>	<u>\$ 75,724</u>	<u>\$ 74,740</u>	<u>\$ 93,400</u>	<u>\$ 18,660</u>	<u>25.0%</u>
Skating Center							
Personnel Services	\$ 665,049	\$ 735,452	\$ 781,746	\$ 823,560	\$ 858,480	\$ 34,920	4.2%
Supplies & Materials	37,734	54,320	78,612	75,300	93,550	18,250	24.2%
Other Services & Charges	321,140	397,437	545,271	424,940	540,440	115,500	27.2%
	<u>\$ 1,023,923</u>	<u>\$ 1,187,209</u>	<u>\$ 1,405,629</u>	<u>\$ 1,323,800</u>	<u>\$ 1,492,470</u>	<u>\$ 168,670</u>	<u>12.7%</u>
Park Maintenance Fund:							
Parks & Recreation Maintenance							
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%
	<u>\$ 1,285,886</u>	<u>\$ 1,359,407</u>	<u>\$ 1,354,040</u>	<u>\$ 1,526,695</u>	<u>\$ 1,532,510</u>	<u>\$ 5,815</u>	<u>0.4%</u>
Totals - Both Funds:							
Total Parks & Recreation							
Personnel Services	\$ 2,911,018	\$ 3,086,179	\$ 3,229,377	\$ 3,679,555	\$ 3,787,620	\$ 108,065	2.9%
Supplies & Materials	203,638	274,698	319,426	367,625	387,401	19,776	5.4%
Other Services & Charges	989,718	1,284,841	1,713,169	1,600,460	1,866,560	266,100	16.6%
	<u>\$ 4,104,374</u>	<u>\$ 4,645,718</u>	<u>\$ 5,261,972</u>	<u>\$ 5,647,640</u>	<u>\$ 6,041,581</u>	<u>\$ 393,941</u>	<u>7.0%</u>

Community Development Fund

Financial Summary - Community Development Fund

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		

Expenditure Breakdown by Function - Comm. Dev. Fund

Bench Handout
Agenda Item 7.e
February 12, 2024
Attachment 4

City of Roseville

Budget Detail by Function: Fee Supported

8/1/2023

	2020	2021	2022	2023	2024	\$\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
CD - Planning							
Personnel Services	\$ 492,296	\$ 495,130	\$ 515,692	\$ 583,577	\$ 598,007	\$ 14,430	2.8%
Supplies & Materials	219	360	435	2,500	1,000	(1,500)	-344.8%
Other Services & Charges	42,201	114,156	81,274	97,350	80,500	(16,850)	-20.7%
Capital Outlay	-	-	-	1,150	-	(1,150)	0.0%
	\$ 534,716	\$ 609,646	\$ 597,401	\$ 684,577	\$ 679,507	\$ (5,070)	-0.8%
CD - Code Enforcement							
Personnel Services	\$ 708,266	\$ 585,688	\$ 573,169	\$ 675,063	\$ 701,470	\$ 26,407	4.6%
Supplies & Materials	7,249	6,514	8,476	9,250	9,500	250	2.9%
Other Services & Charges	242,294	238,498	260,403	249,550	258,130	8,580	3.3%
Capital Outlay	27,873	-	-	-	68,000	68,000	0.0%
	\$ 985,682	\$ 830,700	\$ 842,048	\$ 933,863	\$ 1,037,100	\$ 103,237	12.3%
CD-Nuisance Code Enforcement							
Personnel Services	\$ 52,103	\$ 64,111	\$ 168,433	\$ 108,847	\$ 111,710	\$ 2,863	1.7%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	-	-	2,707	2,700	2,800	100	3.7%
	\$ 52,103	\$ 64,111	\$ 171,140	\$ 111,547	\$ 114,510	\$ 2,963	1.7%
CD - GIS							
Personnel Services	\$ 19,344	\$ 20,795	\$ 34,040	\$ 35,310	\$ 36,470	\$ 1,160	3.4%
Other Services & Charges	4,837	4,940	4,540	5,270	5,650	380	8.4%
	\$ 24,181	\$ 25,735	\$ 38,580	\$ 40,580	\$ 42,120	\$ 1,540	4.0%
CD - Neighborhood Enhancement							
Personnel Services	\$ 99,687	\$ 117,979	\$ 32,043	\$ 33,712	\$ 34,230	\$ 518	1.6%
Supplies & Materials	894	1,752	81	950	650	(300)	-370.4%
Other Services & Charges	6,768	4,511	4,408	6,400	5,700	(700)	-15.9%
	\$ 107,349	\$ 124,242	\$ 36,532	\$ 41,062	\$ 40,580	\$ (482)	-1.3%
Community Development Fund							
Personnel Services	\$ 1,371,696	\$ 1,283,703	\$ 1,323,377	\$ 1,436,509	\$ 1,481,887	\$ 45,378	3.4%
Supplies & Materials	\$ 8,362	\$ 8,626	\$ 8,992	\$ 12,700	\$ 11,150	\$ (1,550)	-17.2%
Other Services & Charges	\$ 296,100	\$ 362,105	\$ 353,332	\$ 361,270	\$ 352,780	\$ (8,490)	-2.4%
Capital Outlay	\$ 27,873	\$ -	\$ -	\$ 1,150	\$ 68,000	\$ 66,850	0.0%
	\$ 1,704,031	\$ 1,654,434	\$ 1,685,701	\$ 1,811,629	\$ 1,913,817	\$ 102,188	6.1%

Other Operating Funds

(Enterprise [Business-Like] Funds,
IT Fund, Communications Fund,
Debt Service Fund, Tax Increment
Fund, Lawful Gambling Fund, etc.)

Enterprise (Business-Like) Operations/Capital Funds

(Water, Sewer, Stormwater, Recycling,
Golf Course, License Center)

City of Roseville

Water Fund Financial Summary

Financial Summary - Water

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

Financial Summary - Sanitary Sewer Fund

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

Financial Summary - Stormwater Fund

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

Financial Summary - Recycling Fund

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

Financial Summary - Golf Course Fund

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)		

Financial Summary - License Center Fund

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		

Non-Enterprise Operating Funds

Financial Summary - Information Technology Fund

City of Roseville

Information Technology Fund Financial Summary

Notes:

- Metro I-Net functions spun off to a standalone entity in 2022
- Activities moved to Administration function in the General Fund in 2024

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		

Financial Summary - Communications Fund

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
Engineering Services Fund Financial Summary
Financial Summary - Engineering Services

Note: Covers contracted Public Works engineering services provided to other cities by contract.

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		

Financial Summary - Streetscape Maintenance Fund

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

Financial Summary - Debt Service Fund

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
Financial Summary - Tax Increment Fund
Attachment 5
Tax Increment Financing Funds Financial Summary

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		

City of Roseville
Financial Summary - Lawful Gambling Fund
Attachment 5
Lawful Gambling Fund Financial Summary

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)	\$ -		

Other Operating Fund - Economic Development Authority (EDA)

(a separate legal entity from the City of Roseville)

Financial Summary - Economic Development Authority Fund

City of Roseville

(a separate legal entity from the City of Roseville)

EDA General Fund Financial Summary

	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	\$ 462,550	\$ 455,965	\$ 433,061	\$ 411,505	\$ 365,235	\$ (46,270)	-11.2%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	179,514	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Gambling Taxes	-	-	-	-	-	-	0.0%
Charges for Services	85,000	85,000	85,000	85,000	85,000	-	100.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Donations	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	3,773	8,579	14,397	-	-	-	0.0%
Miscellaneous	25,295	25,295	23,125	23,125	23,125	-	0.0%
Total Revenues	\$ 756,132	\$ 574,839	\$ 555,583	\$ 519,630	\$ 473,360	\$ (46,270)	-8.9%
Expenditures							
Personnel Services	\$ 204,760	\$ 195,074	\$ 206,402	\$ 198,080	\$ 204,320	\$ 6,240	3.2%
Supplies & Materials	33	459	1,290	-	-	-	0.0%
Other Services & Charges	237,158	191,001	67,944	321,550	269,040	(52,510)	-16.3%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 441,951	\$ 386,534	\$ 275,636	\$ 519,630	\$ 473,360	\$ (46,270)	-8.9%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	(64,073)	(369,798)	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ (64,073)	\$ (369,798)	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	314,181	124,232	(89,851)	-	-		
Beginning Fund Balance	441,748	755,929	880,161	790,310	790,310		
Ending Fund Balance	\$ 755,929	\$ 880,161	\$ 790,310	\$ 790,310	\$ 790,310		

Capital Rehab/Replacement Funds

(Vehicles, Equipment, Buildings [roofs, mech. systems, etc.],
Pathways, Street Lights, Park Infrastructure, & Streets)

City of Roseville
Financial Summary - Vehicle & Equipment Capital Fund
Attachment 5
Vehicle & Equipment Funds Financial Summary

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 Roseville

Building Replacement Fund Financial Summary
(fund 410 & 415)

Financial Summary - Buildings Capital Fund

Note: Includes the OVAL, Park Buildings, & Cedarholm
Community Building

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
Financial Summary - Pathways Capital Fund
Attachment 5
Pathway Maintenance Fund Financial Summary

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

Financial Summary - Street Lighting Capital Fund

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

Financial Summary - Park Infrastructure Capital

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
Financial Summary - Street Capital Fund
Attachment 5
Street Infrastructure Replacement Fund Financial Summary

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		

REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 7.f.

Department Approval

City Manager Approval



Item Description: Discussion on City Commissions Scope, Duties, and Functions

Background

Last year, the City Council tasked City Advisory Commissions to review their existing scope, duties, and functions as outlined in code and provide the City Council with feedback and suggested changes. At the November 27, 2023 meeting, the City Council reviewed the feedback from each Commission and created a subcommittee of Councilmember Etten and Schroeder to work with staff on the proposed changes to put into ordinance amendment form to reflect the changes. Attachment 1 shows the draft ordinance with the proposed changes to the existing code. It should be noted that the Human Rights, Inclusion, and Engagement Commission (HRIEC) has not been included in the draft ordinance due to the ongoing work of the City Council subcommittee and the members of the HRIEC on the scope, duties, and functions for that commission.

For reference, the current scope, duties, and functions of each commission is described in Title 2 of the City Code, which is included in this case as Attachment 2. Also included as Attachment 3 is the HRIEC's recommendation for changes to their scope, duties, and functions as presented on November 27, 2023 and an excerpt of minutes of the joint meeting with the HRIEC on January 22 when the suggested changes were discussed.

Policy Objectives

Chapter 201.02 of the City Code states that "Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. The existence of city commissions are supportive of the Community Aspirations to be "Welcoming, inclusive, and respectful" and "Engaged in our community's success as citizens, neighbors, volunteers, leaders, and business people". Finally, the work of each city commission supports achieving the Community Aspirations.

Racial Equity Impact Summary

City Commissions provide direct input and an important connection to the City Council and staff. As a result, the City's Strategic Racial Equity Action Plan (SREAP) identifies commission diversity as a top priority in order to ensure all voices are heard, especially those of BIPOC residents whose input has been marginalized and simply not asked for in the past. Ensuring that the role of commissions is clear to participants, accessible and accommodating to potential commissioners, and the work is meaningful to the commission members and the community will be important for the City Council to keep in mind as changes to the commission structure are discussed.

Budget Implications

None were identified at this time.

Staff Recommendations

Review the information and discuss next steps.

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Requested Council Action

Review the information and discuss next steps.

Prepared by: Patrick Trudgeon, City Manager

- Attachments:**
- 1. Draft Ordinance Chapters 201, 202, 203, 204, 206, 207, and 208 of City Code
 - 2. City Code Chapter 2 Commissions
 - 3. HRIEC Commission Scope Duties and Functions Recommendations
 - 4. HRIEC Joint Meeting Minutes 1.22.24
 - 5. BENCH HANDOUT

45

**City of Roseville
ORDINANCE NO.**

AN ORDINANCE AMENDING

TITLE 2, CHAPTERS 201, 202, 203, 204, 206, 207, AND 208

**AMENDING TITLE 2 CHAPTERS 201, 202, 203, 204, 206, 207, AND 208 TO CLARIFY THE
PURPOSE, MEMBERSHIP, SCHEDULE, DUTIES, AND FUNCTIONS OF CERTAIN
ROSEVILLE ADVISORY COMMISSIONS.**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 2, Section 201 “Advisory Commissions” of the Roseville City Code is amended and renumbered to read as follows:

- 201.01: Establishment & Purpose
- ~~201.02: Purpose~~
- ~~201.03: Membership~~
- ~~201.04: Term~~
- ~~201.05: Compensation~~
- 201.02: Composition and Terms
- 201.03: Organization
- 201.04: Meetings and Reports

201.01: ESTABLISHMENT.

- A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title and shall be governed by the provisions of this Chapter.
- B. Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission will have decision-making authority for the City, except as expressly established by this Code or State Statutes.
- C. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties, and term of service for such advisory groups.
- D. Advisory commissions and commission members will engage with the Roseville community and serve as community liaisons and resources for issues, ideas and proposals related to the commission’s subject matter, and will provide appropriate information and resources.

201.02: PURPOSE:

~~Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission shall have decision-making authority for the City, except as expressly established by this Code or State Statutes.~~

201.02: COMPOSITION AND TERMS.

- A. Composition: All members of advisory commissions must be residents of the City and will be appointed by majority vote of the City Council. In addition to the regular commission members, the City Council may appoint up to two additional residents of the City who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners. (Ord 1617, 8/22/2022)
- B. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of the members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- C. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- D. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.
- E. Term Limits:
 1. Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.
 2. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions.
 3. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.
 4. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.

5. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote, determines that reappointment is in the best interest of such Commission and the City. (~~Ord. 1580, 2-10-2020~~)

F. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term per the City's appointment policy. A vacancy occurs in any of the following circumstances: resignation, residence outside the City, removal, or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary. (~~ord. 1580, 2-10-2020~~)

G. Attendance: It is the expectation that Commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12-month period, the staff liaison or commission chair will forward the information to the City Council.

H. Removal: Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:

1. If a member fails to comply with the Roseville Ethics Code, the City Council may remove the member.

2. If a member has absences from more than three consecutive commission meetings or is absent from more than 30% of the meetings in any rolling 12-month period, the City Council may remove the member.

I. Compensation: Members of all advisory commissions shall serve without compensation.

~~201.05: COMPENSATION:~~

~~Members of all advisory commissions shall serve without compensation.~~

201.03: ORGANIZATION.

A. Election of Officers: At the last meeting preceding the end of regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

B. Governing Documents: City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.

C. Committees, Subcommittees and Task Forces: Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. The formation of any other committees, task forces and/or alternate work groups would be subject to the provisions of this Chapter and shall be created only after approval of the

City Council. Subcommittees shall report on work underway and completed on a regular basis to the full commission.

- D. Logo and Materials: To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, which contains the words "City of Roseville," shall be used on commission materials.
- E. Accessibility: Commission members will be available to residents of the City by providing a preferred phone number or email address that can be used on the City website and/or on print materials.
- F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.
- G. New Commissioner Training: New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term. (~~Ord 1498, 4/11/2016~~)(~~Ord. 1528, 6/5/2017~~)

201.04: MEETINGS AND REPORTS.

- A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least quarterly, except as otherwise required by this Code or State Statutes. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties.
- B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.
- C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.
- D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.
- E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each

meeting. All meetings shall be televised and recorded for future reference. External site tours by a Commission shall be exempt from being televised, but such tours shall be publicly noticed as all other Commission meetings.

- F. Minutes and Reports: Commissions are required to keep a record of all resolutions, transactions, findings, and other actions as well as other recommendations, votes, reports, studies, and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written. All documents so recorded are public records. (~~Ord 1481, 07/20/2015~~)(Ord. 1528, 6/5/2017)

SECTION 2: Title 2, Section 202 “Planning Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 202.01: Establishment and ~~Membership~~ Purpose
- ~~202.02: Meetings and Reports~~
- ~~202.03: Preparation of Comprehensive Plan~~
- ~~202.04: Procedure for Adoption of Comprehensive Plan~~
- ~~202.05: Adoption of City Comprehensive Plan by City Council~~
- ~~202.06: Means of Executing Plan~~
- ~~202.07: Means of Executing Plan~~
- 202.02: Membership and Schedule of Meetings
- 202.03: Scope, Duties and Functions

202.01: ESTABLISHMENT AND PURPOSE.

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the Scope, Duties and Functions given to such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (~~Ord. 194, 4-19-1955; 1995 Code~~)

~~The Planning Commission shall consist of seven members appointed by the City Council.~~

~~202.02: MEETINGS AND REPORTS:~~

~~The Commission shall hold at least one regular meeting each month. It shall keep a record of its resolutions, transactions, and findings, which shall be a public record. (Ord. 194, 4-19-1955; 1995 Code)~~

202.02: MEMBERSHIP AND SCHEDULE OF MEETINGS.

The Planning Commission will consist of seven members appointed by the City Council. The Commission will hold at least one regular meeting each month, unless the Chair and Staff Liaison have determined there is no business requiring a meeting. It will keep a record of its resolutions, transactions, and findings, which are public records.

202.03: SCOPE, DUTIES AND FUNCTIONS.

- 218 A. Generally: The Planning Commission has the Scope, Duties and Functions given to city planning
 219 agencies generally by law, including the authority to conduct public hearings as directed by the
 220 City Council or city policy. The Planning Commission will also exercise the duties conferred upon
 221 it by this ordinance.
 222
- 223 B. Comprehensive Plan:
 224
- 225 1. Preparation of Comprehensive Plan: It shall be the function and duty of the Planning
 226 Commission to prepare and recommend a Comprehensive City Plan for the development of
 227 the City, including proposed public buildings, street arrangements, public utility services,
 228 parks, playgrounds and other similar developments, the use of property, the density of
 229 population and other matters relating to the development of the City. Such Plan may be
 230 prepared in sections, each of which shall relate to a major subject of the plan, as outlined in
 231 the Commission's program of work. (~~Ord. 194, 4-19-1955; 1995 Code~~)
 232
 - 233 2. Procedure for Adoption of Comprehensive Plan: The Planning Commission may, at any
 234 time, recommend to the City Council the adoption of the City Comprehensive Plan, any
 235 section of it or any substantial amendment thereof. Before making such a recommendation
 236 to the City Council, the Planning Commission shall hold at least one public hearing, as
 237 provided for in Chapter 108 of this Code. The recommendation by the Planning Commission
 238 to the City Council shall be by a resolution of the Commission, approved by the affirmative
 239 votes of not less than 5/7^{ths} of its total membership. The Commission may from time to time
 240 recommend minor amendments to the City Comprehensive Plan or any section thereof
 241 without the public hearing mentioned herein providing that a majority of its members are of
 242 the opinion that such hearing is not necessary or in the public interest. (~~Ord. 1175A, 11-25-~~
 243 ~~1996~~)
 244
 - 245 3. Procedure for Consideration of Requested Amendment to Comprehensive Plan. If an
 246 amendment to the Comprehensive Plan Future Land Use Map is requested by a property
 247 owner, the applicant shall hold an open house meeting with residents and property owners
 248 in the vicinity of the affected property prior to submitting an application for the
 249 amendment. Open House: Requirements for such an open house are as follows:
 250
 - 251 a. Purpose: To provide a convenient forum for engaging community members in the
 252 development process, to describe the proposal in detail, and to answer questions
 253 and solicit feedback.
 254
 - 255 b. Timing: The open house shall be held not more than 30 days prior to the
 256 submission of an application for Comprehensive Plan Future Land Use Map
 257 Amendment approval and shall be held on a weekday evening beginning between
 258 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
 259
 - 260 c. Location: The open house shall be held at a location in or near the neighborhood
 261 affected by the proposed amendment, and (in the case of a site near Roseville's
 262 boundaries) preferably in Roseville. In the event that such a meeting space is not
 263

available the applicant shall arrange for the meeting to be held at the City Hall Campus.

d. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.

e. Summary: A written summary of the open house shall be submitted as a necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (~~Ord. 1362, 3-24-2008~~)

4. Adoption or Amendment of City Comprehensive Plan by City Council. Upon receiving a recommendation from the Planning Commission for the establishment or amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this Code. The City Council may adopt such plan or amendments by a majority vote of its members or by a larger majority if required by statute. (~~Ord. 1175A, 11-25-1996~~)

5. Means of Executing Plan: Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such Plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City. Such means shall consist of a zoning plan, the control of subdivision plats, a plan for future street locations, etc. (~~Ord. 194, 4-19-1955~~)

C. Zoning code and city comprehensive plan:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan, or amendments thereto, for the City. Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes. (~~Ord. 1175A, 11-25-1996~~) (~~Ord. 1481, 07-20-2015~~)

SECTION 3: Title 2, Section 203 “Police Civil Service Commission” of the Roseville City Code is amended and renumbered to read as follows:

203.01 Establishment and Purpose

~~203.02 Statute Adopted~~

203.02 Membership and Schedule of Meetings

203.03 Scope, Duties and Functions:

203.01 : ESTABLISHMENT AND PURPOSE:

There is established a Police Civil Service Commission, which shall serve the purposes of and be subject to Minnesota Statutes, Chapter 419. ~~Chapter 201 of the City Code. The City accepts and adopts all of the provisions of Minnesota Statutes, Chapter 419. (Ord 221, 10-22-56)~~

~~203.02: STATUTE ADOPTED:~~

~~The City accepts and adopts all of the provisions of Minnesota Statutes, Chapter 419. (Ord. 221, 10-22-56) (Ord. 1481, 07-20-2015)~~

203.02 : MEMBERSHIP AND SCHEDULE OF MEETINGS

The Commission shall consist of three members and shall meet on the first Monday in February each year, and thereafter shall fix the times of its meetings.

203.03 : SCOPE, DUTIES AND FUNCTIONS

The Commission shall have all the Scope, Duties and Functions found in Minnesota Statutes, Chapter 417.

SECTION 4: Title 2, Section 204 “Parks and Recreation Commission” of the Roseville City Code is amended and renumbered to read as follows:

204.01 Establishment and ~~Membership~~ Purpose

204.02 Membership and Schedule of Meetings

204.03 Scope, Duties and Functions:

204.01 : ESTABLISHMENT AND MEMBERSHIP PURPOSE

There is established a parks and recreation commission of the City, which shall serve in an advisory capacity to the City Council, the City Manager, and the Parks and Recreation Director. The commission will submit recommendations on Parks and Recreation facilities, programs, and policies. ~~The Commission shall be subject to Chapter 201 of the City Code. (Ord. 1253, 6-26-2001)~~

204.02 : MEMBERSHIP AND SCHEDULE OF MEETINGS:

The Commission will consist of nine members appointed by the City Council and will meet

204.03 : SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

~~A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.~~

- ~~B. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.~~
- ~~C. Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.~~
- ~~D. Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.~~
- ~~E. Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.~~
- ~~F. Review conditions and adequacy of city park property.~~
- ~~G. Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.~~
- ~~H. Keep informed and consider all financial aspects pertaining to parks and recreation.~~
- ~~I. Consider proper names for city park property.~~
- ~~J. Propose regulations for control of city park property to the City Council.~~
- ~~K. Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.~~
- ~~L. Represent the city at community functions where appropriate and approved by the City Council.~~
- ~~M. Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.~~
- ~~N. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council. (Ord. 1038, 6-27-1988)~~
- ~~O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code. (Ord. 1481, 07-20-2015)~~

A. Parks and Recreation Operations and Programming\

1. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department
2. Understand joint efforts with local school districts and promote collaboration and efficient

utilization of school and municipal resources and programs.

3. Be aware of what the Parks and Recreation Department is currently offering, including parks, facilities, and programs.

4. Keep informed of and provide feedback regarding the Parks and Recreation budget and finances.

5. Provide a recommendation to the City Council for the name(s) of any new park or facility utilizing the Departmental Naming Policy (Parks and Recreation Operating Policy # 40).

6. Review and provide feedback on park and facility projects, including park and facility schematics and concept plans. Review and provide feedback on park infrastructure and asset management.

7. Review land use applications that require park dedication. Provide a recommendation to the City Council regarding whether cash, land, or a combination of both should be accepted to satisfy the requirement, in accordance with state law and the process and criteria outlined in City Code § 1103.06.

B. Park Open Spaces and Natural Resources

1. Propose and advise on regulations for control of city park property to the City Council.

2. Receive updates and provide recommendations to staff and the City Council regarding preservation of public green space, environmental stewardship of parkland, and climate resilience.

3. Act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code and will also act as the Tree Board as set forth in section 706.03 of this code.

C. Engagement with community

1. Be active in Park and Recreation programming and events and listen to citizen input on successes and what needs improvement

2. Represent the City at Park and Recreation events where appropriate and approved by city staff or the City Council.

D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council.

SECTION 5: Title 2, Section 206 “Public Works, Environment, and Transportation Commission” of the Roseville City Code is amended and renumbered to read as follows:

206.01 Establishment and ~~Membership~~ Purpose

206.02 Membership and Schedule of Meetings

206.03 Scope, Duties and Functions

206.01 : ESTABLISHMENT AND MEMBERSHIP PURPOSE.

There is established a public works, environment, and transportation commission of the City ~~which shall be subject to Chapter 201 of the City Code.~~ The commission shall serve in an advisory capacity to the City Council, City Manager and Public Works Director on public works, environmental, and transportation matters.

206.02 : MEMBERSHIP AND SCHEDULE OF MEETINGS.

The Commission will consist of seven members appointed by the City Council and will meet
_____.

206.03 : SCOPE, DUTIES AND FUNCTIONS.

The duties and functions of the commission shall be as follows:

~~Serve in an advisory capacity to the City Council, City Manager and Director of Public Works on public works, environmental, and transportation matters (Ord. 1313, 12-6-2004)~~

- A. Maintain an interest in and an understanding of the functions and operations of the Public Works Department.
- B. Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact city services. ~~(Ord. 1313, 12-6-2004)~~
- C. Collaborate with city staff to review, evaluate, and develop policies and practices regarding sustainability and management of environmental resources.
- D. Collaborate with city staff to review, evaluate, and develop policies and practices regarding transportation infrastructure as it relates to the multi-modal needs and demands of the community. This includes related public safety issues and coordination with the Traffic Safety Committee if necessary.
- E. Keep informed of and provide feedback regarding the Public Works budget and finances.
- F. Collaborate with federal, state, county, regional and other public works, environmental, and transportation services that impact city services.

- G. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council. ~~(Ord. 1038, 6-27-1988)~~

SECTION 6: Title 2, Section 207 “Ethics Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 207.01 Establishment and ~~Membership Purpose~~
 207.02 ~~Membership and Schedule of Meetings~~
 207.03 Scope, Duties and Functions

207.01 : ESTABLISHMENT AND MEMBERSHIP PURPOSE.

There is established an Ethics commission of the City ~~which shall consist of one member from each City Advisory Commission, and which shall be subject to Chapter 201 of the City Code. (Ord. 1498, 4/11/2016).~~ The commission will serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.

207.02 : MEMBERSHIP AND SCHEDULE OF MEETINGS.

The Commission shall consist of one member from each City Advisory commission and will hold an annual meeting and otherwise meet on an as- needed basis or when an ethics complaint is filed.

207.03 : SCOPE, DUTIES AND FUNCTIONS.

The duties and functions of the Commission shall be as follows:

- A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.
- B. Administer any ethics code adopted by the City Council.
- C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council. ~~(Ord. 1338, 6-12-2006) (Ord. 1481, 07-20-2015)~~

SECTION 7: Title 2, Section 208 “Finance Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 208.01 Establishment and ~~Membership Purpose~~
 208.02 ~~Membership and Schedule of Meetings~~
 208.03 Scope, Duties and Functions

208.01 : ESTABLISHMENT AND MEMBERSHIP PURPOSE.

There is established a Finance Commission of the City ~~which shall consist of seven members appointed~~

by the City Council and which shall be subject to Chapter 201 of the City Code. A minimum of three members shall have financial management experience or training. The Finance Commission is established to provide a method for citizen review and input regarding the financial affairs of the City. The Finance Commission shall advise the City Council, City Manager, and City Finance Director, though it does not have decision-making authority except as expressly established by City Code.

208.02 : MEMBERSHIP AND SCHEDULE OF MEETINGS.

The Commission will consist of seven members appointed by the City Council. A minimum of three members must have financial management experience or training. The Commission will meet

208.03 : SCOPE, DUTIES AND FUNCTIONS.

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

The duties and functions of the Commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
- B. Review and recommend funding strategies for the Capital Improvement Plan.
- C. Recommend budget goals including but not limited to spending levels, local tax rate, utility rates, and tax levy targets, for the general budget, the EDA and management of enterprise and all funds, and spending levels.
- D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
- E. Review and recommend the annual timeline and process for creating city budgets.
- F. Review the annual financial information, the annual audit report and management letter.
- G. Review the City's financial affairs and investment policy and portfolio and bring to the City Council any items of concern or suggested improvements.
- H. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council. (~~Ord 1481, 07-20-215~~)(~~Ord. 1522 04-10-2017~~)(~~Ord. 1538 12-11-2017~~)

SECTION 8: Effective date.

This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this ____ day of _____ 2024.

Signatures as follows on separate page:

Ordinance – Title of Ordinance _____

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

TITLE 2 COMMISSIONS

CHAPTER 201

ADVISORY COMMISSIONS

SECTION:

- 201.01: Establishment
- 201.02: Purpose
- 201.03: Membership
- 201.04: Terms
- 201.05: Compensation
- 201.06: Organization
- 201.07: Meetings and Reports

201.01: ESTABLISHMENT:

- A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title, and shall be governed by the provisions of this Chapter.
- B. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties and term of service for such advisory groups.

201.02: PURPOSE:

Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission shall have decision-making authority for the City, except as expressly established by this Code or State Statutes.

201.03: MEMBERSHIP:

- A. All members of advisory commissions shall be residents of the City, and shall be appointed by majority vote of the City Council.
- B. In addition to the regular commission members, the City Council may appoint up to two additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners. (Ord 1617, 08/22/2022)

201.04: TERMS:

- A. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- B. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration

of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.

D. Term Limits:

1. Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.
2. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions.
3. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.
4. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.
5. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote, determines that reappointment is in the best interest of such Commission and the City. (Ord. 1580, 2-10-2020)

E. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term per the city's appointment policy. A vacancy occurs in any of the following circumstances: resignation, residence outside the city, removal or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary. (Ord. 1580, 2-10-2020)

F. Attendance: It is the expectation that Commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12 month period, the staff liaison or commission chair will forward the information to the City Council.

G. Removal: Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:

1. If a member fails to comply with the Roseville Ethics Code, the member may be removed by the City Council.
2. If a member has absences from more than three consecutive commission meetings, or is absent from more than 30% of the meetings in any rolling 12 month period, the member may be removed by the City Council.

201.05: COMPENSATION:

Members of all advisory commissions shall serve without compensation.

201.06: ORGANIZATION:

A. Election of Officers: At the last meeting preceding the end of regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

B. **Governing Documents:** City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.

C. **Committees, Subcommittees and Task Forces:** Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. The formation of any other committees, task forces and/or alternate workgroups would be subject to the provisions of this Chapter and shall be created only after approval of the City Council. Subcommittees shall report on work underway and completed on a regular basis to the full commission.

D. **Logo and Materials:** To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, that contains the words "City of Roseville," shall be used on commission materials.

E. **Accessibility:** Commission members will be available to residents of the city by providing a preferred phone number or email address that can be used on the city website and/or on print materials.

F. **Staff Liaison:** Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.

G. **New Commissioner Training:** New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term. (Ord. 1498, 4/11/2016) (Ord. 1528, 6/5/2017)

201.07: MEETINGS AND REPORTS:

A. **Meeting Schedule:** Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least quarterly, except as otherwise required by this Code or State Statutes. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties.

B. **Joint Meeting with City Council:** At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.

C. **Open Meeting Law and Data Practices:** All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.

D. **Rules of Order:** All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.

E. **Meetings:** Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a Commission shall be exempt from being televised, but such tours shall be publicly noticed as all other

Commission meetings.

F. Minutes and Reports: Commissions are required to keep a record of its meetings and actions available through the City, as well as other recommendations, reports, studies and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written.

(Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

CHAPTER 202

PLANNING COMMISSION

SECTION:

- 202.01: Establishment and Membership
- 202.02: Meetings and Reports
- 202.03: Preparation of Comprehensive Plan
- 202.04: Procedure for Adoption of City Comprehensive Plan
- 202.05: Adoption of City Comprehensive Plan by City Council
- 202.06: Means of Executing Plan
- 202.07: Zoning Code and City Comprehensive Plan

202.01: ESTABLISHMENT AND MEMBERSHIP:

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (Ord. 194, 4-19-1955; 1995 Code)

The Planning Commission shall consist of seven members appointed by the City Council.

202.02: MEETINGS AND REPORTS:

The Commission shall hold at least one regular meeting each month. It shall keep a record of its resolutions, transactions, and findings, which shall be a public record. (Ord. 194, 4-19-1955; 1995 Code)

202.03: PREPARATION OF COMPREHENSIVE PLAN:

It shall be the function and duty of the Planning Commission to prepare and recommend a Comprehensive City Plan for the development of the City, including proposed public buildings, street arrangements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the development of the City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. (Ord. 194, 4-19-1955; 1995 Code)

202.04 PROCEDURE FOR ADOPTION OF CITY COMPREHENSIVE PLAN:

The Planning Commission may, at any time, recommend to the City Council, the adoption of the City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making such recommendation to the City Council, the Planning Commission shall hold at least one public hearing, as provided for in Chapter 108 of this Code. The recommendation by the Planning Commission to the City Council shall be by a resolution of the Commission, approved by the affirmative votes of not less than 5/7^{ths} of its total membership. The Commission may from time to time recommend minor amendments to the City Comprehensive Plan or any section thereof without the public hearing mentioned herein providing that a majority of its members are of the opinion that such hearing is not necessary or in the public interest. (Ord.

1175A, 11-25-1996)

If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property owner, the applicant shall hold an open house meeting with residents and property owners in the vicinity of the affected property prior to submitting an application for the amendment.

Requirements for such an open house are as follows:

- A. Purpose: To provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- B. Timing: The open house shall be held not more than 30 days prior to the submission of an application for Comprehensive Plan Future Land Use Map Amendment approval and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
- C. Location: The open house shall be held at a location in or near the neighborhood affected by the proposed amendment, and (in the case of a site near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.
- D. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.
- E. Summary: A written summary of the open house shall be submitted as a necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (Ord. 1362, 3-24-2008)

202.05: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL:

Upon receiving a recommendation from the Planning Commission for the establishment or amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this Code. The City Council may adopt such plan or amendments by a majority vote of its members or by a larger majority if required by statute. (Ord. 1175A, 11-25-1996)

202.06: MEANS OF EXECUTING PLAN:

Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such Plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City. Such means shall consist of a zoning plan, the control of subdivision plats, a plan for future street locations, etc. (Ord. 194, 4-19-1955)

202.07: ZONING CODE AND CITY COMPREHENSIVE PLAN:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan for the City. Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes. (Ord. 1175A, 11-25-1996) (Ord. 1481, 07-20-2015)

CHAPTER 203

POLICE CIVIL SERVICE COMMISSION

SECTION:

- 203.01: Establishment
- 203.02: Statute Adopted

203.01: ESTABLISHMENT:

There is established a Police Civil Service Commission, the duties of which shall be those provided in Minnesota Statutes, Chapter 419, and which shall be subject to Chapter 201 of the City Code. (Ord 221, 10-22-56)

203.02: STATUTE ADOPTED:

The City accepts and adopts all of the provisions of Minnesota Statutes, Chapter 419. (Ord. 221, 10-22-56) (Ord. 1481, 07-20-2015)

CHAPTER 204

PARKS AND RECREATION COMMISSION

SECTION:

204.01: Establishment and Membership

204.02: Scope, Duties and Functions

204.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a parks and recreation commission of the city, which shall consist of nine members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1253, 6-26-2001)

204.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.
- B. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
- C. Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.
- D. Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
- E. Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.
- F. Review conditions and adequacy of city park property.
- G. Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.
- H. Keep informed and consider all financial aspects pertaining to parks and recreation.
- I. Consider proper names for city park property.
- J. Propose regulations for control of city park property to the City Council.
- K. Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.
- L. Represent the city at community functions where appropriate and approved by the City Council.
- M. Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.

- directed or delegated by the City Council. (Ord. 1038, 6-27-1988)
- O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code. (Ord. 1481, 07-20-2015)

CHAPTER 205

HUMAN RIGHTS, INCLUSION AND ENGAGEMENT COMMISSION

SECTION:

205.01: Establishment and Membership

205.02: Purpose, Objectives, Duties and Function

205.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Human Rights, Inclusion and Engagement commission of the City, which shall consist of nine (9) members appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

The City of Roseville believes decision-making in a representative democracy best reflects the views of the people when the most people are engaged in that civic decision-making. The City recognizes the need to adapt to an always changing community and being proactive to examine and improve the city's engagement and outreach practices with its residents, as well as the opportunities for residents to engage with the work of the City. In addition, the people of Roseville aspire to be welcoming, inclusive and respectful. The City believes that achievement of that aspiration requires the creation and fostering of positive connections between people in the community and monitoring of issues and concerns that may be counter to achievement of that aspiration.

205.02: PURPOSE, OBJECTIVES, DUTIES AND FUNCTION:

The purpose of the commission is to encourage full participation in the affairs of the City and advise the City Council on programs and efforts which could improve civic engagement and human rights. The commission will advise the City Council regarding the effective and meaningful involvement of Roseville residents in their local government. Additionally the commission may propose programs, events and projects to increase understanding, engagement and inclusion with the work of the City. The commission shall maintain a balance of work to include ongoing evaluation, recommendations & engagement in support of the commission's purpose. Any engagement would also have a balance between programs and events and evaluation projects.

In fulfillment of its purpose, the commission's objectives, duties and functions shall be to:

- A. **Evaluate** – The commission shall review and evaluate on an ongoing basis the City's outreach efforts, policies, activities and engagement opportunities to ensure the best and the most equitable practices are being used to engage residents and business with the work of the City.
 - 1. Review policies and actions taken by the City that may be inhibiting full inclusion for those of diverse or underrepresented backgrounds.
 - 2. Understand the demographics of the community.

3. Review opportunities to collaborate with other city commissions, neighborhood, community, educational, business and social services groups and organizations, identifying ways to encourage mutual understanding among citizens and bring the community together.

4. Have an awareness of human rights related matters in the community and assist the city council in identifying opportunities to address those matters.

B. Advise – The commission shall advise the city council on strategies to improve outreach and communication and increase engagement, equity and inclusiveness in the City’s efforts to foster a sense of community with residents and businesses.

1. Act in an advisory capacity to the City Council with respect to human rights related matters and providing for equitable opportunity through the City’s policies and actions

2. Review and recommend ways to improve the City’s interactions with residents, businesses, and community and neighborhood organizations through:

- a. Communication efforts to facilitate effective two-way communication whenever possible

- b. Public participation processes, to identify under-represented groups, to remove any barriers, and to engage and promote increased participation, including with the community’s various visioning efforts.

- c. Recommend strategies for actively promoting and encouraging effective and meaningful volunteerism and service with the City including task forces, commissions and other participatory civic activities.

3. Serve as subject matter experts with regard to community engagement in local government. Explore and recommend to the city council innovative ideas, including the latest trends, technologies, tools and methods.

C. Engage – The commission may engage residents and businesses through city council approved programs, events and projects that support the commission’s purpose. Such city-council-approved efforts may be developed or supported by the commission through:

1. Education programs and community dialogues that will assist in creating equitable opportunity and eliminating discrimination and inequalities.

2. Events or projects that promote connections in the community.

3. Events or programs that engage residents and businesses with their city government, facilitating community feedback whenever possible.

D. Perform other duties and functions as directed by the City Council.

Section 2

Title 2, Chapter 209 (Community Engagement Commission) is repealed.

Section 3

Effective date. This ordinance shall take effect upon passage and publication.

CHAPTER 206

PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION COMMISSION

SECTION:

206.01: Establishment and Membership

206.02: Scope, Duties and Functions

206.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a public works, environment, and transportation commission of the city which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1260, 4-15-2002) (Ord. 1313, 12-6-2004)

206.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Public Works on public works, environmental, and transportation matters. (Ord. 1313, 12-6-2004)
- B. Maintain an interest in and an understanding of the functions and operations of the Public Works Department.
- C. Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact City services. (Ord. 1313, 12-6-2004)
- D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city. (Ord. 1260, 4-15-2002) (Ord. 1481, 07-20-2015)

CHAPTER 207 ETHICS COMMISSION

SECTION:

207.01: Establishment and Membership

207.02: Scope, Duties and Functions

207.01: ESTABLISHMENT AND MEMBERSHIP:

There is established an ethics commission of the City which shall consist of one member from each City Advisory commission and which shall be subject to Chapter 201 of the City Code. (Ord. 1498, 4/11/2016)

The ethics commission shall hold an annual meeting and otherwise meet on an as-needed basis or when an ethics complaint is filed.

207.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the Commission shall be as follows:

- A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.
- B. Administer any ethics code adopted by the City Council.
- C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council. (Ord. 1338, 6-12-2006) (Ord. 1481, 07-20-2015)

CHAPTER 208

FINANCE COMMISSION

SECTION:

208.01: Establishment and Membership

208.02: Scope, Duties and Functions

208.01: ESTABLISHMENT AND MEMBERSHIP:

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

208.02: SCOPE, DUTIES AND FUNCTIONS:

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

The duties and functions of the Commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
 - B. Review and recommend funding strategies for the Capital Improvement Plan.
 - C. Recommend budget goals, including but not limited to local tax rate and tax levy targets, management of enterprise funds, and spending levels,
 - D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
 - E. Review and recommend the annual timeline and process for creating City budgets.
 - F. Review the annual financial information, the annual audit report and management letter.
 - G. Review City's financial affairs and investment policy and portfolio, and bring to the City Council any items of concern or suggested improvements.
 - H. Perform other duties the City Council assigns.
- (Ord. 1481, 07-20-2015) (Ord. 1522 04-10-2017) (Ord. 1538 12-11-2017)

CHAPTER 205 Human Rights, Inclusion and Engagement Commission

SECTION 205.01: Establishment and Membership

205.02: Purpose and Function

205.01: ESTABLISHMENT AND MEMBERSHIP

There is established a Human Rights, Inclusion and Engagement Commission (HRIEC) for the City which shall consist of nine (9) members appointed by the City Council and be subject to Chapter 201 of the City Code.

Roseville aspires to be a welcoming, inclusive, engaged, and respectful community. To achieve these goals, the City believes it is important to create and foster positive connections with residents while also addressing programs and policies that may hinder the establishment of these connections. The City believes decision-making best reflects the views of the residents when many people are engaged.

The City recognizes the need to adapt to an always-changing community that includes many components such as residents, businesses, workers, religious and secular organizations, schools, and ethnic groups. The City desires to be proactive in examining and improving its engagement and outreach practices and exploring opportunities for all constituencies to be productively involved with the work of the City.

205.02: PURPOSE AND FUNCTION

In order to help the City achieve its goal of being a welcoming, inclusive, engaged, and respectful community, the work of the HRIEC shall be to affirm that every voice in the City of Roseville has an opportunity to be heard and considered in all community matters and that every person has equal opportunities to thrive in civic and social roles.

Empowered and directed by the City Council, the HRIEC:

- Shall serve to advise the City Council on present and proposed city policies, programs, and procedures to ensure that they are designed to 1) be inclusive of all relevant constituencies, 2) promote active engagement by all relevant constituencies, and 3) respect the Human Rights of all relevant constituencies.

- Shall serve as an ambassador to all relevant constituencies in support of present and proposed policies, programs, and procedures of the City, to **explain** how they function to make Roseville a more welcoming, inclusive, engaged, and respectful community and to **seek input from** all relevant constituencies on ways that City policies, programs, and procedures can be more effective in reaching these goals.
- May serve as an advocate for and/or ally of Roseville residents seeking just resolution for alleged Human Rights violations involving the City. The commission will also work to educate relevant constituencies within the city regarding the nature and meaning of Human Rights and the nature and value of a fully inclusive and engaged community.

Specific projects and initiatives designed to implement the above-mentioned work of the HRIEC shall be included in a work plan that shall be 1) reviewed and updated on a yearly basis, 2) agreed to by all active commissioners, and 3) approved by the City Council. In order for the HRIEC to carry out its work contextually, the city shall regularly provide relevant updated demographic information to the HRIEC.

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Councilmember Etten asked what breed is Ashes.

Assistant Fire Chief Sjostrom indicated Ashes is a silver lab and came from a breeder in North Dakota.

Councilmember Etten asked if Assistant Fire Chief Sjostrom was Ashes main contact and does she go home with him.

Assistant Fire Chief Sjostrom explained Ashes does go home with him and goes to the Fire Department Monday through Friday which allows Ashes to be exposed to all of the shifts. He explained that long term, once she gets through her certification and gets more confidence in herself, she will be able to spend the night at the fire house.

Chief Brosnahan noted a significant contribution for Ashes came from the Thibodeaus who have supported K9 programs, AED purchases, and health and wellness initiatives. He reviewed how he found the donations for Ashes and explained the program to the Thibodeaus who were enthusiastic about it. He indicated Hugh and Julie Thibodeau are great stewards of the City of Roseville and the Fire Department wanted to publicly thank them for everything given to the Fire Department and City in general.

Mrs. Julie Thibodeau was at the meeting. Chief Brosnahan and the City Council thanked her for their generosity to the City.

The City Council took a photo with Ashes and Mrs. Thibodeau.

Mayor Roe again thanked Mr. and Mrs. Thibodeau for their contributions.

6. Items Removed from Consent Agenda

Recess

Mayor Roe recessed the meeting at approximately 6:35 p.m., and reconvened at approximately 6:40 p.m.

7. Business Items

a. Discuss Scope and Duties with Human Rights, Inclusion and Engagement Commission

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request for Council Action and related attachments dated January 22, 2024.

HRIEC Commissioners present were: Vice-Chair Becker, Commissioners Macomber, Francke, and Tidball.

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Mayor Roe stated the Commission could review with the City Council the thought processes, what was noted or observed during discussion, and what stood out to the Commissioners about existing language in the Ordinance related to the HRIEC as well as what is being proposed to the City Council.

Commissioner Tidball reviewed the process the sub-committee went through along with the conclusions about the scope of the Commission. The members of the sub-committee thought the scope felt more complicated than it needed to be. Some things were more specific than what should be in a scope document, some things were repeated in several different ways, and it could be simplified. He noted the sub-committee changed very little of what was thought to be the content and the overall meaning of the document, even though it looks substantially different. He thought the easiest way to see what the HRIEC did was to look at the title of Section 205.02, which in the original document is "Purpose, Objectives, Duties and Functions", in the document being proposed it merely says, "Purpose and Function". The Commission thought the scope document should say more broadly the Commission's mission and what areas the Commission should be covering, rather than getting into more specific objectives and duties, which seemed to be in the original document. Rather than taking out the two things, the Commission decided to create a document that describes what the Commission thought was the role of the Commission and how it functioned within its content parameters with that role and that is why the Commission came up with what they have before the City Council. He reviewed the three different roles of the Commission that the members came up with.

Vice-Chair Becker thought the Commissioners felt this was a good opportunity because the HRIEC has been trying to land on some of the questions she had when she first came onto the Commission, which were what is the mission and vision as a Commission. The initial scope of the document felt intense, more like a job description to her than an understanding of what the Commissioners were walking into and what the group was going to do at the once-a-month meetings. She thought this felt like a good opportunity to take a look at that scope and figure out what the Commission is because from this opportunity, the Commission has been able to start doing a lot of work around the semantics of what the Commission is doing. She thought that was helping the Commission firm up its work plan.

Commissioner Macomber thought this helped the Commission align its activities well with a clear idea of how it is derived from the proposed scope document change and that lets it flow into the processes the Commission will use in the work plan and the activities of the Commission to accomplish the goals.

Commissioner Francke explained it allows the Commission to accept a mission and a vision, direct all of their activities towards those, and yet assign a structure which in turn allows the Commission to define objectives within the scope and a workplan

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for each of those objectives. He noted the Commission is actually in the process of doing that right now.

Member Tidball explained after the sub-committee met, he wrote up the initial draft and the entire Commission reviewed and spent time talking about this with a couple of small wording exceptions and then the entire Commission voted on this.

Mayor Roe explained the initial process where the scope of the Commission was created.

Councilmember Strahan knew the Commission had a problem with retention and wondered if the Commission saw the rewriting as a way to improve that with a different understanding of what the goals and expectations are for the organization.

Vice-Chair Becker thought it would and was actually thinking about that on the way to the meeting. She explained having come in about three years ago, just having the opportunity to hopefully set up new people coming in to feel more confident. She has looked at the scope and it feels like something all of the Commissioners are in alignment with and will building off of. She thought it felt like the Commission had built a new foundation. She explained the Commission is concerned about retention, outreach, and getting more youth on the Commission again. To do all of that, she thought the Commission is, right now, involved in the not quite as fun work of consensus workshops, figuring out an action plan and the Commission's language. This is not the most exciting work and it does not feel, for some of them, why they joined the Commission, to figure it out. But the truth is, this Commission is going to continue to evolve and change as Roseville's needs and demographics change. She thought the exercise was worthwhile because the Commission needs to practice together as a group being in alignment on their words because much of what the Commission does is about the people in the community and the Commissioners were finding that when going to events.

Commissioner Macomber thought the language changes made it easy to see the kind of vision, mission, value, scope, and drill right down into what will be the Commission's workplan activities and see connections between them all. She did not think it was as clear in the original language.

Commissioner Francke explained what this new document allows the Commission to do is, when the City recruits people to serve on the Commission, the people who apply already have the drive and desire to do these things. But, if the City can present to them the document that fits their mission and vision and place before them the structure of the Commission and how the person would fit in and make choices to be a part of the Commission, the City will do a lot better getting people to serve and stay on the Commission.

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Councilmember Strahan was not sure if it was considered in the assessment of the Commission scope membership numbers, because this Commission is larger than some of the others, and that means there are always four or five new people coming onboard. So, if there was consideration on whether the HRIEC should not have as many people as the City recruits for new people, there would be fewer new people.

Commissioner Macomber did not think the Commission thought about reducing the number of members on the Commission because it is set in the legal language but there is a lot of work to do and a lot of it is done through sub-groups that are under the quorum number. She would really be concerned if the number of members were lowered because in the past the Commission has been short of members, it really lessens the amount of work the Commission can get done. She thought in this instance, the Commission works well with so many voices at the table.

Councilmember Schroeder thanked the Commission for doing all of this work. She wanted to revisit the role of the Commissions according to Chapter 201 of the City Code. She read the information regarding roles and advising. She was looking at the Commission's purpose and function in the first paragraph and thought it presented a nice job of what the City is trying to do. But for her, it is too broad and she thought it would make sense to bring it down to what specifically the Commission does to help this. She referenced the first paragraph under Empowered and Directed by the City Council, which indicates: "Shall serve to advise the City Council and present and propose City Policy, Programs and Procedures to ensure they are designed to inclusive and promote activity and respect human rights". She thought that sounded more like a purpose for a Commission. How the Commission wrote the other one was beautifully done to talk about what the City is trying to do. But, she thought it needed to come down a little bit to how it is specifically for the Commission. When she read the paragraph about the advocate part, she explained the Commission is supposed to advise the City and not individuals, so she was a little uncomfortable about that from a legal issue if the Commission is out advocating for individuals, especially if they have something against the City. She also explained, speaking to the City Manager, a lot of times those issues are overseen at the State level and not at the Commission. She stated this particular paragraph was a little uncomfortable for her and going back to the job of the Commission to advise the City Council, that advocate part is bothering her. She asked for more information on that from the Commission.

Mayor Roe thought the way this was written sounds like the Commission was advocating for people who have human rights issues that the City is being accused of. That is how it is worded.

Commissioner Tidball indicated the Commission talked a lot about that sentence and being an advocate for human rights is a difficult position to be in because it almost always involves a variety of different authority structures because

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223 supposedly, a violation of a person's rights has been done by some entity and
224 usually, a group. The Commission did not intend this to sound like the Commission
225 would be involved in legal matters. What he remembers of the discussion is that
226 sometimes it is a very lonely thing for a person to believe they are having human
227 rights problems with an organization, a government, things like that. It was more
228 the feeling that a person like that needed somebody to help guide them through the
229 process and be a communication conduit so the person was in some way supported
230 in the difficulties the person was having. The reason the Commission actually
231 included involving the City was that if the Commission had left that out, it would
232 give the impression that the Commission would get involved in any human rights
233 problem that any citizen had with anybody. The Commission thought that in a role
234 of advising and the ambassadorial role, there was more of a duty to help the
235 communication happen and people understand how to go about doing things. The
236 discussion, if he remembered it right, was that almost all of this legal work gets
237 done by the State Department of Human Rights and is where it should be. There
238 may be a clearer way to word that, but the Commission felt it was part of their
239 mission to help that whole process have good outcomes, particularly as it related to
240 the city.

241
242 Mayor Roe thought the word 'city' should be lower case because when capitalized,
243 it means the city government but what this is saying is the city more broadly but
244 not outside the city limits.

245
246 Commissioner Francke thought what the Commission envisioned also was that if
247 the Commission is acting as advocates on human rights issues, it is an advocate to
248 the City Council, specifically for resources or anything that the City can do to be
249 of assistance, not because the City is the source.

250
251 Commissioner Macomber thought it would be rare that someone from the public
252 would come in to one of the meetings, even though they are welcome. But, the
253 Commission does get messages through the inbox for the Human Rights
254 Commission, which also goes to whoever the staff liaison is. The Commission
255 never has or never would try to work through something without engaging City
256 staff. She thought the Commission was a conduit for the information.

257
258 Vice-Chair Becker thought that is why the wording states "may serve as an
259 advocate", because that is where the Commission comes together and discusses
260 these things because there are multiple voices and perspectives to be heard. She
261 thought it was important that the Commission holds a space for that conversation
262 and dialogue and that the Commission may have to advocate for the individual
263 which the Commission would then present to the City Council as an issue that
264 maybe the City can resolve. She indicated the Council was correct about the
265 wording "involving the City" but it might be that the City might in some way
266 support change. She thought there was probably some language adjustments that
267 still needed to be made.

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Mayor Roe thought, as an example of something the City may have thought about as hypothetical during the drafting process, was the notion that if through the receipt of individual people's issues over time, and if the Commission sensed a trend about a particular type of infraction against somebody's human rights seems to be happening a lot in the community, perhaps then the Commission could say, not specifically advocating on behalf of the individual, but explaining the issue seems to be in the forefront of the community and the Commission has had some discussions with possible solutions by the City and then make recommendations to the City in that regard.

The Commission concurred.

Councilmember Schroeder wondered why the Commission removed the wording "Perform other duties and function as directed by the City Council."

Commissioner Tidball explained he would not object to it being in there but the paragraph right before that pretty much says how the Commission functions on a regular basis. One would think in that whole process, whatever the Council wanted the Commission to do or whatever the Commission felt it should be doing, should all be taken care of.

Councilmember Schroeder explained the Council is trying to have consistency in the formats of all the Commissions.

Commissioner Tidball thought if it helps in the whole process to have that sentence in there, he did not see why the Commission would object. The sentence was not put in there because it seemed redundant to what the Commission was writing.

Councilmember Groff tried to be involved in the discussion but was having audio difficulties.

Mayor Roe asked if Councilmember Groff needed to see the rest of the Council and Commission for legally being in attendance.

City Attorney Tierney explained because there is not a vote, there is less of an issue and the City can allow him to participate but he would not be considered present at the meeting as a voting member under the open meeting law.

Councilmember Groff was able to get his audio working and thanked the Commission for all of the work that has been done. He indicated he was getting all of the points he has been concerned about as far as retention, direction, understanding, and making the work simplified. The other document was too complicated. He thought the Commission was heading in the right direction and he supports the work.

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Councilmember Strahan wanted to make sure the City did not remove from the Commission the power to be a mediator through advocacy. She noted that when she goes the State Department of Human Rights website, it indicates specifically that "Local Human Rights Commissions are essential to building a thriving joyful Minnesota typically established by charter or ordinance, local commissions operated in a city, county, or regional level to protect civil rights and promote equity and inclusion. Local commissions engage in a wide range of activities, from mediation to education and outreach." She did not want to mute the Commission's ability to be an advocate for others within the city because if the Commission is not able to be that, then she did not see the Commission having 'human rights' as part of their name because it is a part of the essence and the meaning of what a Human Right Commission is and does. She did not want to remove advocacy from their ability or goals and actions. She thought the City needed to find a way for people to come in and to make it easy for them to be able to engage, get involved, and stay on the Commission.

Mayor Roe explained he wanted to be careful, noting that certainly the language at the State website is encompassing of all Human Rights Commissions across the State and different cities do have different roles for their Commissions. Just because it is mentioned in the State's general statement, does not necessarily mean it applies to every city. He thought the State was trying to encompass the range of things that different Human Rights Commissions across the State do. That would be his only caution there; that the City does not necessarily give themselves a role that is only there in another city because it has a specific charter provision that says it does that. He thought there was a concern on the part of the Council that representatives of the City, as an organization, take on a role of advocating for individuals in individual cases. He did not know if that would be considered appropriate by the community. He also did not think that was entirely fair to the members of the Commission either, to put folks in that role because that may not be something a particular individual or individuals are knowledgeable about, want to do, or feel comfortable doing. That would be his only caution. The Commission needs to think about it in a way that provides for the best preservation and advancement of human rights in the community, maybe not necessarily involving specific advocacy for specific cases or specific individuals because sometimes there are factors that can be involved which everyone may not be privy to.

Commissioner Tidball thought if it would be appropriate, just as a process of working on this, since he understood Councilmembers Etten and Schroeder are taking the lead on the scope together. He stated it is unfortunate that the part of his brain that likes to work with words and writing does not work well with the part of his brain that needs to listen to what people are saying. So, he jotted down a couple of ideas or possible different wordings. But, to sit at the meeting and actually do that, is not appropriate. If appropriate for the Commission to have some back and forth via email and suggested language to work around and take it back to the next

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Commission meeting they can talk about suggestions from everyone and a possible rewording of at least the first sentence of that section to see if the Commission can come up with something that retains what Councilmember Strahan was talking about regarding the need for human rights to be uplifted as an important emphasis but without putting the Commission in the wrong role. He had a couple of ideas for language on that.

Mayor Roe thought that process made sense.

Councilmember Etten indicated several of his questions have been addressed and he appreciated that. He asked the Commission how the new language clarifies the Commission's concerns of incongruity between the Code language and the workplan.

Commissioner Tidball explained the way the Commission wrote the scope gives them basically three different broad roles. The advising role, ambassador role, and advocacy role, at least the way it is written now, which was a neat pneumonic thing to do. Within those roles in any given year, there could be things that were in the old scope that the Commission might end up doing. There is a fair amount of language about evaluating City policies and programs, for instance. Something that appeared to him when he attended the meeting last May for all of the departments, was that it seemed to him they were already doing a lot of that work, actually have the expertise to do that work, but there may be sometimes where the City Council needs another opinion. Actually, sometimes it is better to have an opinion from folks that do not have an expertise in that and maybe sometimes in a workplan where the Commission needs to do evaluation of something and would get together and agree that is what is needed to be done. If it is written in the scope, it makes it look like the Commission has to do that all the time. It either looks like the Commission is not doing their duties or that is not something the Commission is really supposed to be doing, in that case, why is it in the scope. That was part of the notion of taking some of those specifics out. It is not that these are not important or might not be useful sometimes, just that it gives the Commission the flexibility to determine when they are useful and why they are useful.

Councilmember Etten asked if there are other things that the Commission pulled out for that kind of reason. Are there are specific things that the Commission determined was not being done or not being done very often and felt strange to have outlined in the scope, so it was pulled out.

Vice-Chair Becker thought it was specifically how it was outlined because she remembered her first or second Commission meeting, seeing the workplan, and saying to herself "where is evaluating and where is the Commission advising and engaging". Those three words to her was a disconnect. She thought engagement was a big word, that the Commission better be engaging or how are they even affected if the Commission is not engaging. She explained she did not even want to

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see engage in the scope because that is something the Commission better be doing and built into their words. She explained every fall, the Commission is actually going to do a consensus workshop and decide the goals for the year, not the workplan, and those goals have to come from their words, the Commission's values, and mission. The Commission wants to be ambassadors and advisers and advocates. If those are the Commission's three guideposts, that allows the Commission, in whatever state, whatever members to have a clear idea of what the objectives for the year are going to be based on the goals, based on those three things. She thought when the Commission was trying to do that before, those three ABC's just felt like they were not in line with what the Commission was hoping to accomplish. She thought retention was going to come when people feel like they are a part of the workplan, a part of the goal setting, part of the community, and have a feeling of participatory experience. She also thought the Commission has to practice doing that work right now.

Mayor Roe explained when this was originally written, the City did not have the capability as strongly as the City does now. The City had not gone through the GARE process and had not done a lot of things so the expectation of the Council, at the time, was to give things to the Commission to do.

Mayor Roe noted that Commissioner Francke had another obligation and had to leave the meeting. Commissioner Francke left the meeting at 7:25 p.m.

Mayor Roe explained an observation he had was that it seemed like in the organization of the draft, establishment and membership are handled by the first paragraph and some of the second and third paragraphs get into that purpose area. He noted this is an organizational thing so he did not want to dwell on that but certainly, through conversations, that can be worked through to get some consistency. The other part is the human rights aspect was not enough in the forefront of those two or three paragraphs so many a recommendation would be as the Commission looks to tweak this and the Commission finds ways to make sure that is not receiving short shift in the language.

Mayor Roe stated he respectfully disagreed a little bit with Councilmember Schroeder on the first bullet point about the advice. He thought it does really fall more under duties and functions rather than role or overarching the other two. But, he did not want to dwell on it too much. He agreed with the Commission that it does not have to be doing a lot of what the original language was asking for. He asked for elaboration about what the Commission envisions as to how the ambassador part works, maybe in what areas the City does, what is going on in the community, how that looks, or what the Commission might be doing as ambassadors. He wanted to make sure he understood that part of it.

Vice-Chair Becker thought a big part of using the word 'ambassador' is being part of a Commission feels like a nice entry point to participating in civic life. She

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448 thought the Commission was hopeful or has had conversations about how the
449 Commission gets more citizens involved in civic life. She stated the initial reaction
450 of everyone is that nobody is going to care about it until something matters to them.
451 She thought they have to take the word 'ambassador', go into the community, and
452 be excited about what it means to participate in the government because it is
453 everyone's government. She thought the more they can do that at schools, senior
454 housing, and apartment meetings, that the Commission can show up and say they
455 are ambassadors, not just for human rights and issues, but for the City. She stated
456 that 'ambassador' is a great word for the Commission because the Commissioners
457 will make people feel included when they go out and tell the people that they are
458 included. She thought that was a lot of the Commission's work and is not just
459 engaging and showing up all of the time.

460
461 Councilmember Strahan appreciated the ambassador item and thought it really
462 reflects the E and I in the Commission name, Equity and Inclusion. Over the last
463 three years it has been the most frequently requested Commission for people to be
464 on. She noted the Commission has also been the most diverse and she appreciated
465 the Commissioners taking a look at it holistically. She thought as soon as any one
466 part of the HRIE is left out, then it becomes a whole different entity. She wanted
467 to make sure that her fellow Councilmembers remember that this is all part of the
468 piece and this is an aspiration for all of them. She appreciated the Commissioners
469 for being there and how well represented the Commission has been at the parade.
470 She also appreciated that the Commission is looked at as a type of conduit for the
471 city and she wanted to make sure the City lifts up the Commissioner's interest in
472 being that advocate ambassador.

473
474 Mayor Roe appreciated everyone's time and hoped it helped to understand both
475 ways in terms of where everything is coming from. He suggested the Commission
476 meet with Councilmembers Etten and Schroeder to work through the wording.

477
478 **Recess**

479 Mayor Roe recessed the meeting at approximately 7:59 p.m., and reconvened at approximately
480 8:07 p.m.

- 481
482 **b. Consider Purchase of an Electric Vehicle Fire Engine or Diesel Fire Engine**
483 Fire Chief David Brosnahan and Assistant Chief Neil Sjostrom briefly highlighted
484 this item as detailed in the Request for Council Action and related attachments
485 dated January 22, 2024.

486
487 Mr. Trudgeon reviewed the debt levy and funding sources with the City Council.

488
489 Fire Chief Brosnahan and Assistant Fire Chief Sjostrom continued their
490 presentation on Apparatus Purchase Process.

491

mixed-use, employment, or institutional district requires a two-thirds majority of all members of the City Council.

1002.06: AUTHORITY AND DUTIES FOR ADMINISTRATION

The City officials and bodies identified in this section, without limitation upon such authority as each may possess by law, have responsibility for implementing and administering this Title.

A. Community Development Department

1. Membership: The Community Development Department shall be comprised of positions created by the City Council which are primarily responsible for matters related to land use, zoning, building permits, code enforcement, and development.
2. Duties: The Community Development Department shall have the following responsibilities:
 - a. Conduct inspections of buildings and uses of land to determine compliance with the provisions of this Title;
 - b. Maintain permanent and current records of this Title, including, but not limited to, all associated maps, amendments, conditional uses, variances, and appeals;
 - c. Receive, file, and forward all applications for building permits, appeals, variances, conditional use, interim use, zoning ordinance amendments, or other matters to the appropriate decision-making body;
 - d. Hold pre-application meetings, as necessary;
 - e. Make a determination of compliance with this Title on all applications for building permits, land use applications, and certificates of occupancy;
 - f. Provide zoning information to residents and others upon request; and g. Interpret the provisions of this Title.

B. Development Review Committee:

1. Membership: The Development Review Committee (DRC) shall be composed of City staff members representative of departments and/or divisions of the City dealing with various aspects of development and land use.
2. Duties: The DRC shall have the following responsibilities:
 - a. Reviewing land use applications for conformance with the technical requirements of this Code, maintaining a schedule for processing the application within the time frames of this Code and of State law, and as necessary, meeting with applicants and soliciting comments of other public agencies; and
 - b. To determine land use application completeness and to develop appropriate information and recommendations in order to adequately and appropriately advise City Commissions and the City Council on land use applications.
3. Meetings: The DRC shall meet when necessary as land use applications are received and/or other proposed developments require review and comment of the full committee.

C. Administrative Deviation Committee:

1. Membership: The Administrative Deviation Committee (ADC) shall comprise members of the Development Review Committee from the Public Works and Community Development Department.
2. Duties: The ADC shall review applications for administrative deviation made pursuant to Section 1009.01 of this Title, and provide recommendations pertaining to the approval or denial of the request to the Community Development Director.
3. Meetings: The ADC shall meet as necessary to review and process Administrative Deviation applications.

D. Master Sign Committee:

1. Membership: The Master Sign Plan Committee shall be composed of members of the Community Development Department and, when deemed necessary, other members of the City staff may be invited to attend and provide comments and a recommendation regarding a proposed Master Sign Plan (MSP).
2. Duties: The Master Sign Plan Committee shall have the following responsibilities:
 - a. To establish fair and equitable criteria for complex signage situations that accommodates the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification.
 - b. To review proposed MSP's and their specifications for conformance with the technical requirements of Chapter 1010 of this Title.
 - c. To provide applicants with necessary and/or applicable modifications in accordance with MSP criteria.
 - d. To approve all Master Sign Plans.
3. Meetings: The Master Sign Plan Committee shall meet as necessary to take action on submitted MSP applications.

E. Planning Commission:

1. Membership and organization of the Planning Commission is established in Chapter 201 of the City Code.
2. Duties: The Planning Commission shall have the following responsibilities:
 - a. Hear and make recommendations to the City Council regarding all applications for conditional uses;
 - b. Hear and make recommendations to the City Council regarding applications for interim uses;
 - c. Hear and make recommendations to the City Council regarding all applications for an amendment to this Title, both text amendments and amendments to the district boundaries on the Official Zoning Map;
 - d. Review this Title from time to time and make recommendations to the City Council that changes be initiated;

1078 e. Hear and make recommendations on any other matter referred to it by the City Council; and

1079 f. Adopt rules for the transaction of business and shall keep a record of its resolutions,
1080 transactions, and findings, which record shall be a public record.

1081 3. Meetings: The Commission shall hold at least one regular meeting on the first Wednesday of each
1082 month, as necessary.

1083 F. Variance Board

1084 1. Membership: In accordance with MN Stat. 462.354, as may be amended, the Variance Board
1085 shall be comprised of 3 members and 1 alternate appointed by the City Council from among the
1086 members of the Planning Commission.

1087 2. Duties: The Variance Board shall hear and make decisions on all applications for a variance from
1088 the literal provisions of this Title.

1089 3. Meetings: The Variance Board shall meet on the first Wednesday of each month, as necessary.

1090 G. City Council

1091 1. Authority: The City Council shall have the authority given to it by state statutes.

1092 2. Duties: The City Council shall hear and make the final decision on all matters identified as
1093 requiring City Council action in this Title.

1094 H. Board of Zoning Adjustments and Appeals

1095 1. Membership: In accordance with MN Stat. 462.354, as amended, the City Council will act as the
1096 Board of Zoning Adjustments and Appeals.

1097 2. Duties: The Board of Zoning Adjustments and Appeals hears and makes decisions on all
1098 applications for an appeal of any administrative order, requirement, determination, final decision
1099 made by the Community Development Department, or an appeal of a variance decision by the
1100 Variance Board, pursuant to the appeal procedure established in Section 1009.08 of this Title.

1101 (Ord. 1403, 12-13-2010)

SECTION 2: Title 2, Section 202 “Planning Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 202.01: Establishment and ~~Membership Purpose~~
~~202.02: Meetings and Reports~~
~~202.03: Preparation of Comprehensive Plan~~
~~202.04: Procedure for Adoption of Comprehensive Plan~~
~~202.05: Adoption of City Comprehensive Plan by City Council~~
~~202.06: Means of Executing Plan~~
~~202.07: Means of Executing Plan~~
202.02: Membership and Schedule of Meetings
202.03: Scope, Duties and Functions

202.01: ESTABLISHMENT AND PURPOSE.

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the Scope, Duties and Functions given to such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (~~Ord. 194, 4-19-55; 1995 Code~~)

~~The Planning Commission shall consist of seven members appointed by the City Council.~~

~~202.02: MEETINGS AND REPORTS:~~

~~The Commission shall hold at least one regular meeting each month. It shall keep a record of its resolutions, transactions, and findings, which shall be a public record. (Ord. 194, 4-19-55; 1995 Code)~~

202.02: MEMBERSHIP AND SCHEDULE OF MEETINGS.

The Planning Commission will consist of seven members appointed by the City Council. The Commission will hold at least one regular meeting each month, unless the Chair and Staff Liaison have determined there is no business requiring a meeting. It will keep a record of its resolutions, transactions, and findings, which are public records.

202.03: SCOPE, DUTIES AND FUNCTIONS.

A. Generally: The Planning Commission has the Scope, Duties and Functions given to city planning agencies generally by law, including the authority to conduct public hearings as directed by the City Council or city policy. The Planning Commission will also exercise the duties conferred upon it by this ordinance.

B. Perform the duties enumerated for the Planning Commission in Chapter 1002.06 of this Code

C. Zoning code and city comprehensive plan:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan, or amendments thereto, for the City in accordance with the requirements and procedures of Title 10 of this Code. Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code. The same procedure shall apply for the

preparation of any overall street plan or acquisition of lands for public purposes. (~~Ord. 1175A, 11-25-1996~~) (~~Ord. 1481, 07-20-2015~~)

D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council.

299

ROE SUGGESTION – ADD COMP PLAN PROCESS TO TITLE 10:

Rename Title 10 as follows:

TITLE 10

ZONING AND LAND USE

Add Chapter 1024 as follows:

CHAPTER 1024 COMPREHENSIVE PLAN

SECTION:

1024.01: Preparation of Comprehensive Plan

1024.02: Procedure for Adoption of Comprehensive Plan

1024.03: Procedure for Consideration of Requested Amendment to Comprehensive Plan

1024.04: Adoption or Amendment of Comprehensive Plan by City Council

1024.05: Means of Executing Plan

1024.01: PREPARATION OF COMPREHENSIVE PLAN

It shall be the function and duty of the Planning Commission to prepare and recommend a Comprehensive City Plan for the development of the City, including proposed public buildings, street arrangements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the development of the City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. (~~Ord. 194, 4-19-1955; 1995 Code~~)

1024.02: PROCEDURE FOR ADOPTION OF COMPREHENSIVE PLAN

The Planning Commission may, at any time, recommend to the City Council the adoption of the City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making such a recommendation to the City Council, the Planning Commission shall hold at least one public hearing, as provided for in Chapter 108 of this Code. The recommendation by the Planning Commission to the City Council shall be by a resolution of the Commission, approved by the affirmative votes of not less than 5/7^{ths} of its total membership. The Commission may from time to time recommend minor amendments to the City Comprehensive Plan or any section thereof without the public hearing mentioned herein providing that a majority of its members are of the opinion that such hearing is not necessary or in the public interest. (~~Ord. 1175A, 11-25-1996~~)

1024.03: PROCEDURE FOR CONSIDERATION OF REQUESTED AMENDMENT TO COMPREHENSIVE PLAN

If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property owner, the applicant shall hold an open house meeting with residents and property owners in the vicinity of the affected property prior to submitting an application for the amendment.

Open House: Requirements for such an open house are as follows:

- A. Purpose: To provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- B. Timing: The open house shall be held not more than 30 days prior to the submission of an application for Comprehensive Plan Future Land Use Map Amendment approval and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
- C. Location: The open house shall be held at a location in or near the neighborhood affected by the proposed amendment, and (in the case of a site near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.
- D. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.
- E. Summary: A written summary of the open house shall be submitted as a necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (~~Ord. 1362, 3-24-2008~~)

1024.04: ADOPTION OR AMENDMENT OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL

Upon receiving a recommendation from the Planning Commission for the establishment or amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this Code. The City Council may adopt such plan or amendments by a majority vote of its members or by a larger majority if required by statute. (~~Ord. 1175A, 11-25-1996~~)

1024.05: MEANS OF EXECUTING PLAN

Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such Plan or section thereof in order that the same will serve as a pattern and guide for the

ROE SUGGESTION – ADD COMP PLAN PROCESS TO TITLE 10:

86 orderly physical development of the City. Such means shall consist of a zoning plan, the control
87 of subdivision plats, a plan for future street locations, etc. (~~Ord. 194, 4-19-1955~~)
88

REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 8.a.

Department Approval

City Manager Approval



Item Description: City Council Direction on Councilmember Strahan Initiated Agenda Item - Junior City Councilmember

Background

Under Rule 9 of the Roseville City Council and Commission Rules of Procedure, when a Councilmember requests that an item be placed on a future City Council Agenda, that item is placed on the next meeting agenda for the City Council to provide direction on whether, how, and when the item will be taken up at a future meeting.

Councilmember Strahan reached out to the City Manager on February 4 requesting the City Council have a discussion on having junior City Council members in Roseville.

For the discussion, the following information is included:

- Attachment 1 - Star Tribune Article dated February 2 regarding the City of West St. Paul adding a Junior City Councilmember
- Attachment 2 - City of West St. Paul City Council Report - Appointment of Junior Councilmember
- Attachment 3 - Information about the City of Centerville's Junior Councilmember program

Policy Objectives

Not applicable at this time.

Racial Equity Impact Summary

Not applicable at this time.

Budget Implications

Not applicable at this time.

Staff Recommendations

Discuss the item brought forward by Councilmember Strahan and provide direction to staff

Requested Council Action

Discuss the item brought forward by Councilmember Strahan and provide direction to staff

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

Attachments:

1. Star Tribune Article - West St. Paul Junior Councilmember
2. West St. Paul City Council Action Item -Junior Councilmember
3. Information about the City of Centerville's Junior Councilmember Program

SOUTH METRO

West St. Paul City Council adds junior member

The city hopes adding a high school student to the council will broaden city leaders' perspectives.

By Erin Adler (<https://www.startribune.com/erin-adler/6370491/>) Star Tribune |

FEBRUARY 2, 2024 — 6:00AM

West St. Paul has added a junior City Council member in an effort to better consider youth voices when making decisions that affect the city.

The council swore in McKinley Cherrier, a junior at Two Rivers High School, at its first meeting in 2024. The high school's speech and debate coach recommended Cherrier for the role.

The youth council member can participate in council discussions and events but cannot vote.

Council Member Wendy Berry, who first proposed having a young person as a council member, said she heard about the success the Centerville City Council has had with its youth member and wanted to bring that to West St. Paul.

"As we continue planning for the future, it's good to have that perspective," Berry said, adding that Cherrier recently jumped in and made a helpful comment after a city resident spoke at a meeting.

Berry said she hopes the initiative will foster young people's interest in city government.

In 2023, Centerville received the League of Minnesota Cities' "City of Excellence" award for cities with populations under 5,000 for its junior council member program.



City Council Action Item

Subject: Introduction of Junior Councilmember

Meeting Date: January 8, 2024	
Submitted/Presented by/Department: Nate Burkett, City Manager	
Action Type	
☐ Consent Item	☐ Discussion/Direction
☐ Public Hearing	☒ Informational Only
☐ Action/Motion	☐ Report
☐ Resolution	☐ Other:
Action	
Welcome McKinley Cherrier as WSP Junior Councilmember and have McKinley take the oath of office for ceremonial purposes.	
Background	
The City Council agreed to start a Junior Councilmember program. The School District conducted interviews and recommended McKinley Cherrier as our first WSP Junior Councilmember. To ensure clarity on the role of Junior Councilmember role: • The Junior Councilmember has agreed to abide by the permanent rules of the City Council and code of ethics while serving in their capacity of Junior Councilmember. • The Junior Councilmember is allowed to participate in discussion and debate along with the city council and in accordance with the rules and norms of decorum of the Council. • The Junior Councilmember will be allowed to vote along with the City Council on matters whether they are voice vote or roll call vote. However, the vote of the Junior Councilmember will not have any legal effect on the outcome of any vote. The Junior Councilmember also has no impact on quorum. • The Junior Councilmember will not participate in closed sessions of the City Council, unless it is determined otherwise by the City Council. • The Junior Councilmember is invited to attend City events in an official capacity. The oath of office will be administered for ceremonial purposes, but has no legal effect.	
Attachments	
Previous Relevant Actions	
Alternatives	



City Council Action Item

Subject: Introduction of Junior Councilmember

Financial	
Budgeted: ☐ Yes	☐ No Financial Impact
Fund:	
Department:	
Account:	
Amount:	

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https://www.presspubs.com/citizen/news/centerville-sets-example-with-junior-council-member-program/article_d9e9e98e-21c6-11ee-9f18-7786d2054f4c.html

Centerville sets example with junior council member program

By Loretta Harding/Contributing Writer
Jul 13, 2023



The City of Centerville is a League of Minnesota Cities' 2023 City of Excellence award winner for its Junior Council Member Program.

The award was in the under 5,000 population category and was awarded recently at the league's annual conference in Duluth.

"The award goes to communities who do something pretty innovative," said Assistant City Administrator Athanasia Lewis at the June 28 city council meeting.

The city's junior council program, initiated in 2021-2022, allows a high school student to be an active, participating member of the city council for one year. Junior council members are expected to attend monthly meetings, work sessions, budget sessions and other meetings. The students are seated with the council during meeting and provide input on matters brought before council.

For example, Danny Peterson, the city's first junior council member, lobbied for a more effective way for the city to reach out to residents than just through its website. Since then, the council has approved the implementation of a mobile app, featuring a news section to conveying important information about city services. The app also includes user-friendly bill pay, viewing upcoming city events, reading city codes and ordinances, and completing online permit applications.

Peterson is succeeded by current junior council member, Rowan Shaw. Mayor D. Love is credited with coming up with the idea.

"It's a proud moment," Love said. "There's been a lot of buzz, and a lot of cities asked about the junior council member program and wanted to emulate it," he said.

"I had my reservations at first when (Love) brought this up," Council Member Steve King said. Both the junior council members have been excellent, he noted. "They're actually getting a learning experience. I don't know how much of this is covered at school, whether they're just getting the basics. But this is how it's supposed to work -- I think it's a good idea."

Centerville will also receive a plaque, a check for \$1,000, and recognition in League of Minnesota Cities publications and promotional activities throughout the upcoming year.

Loretta Harding can be reached by emailing news@presspubs.com or calling 651-407-1200.

Youth Engagement Examples

City officials across the state are connecting with students to share information about city government operations, the value of city careers, and opportunities to make a difference in local leadership roles. See just a few examples of this work collected below. *Submit your youth outreach examples to hrbenefits@lmc.org to be included!*

Featured: St. Anthony Village's Students in Government Day

The city of St. Anthony Village has partnered with St. Anthony Village High School to build an experiential Students in Government Day for students. The annual event has become a tradition for both staff and students. One day each semester, government classes from the high school come to city hall to learn about the day-to-day work of the city and to connect with police, fire, and other departments. City staff plan learning activities including a Government 101 game, a land use mapping exercise, and department tours. After lunch, students participate in a mock city council meeting with a mock mayor and council. Staff provide scenarios for students to consider and vote on. The public works department fashioned a trophy that is given to the department that comes up with a winning scenario.

In addition to Students in Government Day, the city appointed two youth to the planning commission and parks commission. Emails are sent to students in 10th grade and their parents to generate applicants for the positions. Once students gain confidence, they provide good ideas and valuable perspective to the commission discussions.

More youth engagement examples

Attachment 3

Centerville's Junior City Council Member

In Centerville, the city council approved a Junior City Council Member Program, which began in January 2022 when a local high school student was appointed to the seat. The junior council member – also a junior in high school (grade 11) – does not have voting power but is expected to read through the materials, prepare for and attend every meeting, and provide thoughts and feedback just like every other council member. They will serve until the beginning of the next school year. While the program provides an important learning opportunity for the student, it also brings a youth voice into council discussions – a demographic that is less likely to participate in city decision-making.

—More information on the Centerville Junior City Council Member Program (North Central TV).

Rochester's Youth Council

The Rochester Olmsted Youth Council (ROYC) is an intergenerational group of teens and adults whose work is supported through a partnership between the city of Rochester and Olmsted County. Youth Councilors advocate for youth leadership and civic engagement in our community and have gone on to serve their communities locally and around the world in education, healthcare, business, and government service. Membership is open to any high school or local college-aged student who lives in or attends school in Olmsted County.

—More information about the Rochester Olmsted Youth Council (Rochester city website).

Saint Paul's Youth Commission

Established in 2006, the Saint Paul Youth Commission is where young people learn to enhance their civic leadership, work in partnership with elected officials and stakeholders, represent their peers, and advocate for youth in decision-making in Saint Paul. The Youth Commission has twenty-two seats available — one per district and five at large. Each year, the Youth Commission recruits new members to fill any empty seats. To be eligible for the Youth Commission, you must:

- Live in the city of Saint Paul.
- Be in ninth-12th grade while serving on the commission.
- Commit six-10 hours a month to commission activity.
- Be available to meet on Monday evenings.

- Have a desire to make Saint Paul the best city to live and thrive in.

—More information about the Saint Paul Youth Commission (^{Attachment 3}Saint Paul city website).

—More information about other St. Paul youth programs (Saint Paul city website).

[Return to top](#)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approval of 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	\$226,587.35
108692-108788	\$1,581,482.09
Total	\$1,808,069.44

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.

31

32

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval 02.12.2024

33

Bank Reconciliation

Board Audit

User: Joshua.Kent
 Printed: 02/07/2024 - 3:35PM
 Date Range: 01/24/2024 - 02/06/2024
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 100 General Fund				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	5,985.11
Total for Department: 00 General Function				5,985.11
Department: 01 General Government				
0	Aldi-CC	Extension cords	02/02/2024	10.82
0	American Mailing Machines-Non Bank	Postage	01/31/2024	3,000.00
0	Caribou Coffee- CC	Coffee - gratitude tree	02/02/2024	22.42
0	Cub Foods- CC	Donut Party - gratitude tree	02/02/2024	29.98
0	DG Minnesota CS 2021, LLC	December Solar Billing	01/24/2024	780.75
0	Fikes, Inc.	Restroom Supplies	01/31/2024	1,248.74
0	Greenhaven Printing	Envelopes	01/31/2024	1,388.24
0	Innovative Office Solutions	Office Supplies	01/31/2024	301.57
0	McGough Property Management, LLC	Dec 2023 Expenses	01/24/2024	5,821.89
0	Office Depot- CC	Frames	02/02/2024	194.75
0	Suburban Ace Hardware-CC	Bar for restroom	02/02/2024	29.99
0	Volgistics-CC	Volunteer Database	02/02/2024	234.00
0	Xcel Energy	December Xcel Billings	01/24/2024	10,811.75
0	Yale Mechanical	Boiler Service 12/30/23	01/24/2024	1,017.75
108702	Deluxe Corp.	Envelopes, forms	01/24/2024	282.92
108708	Grainger Inc	Batteries	01/24/2024	22.34
108714	Leadership Growth Group, LLC	2024 Leadership Growth Group Series	01/24/2024	751.95
108716	Linn Building Maintenance	General Cleaning for Jan 2024	01/24/2024	16,443.70
108723	Postmaster-Mailing Requirements	Permit No: 2437 PI, USPS Marketing	01/24/2024	320.00
108737	American Mailing Machines	Inkjet Cartridge	01/31/2024	343.64
108738	Anchor Solar Investments, LLC	Solar Lease Jan 2024	01/31/2024	1,700.33
108739	ARAMARK Services	Water Filter	01/31/2024	855.74
108744	Classic Catering	Employee Recognition Meal	01/31/2024	3,156.24
108755	Harmony Valley Farm, LLC	2024 CSA Agreement	01/31/2024	2,374.00
108761	Kennedy & Graven, Chartered	Retainer and expenses through 12/31/2	01/31/2024	16,100.00
108768	Northeast Youth & Family Services	Municipality Service Contract - Menta	01/31/2024	85,044.05
108775	Shred-N-Go, Inc.	Shredding Services	01/31/2024	71.89
108780	Trans Union, LLC	Background checks	01/31/2024	49.35
108787	Zerorez-Minneapolis	Air Duct Cleaning	01/31/2024	3,095.70
Total for Department: 01 General Government				155,504.50
Department: 02 Public Safety				
0	511 Tactical-CC	CSO Uniform belt	02/02/2024	22.20
0	Amazon.com- CC	Cards - Home ARP Grant	02/02/2024	352.26
0	BA Shields-CC	MSA G1 Custom - Terrazas, Slattery, l	02/02/2024	166.50
0	Baycom, Inc. c/o OwnersEdge,Inc.	Mongoose Handle	01/31/2024	39.00
0	BCA-CC	Training - T. Pitzl	02/02/2024	390.00
0	Best Buy-CC	Purchase Returned	02/02/2024	199.99
0	Car Wash Partners	December 2023 Wash Services	01/24/2024	232.00
0	Caribou Coffee- CC	Coffee - training	02/02/2024	47.69
0	Chipotle- CC	Training Meal	02/02/2024	37.12
0	City of St. Paul	Radio Maintenance & Services Nov 20	01/24/2024	155.60
0	Coborn's-CC	Groceries	02/02/2024	133.92

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Costco-CC	Training Food	02/02/2024	67.98
0	Cub Foods- CC	Groceries	02/02/2024	66.39
0	Daves Auto-CC	Fuel	02/02/2024	6.60
0	Dollar Tree-CC	Home ARP Grant - personal supplies	02/02/2024	13.57
0	Elite K9-CC	K9 Collar	02/02/2024	71.58
0	Emergency Automotive Tech Inc	Emergency Lighting Repairs on Squad	01/31/2024	239.95
0	Full Source-CC	Shirts	02/02/2024	176.29
0	Hy-Vee-CC	Cookies	02/02/2024	14.99
0	Imazing paddle.com-CC	Membership	02/02/2024	64.99
0	Impark-CC	Parking	02/02/2024	12.00
0	Innovative Office Solutions	Office Supplies	01/31/2024	133.41
0	Instacart-CC	Home Arp Grant - Personal Supplies	02/02/2024	74.69
0	IStorage Blaine-CC	Home Arp Grant - Storage Lease paym	02/02/2024	131.00
0	Jersey Mikes Subs-CC	Training meal	02/02/2024	105.12
0	Key Inn Roseville-CC	Home ARP Grant - Room	02/02/2024	267.32
0	Lexipol, LLC	Cordico Law Enforcement Wellness A	01/31/2024	26,350.31
0	LLRMI-CC	Training J. Engh/J. Lopez	02/02/2024	150.00
0	Lunds & Byerlys-CC	Cake	02/02/2024	44.99
0	Metro Transit-CC	ARP Grant - Metro Card	02/02/2024	20.00
0	MN Dept of Health-CC	Home Arp Grant - BC Request	02/02/2024	46.00
0	Motel 6 - CC	Home Arp Grant - Room	02/02/2024	148.35
0	Parking Ramp-CC	Parking for Court	02/02/2024	9.00
0	Pelican Sales Supply-CC	Training Handcuffs	02/02/2024	292.54
0	Police Executive Research-CC	Membership Renewal	02/02/2024	200.00
0	Police Records Mgmt-CC	Training	02/02/2024	179.00
0	Speedway-CC	Home Arp Grant - Fuel Card	02/02/2024	50.00
0	Streicher's	Uniform - J. Adams	01/31/2024	15,569.40
0	Suburban Ace Hardware-CC	Sink/Washer Tailpiece	02/02/2024	18.16
0	Target- CC	Home ARP Grant - Drinking water	02/02/2024	56.66
0	Top Notch K9 Equipment-CC	K9 Transmitter Holster	02/02/2024	72.90
0	Vaultek Safe-CC	Car Rail Mount, Key, Bluetooth slider	02/02/2024	331.53
0	Walmart-CC	TV	02/02/2024	247.10
0	Xcel Energy	December Xcel Billings	01/24/2024	78.73
0	Xcel Energy	December Xcel Billings	01/31/2024	4,142.37
108713	Language Line Services	Interpretation Services	01/24/2024	20.09
108716	Linn Building Maintenance	General Cleaning for Nov 2023	01/24/2024	1,968.56
108726	Ramsey County	Q4 2023 Grant Billing (Sally Vanestro	01/24/2024	26,110.29
108727	Ramsey County	CAD Services for December 2023	01/24/2024	33,908.01
108734	University of Minnesota Veterinary Me	K9 Veterinary Care	01/24/2024	688.81
108738	Anchor Solar Investments, LLC	Solar Lease Jan 2024	01/31/2024	371.91
108740	Aspen Mills Inc.	Clothing - J. Hakeem	01/31/2024	1,234.94
108741	AT&T Mobility	Acct #287284171528	01/31/2024	1,540.24
108742	Axon Enterprise, Inc.	Basic License Bundle	01/31/2024	61,560.98
108747	Dept of Public Safety - HSEM	Training - David Brosnahan	01/31/2024	350.00
108751	Galls, LLC	Employee Recognition Supplies	01/31/2024	354.68
108762	League of MN Cities	Peace officer Accredited Training Onli	01/31/2024	5,760.00
108764	Mid-States Organized Crime Informati	MOCIC Membership 2024	01/31/2024	250.00
108768	Northeast Youth & Family Services	Municipality Service Contract - Menta	01/31/2024	23,446.20
108771	Positive Promotions, Inc	Promotional Items - Roseville PD	01/31/2024	2,629.57
108772	Ramsey County Chiefs of Police Assn.	Annual Membership - Ericka Scheider	01/31/2024	400.00
108784	Verizon	PD Phones Dec 9 - Jan 8, 2024	01/31/2024	3,848.81
108788	Dale Terrace Apt. LP	Deposit for Client Housing	02/02/2024	300.00
Total for Department: 02 Public Safety				215,972.29
Department: 03 Public Works				
0	Amazon.com- CC	Calendars	02/02/2024	49.32
0	Apple-CC	iCloud Storage	02/02/2024	1.98
0	AutoAuth-CC	Yearly Subscription	02/02/2024	50.00
0	Barnes & Noble-CC	Book	02/02/2024	32.51
0	Forest Lake Contracting, Inc.	County B2 luminaries replaced, fixtur	01/24/2024	8,907.00
0	Galeton-CC	Operating Supplies	02/02/2024	893.14
0	Harbor Freight Tools-CC	Tool accessory	02/02/2024	4.32

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Innovative Office Solutions	Office Supplies	01/31/2024	59.23
0	McMaster-Carr	Cable, Chemical Resistant Moisture S	01/24/2024	197.44
0	Office Depot- CC	Planner/calendar	02/02/2024	54.06
0	Premium Waters Inc	Kcups	01/24/2024	25.99
0	Suburban Ace Hardware-CC	Parts and laor	02/02/2024	70.82
0	Xcel Energy	December Xcel Billings	01/31/2024	16,983.23
108701	Dell Marketing, L.P.	Computer Equipment	01/24/2024	2,561.29
108708	Grainger Inc	Tie Down Strap, Ratchet	01/24/2024	314.58
108712	K-Tech Specialty Coating, Inc.	Beet Heet Concentrate	01/24/2024	1,672.46
108724	Powerplan BF	Tensioner, Belt	01/24/2024	694.53
108730	Suburban Tire Wholesale, Inc.	Tires	01/24/2024	850.10
108735	VariTech Industries, Inc.	Manway Cover 16" Center Lid Cover	01/24/2024	100.80
Total for Department: 03 Public Works				33,522.80
Total for Fund:100 General Fund				410,984.70

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 101 General Fund Donations				
Department: 02 Public Safety				
0	Amazon.com- CC	Dog leash/toys	02/02/2024	34.48
0	Chuck & Dons-CC	Dog Food	02/02/2024	46.06
0	Google-CC	Google Storage - accidental purchase,	02/02/2024	2.99
0	PayPal-CC	Dog Clicker	02/02/2024	18.00
0	Renee's Limousines-CC	Shop w/ a Cop Limo	02/02/2024	1,144.00
0	USPS-CC	Shop w/ a Cop invites mailing	02/02/2024	12.09
Total for Department: 02 Public Safety				1,257.62
Total for Fund:101 General Fund Donations				1,257.62

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 103 Contracted Engineering Svcs				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	94.25
108696	Border Foods, LLC	Erosion Control Escrow Refund - EC2	01/24/2024	3,000.00
108728	Rochon Corporation	Erosion Control Escrow Refund- EC2	01/24/2024	11,000.00
Total for Department: 00 General Function				14,094.25
Total for Fund:103 Contracted Engineering Svcs				14,094.25

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 110 Telecommunications				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	102.52
Total for Department: 00 General Function				102.52
Department: 01 General Government				
108784	Verizon	PD Phones Dec 9 - Jan 8, 2024	01/31/2024	87.98
Total for Department: 01 General Government				87.98
Total for Fund:110 Telecommunications				190.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 200 Recreation Fund				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	424.99
Total for Department: 00 General Function				424.99
Department: 04 Recreation				
0	Amazon.com- CC	Cold Packs	02/02/2024	555.15
0	Becker Arena Products, Inc.	OKE Softnet Hockey - Rental Skates	01/31/2024	2,247.00
0	Comcast-CC	Autumn Grove services	02/02/2024	304.32
0	DG Minnesota CS 2021, LLC	December Solar Billing	01/24/2024	226.93
0	Elizabeth Leverty	Reimbursement for Dance program pu	01/24/2024	10.83
0	Fleet Farm-CC	Grease	02/02/2024	54.33
0	Frattallones-CC	Bolt/Rake	02/02/2024	23.55
0	Midwest Broomball-CC	Broomballs	02/02/2024	161.45
0	NAPA Auto Parts-CC	Heater Hose	02/02/2024	10.80
0	Scott Breuer	Mileage Reimbursement 11/2 - 12/21/	01/24/2024	59.54
0	Southview Animal Hospital-CC	Pet wellness exams	02/02/2024	211.20
0	Staples-CC	Office Supplies	02/02/2024	198.46
0	Suburban Ace Hardware-CC	Casters	02/02/2024	38.96
0	Taho Sportswear, Inc.	Fall Softball Shirts	01/24/2024	516.10
0	Time Music Agency, Inc	Deposit for High & Mighty on 6/29/24	01/31/2024	2,750.00
0	Willie McCray	Basketball Games Jan 10	01/24/2024	3,100.00
0	Willie McCray	20 Games 1/24/24	01/31/2024	1,550.00
0	Xcel Energy	December Xcel Billings	01/24/2024	2,252.22
0	Xcel Energy	December Xcel Billings	01/31/2024	49,282.40
0	Zachary Jensen	Learn to Speedskate Instructor - 7 sess	01/31/2024	105.00
108693	AARP Driver Safety Program	Course ID: AARP-C25848	01/24/2024	60.00
108716	Linn Building Maintenance	General Cleaning for Jan 2024	01/24/2024	7,573.12
108722	North Shore Gym Sales	Case of Block Chalk	01/24/2024	769.00
108729	Todd Richard Sauers	Fall 2023 Ref and Assigning Fees	01/24/2024	213.00
108746	Dell Marketing, L.P.	Monitor	01/31/2024	147.19
108750	Field Day	New Years Eve Celebration on Ice	01/31/2024	1,295.00
108752	Get Messy LLC	Frosty the Snowman, Homemade for t	01/31/2024	1,228.00
108756	Ice Sports Industry-ISI	Skater Registrations	01/31/2024	69.00
108757	International Chemtex Corp	C-456 Cooling Treatment/55#	01/31/2024	387.36
108765	MN Center for EFT	Canceled Banquet Rental on 4/18 & 4/	01/31/2024	940.00
108767	MR Cutting Edge	Ice Scraper Blade Sharpen	01/31/2024	368.00
108770	On Site Companies-OSSTC	Portables	01/31/2024	843.04
108773	Roselawn Cemetery	Reservoir Woods Lease - Annual Payn	01/31/2024	1.00
108774	Shamrock Group, Inc.	CO2 Cylinder Rent	01/31/2024	30.35
108776	St. Croix Coffee Tea Company	Beverages for Sale	01/31/2024	487.40
108779	Total Mechanical Services, Inc.	Boiler Repairs	01/31/2024	2,930.00
108782	Universal Athletic, LLC	Softballs	01/31/2024	6,298.95
108786	Phillip Yetter	Reimbursement for Comm. Band purc	01/31/2024	37.12
Total for Department: 04 Recreation				87,335.77
Total for Fund:200 Recreation Fund				87,760.76

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 202 Park Dedication Fund				
Department: 04 Recreation				
0	LHB Inc	Project 230076.00 RSVL Midland Leg	01/24/2024	3,116.73
Total for Department: 04 Recreation				3,116.73
Total for Fund:202 Park Dedication Fund				3,116.73

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 204 P & R Contract Maintenance				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	307.18
Total for Department: 00 General Function				307.18
Department: 04 Recreation				
0	Amazon.com- CC	Dry Erase Calendar	02/02/2024	61.75
0	Anita Twaroski	Mileage Reimbursement 7/3 - 12/19/2	01/24/2024	236.46
0	Davis Lock & Safe-CC	Keys	02/02/2024	14.99
0	Harbor Freight Tools-CC	Tools	02/02/2024	106.99
0	Menards-CC	Batteries	02/02/2024	21.66
0	MTI Distributing, Inc.	Belt-V, Banded	01/24/2024	54.95
0	NAPA Auto Parts-CC	Motor Tune Up, Thread Locker	02/02/2024	45.23
0	Sandstrom Land Management, LLC	Central Park Fountain Removal	01/24/2024	841.00
0	Signarama-CC	Bench Plaque	02/02/2024	87.50
0	Suburban Ace Hardware-CC	Tape	02/02/2024	38.97
0	SupplyHouse.com-CC	Water Closets	02/02/2024	367.42
0	Uline-CC	Deluxe pallet truck	02/02/2024	695.50
0	Xcel Energy	December Xcel Billings	01/31/2024	3,309.84
108698	Cintas Corporation	Clothing	01/24/2024	10.64
108711	Killmer Electric Co., Inc.	Removed & Replaced pole light with r	01/24/2024	780.00
108715	Lightning Disposal, Inc.	30 yd Roll off	01/24/2024	834.04
108716	Linn Building Maintenance	General Cleaning for Jan 2024	01/24/2024	886.35
108725	Precision Landscape & Tree,Inc	Tree Removals Dec 2023	01/24/2024	3,839.00
108783	USDA APHIS General	Supplies/Materials, Program Support t	01/31/2024	943.21
Total for Department: 04 Recreation				13,175.50
Total for Fund:204 P & R Contract Maintenance				13,482.68

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 220 Municipal Community Band				
Department: 04 Recreation				
108763	Cathy Meyer	Roseville Community Band Librarian	01/31/2024	480.00
Total for Department: 04 Recreation				480.00
Total for Fund:220 Municipal Community Band				480.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 221 Municipal Jazz Band				
Department: 04 Recreation				
108721	Bob Nielsen	Drive van and supervise RBB Perform	01/24/2024	45.00
Total for Department: 04 Recreation				45.00
Total for Fund:221 Municipal Jazz Band				45.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 260 Community Development				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	649.46
108759	JRD, LLC	Closing Escrow Acct related to Midlar	01/31/2024	2,500.00
Total for Department: 00 General Function				3,149.46
Department: 02 Public Safety				
0	Innovative Office Solutions	Office Supplies	01/31/2024	25.02
0	MAHCO-CC	MAHCO Membership	02/02/2024	165.00
0	Mn Dept of Labor-CC	continuing Ed	02/02/2024	85.00
0	OTW Party Events-CC	Fradulent Charges	02/02/2024	642.07
108781	Transwest	Ford Mobile Charger	01/31/2024	495.00
Total for Department: 02 Public Safety				1,412.09
Department: 10 Community Development				
0	TimeSaver Off Site Secretarial, Inc.	Jan 3rd Meetings	01/31/2024	334.00
108701	Dell Marketing, L.P.	Computer Equipment	01/24/2024	3,673.32
Total for Department: 10 Community Development				4,007.32
Total for Fund:260 Community Development				8,568.87

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 265 License Center				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	521.22
Total for Department: 00 General Function				521.22
Department: 01 General Government				
0	Alex Frederick	Mileage Reimbursement 1/4 - 1/22/2024	01/31/2024	56.95
0	Amazon.com- CC	Scanner	02/02/2024	269.99
0	Fikes, Inc.	Restroom Supplies	01/31/2024	312.19
0	Frattallones-CC	Light Bulbs	02/02/2024	15.16
0	Full Slate-CC	Renewal of unlimited appointments	02/02/2024	49.95
0	Imaging Spectrum-CC	Passport Photo Paper	02/02/2024	2,266.60
0	Innovative Office Solutions	Office Supplies	01/31/2024	149.94
0	McGough Property Management, LLC	Dec 2023 Expenses	01/24/2024	562.08
0	USPS-CC	Postage	02/02/2024	805.39
108697	CenturyLink	Account 651 766-4616 731	01/24/2024	180.47
108716	Linn Building Maintenance	General Cleaning for Jan 2024	01/24/2024	2,301.40
Total for Department: 01 General Government				6,970.12
Total for Fund:265 License Center				7,491.34

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 270 Charitable Gambling				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	3.85
Total for Department: 00 General Function				3.85
Total for Fund:270 Charitable Gambling				3.85

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 290 Police Forfeiture Fund				
Department: 02 Public Safety				
108784	Verizon	PD Phones Dec 9 - Jan 8, 2024	01/31/2024	50.85
Total for Department: 02 Public Safety				50.85
Total for Fund:290 Police Forfeiture Fund				50.85

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 295 Police Grants				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	11.81
Total for Department: 00 General Function				11.81
Total for Fund:295 Police Grants				11.81

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 400 Police Vehicle Revolving				
Department: 02 Public Safety				
0	Ancom Technical Center	Batteries	01/31/2024	1,090.00
0	Ray Allen Mfg Co-CC	K9 Gear	02/02/2024	328.73
108703	Dodge of Burnsville, Inc.	2024 Dodge Durango Pursuit AWD V6	01/24/2024	170,308.00
108742	Axon Enterprise, Inc.	Training Materials	01/31/2024	5,497.50
108766	Motorola Solutions, Inc.	Radios - PD	01/31/2024	32,164.80
Total for Department: 02 Public Safety				209,389.03
Total for Fund:400 Police Vehicle Revolving				209,389.03

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 401 Fire Vehicles Revolving				
Department: 02 Public Safety				
0	Costco-CC	Refrigerator	02/02/2024	1,408.87
0	Identifire-CC	Fire Masks	02/02/2024	44.77
0	Menards-CC	Lumber	02/02/2024	709.94
0	Taylor Tins-CC	Locker tags, badges	02/02/2024	164.10
Total for Department: 02 Public Safety				2,327.68
Total for Fund:401 Fire Vehicles Revolving				2,327.68

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 403 Public Works Vehicle Revolving				
Department: 03 Public Works				
0	Snap On-CC	Apollo D9	02/02/2024	3,696.00
Total for Department: 03 Public Works				3,696.00
Total for Fund:403 Public Works Vehicle Revolving				3,696.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 411 Recreation Improvements				
Department: 04 Recreation				
108700	Davey Resource Group, Inc.	Public Tree Inventory and Assessment	01/24/2024	49,600.20
108707	Flagship Recreation	Keya Park Custom Turtle Sign	01/24/2024	2,208.00
108732	Tree Trust	Tree Removals Dec 2023	01/24/2024	74,908.55
Total for Department: 04 Recreation				126,716.75
Total for Fund:411 Recreation Improvements				126,716.75

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 420 Tree Preservation Fund				
Department: 04 Recreation				
108732	Tree Trust	Tree Plantings Nov 2023	01/24/2024	3,240.00
Total for Department: 04 Recreation				3,240.00
Total for Fund:420 Tree Preservation Fund				3,240.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 583 TIF #21 CPC Redevelopment				
Department: 10 Community Development				
108699	Colder Products Company	1nd Half TIF Pay as you go TIF Note-	01/24/2024	110,910.45
Total for Department: 10 Community Development				110,910.45
Total for Fund:583 TIF #21 CPC Redevelopment				110,910.45

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 586 TIF #18 Sienna Green				
Department: 10 Community Development				
108695	Aeon	2nd Half TIF Payment 2023	01/24/2024	64,097.04
Total for Department: 10 Community Development				64,097.04
Total for Fund:586 TIF #18 Sienna Green				64,097.04

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 588 TIF District #20: McGough				
Department: 10				
108717	McGough Construction Company	2nd Half TIF Pay as you go TIF Note ·	01/24/2024	53,105.73
Total for Department: 10				53,105.73
Total for Fund:588 TIF District #20: McGough				53,105.73

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 589 TIF District #22 Twin Lakes II				
Department: 10				
108692	2720 Fairview Group, LLC	2nd Half of 2023 TIF Pay as you go TIF	01/24/2024	200,508.77
108704	Ehlers & Associates, Inc.	PAYGO Calculations, Preparation tax	01/24/2024	630.00
108731	Tareen Dermatology	2nd Half of 2023 TIF Pay as you go TIF	01/24/2024	153,949.24
108749	Dominium Development & Acquisitior	2nd Half 2023 TIF Pay as you go TIF	01/31/2024	258,718.77
Total for Department: 10				613,806.78
Total for Fund:589 TIF District #22 Twin Lakes II				613,806.78

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 590 Street Construction				
Department: 03 Public Works				
108727	Ramsey County	City Share of Right of Way Acquisition	01/24/2024	30,499.20
Total for Department: 03 Public Works				30,499.20
Total for Fund:590 Street Construction				30,499.20

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 600 Sanitary Sewer				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	178.68
108760	ADAM KAYSEN	Refund Check 019118-000, 461 WOC	01/31/2024	16.50
Total for Department: 00 General Function				195.18
Department: 05 Sanitary Sewer				
0	Innovative Office Solutions	Office Supplies	01/31/2024	59.24
0	Menards-CC	Crane Truck Tools	02/02/2024	145.82
0	Safe-Fast - CC	Gloves	02/02/2024	23.30
0	UPS Store- CC	Shipping	02/02/2024	35.37
0	Xcel Energy	December Xcel Billings	01/24/2024	1,414.12
108701	Dell Marketing, L.P.	Computer Equipment	01/24/2024	2,448.88
Total for Department: 05 Sanitary Sewer				4,126.73
Total for Fund:600 Sanitary Sewer				4,321.91

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 610 Water Fund				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	317.52
108706	LINDA ENTERLINE	Refund Check 007884-000, 582 SEX	01/24/2024	17.71
108709	BARBARA HARNETT	Refund Check 003433-000, 243 GRA	01/24/2024	74.50
108718	RUSSELL BUNCH & MIKAELA WE	Refund Check 023033-000, 3069 WII	01/24/2024	137.74
108720	STEVEN & LEEORA MORSE	Refund Check 023089-000, 2976 VIC	01/24/2024	186.71
108748	DINKEYTOWN INVESTORS LLC	Refund Check 024192-000, 2191 SNI	01/31/2024	119.27
108753	MATTHEW GROSCHEL	Refund Check 020252-000, 2562 FAI	01/31/2024	250.25
108758	DEREK & ATSUKO JOHNSON	Refund Check 021593-000, 2792 FAF	01/31/2024	397.92
108760	ADAM KAYSEN	Refund Check 019118-000, 461 WOC	01/31/2024	222.44
108769	BARRY OMEARA	Refund Check 025759-000, 1882 BRI	01/31/2024	67.45
108785	PHILIP AND JULIE WAY	Refund Check 020909-000, 2117 WII	01/31/2024	186.35
Total for Department: 00 General Function				1,977.86
Department: 06 Water Fund				
0	Able Hose & Rubber-CC	Hose, Plug, Clamp	02/02/2024	163.83
0	Arden Hills-CC	Training	02/02/2024	30.65
0	Electric Supplies Online-CC	RAB Lighting	02/02/2024	920.88
0	Ferguson Waterworks #2518	Misc Operating Supplies	01/24/2024	13,495.08
0	Ferguson Waterworks #2518	Neptune Rep 5/8 Reg USG	01/31/2024	715.00
0	Frattallones-CC	Concrete Mix	02/02/2024	40.41
0	Innovative Office Solutions	Office Supplies	01/31/2024	59.24
0	Suburban Ace Hardware-CC	Anchor DRV	02/02/2024	65.99
0	Viking Industrial Center	Misc Operating Supplies	01/24/2024	871.95
0	Viking Industrial Center	Fall Protection Inspection	01/31/2024	65.00
0	Xcel Energy	December Xcel Billings	01/24/2024	5,261.62
108694	Advanced Engineering & Environment	Project 92108, I&C System Services 1	01/24/2024	148.00
108733	Twin City Water Clinic, Inc.	December 2023 Distribution Samples	01/24/2024	680.00
108736	Water Conservation Service, Inc.	Leak Locate 1/13/24	01/24/2024	522.93
108754	Haberman Machine	Rod, Thread and Turn per Sample	01/31/2024	5,385.00
108778	T Mobile	Account #967323231, Mobile # 651-4	01/31/2024	35.85
Total for Department: 06 Water Fund				28,461.43
Total for Fund:610 Water Fund				30,439.29

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 620 Golf Course				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	279.43
0	Xcel Energy	December Xcel Billings	01/31/2024	-72.78
Total for Department: 00 General Function				206.65
Department: 07 Golf Course				
0	Amazon.com- CC	Cookies/w santa supplies	02/02/2024	408.33
0	Fikes, Inc.	Restroom Cleaning Q1 2024	01/31/2024	154.34
0	MTI Distributing, Inc.	Spacer - Pulley	01/24/2024	25.91
0	Xcel Energy	December Xcel Billings	01/31/2024	1,131.35
108708	Grainger Inc	Cable Ties	01/24/2024	52.56
108743	Capitol Beverage Sales, LP	Beer/Wine for Sale	01/31/2024	632.78
108745	Coffee Mill, Inc.	Coffee for Sale	01/31/2024	1,008.00
108774	Shamrock Group, Inc.	Dish Detergent and Finance Charges o	01/31/2024	106.67
Total for Department: 07 Golf Course				3,519.94
Total for Fund:620 Golf Course				3,726.59

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 640 Storm Drainage				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	182.58
Total for Department: 00 General Function				182.58
Department: 08 Storm Water				
0	Chad Fierstine	Union Purchase Reimbursement	01/24/2024	272.48
0	Innovative Office Solutions	Office Supplies	01/31/2024	59.24
0	Xcel Energy	December Xcel Billings	01/31/2024	1,548.59
Total for Department: 08 Storm Water				1,880.31
Total for Fund:640 Storm Drainage				2,062.89

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 650 Environmental				
Department: 00 General Function				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	31.52
Total for Department: 00 General Function				31.52
Total for Fund:650 Environmental				31.52

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 710 Risk Management				
Department: 00 General Function				
108777	Stericycle, Inc.	Steri-safe Budget Subscription	01/31/2024	309.90
Total for Department: 00 General Function				309.90
Total for Fund:710 Risk Management				309.90

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 725 EDA Operating Fund				
Department: 00				
0	LINA	Premiums January 2024, Bill Referenc	01/31/2024	54.78
108701	Dell Marketing, L.P.	Computer Equipment	01/24/2024	1,224.44
108705	Ehlers' Public Finance Seminar	Registration - Jeanne Kelsey	01/24/2024	250.00
108710	Kennedy & Graven, Chartered	Habitat Land Trust Agreement Service	01/24/2024	320.50
Total for Department: 00				1,849.72
Total for Fund:725 EDA Operating Fund				1,849.72

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		1,808,069.44

REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 10.b.

Department Approval

City Manager Approval



Item Description: Approval of 1 Massage Therapy Establishment License and 1 Temporary Liquor License

1
2 **Background**

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

5
6 **Massage Therapy Establishment License**

7 Massage by Craig
8 2310 County Road D West
9 Roseville, MN 55112

10
11 **Temporary Liquor License**

12 Bent Brewstillery
13 1744 Terrace Dr.
14 Roseville, MN 55113

15
16 Bent Brewstillery is holding a St. Patrick's Day celebration on March 13, 2024. This is their 2nd event in
17 2024. Their total number of days is 2 out of the limit of 12 for the calendar year.

18
19 **Policy Objectives**

20 Required by City Code

21
22 **Racial Equity Impact Summary**

23 There is no anticipated racial equity impact.

24
25 **Budget Implications**

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

27
28 **Staff Recommendations**

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

31
32 **Requested Council Action**

33 Motion to approve the Massage Therapy Establishment License for Massage by Craig, and the
34 Temporary Liquor License for Bent Brewstillery

Prepared by: Katie Bruno, Deputy City Clerk

Attachments:

1. Application, Massage by Craig
2. Application, Bent Brewstillery



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: Massage By Craig Benton

Business Name (dba) Massage By Craig

Business Address 2310 County Road D west

Business Phone 763-242-9811

Email Address Cabentonmt@HotGmail.com

MN Tax ID 4476090

Federal Tax ID _____

Proof of Minnesota Tax Identification form

Applicant's Social Security Number _____

Proof of Worker's Compensation Insurance:

Insurance Company Name _____ Dates of Coverage _____

Policy Number _____

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 Craig Benton Andrew
 First Last Middle Maiden

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 Craig Last Name Benton Middle Name Andrew
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 _____

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 CB

If yes, give dates and places.

2022-2023 at 10026 University Ave. NW Suite 100
Massage by Craig

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?

\$500

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.

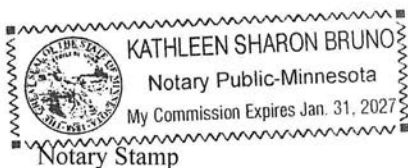
By signing below you certify that the above information is correct. In addition, you acknowledges that you are responsible for reviewing the background and work history of all of your employees, including those that have received a massage therapist license from the City.

Falsification of answers given or material submitted will result in denial of application.

Applicant signature Cris Benton Title Massage Therapist
Date 2/1/2024

Subscribed and sworn to before me, a Notary Public, on this 28th day of February, 2024. My Commission expires on Jan 31, 2027.

Kathleen Bruno
Notary signature



Payment due at the time of application: Annual License Fee \$325

Make checks payable to: City of Roseville



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized		Tax exempt number	
Bent Brewstillery		Jun 11, 2011		45-2650832	
Address		City	State	Zip Code	
1744 Terrace Dr		Roseville	Minnesota	55113	
Name of person making application		Business phone		Home phone	
Bartley Blume		651-233-3843			
Date(s) of event	Type of organization				
3/16/24	☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit				
Organization officer's name	City	State	Zip Code		
Bartley Blume	Roseville	Minnesota	55113		
Organization officer's name	City	State	Zip Code		
		Minnesota			
Organization officer's name	City	State	Zip Code		
		Minnesota			
Organization officer's name	City	State	Zip Code		
		Minnesota			

Location where permit will be used. If an outdoor area, describe.
St Pat's Celebration at Bent Brewstillery taproom

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

West Bend Insurance Company
Aggregate Limit \$2,000,000
Each Common \$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approval 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.

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General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Public Works	Beaudry Oil & Service	State Bid Fuel Contract Release #F-529(5)	(a)	\$ 375,000	\$ 375,000	2024 Budget
Public Works	Safety Technologies Inc.	Asphalt Rapid Router	(b)	\$ 15,000	\$ 17,840	2024 CIP
Public Works	Escape Fire Protection	Flush and Inspect Private Hydrants	(c)	\$ 23,000	\$ 24,510	2024 Budget
Parks & Recreation	Traqnology Turf Tech	Full Kubota RTV 520 GPS Painter	(d)	\$ 60,000	\$ 62,800	2024 CIP
Parks & Recreation	Midway Ford	2024 F350 4x4 - Super Cab 6.75' Box	(e)	\$ 60,000	\$ 49,750	2024 CIP

Key

- (a) This request is to purchase our fuel off of the 2024 State Fuel Contract Release F-529(5) from Beaudry Oil & Service. The City of Roseville expects to purchase approximately 117,000 gallons of fuel. The projected usage and rates are: Unleaded - 93,000 gallons at \$2.30/gal, Diesel (B20 summer blend) - 12,000 gallons at \$3.005/gal, Diesel (B5 winter blend) - 12,000 gallons at \$2.99/gal. These prices do not include taxes & fees, and diesel on-road tax.

- (b) Public Works requesting approval for the purchase of a new asphalt router from Safety Technologies Inc. per the 2024 CIP approved budget. The purchase of the new asphalt router would replace the current 2015 asphalt router. The typical replacement cycle is 7 years, and with the addition of more asphalt overlays the past ten years, the amount of crack sealing has increase which has led to higher use and wear on equipment. The new equipment will allow for less downtime due to repairs. The current 2015 asphalt router will be sold to cover the difference between the 2024 CIP budget amount and the quoted amount.

- (c) The City of Roseville has approximately 430 private hydrants that need to be flushed and inspected each year. In 2023 the City hired a private vendor to do this instead of seasonal help. In 2024 the City of Roseville is recommending going this same route as it has proved to be very efficient and they are experts at this work. Staff is recommending approving the quote from Escape Fire in the amount of \$24,510. The difference between what was in the 2024 budget and the quoute will be covered by the fees charged to property owners for the City to inspect each hydrant annually (\$70/hydrant).

- (d) This request for purchase is to replace our Komer Field Liner which was purchased in 2003. The current Kromer has outlived its useful life and is having an increased number of mechanical defects. This replacement field liner will include technology that will improve the efficiency and quality of the field lining. In addition to the GPS unit and spray attachment, this will include a Kubota RTV that will be able to serve multiple purposes for the Department. To cover the the difference between the cost of the new Kubota RTV and the budgeted 2024 CIP amount, the current field liner will be sold at auction.

- (e) This request is for the replacement of a 2016 Ford F350 Super Duty Pick-up. The current pick-up is up for replacement based on its age and condition, and is beginning to show significant wear and tear from the use of snow plowing in the winter and pulling trailers in summer. It is intended that the current pick-up will be sold at auction to recoup some of the funds being expended in the Parks 2024 CIP.



Memo

To: Michelle Pietrick, Finance Director
From: Steve Zweber, Public Works Superintendent-Streets
cc: Jesse Freihammer, Public Works Director
Date: January 24, 2024
Re: Asphalt Router

2024 Public Works Capital Improvement Fund budgeted \$15,000 for replacement of our 2015 asphalt router. The replacement cycle is 7 years. With the addition of more asphalt overlays the past ten years, the amount of crack sealing has increased, leading to higher use and wear on equipment. The new equipment will allow for less downtime due to repairs.

This skid steer mounted router is a specialty build unit manufactured by one vendor, Safety Technologies Inc. in Red Wing MN. There is a slight increase in the budgeted \$15,000

Request approval to purchase this Rapid Router unit from Safety Technologies Inc. for \$17,840.00 and sell our older unit.

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 and 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

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, a 2016. The current pick up is up for replacement based on its age and condition, and is beginning to show significant wear and tear.

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.

Location:

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Approve Resolution Awarding Contract for South McCarrons Retaining Wall Project 22-22

Background

The McCarrons Retaining Wall was originally constructed in the early 1990's. The wall has moved and is slowly failing due to a combination of poor design and poor construction methods. Based on the analysis done by the City's consultant, TKDA, there is no immediate danger of the retaining wall failing. Staff continues to monitor the wall.

The design for the replacement walls include a soil nail installation method which will minimize construction disturbances for the adjacent properties. The project was bid in 2023, with only one bid received at \$1,779,709.50, approximately 32.5% above the estimated cost of the project at the time.

City staff worked with the consultant engineer to separate the two shortest walls on South McCarrons Boulevard from the main project as Alternates 1 and 2. These walls are not failing and could be left in place at this time.

The project was re-bid on February 6, 2024, and four complete bids were received. As pricing for Alternate 1 was competitive and is close to the total project budget of \$1.2 million, staff recommends awarding the Base Bid plus Alternate 1 to Veit & Company, Inc., for a total of \$1,176,720.50. This amount is .08% lower than the Engineer's Estimate. The table below summarizes bids received:

Contractor	Base Bid	Alternate 1	Alternate 2	Base + Alternate 1
Veit & Company, Inc.	\$1,073,129.50	\$103,591.00	\$397,728.65	\$1,176,720.50
Global Specialty Contractors, Inc.	\$1,061,157.00	\$121,433.00	\$415,793.00	\$1,182,590.00
Engineering & Construction Innovations, Inc.	\$1,335,610.00	\$100,365.00	\$500,326.00	\$1,435,975.00
Urban Companies LLC	\$1,782,550.00	\$137,282.50	\$674,695.50	\$1,919,832.50
Engineer's Estimate	\$1,106,080.00	\$71,629.75	\$403,462.45	\$1,177,709.75

Policy Objectives

It is City policy to keep City-owned infrastructure in good operating condition and to keep systems operating in a safe condition.

Racial Equity Impact Summary

There should be no equity impacts associated with this project. The bidding process uses sealed bids to avoid potential biases. Bidders are required to certify meeting Equal Employment Opportunity and Human Rights requirements.

Budget Implications

The McCarrons Retaining Wall Project is proposed to be funded by Municipal State Aid (MSA) Funds per the 2024 Budget. Costs are anticipated to include \$1,176,720.50 for construction and estimated at \$200,000 for Engineering Design and Construction Inspection. Originally budgeted for \$1,200,000.00, the City's MSA account has sufficient funds for the anticipated project total of \$1,376,720.50.

Staff Recommendations

Staff recommends approval of a resolution awarding the Base Bid + Alternate 1 to Veit & Company, Inc., for the South McCarrons Retaining Wall Project 22-22.

Requested Council Action

Approve a resolution awarding the Base Bid + Alternate 1 for the South McCarrons Retaining Wall Project 22-22 in the amount of \$1,176,720.50 to Veit & Company, Inc.

Prepared by: Stephanie Smith, Assistant City Engineer

Attachments: 1. Resolution
2. Project Map

**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 12th day of February, 2024, 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 No.

**RESOLUTION AWARDING CONTRACT
FOR SOUTH MCCARRONS RETAINING WALL PROJECT 22-22**

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said bids were received on Tuesday, February 6, 2024, at 2:30 p.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

Contractor	Base Bid	Alternate 1	Alternate 2	Base + Alternate 1
Veit & Company, Inc.	\$1,073,129.50	\$103,591.00	\$397,728.65	\$1,176,720.50
Global Specialty Contractors, Inc.	\$1,061,157.00	\$121,433.00	\$415,793.00	\$1,182,590.00
Engineering & Construction Innovations, Inc.	\$1,335,610.00	\$100,365.00	\$500,326.00	\$1,435,975.00
Urban Companies LLC	\$1,782,550.00	\$137,282.50	\$674,695.50	\$1,919,832.50
<i>Engineer's Estimate</i>	<i>\$1,106,080.00</i>	<i>\$71,629.75</i>	<i>\$403,462.45</i>	<i>\$1,177,709.75</i>

WHEREAS, it appears that Veit & Company, Inc., is the lowest responsible bidder for the Base Bid plus Alternate 1 at the tabulated price of \$1,176,720.50.

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

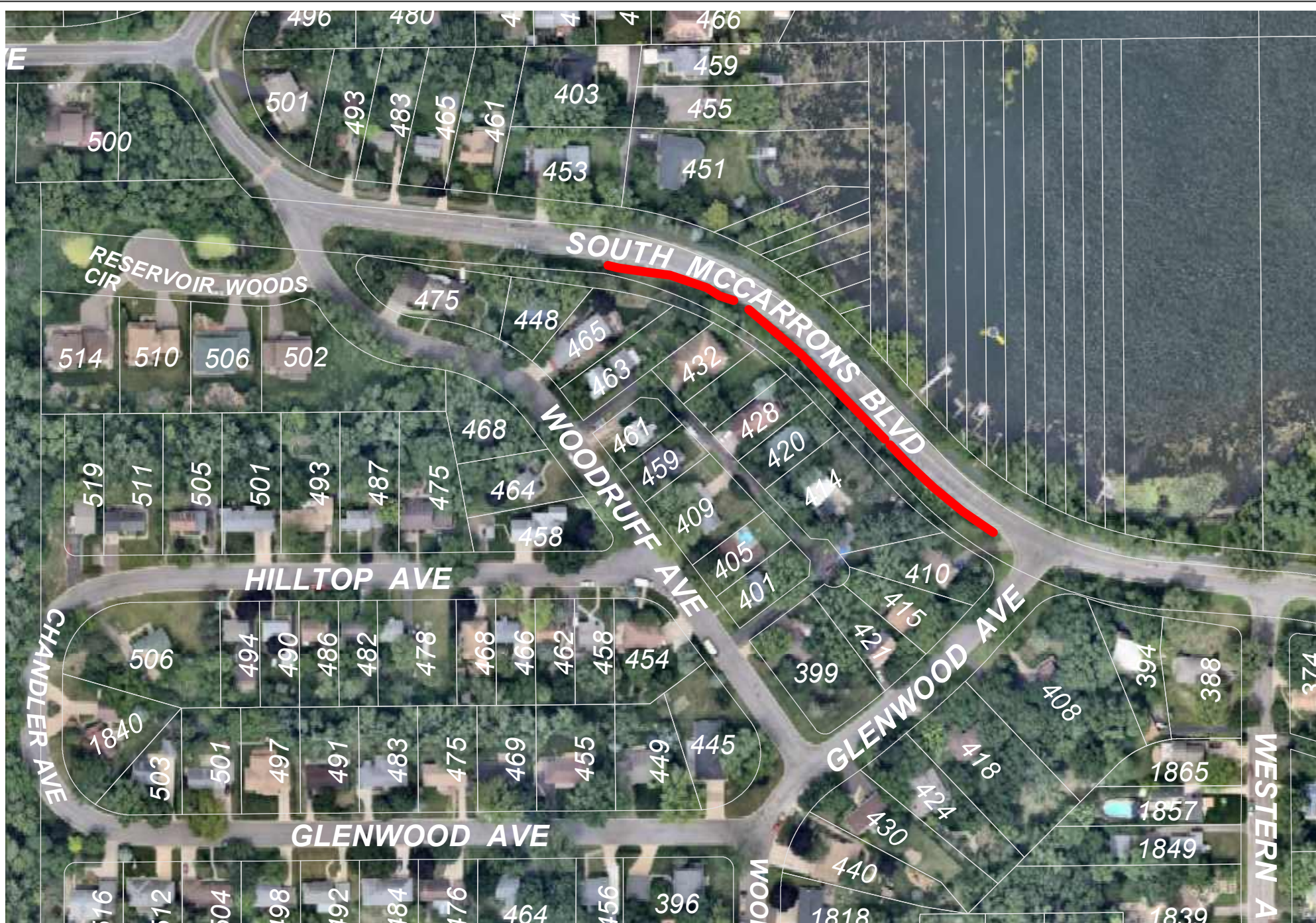
1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Veit & Company, Inc. for \$1,176,720.50 in the name of the City of Roseville for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.

21 2. The City Manager is hereby authorized and directed to return forthwith to all bidders
22 the deposits made with their bids, except the deposits of the successful bidder and the
23 next lowest bidder shall be retained until contracts have been signed.

24 BE IT FURTHER RESOLVED by the City Council of the City of Roseville, Minnesota:

25 The motion for the adoption of the foregoing resolution was duly seconded by Member , and
26 upon vote being taken thereon, the following voted in favor thereof: ; and and the following
27 voted against the same: .

28 WHEREUPON said resolution was declared duly passed and adopted.



South McCarrons Blvd Retaining Wall



Prepared by:
Engineering Department
April 29, 2022

 Wall Project

Data Sources and Contacts:
 * Ramsey County GIS Base Map (4/05/22)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2660 Civic Center Drive, Roseville MN

DISCLAIMER
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the above shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map is, or has been, accurate, complete, current, reliable, or free of errors. The City does not warrant that the data or information requiring exacting measurement of distance or direction or precision in the depiction of geographic features, if errors or omissions are found please contact 651-720-7705. The preceding disclaimer is provided pursuant to Minnesota Statutes §46.05, Subd. 21 (20) and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties arising out of the user's access or use of data provided.



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Authorize First Amendment to Food and Beverage Services Agreement with Burro Loco (Tios) Restaurant for Service at Cedarholm Community Building

Background

In April 2023, the City entered into a Professional Services Agreement with Burro Loco to provide food and beverage service at the Cedarholm Community Building using the name Tios Food and Beverage. For financial and operational reasons, Burro Loco informed us that they are unable to continue with alcohol service and some of the food service requirements in the original agreement. In an effort to ensure continuity for facility renters who have begun a relationship with Tios for catering, and provide some daily service to golfers and other community users this summer, City staff and Tios worked together to modify the agreement.

The proposed agreement (Attachment 1) includes a number of modifications:

- Tios will no longer offer beverage service at Cedarholm. This has been taken over by the City (Cedarholm staff). We are currently offering a selection of wine, beer and seltzers (in addition to non-alcoholic beverages) but we do not intend to offer full bar (hard liquor) service;
- Tios will no longer offer daily kitchen/grill service during the golf season. Instead, they will offer:
 - Fresh-made, high-quality grab-and-go items (salads, wraps, etc) which will be sold by Cedarholm staff;
 - Two evenings of grill service per week, during which Tios will provide hot food. Cedarholm staff will take orders and sell the food and Tios will prepare and serve the food;
 - Tios will continue to provide catering for events at Cedarholm as outlined in the original agreement;
 - Tios will provide food service for City special events at Cedarholm;
- Compensation terms will be adjusted: Tios' will pay the City rent of \$500 per month (previously \$750) and 6% of all sales (previously 4%);
- This proposed amendment runs through December 2024, with an option for extension by mutual agreement;

Although not what was originally planned, the proposed arrangement has a number of benefits including:

- Provides stability for building users who are currently working with Tios for event catering;
- A selection of freshly made food and beverage service for golfers and other members of the public at all times;
- Two evenings of higher-quality hot food and beverage service;
- Maximizes efficiency by utilizing City staff, who are already on site for golf operation, for some food and beverage service.

Perhaps more importantly, this amended arrangement provides an opportunity to evaluate a different model of food and beverage service than has been tried previously at Cedarholm, with the opportunity to extend or try something different after this year based on the results of this trial year. Additionally, this modified agreement could also provide some time to take a step back and take a broader look at the desired outcomes for the Cedarholm kitchen and grill.

Policy Objectives

The proposal is consistent with the city practice of providing the best possible service at the lowest cost to citizens and contracting out services where these goals can be met.

Racial Equity Impact Summary

Burro Loco, is a minority and women-owned business.

Budget Implications

The adopted 2024 Cedarholm Community Building budget anticipates \$15,000 in revenue from the kitchen/grill. With this arrangement, we anticipate being able to achieve the budgeted revenue.

It is expected that the revenue lost by reducing Tios' monthly rent (\$3,000) will be more than made up for by revenue from beverage sales.

Staff Recommendations

Authorize the Mayor and City Manager to sign the First Amendment to Food and Beverage Services Agreement (attachment 1) with Burro Loco, as outlined above.

Requested Council Action

Authorize the Mayor and City Manager to sign the First Amendment to Food and Beverage Services Agreement (attachment 1) with Burro Loco, as outlined above.

Prepared by: Matthew Johnson, Parks and Recreation Director

Attachments: 1. First Amendment to Food and Beverages Services Agreement

FIRST AMENDMENT TO FOOD AND BEVERAGES SERVICES AGREEMENT

This First Amendment to the Food and Beverages Services Agreement (this “First Amendment”) is made and entered into this 12th day of February, 2024, by and between the City of Roseville, a municipal corporation under the laws of Minnesota (the “City”) and Burro Loco Restaurant, a Minnesota corporation (the “Burro Loco”).

RECITALS:

A. The City and Burro Loco have entered into that certain Food and Beverages Services Agreement dated April 10, 2023 (the “Agreement”); and

B. Due to unanticipated challenges, lower-than anticipated profits, and the City’s desire to keep a restaurant at Cedarholm, the Parties wish to make certain amendments to the services provided, the services schedule, compensation, and term.

NOW, THEREFORE, in consideration of the above recitals, which are expressly incorporated herein, and for other good and valuable consideration, the receipt and sufficiency which is hereby acknowledged, the City and Burro Loco agree to amend the Agreement as follows:

1. The following paragraphs are amended to delete the reference to service of alcoholic beverages:
 - a. Section 1, Paragraph 2.
 - b. Section 2, Paragraphs 1, 9 and 11.
 - c. Section 9, Paragraph 3,
2. Section 2, Paragraph 2 is deleted in its entirety and replaced with the following:
 - 2, Burro Loco agrees to provide the Services according to the following schedule:
 - a. Event Catering: Year- round, per request.
 - b. Freshly made convenient food (salads, sandwiches): April 1 – October 31.
 - c. Grill Specials: May-August: Thursdays and Fridays, 4:00pm-8pm.

d. Burro Loco will provide freshly made salads, wraps, and sandwiches that can be wrapped and labeled for sale according to Ramsey County Food licensing. Food products will be expected to be well stocked with a variety of options.

e. Burro Loco will provide options for grill specials on Thursday and Friday evenings. A limited menu of grill items will be available for customer purchase. Burro Loco staff will communicate menu with City staff at least 2 weeks prior to grill special. Burro Loco will provide all smallware, compostable containers, and condiments for services.

f. Burro Loco will select menu items and reasonably price food items to industry standard.

Any derivation from this schedule must be approved, in writing, by the City at least two weeks prior to the schedule change.

3. Section 3 of the Agreement is amended to add the following Paragraphs:

10. The City agrees to sell freshly made convenient options as well as grill specials, prepared by Burro Loco, using the City-managed Point of Sale system.

11. The City will promote services offered by Burro Loco including catering services, fresh convenient foods, and grill specials.

12. The City will provide regular and annual maintenance and repair to the bar equipment in accordance with the manufacturers' recommendations.

13. The City will be responsible for the maintenance and lease of the CO2 equipment including the fountain soda machine.

4. Section 5, Paragraphs 1 and 2 are deleted in their entirety and replaced with the following:

1. Burro Loco agrees to pay to the city \$500.00 per month in rental payments (the "Rental Payments") for the use of Cedarholm facilities.

2. Burro Loco agrees to pay to the City 6% of all net sales at Cedarholm (the "Net Sales Payments").

5. Section 5, Paragraph 3, Letter c is deleted in its entirety and replaced with the following:

c. Net Sales Payments will be due one month after the final day they are collected (ex. – Net sales collected for the Month of May will be due on July 1st). Net Sales Payments owing for months during the term of this Agreement will remain due to the City even after the termination of this Agreement.

6. Section 5 is amended to add Paragraph 6 which will read as follows:

6. The City agrees to pay Burro Loco for all net sales of Food Service items sold, which are prepared by Burro Loco minus any credit card fees and a 6% net sales.

7. Section 7, Paragraph 1 is deleted in its entirety and replaced with the following:

This Agreement is effective April 1, 2023 through December 31, 2024. This Agreement may be extended for an additional one-year period upon mutual written agreement of the parties by October 1, 2024.

If the Agreement is not extended, Burro Loco will remain responsible for providing services for any event that has been booked prior to the termination of the agreement.

8. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the City and Burro Loco have executed this First Amendment to the Food and Beverage Services Agreement as of the date first written above.

CITY OF ROSEVILLE

By: _____
Daniel Roe
Its: Mayor

By: _____
Patrick Trudgeon
Its: City Manager

BURRO LCOC

By: _____

Its: _____

**FOOD AND BEVERAGE SERVICES
AGREEMENT BETWEEN
City of Roseville and Burro Loco Restaurant**

THIS AGREEMENT, made and entered into this tenth day of April, 2023, by and between the City of Roseville a municipal corporation, hereinafter referred to as (“City”) and Burro Loco LLC, a Minnesota limited liability company, hereinafter referred to as (“Burro Loco”).

SECTION 1 - PURPOSE

1. The City owns and operates the Cedarholm Community Building and Golf Course (“Cedarholm”).
2. The City desires to contract with a food and beverage provider to provide such services, including catering and alcohol services.
3. The City desires to designate Burro Loco as the exclusive food and beverage provider at Cedarholm during the term of this contract. The City does reserve the right to use or allow another food and beverage service provider in the event of default occurring under this agreement or upon termination of this agreement.

SECTION 2- DUTIES AND RESPONSIBILITIES OF BURRO LOCO

1. Burro Loco agrees to provide food and beverage services, catering, and alcohol services for Cedarholm, (“the Services”) including provision of adequate staff, supplies, and appropriate licensing.
2. Burro Loco agrees to provide the Services according to the following schedule:
 - a. May 1- August 31: 11am-9pm.
 - b. March 1- April 30 & September 1- October 31: 11am-7pm.
 - c. November 1- February 28- as needed for events and the golf season.

Any derivation from this schedule must be approved, in writing, by the City at least two weeks prior to the schedule change.

3. Burro Loco agrees to obtain, maintain, and to periodically provide the City with a copy of the current licensure by the State of Minnesota and the City for service of food and alcohol during the term of this Agreement. Burro Loco agrees to meet all local/state/federal health regulations, codes, rules, and laws concerning Restaurant and Alcohol service.
4. Burro Loco accepts full and exclusive liability for all employees, servers, agents, and others it directs and controls to perform the Services and shall pay all applicable Social Security withholding taxes, unemployment, workers’ compensation, contributions of insurance, and any required employee benefits.

5. Burro Loco is responsible for the recruitment, training, employment, performance, and compensation of its staff, all of whom shall perform their services in a manner consistent with City policies and applicable ordinances. Burro Loco's employees will maintain a consistently high level of service and appearance. Burro Loco will provide enough qualified management and non-management employees to perform the Services, including an on-site manager.

6. Burro Loco will supply Services of good quality, on a timely basis, and with appropriate products in accordance with the terms of this Agreement. Products served are equivalent to the industry standard with respect to service, personnel, management, products, menus, pricing, and all other aspects of similarly situated restaurant and catering services. Burro Loco agrees to charge fair, reasonable, and not unjustly discriminatory prices for all food and other related products.

7. Burro Loco agrees to provide catering for events held at Cederholm and will have the right of first refusal to cater said events. Customers who wish to use an outside catering service may pay an outside catering fee to the City of \$100 for official City Affiliated Groups, \$150 for public groups of 50 or fewer guests, and \$250 for public groups of greater than 50 guests. The following events are excluded from catering services requirements and may opt-out with no additional fee:

- a. Events that do not include a meal (e.g. doughnuts, cookies and coffee).
- b. Specialty desserts such as wedding cakes.
- c. Up to 25 City run events per year.
- d. Up to 5 events per year if Burro Loco cannot accommodate religious, cultural or dietary restrictions.

It is the City's desire to work with Burro Loco to cater City events. However, the City may opt out of Burro Loco catering, for any reason, for these 25 events.

1. Burro Loco agrees that the menu attached as Exhibit A, and the catering menu attached as Exhibit B, are the intended operating menus and prices. Any significant deviation or price increases of more than 10% must be approved, in writing, by the City.

2. Burro Loco will be the sole provider of alcoholic beverages at Cedarholm, including providing full bars upon request at catered events. Alcohol service shall include, at minimum, four separate beer options and two wine options.

3. Burro Loco agrees to provide all smallware and compostable containers needed to provide the Services.

4. Burro Loco is responsible for daily janitorial services of the kitchen, dining room and patio and cleaning of the Community Room following any catered events. Burro Loco will provide regular and annual service maintenance and repair to the kitchen and bar equipment in accordance with the manufacturers' recommendations.

5. Burro Loco will maintain the facilities so that they remain in the same condition as they were on the date of this Agreement up to and including the termination of this Agreement.

6. Burro Loco agrees to open and close the building as needed if City staff are unavailable to do so.

7. Burro Loco may reprint and use the City of Roseville or the Cedarholm Golf Course Logo with written permission from the City.

8. Burro Loco agrees that the City or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, have the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of Burro Loco and invoice transactions relating to this Agreement.

SECTION 3 - CITY'S DUTIES AND RESPONSIBILITIES

1. The City agrees to maintain the building and grounds in a high-quality condition, excluding maintenance designated to Burro Loco per this Agreement.

2. The City will schedule and update bookings within Cedarholm.

3. The City agrees to provide necessary tables, chairs, and other furniture and maintain them in acceptable condition.

4. The City agrees to work with Burro Loco representatives and clients to determine set-up and details surrounding each catered event.

5. The City will provide Burro Loco access to the Kitchen and Grill area of Cedarholm as needed for provision of the Services, prep time, food and beverage storage, cleaning, and maintenance. The Kitchen and Grill layout is provided "as is". Any alterations to the layout must be agreed to, in writing, by both the City and Burro Loco.

6. The City will provide Burro Loco staff with access to the City's public wifi network.

7. The City will provide Burro Loco the option of a phone line at the cost of \$25 per month.

8. The City will provide facility access and parking to Burro Loco personnel, including snow removal from parking lot and sidewalks.

9. The City will grant Burro Loco permission to display limited pre- approved signage on site. All signage must be approved, in writing.

SECTION 4 - JOINT RESPONSIBILITIES

The City and Burro Loco are jointly responsible for the following:

1. The City has the right to inspect the kitchen, grill, and dining room, without notice, at any time. The inspection will be conducted in a manner to avoid disruption to the Services. Burro Loco agrees to allow designated City staff to perform inspections as requested.

2. At the time a reservation for a catered event is made, a Burro Loco representative will document the details of services required and charges for services. City staff will document rental agreements.
3. Burro Loco and City Staff shall schedule reoccurring monthly conversations to evaluate Burro Loco's performance of Services.
4. Annual Review. In addition to monthly meetings, following the anniversary date of each year of this Agreement, the City shall have the right to conduct a review of the performance of Services performed under this Agreement. Burro Loco agrees to cooperate in such review and to provide such information as the City may reasonably request.

SECTION 5 – COMPENSATION

1. Burro Loco agrees to pay to the City \$750 per month in rental payments (the "Rental Payments") for the use of Cedarholm facilities.
2. Burro Loco Agrees to pay the to City 4% of all net sales at Cedarholm (the "net sales payments").
3. Burro Loco agrees to follow accounting procedures as listed below:
 - a. Burro Loco agrees to pay the City Net Sales Payments based on the final billing for each month, including revenue for any catering event held at Cedarholm. Net sales documentation must accompany payment.
 - b. Rental Payments and Net Sales Payments will be due on the first day of the month.
 - c. Net Sales Payments will be due one month after the final day they are collected (ex.- Net sales collected for the month of May will be due on July 1st). Net Sales Payments owing for months during the term of this Agreement will remain due to the City even after the termination of this Agreement.
 - d. The City will implement a 5% late fee for any Rental Payments that are not provided by the 5th day of any month.
4. A City representative will collect all fees from the customers that apply to room rental, damage deposit, equipment rental, or other fees payable.
5. Facility rentals by Burro Loco:
 - a. Burro Loco will be permitted to book 3 events per year (based on room availability) at no additional cost.
 - b. By request, Burro Loco will be permitted access to rental space at no cost if no events are booked 7 days prior to the request.

- c. Burro Loco will be permitted to book events (based on room availability) at the Roseville resident rate between one-month and one-week prior to the event.
- d. The City and Burro Loco will work together to establish a system that allows Burro Loco to see room availability, but all final booking must be made through the Cedarholm Recreation Supervisor.

SECTION 7- TERM, TERMINATION, DEFAULT

1. This Agreement is effective April 10, 2023 through December 31, 2026. This Agreement may be extended for an additional two-year period upon mutual written agreement of the Parties. If the Agreement is not extended, Burro Loco will remain responsible for providing services to rentals booked at Cedarholm for which they had committed to at the time of the Agreement expiration, but which events take place after the Agreement expiration. At the discretion of City staff, Burro Loco will remain responsible for providing service to the rentals booked at the City facilities for which they had committed at the time of the written notification of termination.
2. Any events that were booked prior to the date of this Agreement, even if such event occurs after the date of this Agreement, is outside the scope of this Agreement unless the parties agree otherwise.
3. If Burro Loco fails to perform cleaning, maintenance, or repair services in accordance with this Agreement, the City shall provide written notice that details the deficiencies to Burro Loco. If Burro Loco fails to respond or otherwise cure the deficiencies within 10 days of the written notice, the City may, but is not obligated to, cure the stated deficiencies. The City will send an invoice to Burro Loco for all costs associated with curing any noticed deficiencies. In the event that a deficiency presents a hazard to the health, safety, and/or wellbeing of Cedarholm guests, Burro Loco staff, or City Staff, the City retains the right to cure the deficiency immediately without notice.
4. If Burro Loco fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Default shall also occur immediately upon the filing of any petition in Bankruptcy, assignment for the benefit of creditors, or imposition of receivership upon Burro Loco.
5. The City may terminate this Agreement at any time for any reason provided that it gives at least thirty (30) days' written notice of termination or longer as the City determines in its sole discretion. Prior to the date of termination, Burro Loco will continue to provide Services under this Agreement and make Rent Payments and Net Sales Payments as required by this Agreement. Burro Loco may terminate this agreement for breach of this Agreement after providing the city notice of breach and a reasonable opportunity to cure but in no event shall such opportunity be shorter than thirty (30) days. If the City fails to cure within thirty (30) days, Burro Loco must provide notice of termination which will be effective no less than 180 days from issuance of the notice. Prior to the date of termination, Burro Loco will continue to perform the Services and make Rent Payments and Net Sales Payments as required by this Agreement.

SECTION 8 – INDEMNITY

Burro Loco agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any negligent or wrongful act or omission of Burro Loco, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Services. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

SECTION 9 – INSURANCE

Prior to starting the Work and during the full term of this Agreement, the Burrow Loco must procure and maintain insurance, at Contractor's expense, as follows:

1. Workers Compensation insurance in accordance with Minnesota law;
2. General Liability Coverage against claims for bodily injury, death, or property damage arising out of Contractor's performance of duties under this Agreement;
3. Liquor liability insurance;
4. Coverage shall be sufficiently broad to cover to all duties and obligations undertaken by Burro Loco in this Agreement including duties related to indemnification;
5. Insurance must be on an "occurrence" basis, and, other than Workers Compensation, the limits of such policies must be no less than \$1,000,000 per occurrence and \$1,500,000 aggregate.
6. Policies must be held by insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing.
7. Burro Loco must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, Burro Loco's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Services. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Burro Loco has complied with all insurance requirements.

SECTION 11- MISCELLANEOUS

1. Data Practices. All data collected, created, received, maintained, or disseminated for any purposes by the activities of Burro Loco because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.
2. Audit Disclosure. In accordance with Minnesota Statutes, section 16C.05, subdivision 5, Burro Loco's books, records, documents and accounting procedures and practices relevant to this Agreement are subject to examination by the City and the Minnesota State Auditor for a minimum of six years from the expiration date of this Agreement.

3. Assignment or Subcontracting. Burro Loco shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City.

4. Independent Contractor. Services provided pursuant to this Agreement shall be provided by Burro Loco as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Burro Loco, or any other person engaged by Burro Loco in the performance of the Services, shall not be considered employees of the City. Burro Loco its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

5. Representatives and Notices: The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: [NAME, TITLE]

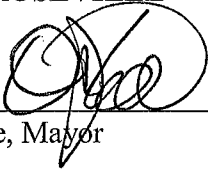
To Contractor:

Attn: _____

6. Entire Agreement. The entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

IN WITNESS WHEREOF, the parties have executed this Agreement that day and year first above written.

CITY OF ROSEVILLE

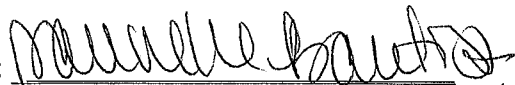
By: 
Dan Roe, Mayor

Date: A-10-23

By: 
Patrick Trudgeon, City Manager

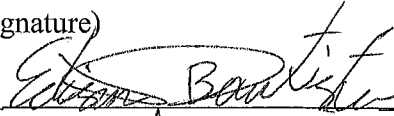
Date: 4-10-23

BURRO LOCO RESTAURANT

By: 
Print Name: Danielle Bautista

Its: _____

Date: 5-06-23

(2nd Signature)
By: 

Print Name: Edison Bautista

Its: _____

Date: 5-06-23

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve Agreement with J&M Display for Fireworks for June 29, 2024 Party in the Park

Background

Each year, the city has full daylong community celebration takes place in Roseville Central Park. It is a time for the entire community to come together, celebrate community, have fun and engage with one another. The day culminates with a fireworks display that entertains more than 20,000 people.

Although fireworks have traditionally occurred on July 4, this year's event will be held on Saturday, June 29 to better support the public safety needs of the event, and to encourage more Roseville residents' participation. This year, the Saturday, June 29 celebration will include the 5k run, Porsche car show, a golf tournament, inflatables in the park, a variety of musical acts, and conclude with a fireworks display over Lake Bennet.

Enclosed is a proposed agreement with J & M Display, Inc. to provide the fireworks display. This agreement has been reviewed by the City Attorney.

Policy Objectives

To provide a safe and enjoyable community gathering event for Roseville.

Racial Equity Impact Summary

There is no immediately identified equity impact. The Party in the Park is a free event that is open to all Roseville residents.

Budget Implications

The 2024 Parks and Recreation adopted budget amount for the fireworks display is \$17,000. The actual proposed agreement is for \$18,000. The additional \$1,000 will be funded through community donations.

Staff Recommendations

Based on the policy objective, previous conversations with the council about this event, and a high level of interest and participation in this event, staff recommends approval of the attached agreement.

Requested Council Action

Based on the policy objective and a high level of interest and participation in this event, staff recommends approval of the attached agreement.

Prepared by:

Attachments: 1. Agreement for Fireworks with J&M Displays

**CITY OF ROSEVILLE
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is made on the 12 day of February, 2024, between the City of Roseville, a Minnesota municipal corporation (the “City”), and J & M Displays, Inc, a corporation organized under the laws of the state of Iowa (the “Contractor”, each a “Party” and together the “Parties”).

1. Scope of Work. The Contractor agrees to provide the professional services described in **Exhibit A** (“Work”) which is attached to this Agreement and incorporated by this reference. All Work provided by Contractor under this Agreement shall be provided in a manner consistent with or better than the level of care and skill ordinarily exercised by experienced professionals currently providing similar services.

2. Duties of the City. The City agrees to furnish, at its cost, to the Contractor, the necessary space, as has been agreed upon by the Parties prior to the signing of this Agreement, space for the proper presentation of the fireworks display and Police protection, to provide the necessary perimeters for restricting the public from gaining access to the Display Site.

3. Term and Termination. The Work will be performed on June 29, 2024, weather permitting. In the event of a cancellation due to weather, the Parties agree that the Display will be reschedule to a mutually agreed upon date within twelve (12) months and six (6) days.

4. Compensation for Work. The City agrees to compensate Contractor in the amount of \$18,000.00 for the Work. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City.

5. Method of Payment. City shall pay compensation to Contractor within fourteen (14) days of the Display in the same manner as other claims made to the City.

6. Representatives and Notices: The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: [NAME, TITLE]

To Contractor:

J&M Displays, Inc.
9405 River Road SE, Clear Lake, MN 55319
Attn: Mark C. Hanson

7. Assignment or Subcontracting. Contractor shall not assign or enter into subcontracts for services provided under this Agreement.

8. Independent Contractor. All Work provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of the Work pursuant to this Agreement, shall not be considered employees of the City. Contractor, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

9. [reserved]

10. Compliance with Laws and Regulations. The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work, including but not limited to any conditions imposed upon a permit issued by the City of Roseville Fire Marshall.

11. Non-Discrimination. During the performance of this Agreement, the Contractor shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements in all of its subcontracts for Work done under this Agreement and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

12. Data Practices Act Compliance. Contractor acknowledges that all data provided, produced, or obtained under this Agreement shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"), and that with regard to such data Contractor must comply with the Act as if it were a government entity. Contractor will immediately report to the City any requests from third Parties for information relating to this Agreement.

13. Audit Disclosure. Under Minn. Stat. § 16C.05, subd. 5, Contractor's books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Agreement.

14. Indemnification. The Contractor agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any act or omission of the Contractor, its officers, agents, employees, contractors and/or subcontractors, pertaining to the

performance or failure to perform the Work. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

15. Insurance. Prior to starting the Work and during the full term of this Agreement, the Contractor shall procure and maintain, at Contractor's expense, as follows:

- a. Workers Compensation insurance for all employees performing Work under this agreement in accordance with Minnesota law. The Contractor shall also provide Employer's Liability Insurance with minimum limits as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

If Minnesota Statutes, Section 176.041 exempts the Contractor from Workers' Compensation insurance, the Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes the Contractor from the Minnesota Workers' Compensation requirements.

- b. Commercial General Liability Insurance: The Contractor is required to maintain Commercial General Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage, which may arise from operations under the contract. This policy shall have no coverages removed by endorsement. Insurance minimum limits are as follows:

- \$4,000,000 – per occurrence
- \$5,000,000 – annual aggregate
- \$5,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability
- Pyrotechnics

The City, including its elected and appointed officials, employees, and agents, must be endorsed as an Additional Insured using ISO Form CG 20 10 or equivalent for Ongoing Operations and ISO Form CG 20 37 or equivalent for Products/Completed Operations.

- c. Business Automobile Liability Insurance.

The Contractor is required to maintain Business Automobile Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage resulting from the ownership, operation, maintenance or use of all autos which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$1,000,000 – per occurrence Combined Single Limit for Bodily Injury and Property Damage
- The following coverages shall be included: Owned, Hired, and Non-owned Automobiles.

d. Additional Insurance conditions:

- The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under the contract.
- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the contract.
- All insurance shall be provided on an occurrence basis and not on a claims-made basis, except professional liability insurance or other coverage not reasonably available on an occurrence basis; provided that all such claims-made coverage is subject to the approval of the City Attorney.
- Any insurance limits in excess of the minimum limits shall be available to the City.
- All policies, except professional liability, shall be endorsed with a waiver of subrogation in favor of the City, including its elected and appointed officials, employees, and agents for losses arising from activities under the contract.
- Deductibles and self-insured retentions must be declared to and approved by the City. The City may require the Contractor to provide proof of ability to pay losses and related expenses within the deductible and retention.
- The Contractor is required to submit a Certificates of Insurance acceptable to the City as evidence of the required insurance coverage requirements.
- The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.
- The Contractor is responsible to review and ensure all subcontractors comply with the insurance provisions contained herein and said insurance is maintained as specified.
- If the City authorizes the Contractor to be self-insured, a Certificate of Self-Insurance must be attached.

- The Contractor shall obtain insurance policies from insurance companies having an “AM BEST” rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by the City.
- The City reserves the right to immediately terminate the contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Contractor.
- All insurance policies must be open to inspection by the City, and copies of policies must be submitted to the City’s authorized representative upon written request.
- The City’s failure to approve or disapprove the Contractor’s policies or certificates shall not relieve the Contractor of full responsibility to maintain the required insurance.
- If the coverage period shown on the Contractor's current certificate of insurance ends during the duration of the project, the Contractor must, prior to the end of the coverage period, obtain a new certificate of insurance showing that coverage has been extended.
- No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the Contractor under the contract.
- Contractor must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Contractor’s insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Contractor’s Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Contractor has complied with all insurance requirements.

16. Ownership of Documents. All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (the “Information”) shall become the property of the City, but the Contractor may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Contractor for such use. The Contractor shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

17. Conflicts. No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

18. Waiver. Any waiver by either Party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either Parties’ ability to enforce a subsequent breach.

19. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the Parties waive any objections to jurisdiction.

20. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

21. Severability. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

22. Entire Agreement. Unless stated otherwise in this, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

(The remainder of this page has intentionally been left blank.)

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

[CONSULTANT]

By: _____
Mayor

By: Mark C. Hanson
Its: General Manager MN region

By: _____
City Manager

By: _____
Its: _____

EXHIBIT A

WORK

The Contractor shall perform the following Work at Roseville Central Park, 2540 Lexington Avenue North, Roseville, Minnesota:

- Safety: Contractor will abide by all safety standards as required by the City and as established by the American Pyrotechnic Association and the State of Minnesota. Contractor will supply all necessary safety equipment for all employees performing Work including but not limited to fire extinguishers, hearing plugs, hard hats, eye goggles, cotton coverings, and First Aid supplies.
- Shell inventory: Prior to the Display, the Contractor must furnish the City with a shell inventory form outlining the specific quantities and sizes of each shell type that have been brought to the site. The Contractor must comply with the City requests to verify the sizes and counts of shells brought by the contractor. Following the Display, the Contractor will conduct a shell count and any unused shells shall be disclosed to the City. The City shall be entitled to the shell-value either as a reduction in payment or credit towards a future display, but the actual firework(s) in question shall remain in the sole custody and control of the Contractor.
- Post-display cleanup: Following the Display, contractor will survey the Display Site for paper, garbage and other debris left from the Display or employees of Contractor.
- Contractor shall obtain a permit from the City of Roseville Fire Marshall and will comply with all permit requirements.

EXHIBIT B
COMPENSATION

** Must include list of reimbursable expenses or statement that no expenses are eligible for reimbursement.



Breakdown of Assortment Shells for: City Of Roseville

3" Assortment H of 20 different J&M shells ELECTRIC FIRE

Name	Rising Effect
Aqua and magenta	Gold tail
Blue and Flower wave	Gold tail
Blue crackling peony	Crackling tail
Blue to red peony with silver crown ring	Silver tail
Brocade crown ring with silver strobe pistil	Crackle tail
Brocade crown to lemon and pink	Gold tail
Half blue half lime	Silver tail
Half green ring half silver crown	Silver tail
Half orange half aqua	Silver tail
Half pink half sea blue peony	Silver tail
Half yellow half red peony	Silver tail
Lime peony with silver crown ring	Silver tail
Mix green and silver peony	Silver tail
Multi color peony	Silver tail
Orange and Flower wave	Gold tail
Purple and Flower wave	Gold tail
Purple crackling peony	Crackling tail
Purple chrys with flower wave ring	Silver tail
Red and Flower wave	Gold tail
Red chrys with flower wave ring	Gold tail

4" Assortment B of 20 different J&M Brand shells ELECTRIC FIRE

Name	Rising Effect
Blue peony with white crossette ring	Silver tail
Blue to crackling flower	Crackling tail
Chrys to purple with ring of lemon with wave	
Glittering lemon coconut	
Golden wave to orange with sea blue pistils	Silver tail
Green crackling dahlia	Crackling tail
Half aqua and half orange with silver crown ring	Silver tail
Multicolor dahlia with white strobe pistil	Silver tail
Orange peony with aqua pistil	Silver tail
Orange to gold willow	Glitter tail
Orange with wave pistils	Silver tail
Purple to yellow peony	Gold tail
Red and green go getters	Red tail
Red crackling dahlia	Crackling tail
Red peony with red to silver to crackling ring	Crackling tail
Red strobe coconut	Gold tail
Red to brocade	Red tail
Silver wave to blue and green	Silver tail
Silver wave to green	Silver tail
White strobe with pink pistil	Silver tail

3" Assortment T of 20 different J&M Brand Shells ELECTRIC FIRE

Name	Rising Effect
Blue peony with white strobe pistil	silver tail
Brocade willow to white flashing	gold tail
Cracker Chrysanthemum	crackling
Crackling Nishiki Kamuro	crackling
Flower Crown Chrysanthemum	gold tail
Green cymas	gold tail
Green Flower wave ring with purple pistil	gold tail
Green peony with white strobe pistil	silver tail
Kamuro with green ring	gold tail
Lemon cymas	gold tail
Lemon peony with white strobe pistil	silver tail
Light sea blue peony with white strobe pistil	silver tail
Orange crossette	gold tail
Orange peony with white strobe pistil	silver tail
Pink peony with white strobe pistil	silver tail
Purple peony with white strobe pistil	silver tail
Red crackling coconut	gold tail
Red peony with white strobe pistil	silver tail
Silver crossette	silver tail
Silver willow	silver tail

4" Assortment K Of 20 different J&M Brand shells ELECTRIC FIRE

Name	Rising Effect
Blue Dahlia silver tail	
Brocade Crown	
Green coconut	
Eight Chrys.(Kaleidoscope)	
Flower Wave to Green	
Glitter crossette	silver tail
Gold Willow	
Grass Green Peony with crackling pistil	silver tail
Green and Purple Peony	silver tail
Lemon Peony	silver tail
Lemon to Orange Peony	silver tail
Midnight Snow Ring with Double Color Peony	
Multi color chrysanthemum	silver tail
Orange Wave	
Pink Champagne to Violet	
Purple Peony with silver palm pistil	silver tail
Purple Wave with Green Pistil	
Red Flower Wave Ring with Yellow Pistil	
Red to Green Ring with Time Rain Pistil	
Yellow Wave	



Breakdown of Assortment Shells for: City Of Roseville

4" Assortment L of 20 different J&M Brand Shells ELECTRIC FIRE

Name	Rising Effect
Blue Pink and Lemon Mixed color cymas	Silver tail
Brocade crown willow	Gold tail
Color Bees	Gold tail
Color dahlia	Gold tail
Double ring with crackling pistils	
Flower Wave	Gold tail
Glittering crossette	Gold tail
Gold wave to purple	Gold tail
Green wave with red pistils	Gold tail
Lemon to Brocade willow ring	
Light sea blue Orange and Purple Mixed color cymas	Silver tail
Orange strobe	
Purple meteor	Gold tail
Purple peony with brocade ring	Gold tail
Red to Silver ring w Blue saturn pistil	
Silver Crown	Silver tail
Time rain crown	Gold tail
Water color peony with purple pistil	Gold tail
White Strobe with red ring	Silver tail
Willow to blue to red	Gold tail

5" Assortment A of 15 Patriotic J&M shells ELECTRIC FIRE

Name	Rising Effect
Red chrys to time rain with time rain pistil and coconut	
White wave to red white wave to blue rings	
Twitter glitter to blue	
Midnight snow with blue pistil	
Gold willow to white	
Gold glitter to red	
Blue crossettes	
Chrysanthemum with blue star with crackling pistil	
Multicolor Coconut	
Midnight snow with red strobing pistil	
Blue to silver peony with red pistil	
Red and silver cascade mixed crossette	
Blue and silver rings with red pistil	
Blue peony with brocade pistil and red coconut	
Blue to brocade palm ring with chrysanthemum pistil	

5" Assortment K of 15 different J&M Brand shells (low fallout) ELECTRIC FIRE

Name	Rising Effect
Blue peony with gold palm pistil	gold tail
Blue to silver chrysanthemum w/gold palm pistil	gold tail
Gold peony w/ blue pistil	gold tail
Golden wave to Green chrysanthemum	gold tail
Golden wave to purple to gold	gold tail
Half Green Half Yellow peony w/silver palm pistil	silver tail
Half Purple Half gold chrys w/gold wave ring	silver tail
Purple to green w/silver pistil	silver tail
Red & Silver chrysanthemum	silver tail
Red Gamboge to Green to Blue w/gold strobe pistil	gold tail
Red Gamboge to Purple to Silver chrysanthemum	silver tail
Red peony w/gold pistil	silver tail
Red to Green to Silver peony	silver tail
Red to Yellow peony	silver tail
Variegated chrysanthemum w/gold palm pistil	gold tail

4" Assortment T of 20 different J&M Brand Shells ELECTRIC FIRE

Name	Rising Effect
Blue peony w/white strobe pistil	silver tail
Brocade willow to white flashing	Gold tail
Cracker Chrys	crackling
Crackling Nishiki Kamuro w/crackling tail	crackling
Flower Crown Chrysanthemum	Gold tail
Green cymas	Gold tail
Green Flower wave ring w/purple saturn pistil	Gold tail
Green peony w/white strobe pistil	silver tail
Kamuro w/ Green ring	Gold tail
Lemon cymas	Gold tail
Lemon peony w/white strobe pistil	silver tail
Light sea blue peony w/white strobe pistil	silver tail
Orange Crossette	Gold tail
Orange peony w/white strobe pistil	silver tail
Pink peony w/white strobe pistil	silver tail
Purple peony w/white strobe pistil	silver tail
Red crackling coconut	Gold tail
Red peony w/white strobe pistil	silver tail
Silver crossette	silver tail
Silver Willow	silver tail

5" Assortment H of 15 different J&M Brand Shells ELECTRIC FIRE

Name	Rising Effect
Brocade chrysanthemum to red strobe	gold tail
Brocade Crown with silver strobe pistil	silver tail
Crown to glittering	gold tail
Golden wave to blue to gold chrysanthemum	gold tail
Golden wave to green w/ crackling pistil	gold tail
Half blue chry half red chry w/ brocade ring	silver tail
Half Golden wave to purple Half Yellow Spiderweb	gold tail
Pink Blue & Lemon dahlia	gold tail
Purple & Green peony w/ gold palm core	gold tail
Purple Spiderweb w/ purple pistil	gold tail
Purple to Brocade crown	gold tail
Red gamboge to blue chrys w/ Red spiderweb ring	silver tail
Red Spiderweb	gold tail
Silver Spiderweb w/green ring	silver tail
Silver strobe willow w/ Green strobe pistil	silver tail



Breakdown of Assortment Shells for: City Of Roseville

5" Assortment L of 15 different J&M Brand shells ELECTRIC FIRE

Name	Rising Effect
Blue and Lemon Peony	
Brocade to Time rain with time rain pistil	
Gold Glitter To Green w/Purple Pistil	
Gold Willow w/Brocade Pistil	
Lemon Dahlia	
Midnight Snow with Green Pistil	
Multi Color Coconut	
Golden wave to green meteor with crackling pistil	
Peachy Peony with Purple Pistil	
Pink to Violet	
Purple to Green Strobe	
Sea Blue Peony w/orange glitter pistil	
Cycas to multicolor flowers	
Red Green Blue coconut crossette	
Silver time rain willow	
Brocade to Time rain with time rain pistil	
Dragonhead assortment # 2	
Flowerking Assortment B of 18 shells	
Sea Blue Peony with Orange Glitter Pistil	
Three Time Time Rain with Palm Pistil	
Three Time Time Rain with Palm Pistil	
Blue and Red strobe with Green Glitter Pistil	
Green Flower Wave Ring with Purple Pistil	
Dragonhead assortment # 2	

5" Assortment T of 15 different J&M Brand Shells ELECTRIC FIRE

Name	Rising Effect
Blue peony with white strobe pistil	Silver tail
Brocade willow to white flashing	Gold tail
Cracker chrysanthemum with crackling pistil	Gold tail
Crackling Nishiki Kamuro	Crackling
Flower Crown Chrysanthemum	Gold tail
Green Flower wave ring with purple saturn pistil	Gold tail
Kamuro with green ring	Gold tail
Mix Green and Purple peony with white strobe pistil	Silver tail
Mix Lemon and Light sea Blue Peony w/white strobe pistil	Silver tail
Mix Orange and Purple peony with white strobe pistil	Silver tail
Multi-color cycas	Gold tail
Orange Crossette	Silver tail
Red peony with white strobe pistil	Silver tail
Silver crossette	Silver tail
Silver willow	Silver tail
Brocade butterfly ring - Alternating Magenta / Lemon stars ring w	

6" Assortment B of 9 different J&M brand shells ELECTRIC FIRE

Name	Rising Effect
Chrysanthemum to time rain pistil and coconut pistil	glitter tail
Flower crown with blue green glitter pistil	silver tail
Magenta and Lemon Peony	gold tail
Red strobe with blue moving stars	rising whistle
Sea blue with orange strobe pistil	silver tail
Silver glitter willow with blue pistil	rising flowers
Stained Glass w/crackle Pistil	
Twitter Glitter to Purple to Lemon W/green Strobe Pistil	silver tail
Yellow Peony w/red pistil	crackling tail

5" Assortment M of 15 different J&M Brand shells ELECTRIC FIRE

Name	Rising Effect
Aqua and Orange chrysanthemum with Flower crown crossette ring	
Aqua peony with Brocade crown ring to red strobe ring	
Big purple red sizzling	gold tail
Blue Lemon Magenta crossettes	gold tail
Blue chrysanthemums glittering pistil kaleidoscope	gold tail
Brocade crown silver fly dragon	gold tail
Crackling brocade crown bowtie ring	gold tail
Gold Titanium willow with crackling willow waterfall pistil	gold tail
Golden silk crackling chrysanthemums	gold tail
Green and Blue chrysanthemums with silver palm to crossette	silver tail
Green to Golden to Purple peony	gold tail
Lemon and Purple peony with Golden willow horsetail pistil	
Red and Yellow dahlia with white strobe	gold tail
Red strobe coconut with blue pistil	gold tail
Silver coconut to thousands of brocade crown	silver tail

6" Assortment A of 9 different Patriotic shells ELECTRIC FIRE

Name	Rising Effect
Brocade to red to blue	
Blue to white with red pistil	
Red chrysanthemum with silver coconut pistil	
Gold crown with red coconut crossette	
Brocade with blue dahlia pistil	
Gold glitter chrysanthemum to blue	
Red with delayed crackling pistil	
Twitter glitter to red with 8 angles	
Twitter glitter To blue with red strobe pistil	



J&M Displays Proposal for: City Of Roseville

Opening

3 Inch Finales

Quantity	Name	Rising Effect
1	3" Nishiki Kamuro 10 Shot finale chain	
Category Shell Count: 10		

4 Inch Special Effect shells

Quantity	Name	Rising Effect
2	Crackling nishiki kamuro	
Category Shell Count: 2		

5 Inch Color Shells

Quantity	Name	Rising Effect
1	5" Brocade Crown	
Category Shell Count: 1		
Section Shell Count: 13		

Main Event

Ignition Items

Quantity	Name	Rising Effect
275	MJG 10' (non-regulated ATF) Igniters with 10' leads (FWI 10 - 30 per box)	
30	MJG 25' Igniter (non-regulated ATF) (FWI 25 - 15 per box)	
Category Shell Count: 0		

Multi-shell Barrage Units

Quantity	Name	Rising Effect
1	3" 25 SHOT SHELL CAKE - 02	
1	Assorted Chrysanthemum with gold tails with 6 fast salutes 36 shots	
Category Shell Count: 61		

Timer Chains

Quantity	Name	Rising Effect
1	3" Assorted Cycas (Red blue orange green purple lemon) 6 shot timer chain (Red blue orange green purple lemon) 18s	
1	3" Assorted Pastel dahlias (Lt green purple lemon magenta Lt blue orange) 6 shot Timer Chain 18s	
1	3" Flower crown chrysanthemum 6 shot timer chain 19s	
1	3" Red and blue peonies with strobe pistil 6 shot timer chain 16s	
1	4" Multi color pastel dahlia w/ white glitter pistil (Mgnta, Lt Bl, Or Lm) 6 shot Timer Chain 20s	
1	4" Peony to time rain willow 6 shot Timer Chain 17s	
1	4" Silver glitter to red or blue chrysanthemum 6 shot Timer Chain 17s	
Category Shell Count: 42		



J&M Displays Proposal for: City Of Roseville

Main Event

3 Inch Color Shells

Quantity	Name	Rising Effect
1	Assortment H of 20 different J&M shells ELECTRIC FIRE	
1	Assortment T of 20 different J&M Brand Shells ELECTRIC FIRE	
Category Shell Count: 40		

3 Inch Finales

Quantity	Name	Rising Effect
4	Report and palm 10 Shot finale chain	
Category Shell Count: 40		

4 Inch Color Shells

Quantity	Name	Rising Effect
1	4" Dispark Chrys (crackle)	
2	Glittering silver to blue and red chrysanthemum	
2	Gold willow with color pistil	
2	Red and blue dahlia with silver glitter	
2	Two color dahlia assorted	
2	Wave to variegated	
2	Willow to Red White and Blue	
1	4" PINK DRAGON (comets to reports)	
1	4" Red Crosette	
1	4" Shell Brocade Crown	
1	Brocade Crown with silver strobe pistils	
1	Crackling willow	
1	Glitter crossette	
1	Glittering willow with blue pistil	
1	Gold crown	
1	Pastel Cycas	
1	Red Coco Crossette	
1	Assortment B of 20 different J&M Brand shells ELECTRIC FIRE	
2	Assortment K Of 20 different J&M Brand shells ELECTRIC FIRE	
1	Assortment L of 20 different J&M Brand Shells ELECTRIC FIRE	
1	Assortment T of 20 different J&M Brand Shells ELECTRIC FIRE	
Category Shell Count: 123		

5 Inch Color Shells

Quantity	Name	Rising Effect
1	Aqua and purple peony with orange pistil	
1	Dahlia, assorted colors	
1	Gold Glitter to color assorted	
1	Gold willow with color pistil	
1	Red and Blue Dahlia with silver glitter	
1	Wave to variegated	
1	Glittering silver to blue and red chrysanthemum	
1	Golden kamuro to white strobe	
1	Multi-Color Flowers	
1	Twitter glitter to red to blue with red strobe pistil	
1	Assortment A of 15 Patriotic J&M shells ELECTRIC FIRE	
1	Assortment H of 15 different J&M Brand Shells ELECTRIC FIRE	
1	Assortment K of 15 different J&M Brand shells (low fallout) ELECTRIC FIRE	
1	Assortment L of 15 different J&M Brand shells ELECTRIC FIRE	



J&M Displays Proposal for: City Of Roseville

Main Event

5 Inch Color Shells Continued

Quantity	Name	Rising Effect
1	Assortment M of 15 different J&M Brand shells ELECTRIC FIRE	
1	Assortment T of 15 different J&M Brand Shells ELECTRIC FIRE	
Category Shell Count: 100		

6 Inch Color Shells

Quantity	Name	Rising Effect
1	Assortment A of 9 different Patriotic shells ELECTRIC FIRE	
1	Assortment B of 9 different J&M brand shells ELECTRIC FIRE	
Category Shell Count: 18		
Section Shell Count: 424		

15% Free for Loyalty Program

Multi-shell Barrage Units

Quantity	Name	Rising Effect
2	2.5" Display Shell Cake- Red White Blue finale 2.5" 36 shot	
1	2.5" Display Shell cake - Rainbow peony 36 shot	
Category Shell Count: 108		

4 Inch Color Shells

Quantity	Name	Rising Effect
1	Glittering willow	
2	Golden kamuro to white strobe	
Category Shell Count: 3		

5 Inch Color Shells

Quantity	Name	Rising Effect
1	5"Brocade Crown to white flash	
1	Blue chrys with silver willow pistil	
1	Six Angle brocade crown	
Category Shell Count: 3		
Section Shell Count: 114		



J&M Displays Proposal for: City Of Roseville

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Total Price of Show: **\$18,000.00**

Total Shot Count: 551

Packing Check: 379

Date of Display: 06/29/24

Customer Number: 13307

Please Note the Following Comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.

REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Appoint Youth Commissioner to Parks & Recreation Commission

Background

It has been customary for the City Council to appoint youth representatives to serve on various advisory commissions. Chapter 201 of the city code allows the Council to appoint up to two (2) additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners. Youth commissioner terms expire on July 31 of each year.

Additionally, in August, 2022, Council updated the code language to remove "ex-officio" from the youth commissioner role, and allow youth to decide if they wanted to be a voting member of the commission. Youth are required to fill out an application, and as part of the application they are asked if they are seeking voting rights. If they are, the youth applicant must have their parent or guardian approve and sign the application agreeing to allow the youth to vote.

Staff has received an application from Audrey Arneson for the Parks and Recreation commission as a voting member. The application has been signed by the parent/guardian granting permission for the youth applicant to be a voting member. Staff has reached out to the youth applicant to invite Audrey to attend a commission meeting, and to answer any questions they may have prior to being considered for appointment. It should be noted that Audrey's parent, Joe Arneson, also currently serves on the Parks and Recreation commission.

If Council chooses to appoint a youth commissioner, the youth commissioner term would end July 31, 2024. Youth commissioners may be reappointed for up to 3 terms as long as they meet the age, enrollment and residency requirements.

Policy Objectives

The city's Appointment and Reappointment policy outlines the notification and selection process for advisory commissions. The intent is to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments. In addition, the city's Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. Diverse policymakers and advisors are key to serving residents and other customers with excellence. Having youth commissioners as part of advisory commissions brings unique perspectives and insight to conversations, ideas and recommendations.

Racial Equity Impact Summary

Diverse policy-makers and policy advisors are key to serving residents and other customers with excellence. The role of appointed boards, commissions, and councils is to advise the Mayor and Council on city policies and practices. By ensuring that diversity across all segments of our population are represented, the city increases its access to great ideas, strengthens innovation and problem-solving, and ensures we are representing the viewpoints and considerations of all our communities.

Budget Implications

None

Staff Recommendations

By motion, appoint Audrey Arneson as a youth commissioner to the Parks and Recreation commission for a partial term ending July 31, 2024.

Requested Council Action

By motion, appoint Audrey Arneson as a youth commissioner to the Parks and Recreation commission for a partial term ending July 31, 2024.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments:

1. Application
2. Appointment and Reappointment Policy

Youth Commission Member Application

Contact Information

Date of Application (MM/DD/YYYY)	01/22/2024
First Name	Audrey
Last Name	Arneson
Address 1 (no P.O. boxes please)	[REDACTED]
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	[REDACTED]
Email Address	[REDACTED]
Date of Birth (MM/DD/YYYY)	[REDACTED]
Grade During 2021-22 School Year?	[REDACTED]
I am under age 18	Yes
Which Commission are you applying to?	Parks and Recreation Commission
Roseville commissions are advisory to the city council. Please describe any unique qualities, talents, or experiences you have that would inform your perspective	I care about the environment. I enjoyed programs with park and recreation when I was younger. I enjoy being outside at the parks with my family. I would like to see how city government is works. I would love to just gain experience!

on the Commission to which you are applying.

Please list school and community activities or service organizations in which you are involved:

Ceac- Community Ed advisory council
Volunteer for 623 walk run every year

[REDACTED]

[REDACTED]

Have you previously served on a board or commission for the City of Roseville?

No

Have you served on a board or commission for another governmental entity?

No

Voting (This section to be completed by applicant):

Most commissions conduct a lot of their work by consensus as well as through dialogue and collaboration. However, there will be instances where votes are taken on items of interest. Youth Commissioners must choose whether they wish to be considered a voting member or a non-voting member of the commission when they apply.

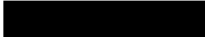
I wish to serve as a voting member

Yes

If you choose to be a voting member there are responsibilities that you must acknowledge and agree to abide by. They include the following:

I agree to attend all trainings offered by the staff liaison and city as it relates to my role as a commissioner, I understand that I will be issued a City of Roseville email address, which I will only use to conduct commission-related business. This city-issued email address is public., I understand that a commission's formal recommendations to the City Council may become part of legal disputes., I understand that I am expected to abide by the city's ethics code and therefore subject to the complaint process of the city's ethics code.

(Section Break)

Parent/Guardian	I am the parent or legal guardian of the applicant listed above., I have reviewed this application and understand that participation on a Roseville commission is voluntary., I understand commission meetings are broadcast live and the applicant's image will be used on tv in relation to their work on the commission., I understand certain data on youth as an applicant and member of a commission is considered public under MN law and therefore available upon request.
Parent/Guardian Acknowledgment - Application Data	I agree
Parent/Guardian Permission to Serve	Yes
Parent/Guardian Permission to Vote	Yes
Parental/Guardian Image Permission	Yes
	
	
How did you hear about this opportunity?	Parent
	
Signature of Guardian/Parent	Cynthia Arneson
Date (MM/DD/YYYY)	01/22/2024
Contact information for Parent/Guardian	

Signature of Applicant Audrey Arneson

Date (MM/DD/YYYY) 01/22/2024

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City of Roseville

APPOINTMENT AND REAPPOINTMENT POLICY ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement, Parks and Recreation, Planning, Police Civil Service and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

I. PROCEDURE STATEMENT – APPOINTMENTS

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc. on any standing Advisory Commission, the following procedure will be used.

- A. Regular commission appointments and reappointments will occur each spring in March. If vacancies occur, the council will consider appointments to fill those vacancies in March or September.
- B. Annually, the City Council will establish dates to conduct interviews twice a year, and application deadlines to fill any commission vacancies. The time between the application deadline and interviews will be no more than 30 days.
- C. Commission vacancies will be advertised using the most relevant, effective and efficient method to reach as many residents as possible. These methods may include but are not limited to: social media, newspaper or print, electronic newsletter, cable television, city hall bulletin board.
- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.

- 44 G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee,
45 of the Commission to which the applicant is seeking appointment will be invited to attend
46 and participate in the interview process. Interviews are open to the public.
47 H. The Council may fill a vacancy outside of the biannual basis should the need arise.
48
49

50 II. PROCEDURE STATEMENT - REAPPOINTMENTS

51 If a current Commission member's term is expiring and is eligible for reappointment, the
52 following procedure will be used.

- 53 A. No later than sixty days prior to the expiration of a term, each commission member
54 whose term is expiring will be contacted in writing to determine their interest in
55 reappointment. For persons seeking reappointment, if they have an application on file 3
56 years old or less, that application will be provided to Council. Should their most recent
57 application be older than 3 years, they will be asked to submit a new application.
58 B. Council will be advised of the attendance record of the individual whose term is expiring.
59 The Council will also be provided with written comments from the Chairperson of the
60 Commission regarding the reappointment of the individual. Chair recommendations are
61 not public data. At that time, Council will consider whether to interview the
62 commissioner. If two councilmembers request it, a commissioner seeking reappointment
63 will be scheduled to attend an interview before the entire council.
64 C. Should the Council determine that the individual merits reappointment, that person will
65 be reappointed.
66 D. Should the incumbent not wish to be reappointed or should the Council determine that the
67 individual does not merit reappointment, the Council will follow the procedure for filling
68 vacancies as described above.
69
70

71 III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

72 The Council may use the procedure outlined in Section I. and II. above for making appointments
73 to other advisory groups, committees, task forces, etc.
74
75

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024
Item No.: 10.h.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Truog

Item Description: Approve a business license for a temporary overnight shelter at
Roseville Lutheran Church, 1215 Roselawn AVE W

Background

Chapter 310 of City Code requires obtaining a license prior to providing housing of individuals on a temporary basis in an area specifically designated within a place of assembly. Roseville Lutheran Church located at 1215 Roselawn Avenue West has submitted a request for a license to conduct a temporary overnight shelter at their church. The materials submitted with the license request meet the requirements of City Code 310.01.E. On Friday, February 2, 2024 Roseville Fire Inspectors and the Building Official conducted a site visit of the proposed space to be used. The site meets the requirements for use as a temporary overnight shelter. If approved, the church proposes to have the temporary overnight shelter in place from March 6, 2024 through March 31, 2024, which meets the four-week maximum allowed under the ordinance. The number of proposed persons using the facility, not including staff, volunteers and chaperons, was not disclosed in the application materials but will be limited to 24. During the on-site inspection, church staff stated to the inspectors the number of persons housed in the temporary shelter would not exceed the maximum allowed.

The applicant has supplied all required license information and paid the license fee of \$250.00.

Policy Objectives

In 2019, it was determined a temporary overnight shelter should require a business license as opposed to an Interim Use, given the standards enforced upon these uses have been determined by the State Fire Marshal. Objectives of a business license, per Chapters 301 and 310 of the City Code, are to govern the application for and issuance of licenses within the City based upon conditions outlined in the code.

Racial Equity Impact Summary

Racial equity impacts have not been evaluated.

Budget Implications

The correct fees were paid to the City at the time of application submittal.

Staff Recommendations

Staff recommends approval of a one-year business license for a four-week Temporary

36 Overnight Shelter from March 6 through March 31, 2024, at Roseville Lutheran Church,
37 1215 Roselawn Avenue West.

38
39 **Requested Council Action**

40 By motion, approve the one-year business license for a four-week Temporary Overnight
41 Shelter from March 6 through March 31, 2024, at Roseville Lutheran Church, 1215
42 Roselawn Avenue West.

43
44 **Prepared by:** David Englund, Building Official

Attachments: 1. Application Materials
2. Applicable City Code Sections
3. BENCH HANDOUT

45



January 31, 2024

Janice Gundlach
Community Development Director
2660 Civic Center Drive
Roseville, MN 55113

Director Gundlach,

The Congregation of Roseville Lutheran Church (RLC) requests a business license to run a Temporary Overnight Shelter as provided for within the Miscellaneous License Section under 310.01, E.

Background: A partner of RLC, Interfaith Action of Greater St. Paul, recently announced a new program, called Faithful Hospitality, supported by the State of Minnesota to address homelessness in our Metro Area Communities. RLC was invited to participate in the program. (RLC was a shelter site for Interfaith Action, then called Project Home, for four-five years running just prior to the outbreak of Covid-19.) Our Council enthusiastically agreed to participate. RLC was then asked to be the kick-off site as we had both experience and facilities well suited to house a temporary overnight shelter. The kick-off date is slated for March 6, 2024. We are requesting that we be able to operate from Wednesday, March 6 to Sunday, March 31, 2024

Operations & Code Compliance: Members of the Staff of RLC and Interfaith Action will oversee operations of the shelter and trained/background checked volunteers will be in the building overnight. Included with this application is a map of the portion of the church that will be used as the shelter as well as a map showing fire exits and fire extinguisher location. (This is the same footprint used in the previous years RLC has acted as a shelter.) Diagrams of the location of fire exists and extinguisher location will be posted in multiple location. Smoke and carbon dioxide detectors will be in place as outlined within the code. There are two telephones within the assigned area. We have a Fire and Building inspection scheduled for Friday, February 2, 2024 at 9:00 am.

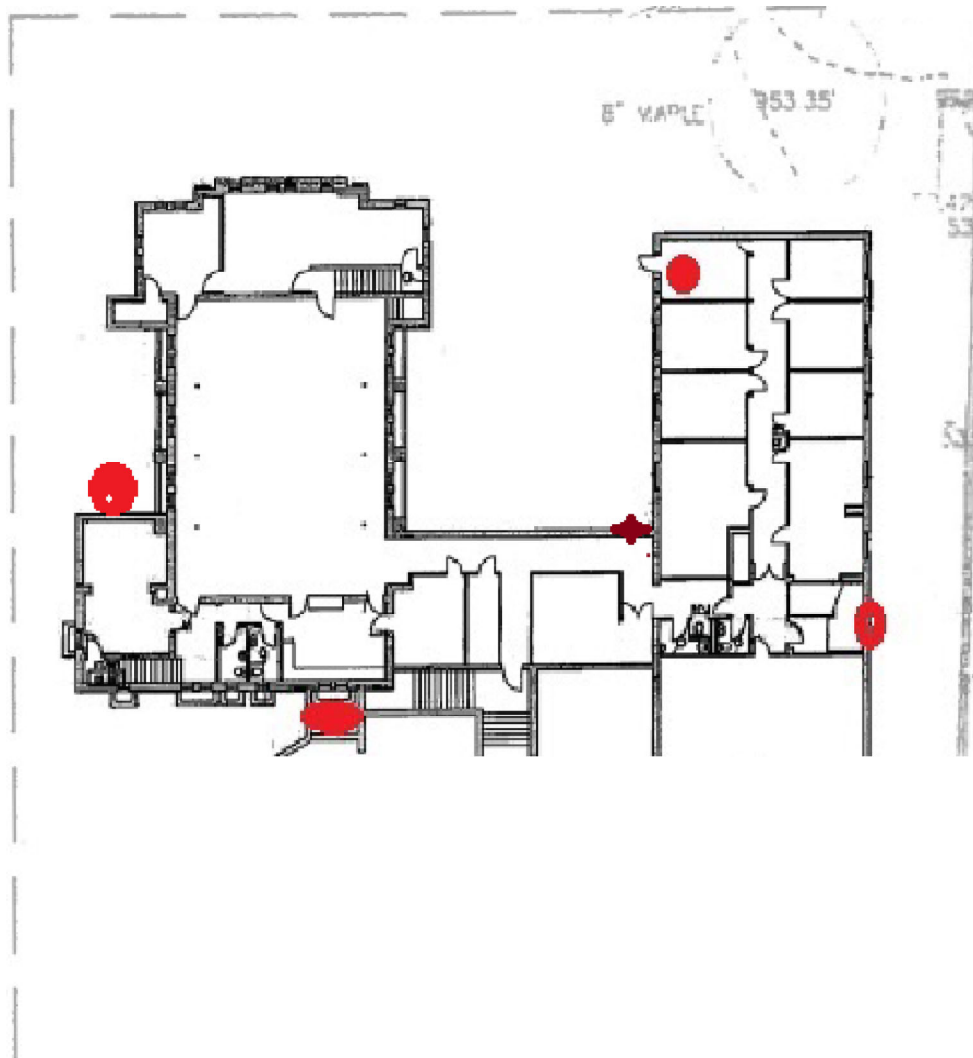
On Behalf of the Congregation of Roseville Lutheran Church

David Booms
Church Administrator
Office: 651-288-4205

Lower Level Room locator map

ATTACHMENT 1_amended





FIRE EXITS
are marked
with a **RED**
DOT.

Follow the signs
to the nearest
exit.

 Fire Extinguisher

From: Elizabeth Kulus

Sent: Friday, December 29, 2023 3:59 PM

Cc: Liliana Letran-Garcia <lletran-garcia@interfaithaction.org>; Susan Yancura <syancura@interfaithaction.org>; Sara Liegl <sliegl@interfaithaction.org>

Subject: Invitation to Join New Initiative at Interfaith Action

Hello clergy friends!

We may or may not have met yet, but my name is Elizabeth Kulus and I manage community and volunteer engagement at Interfaith Action of Greater Saint Paul.

I'm reaching out because in the past, your congregation or school either hosted or was a partner organization when IFA had a mobile shelter program through Project Home. Beginning this new year, we will be launching a similar program called *Faithful Hospitality* that will focus on housing and providing services for incoming immigrant families as they wait for their employment authorization process to complete.

Our team wants to give you an update:

- Out of 40 organizations who applied, Interfaith Action was chosen by the state to receive funding to provide emergency shelter and wraparound services for incoming immigrant families.
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- Along with hired staff, we will need dedicated teams of volunteers from houses of worship. In particular, we are looking for volunteers to fill overnight shifts.
- Participating houses of worship will receive a \$5,000 monthly stipend. When negotiating with the state, it was important for us to advocate for our houses of worship who would be host sites to make sure that a stipend was in the budget.

Here's our ask:

- Is your house of worship interested in potentially being a host site for at least 30 days? We are familiar with the zoning laws that limit folks to staying only 30 days in one location, but we are in conversation with the city to see if this is flexible so houses of worship could host for longer, if interested. For example, your congregation could host for two months and receive a \$10,000 stipend.
- Will you be able to provide a dedicated team of volunteers who can assist our staff as well as volunteers willing to fill overnight shifts? We are looking for 2-4 volunteers to

assist in the evening time (5:30pm-8:30pm) and 2 volunteers to stay overnight (with a staff member available on call for emergencies).

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- If your house of worship is not suitable as a host site or day center, are you interested in helping to supplement other host sites' volunteer and/or donations efforts? (collecting hygiene kits, healthy snacks, for example)

Important to note: While *Faithful Hospitality* is a new initiative to serve an incoming immigrant population, the format is very similar to Project Home's mobile model. Meaning, we have 20 years of experience to go off of and incredible guidance from senior staff members. We are working hard to update our trainings and resources.

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With gratitude,

[Elizabeth Kulus \(she/her\)](#)

Community Engagement, Advocacy and Volunteer Strategy Manager

Interfaith Action of Greater Saint Paul

651-661-7736

Opportunity grows and poverty recedes

when people of faith commit themselves to effective action

Mailing address: 1041 Grand Ave., #312, St. Paul, MN 55105

[Volunteer with us!](#)

Description

Faithful Hospitality provides mobile shelter to help our community deal with increasing need.

In February 2024, Interfaith Action will launch Faithful Hospitality, an initiative to provide mobile shelter to help Hennepin* County shelters deal with an overflow of families experiencing homelessness.

Houses of worship will offer shelter, as they did prior to the pandemic, as well as volunteers to help guests feel safe and welcome.

In addition, Interfaith Action will collaborate with community partners to provide supportive legal, housing, and employment services to families in Faithful Hospitality shelters.

The initiative, supported by the State of Minnesota, is designed to alleviate capacity challenges in shelters, decrease costs of serving families experiencing homelessness, and empower interfaith partners to live out their faith values.

* And now Ramsey County

CHAPTER 310 MISCELLANEOUS LICENSE SECTION

Section:

310.01: License Required

310.01: LICENSE REQUIRED:

No person shall conduct or engage in any of the following businesses or activities without first obtaining a license:

- A. Firearm Sales: Businesses in which any handgun, rifle, shotgun or similar firearm is sold. (Ord 1581, 3-9-2020)
- B. Veterinary Hospital: A facility for the care and treatment of animals within the City. (Ord. 597, 4-28-69; amd. 1995 Code)
- C. Gasoline Stations: Any place, building, pump or device maintained and used for the main purpose of selling or dispensing gasoline or other oils for use in motor vehicles of any kind.
- D. Private Gasoline Pumps: Pumps from which gasoline or other fuel for internal combustion engines is dispensed into a vehicle for private use and not sold to the public.
- E. Temporary Overnight Shelter: An area specifically designated within a place of assembly for the purpose of overnight housing of individuals on a temporary basis subject to the following conditions:
 - 1. A telephone or other means of communication shall be provided within 50 feet of the area being used for temporary shelter.
 - 2. Emergency responders (police and fire departments) shall be notified of the use of the buildings for temporary shelter.
 - 3. Inspections of the entire shelter will be conducted by building inspectors and fire inspectors as follows:
 - a. At least once within the five days prior to the beginning of the licensed period, and
 - b. At least once during the licensed period.
 - 4. Smoke alarms shall be provided in each room used for sleeping purposes and in areas giving access to rooms (i.e. hallways or corridors). The smoke alarms are required to be 120-volt, hard-wired, with battery back-up. Smoke detectors connected to automatic fire alarm systems could be used in lieu of single station smoke alarms.
 - 5. At least one portable fire extinguisher with a rating of 2A-10BC shall be located within 75 feet of the area used for sleeping purposes.
 - 6. No Smoking, cooking, candles, or open flames are allowed in the rooms used for sleeping purposes.

Attachment 2

7. An evacuation diagram or map shall be posted in each room used for sleeping purposes.
8. Awake and alert adult chaperones or volunteers shall be present whenever the spaces are being used for sleeping purposes.
9. The building being used shall meet the Minnesota State Fire Code requirements for an existing Group A-3 (assembly) occupancy.
10. The area or rooms used for sleeping purposes shall be located on the level of exit discharge (i.e. the main level or a level that has exits to grade level). Up to three steps (or risers) are allowed. If these rooms cannot be located on the level of exit discharge, other levels can be used (i.e. basements or second stories) if the area or space:
 - a. Has two remote means of egress from the space, and
 - b. Is protected with smoke detection connected to an automatic fire alarm system throughout the building.
 - c. In lieu of the automatic fire alarm system, automatic fire sprinkler protection throughout the building is acceptable.
11. The area used for sleeping purposes shall have access to two or more egress doors to the exterior.
12. If the area being used for sleeping purposes utilizes a hallway or corridor, the hallway or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.
13. A maximum of 24 persons may be housed in the temporary shelter at one time, not including staff, volunteers or chaperones.
14. The maximum number of weeks per year to be used as a temporary shelter is four.
15. The area used for sleeping purposes shall have Carbon Monoxide (CO) detection in the sleeping areas.
16. In addition to the requirements noted in this Section, license issuance shall be in accordance with City Code Section 301.01-301.09, except that the City Council may elect to issue the license for a period of time exceeding that stated in Section 301.06 based upon performance of the licensee in prior years. (Ord. 1576, 08-26-2019)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024
Item No.: 10.h.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Trueman

Item Description: Approve a business license for a temporary overnight shelter at
Roseville Lutheran Church, 1215 Roselawn AVE W

Background

Chapter 310 of City Code requires obtaining a license prior to providing housing of individuals on a temporary basis in an area specifically designated within a place of assembly. Roseville Lutheran Church located at 1215 Roselawn Avenue West has submitted a request for a license to conduct a temporary overnight shelter at their church. The materials submitted with the license request meet the requirements of City Code 310.01.E. On Friday, February 2, 2024 Roseville Fire Inspectors and the Building Official conducted a site visit of the proposed space to be used. The site meets the requirements for use as a temporary overnight shelter. If approved, the church proposes to have the temporary overnight shelter in place from March 6, 2024 through March 31, 2024, which meets the four-week maximum allowed under the ordinance. The number of proposed persons using the facility, not including staff, volunteers and chaperons, was not disclosed in the application materials but will be limited to 24. During the on-site inspection, church staff stated to the inspectors the number of persons housed in the temporary shelter would not exceed the maximum allowed.

The applicant has supplied all required license information and paid the license fee of \$250.00.

Policy Objectives

In 2019, it was determined a temporary overnight shelter should require a business license as opposed to an Interim Use, given the standards enforced upon these uses have been determined by the State Fire Marshal. Objectives of a business license, per Chapters 301 and 310 of the City Code, are to govern the application for and issuance of licenses within the City based upon conditions outlined in the code.

Racial Equity Impact Summary

Racial equity impacts have not been evaluated.

Budget Implications

The correct fees were paid to the City at the time of application submittal.

Staff Recommendations

Staff recommends approval of a one-year business license for a four-week Temporary

36 Overnight Shelter from March 6 through March 31, 2024, at Roseville Lutheran Church,
37 1215 Roselawn Avenue West.

38
39 **Requested Council Action**

40 By motion, approve the one-year business license for a four-week Temporary Overnight
41 Shelter from March 6 through March 31, 2024, at Roseville Lutheran Church, 1215
42 Roselawn Avenue West.

43
44 **Prepared by:** David Englund, Building Official

Attachments: 1. Application Materials
2. Applicable City Code Sections

45



January 31, 2024

Janice Gundlach
Community Development Director
2660 Civic Center Drive
Roseville, MN 55113

Director Gundlach,

The Congregation of Roseville Lutheran Church (RLC) requests a business license to run a Temporary Overnight Shelter as provided for within the Miscellaneous License Section under 310.01, E.

Background: A partner of RLC, Interfaith Action of Greater St. Paul, recently announced a new program, called Faithful Hospitality, supported by the State of Minnesota to address homelessness in our Metro Area Communities. RLC was invited to participate in the program. (RLC was a shelter site for Interfaith Action, then called Project Home, for four-five years running just prior to the outbreak of Covid-19.) Our Council enthusiastically agreed to participate. RLC was then asked to be the kick-off site as we had both experience and facilities well suited to house a temporary overnight shelter. The kick-off date is slated for March 6, 2024. We are requesting that we be able to operate from Wednesday, March 6 to Sunday, March 31, 2024

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On Behalf of the Congregation of Roseville Lutheran Church

David Booms
Church Administrator
Office: 651-288-4205

Lower Level
Room locator map

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Attachment 2

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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 10.i.

Department Approval



City Manager Approval



Item Description: Accept Minnesota DNR Shade Tree Bonding Grant for \$264,000

Background

The Parks and Recreation Department has received notice of being awarded the 2023 Shade Tree Bonding Grant from the Minnesota Department of Natural Resources in the amount of \$264,000 to support Roseville's Emerald Ash Borer (EAB) mitigation strategy. The State of Minnesota grant contract and details are attached (attachment 1).

Funding from this grant will be used for two purposes:

- \$156,000 will be used for the removal 150 EAB-infested ash trees and
- \$108,000 will be used for planting of 300 replacement trees

The project does not require matching funds from the City. The project must be completed by December 31, 2027. However, staff anticipates a completion date far earlier than that.

Policy Objectives

This proposal is consistent with the City's Natural Resource Management Plan, Public Tree Master Plan, Parks and Recreation System Master Plan, and leveraging non-city money through grants to further city efforts.

Racial Equity Impact Summary

Research shows that nationwide many neighborhoods of color have significantly less tree cover than more white neighborhoods. Met Council data shows that these trends occur on a regional level as well.

Roseville's ongoing commitment to its urban forest, including the Accelerated Emerald Ash Borer program and volunteer tree planting events, reflects the City's commitment to ensuring that all residents, regardless of race or economic means, experience the benefits of a robust urban forest, including climate resilience, health benefits, emotional benefits and more.

Budget Implications

The grant award is for \$264,000, which will be used to help complete the Accelerated Emerald Ash Borer Program.

Staff Recommendations

Staff recommends accepting the 2023 MNDNR Shade Tree Bonding Grant or \$264,000 from the Minnesota Department of Natural Resources for the removal and replacement of infested ash trees as presented.

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Requested Council Action

Motion authorizing the acceptance of the MNDNR Shade Tree Bonding Grant from the Minnesota Department of Natural Resources in the amount of \$264,000 for the removal and replacement of infested ash trees.

Prepared by: Matthew Johnson, Parks and Recreation Director
Jim Taylor, Parks Superintendent

Attachments: 1. Grant Agreement - MN Natural Resources Shade Tree Program

General Obligation Bond Proceeds

Grant Agreement - Construction Grant
for the
City of Roseville Shade Tree Project
under the
MN NATURAL RESOURCES SHADE
TREE
Program

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Attachment IV – PROJECT COMPLETION SCHEDULE

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Attachment VI – THREE YEAR MAINTENANCE PLAN

General Obligation Bond Proceeds

**Grant Agreement – Construction Grant
for the
City of Roseville Shade Tree
Project
under the
MN Natural Resources Shade Tree
Program**

THIS AGREEMENT shall be effective as of February 6, 2024, and is between City of Roseville, a Statutory City - Plan B (the “Public Entity”), and the Minnesota Department of Natural Resources, Division of Forestry (the “State Entity”).

RECITALS

A. The State Entity has created and is operating a MN Natural Resources Shade Tree (the “State Program”) under the authority granted by Minn. Stat. § 88.82 and all rules related to such legislation (the “State Program Enabling Legislation”).

B. Under the State Program, the State Entity is authorized to provide grants that are funded with proceeds of state general obligation bonds authorized to be issued under Article XI, § 5(a) of the Minnesota Constitution.

C. Under the State Program the recipients of a grant must use such funds to perform those functions delineated in the State Program Enabling Legislation.

D. The Public Entity submitted, if applicable, a grant application to the State Entity in which the Public Entity requests a grant from the State Program the proceeds of which will be used for the purposes delineated in such grant application.

E. The Public Entity has applied to and been selected by the State Entity for a receipt of a grant from the State Program in an amount of \$ 264,000.00 Two Hundred Sixty-Four Thousand Dollars (the “Program Grant”), the proceeds must be used by the Public Entity to perform those functions and activities imposed by the State Entity under the State Program and, if applicable, delineated in that certain grant application (the “Grant Application”) attached hereto as **Attachment V** that the Public Entity submitted to the State Entity.

F. Under the provisions contained in Minnesota Statute §412.221, the Public Entity has been given the authority to perform those functions and activities required of it under the State Program and, if applicable, delineated in the Grant.

G. The Public Entity’s receipt and use of the Program Grant to acquire an ownership interest in and/or improve real property (the “Real Property”) and, if applicable, structures situated thereon (the “Facility”) will cause the Public Entity’s ownership interest in all of such real property and structures to become “state bond financed property”, as such term is used in Minn. Stat. §

16A.695 (the “G.O. Compliance Legislation”) and in that certain “Fourth Order Amending Order of the Commissioner of Finance Relating to Use and Sale of State Bond Financed Property” executed by the Commissioner of Minnesota Management and Budget and dated July 30, 2012, as amended (the “Commissioner’s Order”), even though such funds may only be a portion of the funds being used to acquire such ownership interest and/or improve such real property and structures and that such funds may be used to only acquire such ownership interest and/or improve a part of such real property and structures.

H. The Public Entity and the State Entity desire to set forth herein the provisions relating to the granting and disbursement of the proceeds of the Program Grant to the Public Entity and the operation of the Real Property and, if applicable, Facility.

IN CONSIDERATION of the grant described and other provisions in this Agreement, the parties to this Agreement agree as follows.

Article I DEFINITIONS

Section 1.01 **Defined Terms.** As used in this Agreement, the following terms shall have the meanings set out respectively after each such term (the meanings to be equally applicable to both the singular and plural forms of the terms defined), unless the context specifically indicates otherwise:

“Advance(s)” – means an advance made or to be made by the State Entity to the Public Entity and disbursed in accordance with the provisions contained in Article VI hereof.

“Agreement” - means this General Obligation Bond Proceeds Grant Agreement - Construction Grant for the City of Roseville Shade Tree Project under the MN Natural Resources Shade Tree Program, as such exists on its original date and any amendments, modifications or restatements thereof.

“Approved Debt” – means public or private debt of the Public Entity that is consented to and approved, in writing, by the Commissioner of MMB, the proceeds of which were or will used to acquire an ownership interest in or improve the Real Property and, if applicable, Facility, other than the debt on the G.O. Bonds. Approved Debt includes, but is not limited to, all debt delineated in **Attachment III** to this Agreement; provided, however, the Commissioner of MMB is not bound by any amounts delineated in such attachment unless he/she has consented, in writing, to such amounts.

“Architect”, if any - means Not Applicable, which will administer the Construction Contract Documents on behalf of the Public Entity.

“Code” - means the Internal Revenue Code of 1986, as amended from time to time, and all treasury regulations, revenue procedures and revenue rulings issued pursuant thereto.

“Commissioner of MMB” - means the commissioner of Minnesota Management and Budget, and any designated representatives thereof.

“Commissioner’s Order” - means the “Fourth Order Amending Order of the Commissioner of Finance Relating to Use and Sale of State Bond Financed Property” executed by the Commissioner of Minnesota Management and Budget and dated July 30, 2012, as amended.

“Completion Date” – means December 31, 2027, the date of projected completion of the Project.

“Contractor” - means any person engaged to work on or to furnish materials and supplies for the Construction Items including, if applicable, a general contractor.

“Construction Contract Documents” - means the document or documents, in form and substance acceptable to the State Entity, including but not limited to any construction plans and specifications and any exhibits, amendments, change orders, modifications thereof or supplements thereto, which collectively form the contract between the Public Entity and the Contractor or Contractors for the completion of the Construction Items on or before the Completion Date for either a fixed price or a guaranteed maximum price.

“Construction Items” – means the work to be performed under the Construction Contract Documents.

“Counterparty” - means any entity with which the Public Entity contracts under a Use Contract. *This definition is only needed and only applies if the Public Entity enters into an agreement with another party under which such other party will operate the Real Property, and if applicable, Facility. For all other circumstances this definition is not needed and should be ignored and treated as if it were left blank, and any reference to this term in this Agreement shall be ignored and treated as if the reference did not exist.*

“Declaration” - means a declaration, or declarations, in the form contained in **Attachment I** to this Agreement and all amendments thereto, indicating that the Public Entity’s ownership interest in the Real Property and, if applicable, Facility is bond financed property within the meaning of the G.O. Compliance Legislation and is subject to certain restrictions imposed thereby.

“Draw Requisition” - means a draw requisition that the Public Entity, or its designee, submits to the State Entity when an Advance is requested, as referred to in Section 6.02.

“Event of Default” - means one or more of those events delineated in Section 2.07.

“Facility”, if applicable, - means Not Applicable, which is located, or will be constructed and located, on the Real Property and all equipment that is a part thereof that was purchased with the proceeds of the Program Grant.

“Fair Market Value” – means either (i) the price that would be paid by a willing and qualified buyer to a willing and qualified seller as determined by an appraisal that assumes that all liens and encumbrances on the property being sold that negatively affect the value of such property, will be paid and released, or (ii) the price bid by a purchaser under a public bid procedure after reasonable public notice, with the proviso that all liens and encumbrances on the property being sold that negatively affect the value of such property, will be paid and released at the time of acquisition by the purchaser.

“G.O. Bonds” - means that portion of the state general obligation bonds issued under the authority granted in Article XI, § 5(a) of the Minnesota Constitution the proceeds of which are used to fund the Program Grant and any bonds issued to refund or replace such bonds.

“G.O. Compliance Legislation” - means Minn. Stat. § 16A.695, as it may be amended, modified or replaced from time to time unless such amendment, modification or replacement imposes an unconstitutional impairment of a contract right.

“Grant Application” – means that certain grant application attached hereto as **Attachment V** that the Public Entity submitted to the State Entity. *This definition is only needed and only applies if the Public Entity submitted a grant application to the State Entity. If the Public Entity did not submit a grant application to the State Entity, then this definition is not needed and should be ignored and treated as if it were left blank, and any reference to this term in this Agreement shall be ignored and treated as if the reference did not exist.*

“Initial Acquisition and Betterment Costs” – means the cost to acquire the Public Entity’s ownership interest in the Real Property and, if applicable, Facility if the Public Entity does not already possess the required ownership interest, and the costs of betterments of the Real Property and, if applicable, Facility; provided, however, the Commissioner of MMB is not bound by any specific amount of such alleged costs unless he/she has consented, in writing, to such amount.

“Inspecting Engineer”, if any - means the State Entity's construction inspector, or its designated consulting engineer.

“Leased/Easement Premises” - means the real estate and structures, if any, that are leased to the Public Entity under a Real Property/Facility Lease or granted to the Public Entity under an easement. *This definition is only needed and only applies if the Public Entity’s ownership interest in the Real Property, the Facility, if applicable, or both is by way of a leasehold interest under a Real Property/Facility Lease or by way of an easement. For all other circumstances this definition is not needed and should be ignored and treated as if it were left blank, and any reference to this term in this Agreement shall be ignored and treated as if the reference did not exist.*

“Lessor/Grantor” – means the fee owner/lessor or grantor of the Leased/Easement Premises. *This definition is only needed and only applies if the Public Entity’s ownership interest in the Real Property, the Facility, if applicable, or both, is by way of a leasehold*

interest under a Real Property/Facility Lease or by way of an easement. For all other circumstances this definition is not needed and should be ignored and treated as if it were left blank, and any reference to this term in this Agreement shall be ignored and treated as if the reference did not exist.

“Outstanding Balance of the Program Grant” – means the portion of the Program Grant that has been disbursed to or on behalf of the Public Entity minus any portions thereof previously paid back to the Commissioner of MMB.

“Ownership Value”, if any – means the value, if any, of the Public Entity’s ownership interest in the Real Property and, if applicable, Facility that existed concurrent with the Public Entity’s execution of this Agreement. Such value shall be established by way of an appraisal or by such other manner as may be acceptable to the State Entity and the Commissioner of MMB. The parties hereto agree and acknowledge that such value is \$ _____ or ____ Not Applicable; provided, however, the Commissioner of MMB is not bound by any inserted dollar amount unless he/she has consented, in writing, to such amount. If no dollar amount is inserted and the blank “Not Applicable” is not checked, a rebuttable presumption that the Ownership Value is \$0.00 shall be created. *(The blank “Not Applicable” should only be selected and checked when a portion of the funds delineated in **Attachment III** attached hereto are to be used to acquire the Public Entity’s ownership interest in the Real Property and, if applicable, Facility, and in such event the value of such ownership interest should be shown in **Attachment III** and not in this definition for Ownership Value).*

“Program Grant” - means a grant of monies from the State Entity to the Public Entity in the amount identified as the “Program Grant” in Recital E to this Agreement, as the amount thereof may be modified under the provisions contained herein.

“Project” - means the Public Entity’s acquisition, if applicable, of the ownership interests in the Real Property and, if applicable, Facility denoted in Section 2.02 along with the performance of activities denoted in Section 2.03. *(If the Public Entity is not using any portion of the Program Grant to acquire the ownership interest denoted in Section 2.02, then this definition for Project shall not include the acquisition of such ownership interest, and the value of such ownership interest shall not be included in **Attachment III** hereto and instead shall be included in the definition for Ownership Value under this Section.)*

“Public Entity” - means the entity identified as the “Public Entity” in the lead-in paragraph of this Agreement.

“Real Property” - means the real property located in the County of Ramsey, State of Minnesota, legally described in **Attachment II** to this Agreement.

“Real Property/Facility Lease” - means a long term lease of the Real Property, the Facility, if applicable, or both by the Public Entity as lessee thereunder. *This definition is only needed and only applies if the Public Entity’s ownership interest in the Real Property, the Facility, if applicable, or both is a leasehold interest under a lease. For all other circumstances this definition is not needed and should be ignored and treated as if it were*

left blank, and any reference to this term in this Agreement shall be ignored and treated as if the reference did not exist.

“State Entity” - means the entity identified as the “State Entity” in the lead-in paragraph of this Agreement.

“State Program” – means the program delineated in the State Program Enabling Legislation.

“State Program Enabling Legislation” – means the legislation contained in the Minnesota statute(s) delineated in Recital A and all rules related to such legislation.

“Subsequent Betterment Costs” – means the costs of betterments of the Real Property and, if applicable, Facility that occur subsequent to the date of this Agreement, are not part of the Project, would qualify as a public improvement of a capital nature (as such term in used in Minn. Constitution Art. XI, §5(a) of the Minnesota Constitution), and the cost of which has been established by way of written documentation that is acceptable to and approved, in writing, by the State Entity and the Commissioner of MMB.

“Use Contract” - means a lease, management contract or other similar contract between the Public Entity and any other entity that involves or relates to any part of the Real Property and/or, if applicable, Facility. *This definition is only needed and only applies if the Public Entity enters into an agreement with another party under which such other party will operate the Real Property and/or, if applicable, Facility. For all other circumstances this definition is not needed and should be ignored and treated as if it were left blank, and any reference to this term in this Agreement shall be ignored and treated as if the reference did not exist.*

“Useful Life of the Real Property and, if applicable, Facility” – means the term set forth in Section 2.05.X, which was derived as follows: (i) 30 years for Real Property that has no structure situated thereon or if any structures situated thereon will be removed, and no new structures will be constructed thereon, (ii) the remaining useful life of the Facility as of the effective date of this Agreement for Facilities that are situated on the Real Property as of the date of this Agreement, that will remain on the Real Property, and that will not be bettered, or (iii) the useful life of the Facility after the completion of the construction or betterments for Facilities that are to be constructed or bettered.

Article II

GRANT

Section 2.01 **Grant of Monies.** The State Entity shall make and issue the Program Grant to the Public Entity, and disburse the proceeds in accordance with the provisions of this Agreement. The Program Grant is not intended to be a loan even though the portion thereof that is disbursed may need to be returned to the State Entity or the Commissioner of MMB under certain circumstances.

Section 2.02 **Public Ownership.** The Public Entity acknowledges and agrees that the Program Grant is being funded with the proceeds of G.O. Bonds, and as a result thereof all of the Real Property and, if applicable, Facility must be owned by one or more public entities. Such ownership may be in the form of fee ownership, a Real Property/Facility Lease, or an easement. In order to establish that this public ownership requirement is satisfied, the Public Entity represents and warrants to the State Entity that it has, or will acquire, the following ownership interests in the Real Property and, if applicable, Facility, and, in addition, that it possess, or will possess, all easements necessary for the operation, maintenance and management of the Real Property and, if applicable, Facility in the manner specified in Section 2.04:

(Check the appropriate box for the Real Property and, if applicable, for the Facility.)

Ownership Interest in the Real Property.

- ☒ Fee simple ownership of the Real Property.
- ☐ A Real Property/Facility Lease for the Real Property that complies with the requirements contained in Section 2.06.
(If the term of the Real Property/Facility Lease is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)
- ☐ An easement for the Real Property that complies with the requirements contained in Section 2.06.
(If the term of the easement is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)

Ownership Interest in, if applicable, the Facility.

- ☐ Fee simple ownership of the Facility.
- ☐ A Real Property/Facility Lease for the Facility that complies with all of the requirements contained in Section 2.06.
(If the term of the Real Property/Facility Lease is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)
- ☒ Not applicable because there is no Facility.

Section 2.03 **Use of Grant Proceeds.** The Public Entity shall use the Program Grant solely to reimburse itself for expenditures it has already made, or will make, in the performance of the following activities, and may not use the Program Grant for any other purpose.

(Check all appropriate boxes.)

- ☐ Acquisition of fee simple title to the Real Property.
- ☐ Acquisition of a leasehold interest in the Real Property.
- ☐ Acquisition of an easement for the Real Property.
- ☒ Improvement of the Real Property.
- ☐ Acquisition of fee simple title to the Facility.
- ☐ Acquisition of a leasehold interest in the Facility.
- ☐ Construction of the Facility.
- ☐ Renovation of the Facility.
- ☒ Remove and/or plant shade trees on public land as described in the Deliverables..
(Describe other or additional purposes.)

Section 2.04 **Operation of the Real Property and Facility.** The Real Property and, if applicable, Facility must be used by the Public Entity or the Public Entity must cause such Real Property and, if applicable, Facility to be used for those purposes required by the State Program and in accordance with the information contained in the Grant Application, or for such other purposes and uses as the Minnesota legislature may from time to time designate, and for no other purposes or uses.

The Public Entity may enter into Use Contracts with Counterparties for the operation of all or any portion of the Real Property and, if applicable, Facility; provided that all such Use Contracts must have been approved, in writing, by the Commissioner of MMB and fully comply with all of the provisions contained in Sections 3.01, 3.02 and 3.03.

The Public Entity must, whether it is operating the Real Property and, if applicable, Facility or has contracted with a Counterparty under a Use Contract to operate all or any portion of the Real Property and, if applicable, Facility, annually determine that the Real Property and, if applicable, Facility is being used for the purpose required by this Agreement, and shall annually supply a statement, sworn to before a notary public, to such effect to the State Entity and the Commissioner of MMB.

For those programs, if any, that the Public Entity will directly operate on all or any portion of the Real Property and, if applicable, Facility, the Public Entity covenants with and represents and warrants to the State Entity that: (i) it has the ability and a plan to fund such programs, (ii) it has demonstrated such ability by way of a plan that it submitted to the State Entity, and (iii) it will annually adopt, by resolution, a budget for the operation of such programs that clearly shows that forecast program revenues along with other funds available for the operation of such program will be equal to or greater than forecast program expenses for each fiscal year, and will supply to the State Entity and the Commissioner of MMB certified copies of such resolution and budget.

For those programs, if any, that will be operated on all or any portion of the Real Property and, if applicable, Facility by a Counterparty under a Use Contract, the Public Entity covenants with and represents and warrants to the State Entity that: (i) it will not enter into such Use Contract unless the Counterparty has demonstrated that it has the ability and a plan to fund such program, (ii) it will require the Counterparty to provide an initial program budget and annual program budgets that clearly show that forecast program revenues along with other funds available for the operation of such program (from all sources) will be equal to or greater than forecast program expenses for each fiscal year, (iii) it will promptly review all submitted program budgets to determine if such budget clearly and accurately shows that the forecast program revenues along with other funds available for the operation of such program (from all sources) will be equal to or greater than forecast program expenses for each fiscal year, (iv) it will reject any program budget that it believes does not accurately reflect forecast program revenues or expenses or does not show that forecast program revenues along with other funds available for the operation of such program (from all sources) will be equal to or greater than forecast program expenses, and require the Counterparty to prepare and submit a revised program budget, and (v) upon receipt of a program budget that it believes accurately reflects forecast program revenues and expenses and that shows that forecast program revenues along with other funds available for the operation of such program (from all sources) will be equal to or greater than forecast program expenses, it will approve such budget by resolution and supply to the State Entity and the Commissioner of MMB certified copies of such resolution and budget.

Section 2.05 Public Entity Representations and Warranties. The Public Entity further covenants with, and represents and warrants to the State Entity as follows:

A. It has legal authority to enter into, execute, and deliver this Agreement, the Declaration, and all documents referred to herein, and it has taken all actions necessary to its execution and delivery of such documents.

B. It has legal authority to use the Program Grant for the purpose or purposes described in the State Program Enabling Legislation.

C. It has legal authority to operate the State Program and the Real Property and, if applicable, Facility for the purposes required by the State Program and for the functions and activities proposed in the Grant Application.

D. This Agreement, the Declaration, and all other documents referred to herein are the legal, valid and binding obligations of the Public Entity enforceable against the Public Entity in accordance with their respective terms.

E. It will comply with all of the terms, conditions, provisions, covenants, requirements, and warranties in this Agreement, the Declaration, and all other documents referred to herein.

F. It will comply with all of the provisions and requirements contained in and imposed by the G.O. Compliance Legislation, the Commissioner's Order, and the State Program.

G. It has made no material false statement or misstatement of fact in connection with its receipt of the Program Grant, and all of the information it has submitted or will submit to the State Entity or Commissioner of MMB relating to the Program Grant or the disbursement of any of the Program Grant is and will be true and correct.

H. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it relating to the Real Property and, if applicable, Facility, or its ownership interest therein, and it 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 Agreement, the Declaration, or any document referred to herein, or to perform any of the acts required of it in such documents.

I. Neither the execution and delivery of this Agreement, the Declaration, 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.

J. The contemplated use of the Real Property and, if applicable, Facility will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

K. The Project will be completed in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or local political subdivisions having jurisdiction over the Project.

L. All applicable licenses, permits and bonds required for the performance and completion of the Project have been, or will be, obtained.

M. All applicable licenses, permits and bonds required for the operation of the Real Property and, if applicable, Facility in the manner specified in Section 2.04 have been, or will be, obtained.

N. It will operate, maintain, and manage the Real Property and, if applicable, Facility or cause the Real Property and, if applicable, Facility, to be operated, maintained and managed in compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or local political subdivisions having jurisdiction over the Real Property and, if applicable, Facility.

O. It will fully enforce the terms and conditions contained in any Use Contract.

P. It has complied with the matching funds requirement, if any, contained in Section 7.23.

Q. It will not, without the prior written consent of the State Entity and the Commissioner of MMB, allow any voluntary lien or encumbrance or involuntary lien or encumbrance that can be satisfied by the payment of monies and which is not being actively contested to be created or exist against the Public Entity's ownership interest in the Real Property or, if applicable, Facility, or the Counterparty's interest in the Use Contract, whether such lien or encumbrance is superior or subordinate to the Declaration. Provided, however, the State Entity and the Commissioner of MMB will consent to any such lien or encumbrance that secures the repayment of a loan the repayment of which will not impair or burden the funds needed to operate the Real Property and, if applicable, Facility in the manner specified in Section 2.04, and for which the entire amount is used (i) to acquire additional real estate that is needed to so operate the Real Property and, if applicable, Facility in accordance with the requirements imposed under Section 2.04 and will be included in and as part of the Public Entity's ownership interest in the Real Property and, if applicable, Facility, and/or (ii) to pay for capital improvements that are needed to so operate the Real Property and, if applicable, Facility in accordance with the requirements imposed under Section 2.04.

R. It reasonably expects to possess the ownership interest in the Real Property and, if applicable, Facility described Section 2.02 for the entire Useful Life of the Real Property and, if applicable, Facility, and it does not expect to sell such ownership interest.

S. It does not reasonably expect to receive payments under a Use Contract in excess of the amount the Public Entity needs and is authorized to use to pay the operating expenses of the portion of the Real Property and, if applicable, Facility that is the subject of the Use Contract or to pay the principal, interest, redemption premiums, and other expenses on any Approved Debt.

T. It will supply, or cause to be supplied, whatever funds are needed above and beyond the amount of the Program Grant to complete and fully pay for the Project.

U. The Construction Items will be completed substantially in accordance with the Construction Contract Documents by the Completion Date, and all such items along with, if applicable, the Facility will be situated entirely on the Real Property.

V. It will require the Contractor or Contractors to comply with all rules, regulations, ordinances, and laws bearing on its performance under the Construction Contract Documents.

W. It has or will promptly record a fully executed Declaration with the appropriate governmental office and deliver a copy thereof to the State Entity and to Minnesota Management and Budget (attention: Capital Projects Manager) that contains all of the recording information.

X. The Useful Life of the Real Property and, if applicable, Facility is 30 years.

Y. It shall furnish such satisfactory evidence regarding the representations and warranties described herein as may be required and requested by either the State Entity or the Commissioner of MMB.

Section 2.06 Ownership by Leasehold or Easement. *This Section shall only apply if the Public Entity's ownership interest in the Real Property, the Facility, if applicable, or both is by way of a Real Property/Facility Lease or an easement. For all other circumstances this Section is not needed and should be ignored and treated as if it were left blank, and any reference to this Section in this Agreement shall be ignored and treated as if the reference did not exist.*

A. A Real Property/Facility Lease or easement must comply with the following provisions.

1. It must be in form and contents acceptable to the Commissioner of MMB, and specifically state that it may not be modified, restated, amended, changed in any way, or prematurely terminated or cancelled without the prior written consent and authorization by the Commissioner of MMB.

2. It must be for a term that is equal to or greater than 125% of the Useful Life of the Real Property and, if applicable, Facility, or such other period of time specifically authorized by a Minnesota statute, rule or session law.

3. Any payments to be made under it by the Public Entity, whether designated as rent or in any other manner, must be by way of a single lump sum payment that is due and payable on the date that it is first made and entered into.

4. It must not contain any requirements or obligations of the Public Entity that if not complied with could result in a termination thereof.

5. It must contain a provision that provides sufficient authority to allow the Public Entity to operate the Real Property and, if applicable, Facility in accordance with the requirements imposed under Section 2.04.

6. It must not contain any provisions that would limit or impair the Public Entity's operation of the Real Property and, if applicable, Facility in accordance with the requirements imposed under Section 2.04.

7. It must contain a provision that prohibits the Lessor/Grantor from creating or allowing, without the prior written consent of the State Entity and the Commissioner of MMB, any voluntary lien or encumbrance or involuntary lien or encumbrance that can be satisfied by the payment of monies and which is not being actively contested against the Leased/Easement Premises or the Lessor's/Grantor's interest in the Real Property/Facility Lease or easement, whether such lien or encumbrance is superior or subordinate to the Declaration. Provided, however, the State Entity and the Commissioner of MMB will consent to any such lien or encumbrance if the holder of such lien or encumbrance executes and files of record a document under which such holder subordinates such lien or encumbrance to the Real Property/Facility Lease or easement and agrees that upon foreclosure of such lien or encumbrance to be bound by and comply with all of the terms, conditions and covenants contained in the Real Property/Facility Lease or easement as if such holder had been an original Lessor/Grantor under the Real Property/Facility Lease or easement.

8. It must acknowledge the existence of this Agreement and contain a provision that the terms, conditions and provisions contained in this Agreement shall control over any inconsistent or contrary terms, conditions and provisions contained in the Real Property/Facility Lease or easement.

9. It must provide that any use restrictions contained therein only apply as long as the Public Entity is the lessee under the Real Property/Facility Lease or grantee under the easement, and that such use restrictions will terminate and not apply to any successor lessee or grantee who purchases the Public Entity's ownership interest in the Real Property/Facility Lease or easement. Provided, however, it may contain a provisions that limits the construction of any new structures on the Real Property or modifications of any existing structures on the Real Property without the written consent of Lessor/Grantor, which will apply to any such successor lessee or grantee.

10. It must allow for a transfer thereof in the event that the lessee under the Real Property/Lease or grantee under the easement makes the necessary determination to sell its interest therein, and allow such interest to be transferred to the purchaser of such interest.

11. It must contain a provision that prohibits and prevents the sale of the underlying fee interest in the Real Property and, if applicable, Facility without first obtaining the written consent of the Commissioner of MMB.

12 The Public Entity must be the lessee under the Real Property/Lease or grantee under the easement.

B. The provisions contained in this Section are not intended to and shall not prevent the Public Entity from including additional provisions in the Real Property/Facility Lease or easement that are not inconsistent with or contrary to the requirements contained in this Section.

C. The expiration of the term of a Real Property/Facility Lease or easement shall not be an event that requires the Public Entity to reimburse the State Entity for any portion of the Program Grant, and upon such expiration the Public Entity's ownership interest in the Real Property and, if applicable, Facility shall no longer be subject to this Agreement.

D. The Public Entity shall fully and completely comply with all of the terms, conditions and provisions contained in a Real Property/Facility Lease or easement, and shall obtain and file, in the Office of the County Recorder or the Registrar of Titles, whichever is applicable, the Real Property/Facility Lease or easement or a short form or memorandum thereof.

Section 2.07 Event(s) of Default. The following events shall, unless waived in writing by the State Entity and the Commissioner of MMB, constitute an Event of Default under this Agreement upon either the State Entity or the Commissioner of MMB giving the Public Entity 30 days written notice of such event and the Public Entity's failure to cure such event during such 30 day time period for those Events of Default that can be cured within 30 days or within whatever time period is needed to cure those Events of Default that cannot be cured within 30 days as long as the Public Entity is using its best efforts to cure and is making reasonable progress in curing such Events of Default, however, in no event shall the time period to cure any Event of Default exceed 6 months unless otherwise consented to, in writing, by the State Entity and the Commissioner of MMB.

A. If any representation, covenant, or warranty made by the Public Entity in this Agreement, in any Draw Requisition, in any other document furnished pursuant to this Agreement, or in order to induce the State Entity to disburse any of the Program Grant, shall prove to have been untrue or incorrect in any material respect or materially misleading as of the time such representation, covenant, or warranty was made.

B. If the Public Entity fails to fully comply with any provision, term, condition, covenant, or warranty contained in this Agreement, the Declaration, or any other document referred to herein.

C. If the Public Entity fails to fully comply with any provision, term, condition, covenant or warranty contained in the G.O. Compliance Legislation, the Commissioner's Order, or the State Program Enabling Legislation.

D. If the Public Entity fails to complete the Project, or cause the Project to be completed, by the Completion Date.

E. If the Public Entity fails to provide and expend the full amount of the matching funds, if any, required under Section 7.23 for the Project.

F. If the Public Entity fails to record the Declaration and deliver copies thereof as set forth in Section 2.05.W.

Notwithstanding the foregoing, any of the above delineated events that cannot be cured shall, unless waived in writing by the State Entity and the Commissioner of MMB, constitute an Event of Default under this Agreement immediately upon either the State Entity or the Commissioner of MMB giving the Public Entity written notice of such event.

Section 2.08 **Remedies.** Upon the occurrence of an Event of Default and at any time thereafter until such Event of Default is cured to the satisfaction of the State Entity, the State Entity or the Commissioner of MMB may enforce any or all of the following remedies.

A. The State Entity may refrain from disbursing the Program Grant; provided, however, the State Entity may make such disbursements after the occurrence of an Event of Default without thereby waiving its rights and remedies hereunder.

B. If the Event of Default involves a failure to comply with any of the provisions contained herein other than the provisions contained in Sections 4.01 or 4.02, then the Commissioner of MMB, as a third party beneficiary of this Agreement, may demand that the Outstanding Balance of the Program Grant be returned to it, and upon such demand the Public Entity shall return such amount to the Commissioner of MMB.

C. If the Event of Default involves a failure to comply with the provisions contained in Sections 4.01 or 4.02, then the Commissioner of MMB, as a third party beneficiary of this Agreement, may demand that the Public Entity pay the amounts that would have been paid if there had been full and complete compliance with such provisions, and upon such demand the Public Entity shall pay such amount to the Commissioner of MMB.

D. Either the State Entity or the Commissioner of MMB, as a third party beneficiary of this Agreement, may enforce any additional remedies they may have in law or equity.

The rights and remedies herein specified are cumulative and not exclusive of any rights or remedies that the State Entity or the Commissioner of MMB would otherwise possess.

If the Public Entity does not repay the amounts required to be paid under this Section or under any other provision contained in this Agreement within 30 days of demand by the Commissioner of MMB, or any amount ordered by a court of competent jurisdiction within 30 days of entry of judgment against the Public Entity and in favor of the State Entity and/or the Commissioner of MMB, then such amount may, unless precluded by law, be taken from or off-set against any aids or other monies that the Public Entity is entitled to receive from the State of Minnesota.

Section 2.09 **Notification of Event of Default.** The Public Entity shall furnish to the State Entity and the Commissioner of MMB, as soon as possible and in any event within 7 days after it has obtained knowledge of the occurrence of each Event of Default or each event which

with the giving of notice or lapse of time or both would constitute an Event of Default, a statement setting forth details of each Event of Default or event which with the giving of notice or upon the lapse of time or both would constitute an Event of Default and the action which the Public Entity proposes to take with respect thereto.

Section 2.10 Survival of Event of Default. This Agreement shall survive any and all Events of Default and remain in full force and effect even upon the payment of any amounts due under this Agreement, and shall only terminate in accordance with the provisions contained in Section 2.12 and at the end of its term in accordance with the provisions contained in Section 2.11.

Section 2.11 Term of Grant Agreement. This Agreement shall, unless earlier terminated in accordance with any of the provisions contained herein, remain in full force and effect for the time period starting on the effective date hereof and ending on the date that corresponds to the date established by adding a time period equal to 125% of Useful Life of the Real Property and, if applicable, Facility to the date on which the Real Property and, if applicable, Facility is first used for the operation of the State Program after such effective date. If there are no uncured Events of Default as of such date this Agreement shall terminate and no longer be of any force or effect, and the Commissioner of MMB shall execute whatever documents are needed to release the Real Property and, if applicable, Facility from the effect of this Agreement and the Declaration.

Section 2.12 Modification and/or Early Termination of Grant. If the Project is not started on or before the date that is 5 years from the effective date of this Agreement or all of the Program Grant has not been disbursed as of the date that is 4 years from the date on which the Project is started, or such later dates to which the Public Entity and the State Entity may agree in writing, then the State Entity's obligation to fund the Program Grant shall terminate. In such event, (i) if none of the Program Grant has been disbursed by such dates then the State Entity's obligation to fund any portion of the Program Grant shall terminate and this Agreement shall terminate and no longer be of any force or effect, and (ii) if some but not all of the Program Grant has been disbursed by such dates then the State Entity shall have no further obligation to provide any additional funding for the Program Grant and this Agreement shall remain in full force and effect but shall be modified and amended to reflect the amount of the Program Grant that was actually disbursed as of such date. This provision shall not, in any way, affect the Public Entity's obligation to complete the Project by the Completion Date.

This Agreement shall also terminate and no longer be of any force or effect upon the Public Entity's sale of its ownership interest in the Real Property and, if applicable, Facility in accordance with the provisions contained in Section 4.01 and transmittal of all or a portion of the proceeds of such sale to the Commissioner of MMB in compliance with the provisions contained in Section 4.02, or upon the termination of Public Entity's ownership interest in the Real Property and, if applicable, Facility if such ownership interest is by way of an easement or under a Real Property/Facility Lease. Upon such termination the State Entity shall execute, or have executed, and deliver to the Public Entity such documents as are required to release the Public Entity's ownership interest in the Real Property and, if applicable, Facility, from the effect of this Agreement and the Declaration.

Section. 2.13 **Excess Funds.** If the full amount of the Program Grant and any matching funds referred to in Section 7.23 are not needed to complete the Project, then, unless language in the State Program Enabling Legislation indicates otherwise, the Program Grant shall be reduced by the amount not needed.

Article III USE CONTRACTS

This Article III and its contents is only needed and only applies if the Public Entity enters into an agreement with another party under which such other party will operate any portion of the Real Property, and if applicable, Facility. For all other circumstances this Article III and its contents are not needed and should be ignored and treated as if it were left blank, and any reference to this Article III, its contents, and the term Use Contract in this Agreement shall be ignored and treated as if the references did not exist.

Section 3.01 **General Provisions.** If the Public Entity has statutory authority to enter into a Use Contract, then it may enter into Use Contracts for various portions of the Real Property and, if applicable, Facility; provided that each and every Use Contract that the Public Entity enters into must comply with the following requirements:

A. The purpose for which it was entered into must be to operate the State Program in the Real Property and, if applicable, Facility.

B. It must contain a provision setting forth the statutory authority under which the Public Entity is entering into such contract, and must comply with the substantive and procedural provisions of such statute.

C. It must contain a provision stating that it is being entered into in order for the Counterparty to operate the State Program and must describe such program.

D. It must contain a provision that will provide for oversight by the Public Entity. Such oversight may be accomplished by way of a provision that will require the Counterparty to provide to the Public Entity: (i) an initial program evaluation report for the first fiscal year that the Counterparty will operate the State Program, (ii) program budgets for each succeeding fiscal year showing that forecast program revenues and additional revenues available for the operation of the State Program (from all sources) by the Counterparty will equal or exceed expenses for such operation for each succeeding fiscal year, and (iii) a mechanism under which the Public Entity will annually determine that the Counterparty is using the portion of the Real Property and, if applicable, Facility that is the subject of the Use Contract to operate the State Program.

E. It must allow for termination by the Public Entity in the event of a default thereunder by the Counterparty, or in the event that the State Program is terminated or changed in a manner that precludes the operation of such program in the portion of the Real Property and, if applicable, Facility that is the subject of the Use Contract.

F. It must terminate upon the termination of the statutory authority under which the Public Entity is operating the State Program.

G. It must require the Counterparty to pay all costs of operation and maintenance of that portion of the Real Property and, if applicable, Facility that is the subject of the Use Contract, unless the Public Entity is authorized by law to pay such costs and agrees to pay such costs.

H. If the Public Entity pays monies to a Counterparty under a Use Contract, such Use Contract must meet the requirements of Rev. Proc. 97-13, 1997-1 CB 632, so that such Use Contract does not result in “private business use” under Section 141(b) of the Code.

I. It must be approved, in writing, by the Commissioner of MMB, and any Use Contract that is not approved, in writing, by the Commissioner of MMB shall be null and void and of no force or effect.

J. It must contain a provision requiring that each and every party thereto shall, upon direction by the Commissioner of MMB, take such actions and furnish such documents to the Commissioner of MMB as the Commissioner of MMB determines to be necessary to ensure that the interest to be paid on the G.O. Bonds is exempt from federal income taxation.

K. It must contain a provision that prohibits the Counterparty from creating or allowing, without the prior written consent of the State Entity and the Commissioner of MMB, any voluntary lien or encumbrance or involuntary lien or encumbrance that can be satisfied by the payment of monies and which is not being actively contested against the Real Property or, if applicable, Facility, the Public Entity’s ownership interest in the Real Property or, if applicable, Facility, or the Counterparty’s interest in the Use Contract, whether such lien or encumbrance is superior or subordinate to the Declaration. Provided, however, the State Entity and the Commissioner of MMB will consent, in writing, to any such lien or encumbrance that secures the repayment of a loan the repayment of which will not impair or burden the funds needed to operate the portion of the Real Property and, if applicable, Facility that is the subject of the Use Contract in the manner specified in Section 2.04 and for which the entire amount is used (i) to acquire additional real estate that is needed to so operate the Real Property and, if applicable, Facility in accordance with the requirements imposed under Section 2.04 and will be included in and as part of the Public Entity’s ownership interest in the Real Property and, if applicable, Facility, and/or (ii) to pay for capital improvements that are needed to so operate the Real Property and, if applicable, Facility in accordance with the requirements imposed under Section 2.04.

L. If the amount of the Program Grant exceeds \$200,000.00, then it must contain a provision requiring the Counterparty to list any vacant or new positions it may have with state workforce centers as required by Minn. Stat. § 116L.66, as it may be amended, modified or replaced from time to time, for the term of the Use Contract.

M. It must contain a provision that clearly states that the Public Entity is not required to renew the Use Contract beyond the original term thereof and that the Public Entity may,

at its sole option and discretion, allow the Use Contract to expire at the end of its original term and thereafter directly operate the governmental program in the Real Property and, if applicable, Facility or contract with some other entity to operate the governmental program in the Real Property and, if applicable, Facility.

Section 3.02 Initial Term and Renewal. The initial term for a Use Contract may not exceed the lesser of (i) 50% of the Useful Life of the Real Property and, if applicable, Facility for the portion of the Real Property and, if applicable, Facility that is the subject of the Use Contract, or (ii) the shortest term of the Public Entity's ownership interest in the Real Property and, if applicable, Facility.

A Use Contract may allow for renewals beyond its initial term on the conditions that (a) the term of any renewal may not exceed the initial term, (b) the Public Entity must make a determination that renewal will continue to carry out the State Program and that the Counterparty is suited and able to perform the functions contained in Use Contract that is to be renewed, (c) the Use Contract may not include any provisions that would require, either directly or indirectly, the Public Entity to either make the determination referred to in this Section or to renew the Use Contract with the Counterparty after the expiration of the initial term or any renewal term, and (d) no such renewal may occur prior to the date that is 6 months prior to the date on which the Use Contract is scheduled to terminate. Provided, however, notwithstanding anything to the contrary contained herein the Public Entity's voluntary agreement to reimburse the Counterparty for any investment that the Counterparty provided for the acquisition or betterment of the Real Property and, if applicable, Facility that is the subject of the Use Contract if the Public Entity does not renew a Use Contract if requested by the Counterparty is not deemed to be a provision that directly or indirectly requires the Public Entity to renew such Use Contract.

Section 3.03 Reimbursement of Counterparty. A Use Contract may but need not contain, at the sole option and discretion of the Public Entity, a provision that requires the Public Entity to reimburse the Counterparty for any investment that the Counterparty provided for the acquisition or betterment of the Real Property and, if applicable, Facility that is the subject of the Use Contract if the Public Entity does not renew a Use Contract if requested by the Counterparty. If agreed to by the Public Entity, such reimbursement shall be on terms and conditions agreed to by the Public Entity and the Counterparty.

Section 3.04 Receipt of Monies Under a Use Contract. The Public Entity does not anticipate the receipt of any funds under a Use Contract; provided, however, if the Public Entity does receive any monies under a Use Contract in excess of the amount the Public Entity needs and is authorized to use to pay the operating expenses of the portion of the Real Property and, if applicable, Facility that is the subject of a Use Contract, and to pay the principal, interest, redemption premiums, and other expenses on Approved Debt, then a portion of such excess monies must be paid by the Public Entity to the Commissioner of MMB. The portion of such excess monies that the Public Entity must and shall pay to the Commissioner of MMB shall be determined by the Commissioner of MMB, and absent circumstances which would indicate otherwise such portion shall be determined by multiplying such excess monies by a fraction the numerator of which is the Program Grant and the denominator of which is sum of the Program Grant and the Approved Debt.

Article IV

SALE

Section 4.01 **Sale.** The Public Entity shall not sell any part of its ownership interest in the Real Property and, if applicable, Facility unless all of the following provisions have been complied with fully.

A. The Public Entity determines, by official action, that such ownership interest is no longer usable or needed for the operation of the State Program, which such determination may be based on a determination that the portion of the Real Property or, if applicable, Facility to which such ownership interest applies is no longer suitable or financially feasible for such purpose.

B. The sale is made as authorized by law.

C. The sale is for Fair Market Value.

D. The written consent of the Commissioner of MMB has been obtained.

The acquisition of the Public Entity's ownership interest in the Real Property and, if applicable, Facility at a foreclosure sale, by acceptance of a deed-in-lieu of foreclosure, or enforcement of a security interest in personal property used in the operation thereof, by a lender that has provided monies for the acquisition of the Public Entity's ownership interest in or betterment of the Real Property and, if applicable, Facility shall not be considered a sale for the purposes of this Agreement if after such acquisition the lender operates such portion of the Real Property and, if applicable, Facility in a manner which is not inconsistent with the requirements imposed under Section 2.04 and the lender uses its best efforts to sell such acquired interest to a third party for Fair Market Value. The lender's ultimate sale or disposition of the acquired interest in the Real Property and, if applicable, Facility shall be deemed to be a sale for the purposes of this Agreement, and the proceeds thereof shall be disbursed in accordance with the provisions contained in Section 4.02.

The Public Entity may participate in any public auction of its ownership interest in the Real Property and, if applicable, Facility and bid thereon; provided that the Public Entity agrees that if it is the successful purchaser it will not use any part of the Real Property or, if applicable, Facility for the State Program.

Section 4.02 **Proceeds of a Sale.** Upon the sale of the Public Entity's ownership interest in the Real Property and, if applicable, Facility the proceeds thereof after the deduction of all costs directly associated and incurred in conjunction with such sale and such other costs that are approved, in writing by the Commissioner of MMB, but not including the repayment of any debt associated with the Public Entity's ownership interest in the Real Property and, if applicable, Facility, shall be disbursed in the following manner and order.

A. The first distribution shall be to the Commissioner of MMB in an amount equal to the Outstanding Balance of the Program Grant, and if the amount of such net proceeds

shall be less than the amount of the Outstanding Balance of the Program Grant then all of such net proceeds shall be distributed to the Commissioner of MMB.

B. The remaining portion, after the distribution specified in Section 4.02.A, shall be distributed to (i) pay in full any outstanding Approved Debt, (ii) reimburse the Public Entity for its Ownership Value, and (iii) to pay interested public and private entities, other than any such entity that has already received the full amount of its contribution (such as the State Entity under Section 4.02.A and the holders of Approved Debt paid under this Section 4.02.B), the amount of money that such entity contributed to the Initial Acquisition and Betterment Costs and the Subsequent Betterment Costs. If such remaining portion is not sufficient to reimburse interested public and private entities for the full amount that such entities contributed to the acquisition or betterment of the Real Property and, if applicable, Facility, then the amount available shall be distributed as such entities may agree in writing, and if such entities cannot agree by an appropriately issued court order.

C. The remaining portion, after the distributions specified in Sections 4.02.A and B, shall be divided and distributed to the State Entity, the Public Entity, and any other public and private entity that contributed funds to the Initial Acquisition and Betterment Costs and the Subsequent Betterment Costs, other than lenders who supplied any of such funds, in proportion to the contributions that the State Entity, the Public Entity, and such other public and private entities made to the acquisition and betterment of the Real Property and, if applicable, Facility as such amounts are part of the Ownership Value, Initial Acquisition and Betterment Costs, and Subsequent Betterment Costs.

The distribution to the State Entity shall be made to the Commissioner of MMB, and the Public Entity may direct its distribution to be made to any other entity including, but not limited to, a Counterparty.

All amounts to be disbursed under this Section 4.02 must be consented to, in writing, by the Commissioner of MMB, and no such disbursements shall be made without such consent.

The Public Entity shall not be required to pay or reimburse the State Entity or the Commissioner of MMB for any funds above and beyond the full net proceeds of such sale, even if such net proceeds are less than the amount of the Outstanding Balance of the Program Grant.

Article V
COMPLIANCE WITH G.O. COMPLIANCE LEGISLATION
AND THE COMMISSIONER'S ORDER

Section 5.01 **State Bond Financed Property.** The Public Entity and the State Entity acknowledge and agree that the Public Entity's ownership interest in the Real Property and, if applicable, Facility is, or when acquired by the Public Entity will be, "state bond financed property", as such term is used in the G.O. Compliance Legislation and the Commissioner's Order, and, therefore, the provisions contained in such statute and order apply, or will apply, to the Public Entity's ownership interest in the Real Property and, if applicable, Facility and any Use Contracts relating thereto.

Section 5.02 **Preservation of Tax Exempt Status.** In order to preserve the tax-exempt status of the G.O. Bonds, the Public Entity agrees as follows:

A. It will not use the Real Property or, if applicable, Facility, or use or invest the Program Grant or any other sums treated as "bond proceeds" under Section 148 of the Code including "investment proceeds," "invested sinking funds," and "replacement proceeds," in such a manner as to cause the G.O. Bonds to be classified as "arbitrage bonds" under Section 148 of the Code.

B. It will deposit into and hold all of the Program Grant that it receives under this Agreement in a segregated non-interest bearing account until such funds are used for payments for the Project in accordance with the provisions contained herein.

C. It will, upon written request, provide the Commissioner of MMB all information required to satisfy the informational requirements set forth in the Code including, but not limited to, Sections 103 and 148 thereof, with respect to the GO Bonds.

D. It will, upon the occurrence of any act or omission by the Public Entity or any Counterparty that could cause the interest on the GO Bonds to no longer be tax exempt and upon direction from the Commissioner of MMB, take such actions and furnish such documents as the Commissioner of MMB determines to be necessary to ensure that the interest to be paid on the G.O. Bonds is exempt from federal taxation, which such action may include either: (i) compliance with proceedings intended to classify the G.O. Bonds as a "qualified bond" within the meaning of Section 141(e) of the Code, (ii) changing the nature or terms of the Use Contract so that it complies with Revenue Procedure 97-13, as amended by Rev. Proc 2016-44 and Rev. Proc. 2017-13, with Revenue Procedure 97-13, as amended by Rev. Proc 2016-44 and Rev. Proc. 2017-13, or (iii) changing the nature of the use of the Real Property or, if applicable, Facility so that none of the net proceeds of the G.O. Bonds will be used, directly or indirectly, in an "unrelated trade or business" or for any "private business use" (within the meaning of Sections 141(b) and 145(a) of the Code), or (iv) compliance with other Code provisions, regulations, or revenue procedures which amend or supersede the foregoing.

E. It will not otherwise use any of the Program Grant, including earnings thereon, if any, or take or permit to or cause to be taken any action that would adversely affect the exemption from federal income taxation of the interest on the G.O. Bonds, nor omit to take any action necessary to maintain such tax exempt status, and if it should take, permit, omit to take, or cause to be taken, as appropriate, any such action, it shall take all lawful actions necessary to rescind or correct such actions or omissions promptly upon having knowledge thereof..

Section 5.03 Changes to G.O. Compliance Legislation or the Commissioner's Order.
In the event that the G.O. Compliance Legislation or the Commissioner's Order is amended in a manner that reduces any requirement imposed against the Public Entity, or if the Public Entity's ownership interest in the Real Property or, if applicable, Facility is exempt from the G.O. Compliance Legislation and the Commissioner's Order, then upon written request by the Public Entity the State Entity shall enter into and execute an amendment to this Agreement to implement herein such amendment to or exempt the Public Entity's ownership interest in the Real Property and, if applicable, Facility from the G.O. Compliance Legislation or the Commissioner's Order.

Article VI DISBURSEMENT OF GRANT PROCEEDS

Section 6.01 The Advances. The State Entity agrees, on the terms and subject to the conditions set forth herein, to make Advances from the Program Grant to the Public Entity from time to time in an aggregate total amount not to exceed the amount of the Program Grant. If the amount of Program Grant that the State Entity cumulatively disburses hereunder to the Public Entity is less than the amount of the Program Grant delineated in Section 1.01, then the State Entity and the Public Entity shall enter into and execute whatever documents the State Entity may request in order to amend or modify this Agreement to reduce the amount of the Program Grant to the amount actually disbursed. Provided, however, in accordance with the provisions contained in Section 2.11, the State Entity's obligation to make Advances shall terminate as of the dates specified in such Section even if the entire Program Grant has not been disbursed by such dates.

Advances shall only be for expenses that (i) are for those items of a capital nature for the Project, (ii) accrued no earlier than the effective date of the legislation that appropriated the funds that are used to fund the Program Grant, or (iii) have otherwise been consented to, in writing, by the State Entity and the Commissioner of MMB.

It is the intent of the parties hereto that the rate of disbursement of the Advances shall not exceed the rate of completion of the Project or the rate of disbursement of the matching funds required, if any, under Section 7.23. Therefore, the cumulative amount of all Advances disbursed by the State Entity at any point in time shall not exceed the portion of the Project that has been completed and the percentage of the matching funds required, if any, under Section 7.23 that have been disbursed as of such point in time. This requirement is expressed by way of the following two formulas:

Formula #1

$$\text{Cumulative Advances} \leq (\text{Program Grant}) \times (\text{percentage of matching funds, if any, required under Section 7.23 that have been disbursed})$$

Formula #2

$$\text{Cumulative Advances} \leq (\text{Program Grant}) \times (\text{percentage of Project completed})$$

Section 6.02 Draw Requisitions. Whenever the Public Entity desires a disbursement of a portion of the Program Grant, which shall be no more often than once each calendar month, the Public Entity shall submit to the State Entity a Draw Requisition duly executed on behalf of the Public Entity or its designee. Each Draw Requisition shall be submitted on or between the 1st day and the 15th day of the month in which an Advance is requested, and shall be submitted at least 7 calendar days before the date the Advance is desired. Each Draw Requisition with respect to construction items shall be limited to amounts equal to: (i) the total value of the classes of the work by percentage of completion as approved by the Public Entity and the State Entity, plus (ii) the value of materials and equipment not incorporated in the Project but delivered and suitably stored on or off the Real Property in a manner acceptable to the State Entity, less (iii) any applicable retainage, and less (iv) all prior Advances.

Notwithstanding anything herein to the contrary, no Advances for materials stored on or off the Real Property will be made by the State Entity unless the Public Entity shall advise the State Entity, in writing, of its intention to so store materials prior to their delivery and the State Entity has not objected thereto.

At the time of submission of each Draw Requisition, other than the final Draw Requisition, the Public Entity shall submit to the State Entity such supporting evidence as may be requested by the State Entity to substantiate all payments which are to be made out of the relevant Draw Requisition or to substantiate all payments then made with respect to the Project.

At the time of submission of the final Draw Requisition which shall not be submitted before completion of the Project, including all landscape requirements and off-site utilities and streets needed for access to the Real Property and, if applicable, Facility and correction of material defects in workmanship or materials (other than the completion of punch list items) as provided in the Construction Contract Documents, the Public Entity shall submit to the State Entity: (i) such supporting evidence as may be requested by the State Entity to substantiate all payments which are to be made out of the final Draw Requisition or to substantiate all payments then made with respect to the Project, and (ii) satisfactory evidence that all work requiring inspection by municipal or other governmental authorities having jurisdiction has been duly inspected and approved by such authorities, and that all requisite certificates of occupancy and other approvals have been issued.

If on the date an Advance is desired the Public Entity has complied with all requirements of this Agreement and the State Entity approves the relevant Draw Requisition and receives a current construction report from the Inspecting Engineer recommending payment, then the State Entity shall disburse the amount of the requested Advance to the Public Entity.

Section 6.03 **Additional Funds.** If the State Entity shall at any time in good faith determine that the sum of the undisbursed amount of the Program Grant plus the amount of all other funds committed to the Project is less than the amount required to pay all costs and expenses of any kind which reasonably may be anticipated in connection with the Project, then the State Entity may send written notice thereof to the Public Entity specifying the amount which must be supplied in order to provide sufficient funds to complete the Project. The Public Entity agrees that it will, within 10 calendar days of receipt of any such notice, supply or have some other entity supply the amount of funds specified in the State Entity's notice.

Section 6.04 **Conditions Precedent to Any Advance.** The obligation of the State Entity to make any Advance hereunder (including the initial Advance) shall be subject to the following conditions precedent:

A. The State Entity shall have received a Draw Requisition for such Advance specifying the amount of funds being requested, which such amount when added to all prior requests for an Advance shall not exceed the amount of the Program Grant delineated in Section 1.01.

B. The State Entity shall have either received a duly executed Declaration that has been duly recorded in the appropriate governmental office, with all of the recording information displayed thereon, or evidence that such Declaration will promptly be recorded and delivered to the State Entity.

C. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that (i) the Public Entity has legal authority to and has taken all actions necessary to enter into this Agreement and the Declaration, and (ii) this Agreement and the Declaration are binding on and enforceable against the Public Entity.

D. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the Public Entity has sufficient funds to fully and completely pay for the Project and all other expenses that may occur in conjunction therewith.

E. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the Public Entity is in compliance with the matching funds requirements, if any, contained in Section 7.23.

F. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, showing that the Public Entity possesses the ownership interest delineated in Section 2.02.

G. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the Real Property and, if applicable, Facility, and the contemplated use thereof are permitted by and will comply with all applicable use or other restrictions and requirements imposed by applicable zoning ordinances or regulations, and, if required by law, have been duly approved by the applicable municipal or governmental authorities having jurisdiction thereover.

H. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that all applicable and required building permits, other permits, bonds and licenses necessary for the Project have been paid for, issued, and obtained, other than those permits, bonds and licenses which may not lawfully be obtained until a future date or those permits, bonds and licenses which in the ordinary course of business would normally not be obtained until a later date.

I. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that all applicable and required permits, bonds and licenses necessary for the operation of the Real Property and, if applicable, Facility in the manner specified in Section 2.04 have been paid for, issued, and obtained, other than those permits, bonds and licenses which may not lawfully be obtained until a future date or those permits, bonds and licenses which in the ordinary course of business would normally not be obtained until a later date.

J. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the Project will be completed in a manner that will allow the Real Property and, if applicable, Facility to be operated in the manner specified in Section 2.04.

K. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the Public Entity has the ability and a plan to fund the operation of the Real Property and, if applicable, Facility in the manner specified in Section 2.04.

L. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the insurance requirements under Section 7.01 have been satisfied.

M. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, of compliance with the provisions and requirements specified in Section 7.10 and all additional applicable provisions and requirements, if any, contained in Minn. Stat. § 16B.335, as it may be amended, modified or replaced from time to time. Such evidence shall include, but not be limited to, evidence that: (i) the predesign package referred to in Section 7.10.B has, if required, been reviewed by and received a favorable recommendation from the Commissioner of Administration for the State of Minnesota, (ii) the program plan and cost estimates referred to in Section 7.10.C have, if required, received a recommendation by the Chairs of the Minnesota State Senate Finance Committee and Minnesota House of Representatives Ways and Means Committee, and (iii) the Chair and Ranking Minority Member of the Minnesota House of Representatives Capital Investment Committee and the Chair and Ranking Minority Member of the Minnesota Senate Capital Investment Committee have, if required, been notified pursuant to Section 7.10.G.

N. No Event of Default under this 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.

O. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the Contractor will complete the Construction Items substantially in conformance with the Construction Contract Documents and pay all amounts lawfully owing to all laborers and materialmen who worked on the Construction Items or supplied materials therefor, other than amounts being contested in good faith. Such evidence may be in the form of payment and performance bonds in amounts equal to or greater than the amount of the fixed price or guaranteed maximum price contained in the Construction Contract Documents that name the State Entity and the Public Entity dual obligees thereunder, or such other evidence as may be acceptable to the Public Entity and the State Entity.

P. No determination shall have been made by the State Entity that the amount of funds committed to the Project is less than the amount required to pay all costs and expenses of any kind that may reasonably be anticipated in connection with the Project, or if such a determination has been made and notice thereof sent to the Public Entity under Section 6.03, then the Public Entity has supplied, or has caused some other entity to supply, the necessary funds in accordance with such section or has provided evidence acceptable to the State Entity that sufficient funds are available.

Q. The Public Entity has supplied to the State Entity all other items that the State Entity may reasonably require.

Section 6.05 Construction Inspections. The Public Entity and the Architect, if any, shall be responsible for making their own inspections and observations of the Construction Items, and shall determine to their own satisfaction that the work done or materials supplied by the Contractors to whom payment is to be made out of each Advance has been properly done or supplied in accordance with the Construction Contract Documents. If any work done or materials supplied by a Contractor are not satisfactory to the Public Entity or the Architect, if any, or if a Contractor is not in material compliance with the Construction Contract Documents in any respect, then the Public Entity shall immediately notify the State Entity, in writing. The State Entity and the Inspecting Engineer, if any, may conduct such inspections of the Construction Items as either may deem necessary for the protection of the State Entity's interest, and that any inspections which may be made of the Project by the State Entity or the Inspecting Engineer, if any, are made and all certificates issued by the Inspecting Engineer, if any, will be issued solely for the benefit and protection of the State Entity, and the Public Entity will not rely thereon.

Article VII MISCELLANEOUS

Section 7.01 Insurance. The Public Entity shall, upon acquisition of the ownership interest delineated in Section 2.02, insure the Facility, if such exists, in an amount equal to the full insurable value thereof (i) by self insuring under a program of self insurance legally adopted, maintained and adequately funded by the Public Entity, or (ii) by way of builders risk insurance and fire and extended coverage insurance with a deductible in an amount acceptable to the State Entity under which the State Entity and the Public Entity are named as loss payees. If damages which are covered by such required insurance occur, then the Public Entity shall, at its sole option and discretion, either: (y) use or cause the insurance proceeds to be used to fully or partially repair

such damage and to provide or cause to be provided whatever additional funds that may be needed to fully or partially repair such damage, or (z) sell its ownership interest in the damaged Facility and portion of the Real Property associated therewith in accordance with the provisions contained in Section 4.01.

If the Public Entity elects to only partially repair such damage, then the portion of the insurance proceeds not used for such repair shall be applied in accordance with the provisions contained in Section 4.02 as if the Public Entity's ownership interest in the Real Property and Facility had been sold, and such amounts shall be credited against the amounts due and owing under Section 4.02 upon the ultimate sale of the Public Entity's ownership interest in the Real Property and Facility. If the Public Entity elects to sell its ownership interest in the damaged Facility and portion of the Real Property associated therewith, then such sale must occur within a reasonable time period from the date the damage occurred and the cumulative sum of the insurance proceeds plus the proceeds of such sale must be applied in accordance with the provisions contained in Section 4.02, with the insurance proceeds being so applied within a reasonable time period from the date they are received by the Public Entity.

The State Entity agrees to and will assign or pay over to the Public Entity all insurance proceeds it receives so that the Public Entity can comply with the requirements that this Section imposes thereon as to the use of such insurance proceeds.

If the Public Entity elects to maintain general comprehensive liability insurance regarding the Real Property and, if applicable, Facility, then the Public Entity shall have the State Entity named as an additional named insured therein.

The Public Entity may require a Counterparty to provide and maintain any or all of the insurance required under this Section; provided that the Public Entity continues to be responsible for the providing of such insurance in the event that the Counterparty fails to provide or maintain such insurance.

At the written request of either the State Entity or the Commissioner of MMB, the Public Entity shall promptly furnish to the requesting entity all written notices and all paid premium receipts received by the Public Entity regarding the required insurance, or certificates of insurance evidencing the existence of such required insurance.

If the Public Entity fails to provide and maintain the insurance required under this Section, then the State Entity may, at its sole option and discretion, obtain and maintain insurance of an equivalent nature and any funds expended by the State Entity to obtain or maintain such insurance shall be due and payable on demand by the State Entity and bear interest from the date of advancement by the State Entity at a rate equal to the lesser of the maximum interest rate allowed by law or 18% per annum based upon a 365-day year. Provided, however, nothing contained herein, including but not limited to this Section, shall require the State Entity to obtain or maintain such insurance, and the State Entity's decision to not obtain or maintain such insurance shall not lessen the Public Entity's duty to obtain and maintain such insurance.

Section 7.02 Condemnation. If after the Public Entity has acquired the ownership interest delineated in Section 2.02 all or any portion of the Real Property and, if applicable, Facility is condemned to an extent that the Public Entity can no longer comply with the provisions contained in Section 2.04, then the Public Entity shall, at its sole option and discretion, either: (i) use or cause the condemnation proceeds to be used to acquire an interest in additional real property needed for the Public Entity to continue to comply with the provisions contained in Section 2.04 and, if applicable, to fully or partially restore the Facility and to provide or cause to be provided whatever additional funds that may be needed for such purposes, or (ii) sell the remaining portion of its ownership interest in the Real Property and, if applicable, Facility in accordance with the provisions contained in Section 4.01. Any condemnation proceeds which are not used to acquire an interest in additional real property or to restore, if applicable, the Facility shall be applied in accordance with the provisions contained in Section 4.02 as if the Public Entity's ownership interest in the Real Property and, if applicable, Facility had been sold, and such amounts shall be credited against the amounts due and owing under Section 4.02 upon the ultimate sale of the Public Entity's ownership interest in the remaining Real Property and, if applicable, Facility. If the Public Entity elects to sell its ownership interest in the portion of the Real Property and, if applicable, Facility that remains after the condemnation, then such sale must occur within a reasonable time period from the date the condemnation occurred and the cumulative sum of the condemnation proceeds plus the proceeds of such sale must be applied in accordance with the provisions contained in Section 4.02, with the condemnation proceeds being so applied within a reasonable time period from the date they are received by the Public Entity.

As recipient of any of condemnation awards or proceeds referred to herein, the State Entity agrees to and will disclaim, assign or pay over to the Public Entity all of such condemnation awards or proceeds it receives so that the Public Entity can comply with the requirements that this Section imposes upon the Public Entity as to the use of such condemnation awards or proceeds.

Section 7.03 Use, Maintenance, Repair and Alterations. The Public Entity shall (i) keep the Real Property and, if applicable, Facility, in good condition and repair, subject to reasonable and ordinary wear and tear, (ii) complete promptly and in good and workmanlike manner any building or other improvement which may be constructed on the Real Property and promptly restore in like manner any portion of the Facility, if applicable, which may be damaged or destroyed thereon and pay when due all claims for labor performed and materials furnished therefor, (iii) comply with all laws, ordinances, regulations, requirements, covenants, conditions and restrictions now or hereafter affecting the Real Property or, if applicable, Facility, or any part thereof, or requiring any alterations or improvements thereto, (iv) keep and maintain abutting grounds, sidewalks, roads, parking and landscape areas in good and neat order and repair, (v) comply with the provisions of any Real Property/Facility Lease if the Public Entity's ownership interest in the Real Property and, if applicable, Facility, is a leasehold interest, (vi) comply with the provisions of any easement if its ownership interest in the Real Property and, if applicable, Facility is by way of such easement, and (vii) comply with the provisions of any condominium documents and any applicable reciprocal easement or operating agreements if the Real Property and, if applicable, Facility, is part of a condominium regime or is subject to a reciprocal easement or use contract.

The Public Entity shall not, without the written consent of the State Entity and the Commissioner of MMB, (a) permit or suffer the use of any of the Real Property or, if applicable, Facility, for any purpose other than the purposes specified in Section 2.04, (b) remove, demolish or substantially alter any of the Real Property or, if applicable, Facility, except such alterations as may be required by laws, ordinances or regulations or such other alterations as may improve such Real Property or, if applicable, Facility by increasing the value thereof or improving its ability to be used to operate the State Program thereon or therein, (c) do any act or thing which would unduly impair or depreciate the value of the Real Property or, if applicable, Facility, (d) abandon the Real Property or, if applicable, Facility, (e) commit or permit any waste or deterioration of the Real Property or, if applicable, Facility, (f) remove any fixtures or personal property from the Real Property or, if applicable, Facility, that was paid for with the proceeds of the Program Grant unless the same are immediately replaced with like property of at least equal value and utility, or (g) commit, suffer or permit any act to be done in or upon the Real Property or, if applicable, Facility, in violation of any law, ordinance or regulation.

If the Public Entity fails to maintain the Real Property and, if applicable, Facility in accordance with the provisions contained in this Section, then the State Entity may perform whatever acts and expend whatever funds that are necessary to so maintain the Real Property and, if applicable, Facility and the Public Entity irrevocably authorizes and empowers the State Entity to enter upon the Real Property and, if applicable, Facility, to perform such acts as may be necessary to so maintain the Real Property and, if applicable, Facility. Any actions taken or funds expended by the State Entity hereunder shall be at its sole option and discretion, and nothing contained herein, including but not limited to this Section, shall require the State Entity to take any action, incur any expense, or expend any funds, and the State Entity shall not be responsible for or liable to the Public Entity or any other entity for any such acts that are undertaken and performed in good faith and not in a negligent manner. Any funds expended by the State Entity to perform such acts as may be necessary to so maintain the Real Property and, if applicable, Facility shall be due and payable on demand by the State Entity and bear interest from the date of advancement by the State Entity at a rate equal to the lesser of the maximum interest rate allowed by law or 18% per annum based upon a 365 day year.

Section 7.04 Records Keeping and Reporting. The Public Entity shall maintain or cause to be maintained books, records, documents and other evidence pertaining to the costs or expenses associated with the Project and operation of the Real Property and, if applicable, Facility needed to comply with the requirements contained in this Agreement, the G.O. Compliance Legislation, the Commissioner's Order, and the State Program Enabling Legislation, and upon request shall allow or cause the entity which is maintaining such items to allow the State Entity, auditors for the State Entity, the Legislative Auditor for the State of Minnesota, or the State Auditor for the State of Minnesota, to inspect, audit, copy, or abstract, all of such items. The Public Entity shall use or cause the entity which is maintaining such items to use generally accepted accounting principles in the maintenance of such items, and shall retain or cause to be retained (i) all of such items that relate to the Project for a period of 6 years from the date that the Project is fully completed and placed into operation, and (ii) all of such items that relate to the operation of the Real Property and, if applicable, Facility for a period of 6 years from the date such operation is initiated.

Section 7.05 **Inspections by State Entity.** Upon reasonable request by the State Entity and without interfering with the normal use of the Real Property and, if applicable, Facility, the Public Entity shall allow, and will require any entity to whom it leases, subleases, or enters into a Use Contract for any portion of the Real Property and, if applicable, Facility to allow the State Entity to inspect the Real Property and, if applicable, Facility.

Section 7.06 **Data Practices.** The Public Entity agrees with respect to any data that it possesses regarding the Program Grant, the Project, or the operation of the Real Property and, if applicable, Facility, to comply with all of the provisions and restrictions contained in the Minnesota Government Data Practices Act contained in Chapter 13 of the Minnesota Statutes that exists as of the date of this Agreement and as such may subsequently be amended, modified or replaced from time to time.

Section 7.07 **Non-Discrimination.** The Public Entity agrees to not engage in discriminatory employment practices regarding the Project, or operation or management of the Real Property and, if applicable, Facility, and it shall, with respect to such activities, fully comply with all of the provisions contained in Chapters 363A and 181 of the Minnesota Statutes that exist as of the date of this Agreement and as such may subsequently be amended, modified or replaced from time to time.

Section 7.08 **Worker's Compensation.** The Public Entity agrees to comply with all of the provisions relating to worker's compensation contained in Minn. Stat. §§ 176.181, subd. 2 and 176.182, as they may be amended, modified or replaced from time to time, with respect to the Project and the operation or management of the Real Property and, if applicable, Facility.

Section 7.09 **Antitrust Claims.** The Public Entity hereby assigns to the State Entity and the Commissioner of MMB all claims it may have for overcharges as to goods or services provided with respect to the Project, and operation or management of the Real Property and, if applicable, Facility that arise under the antitrust laws of the State of Minnesota or of the United States of America.

Section 7.10 **Review of Plans and Cost Estimates.** The Public Entity agrees to comply with all applicable provisions and requirements, if any, contained in Minn. Stat. § 16B.335, as it may be amended, modified or replaced from time to time, for the Project, and in accordance therewith the Public Entity agrees to comply with the following provisions and requirements if such provisions and requirements are applicable.

A. The Public Entity shall provide all information that the State Entity may request in order for the State Entity to determine that the Project will comply with the provisions and requirements contained in Minn. Stat. § 16B.335, as it may be amended, modified or replaced from time to time.

B. Prior to its proceeding with design activities for the Project the Public Entity shall prepare a predesign package and submit it to the Commissioner of Administration for the State of Minnesota for review and comment. The predesign package must be sufficient to define the purpose, scope, cost, and projected schedule for the Project, and must demonstrate

that the Project has been analyzed according to appropriate space and needs standards. Any substantial changes to such predesign package must be submitted to the Commissioner of Administration for the State of Minnesota for review and comment.

C. If the Project includes the construction of a new building, substantial addition to an existing building, a substantial change to the interior configuration of an existing building, or the acquisition of an interest in land, then the Public Entity shall not prepare final plans and specifications until it has prepared a program plan and cost estimates for all elements necessary to complete the Project and presented them to the Chairs of the Minnesota State Senate Finance Committee and Minnesota House of Representatives Ways and Means Committee and the chairs have made their recommendations, and it has notified the Chair and Ranking Minority Member of the Minnesota House of Representatives Capital Investment Committee and the Chair and Ranking Minority Member of the Minnesota State Senate Capital Investment Committee. The program plan and cost estimates must note any significant changes in the work to be performed on the Project, or in its costs, which have arisen since the appropriation from the legislature for the Project was enacted or which differ from any previous predesign submittal.

D. The Public Entity must notify the Chairs and Ranking Minority Members of the Minnesota State Senate Finance and Capital Investment Committees, and the Minnesota House of Representatives Capital Investment and Ways and Means Committees of any significant changes to the program plan and cost estimates referred to in Section 7.10.C.

E. The program plan and cost estimates referred to in Section 7.10.C must ensure that the Project will comply with all applicable energy conservation standards contained in law, including Minn. Stat. §§ 216C.19 to 216C.20, as they may be amended, modified or replaced from time to time, and all rules adopted thereunder.

F. If any of the Program Grant is to be used for the construction or remodeling of the Facility, then both the predesign package referred to in Section 7.10.B and the program plan and cost estimates referred to in Section 7.10.C must include provisions for cost-effective information technology investments that will enable the occupant of the Facility to reduce its need for office space, provide more of its services electronically, and decentralize its operations.

G. If the Project does not involve the construction of a new building, substantial addition to an existing building, substantial change to the interior configuration of an existing building, or the acquisition of an interest in land, then prior to beginning work on the Project the Public Entity shall just notify the Chairs and Ranking Minority Members of the Minnesota State Senate Finance and Capital Investment Committees, and the Minnesota House of Representatives Capital Investment and Ways and Means Committees that the work to be performed is ready to begin.

H. The Project must be: (i) substantially completed in accordance with the program plan and cost estimates referred to in Section 7.10.C, (ii) completed in accordance with the

time schedule contained in the program plan referred to in Section 7.10.C, and (iii) completed within the budgets contained in the cost estimates referred to in Section 7.10.C.

Provided, however, the provisions and requirements contained in this Section only apply to public lands or buildings or other public improvements of a capital nature, and shall not apply to the demolition or decommissioning of state assets, hazardous material projects, utility infrastructure projects, environmental testing, parking lots, parking structures, park and ride facilities, bus rapid transit stations, light rail lines, passenger rail projects, exterior lighting, fencing, highway rest areas, truck stations, storage facilities not consisting primarily of offices or heated work areas, roads, bridges, trails, pathways, campgrounds, athletic fields, dams, floodwater retention systems, water access sites, harbors, sewer separation projects, water and wastewater facilities, port development projects for which the Commissioner of Transportation for the State of Minnesota has entered into an assistance agreement under Minn. Stat. § 457A.04, as it may be amended, modified or replaced from time to time, ice centers, local government projects with a construction cost of less than \$1,500,000.00, or any other capital project with a construction cost of less than \$750,000.00.

Section 7.11 Prevailing Wages. The Public Entity agrees to comply with all of the applicable provisions contained in Chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Project and the operation of the State Program on or in the Real Property and, if applicable, Facility. By agreeing to this provision, the Public Entity is not acknowledging or agreeing that the cited provisions apply to the Project or the operation of the State Program on or in the Real Property and, if applicable, Facility.

Section 7.12 Liability. The Public Entity and the State Entity 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 State Entity and the Commissioner of MMB is governed by the provisions contained in Minn. Stat. § 3.736, as it may be amended, modified or replaced from time to time. If the Public Entity is a “municipality” as such term is used in Chapter 466 of the Minnesota Statutes that exists as of the date of this Agreement and as such may subsequently be amended, modified or replaced from time to time, then the liability of the Public Entity, including but not limited to the indemnification provided under Section 7.13, is governed by the provisions contained in such Chapter 466.

Section 7.13 Indemnification by the Public Entity. The Public Entity shall bear all loss, expense (including attorneys’ fees), and damage in connection with the Project and operation of the Real Property and, if applicable, Facility, and agrees to indemnify and hold harmless the State Entity, the Commissioner of MMB, and the State of Minnesota, their agents, servants and employees from all claims, demands and judgments made or recovered against the State Entity, the Commissioner of MMB, and the State of Minnesota, their agents, servants and employees, because of bodily injuries, including death at any time resulting therefrom, or because of damages to property of the State Entity, the Commissioner of MMB, or the State of Minnesota, or others (including loss of use) from any cause whatsoever, arising out of, incidental to, or in connection with the Project or operation of the Real Property and, if applicable, Facility, whether or not due

to any act of omission or commission, including negligence of the Public Entity 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 State Entity, the Commissioner of MMB, or the State of Minnesota, their employees, servants or agents.

The Public Entity further agrees to indemnify, save, and hold the State Entity, the Commissioner of MMB, and the State of Minnesota, their agents and employees, harmless from all claims arising out of, resulting from, or in any manner attributable to any violation by the Public Entity, its officers, employees, or agents, or by any Counterparty, its officers, employees, or agents, of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions contained in Section 7.06.

The Public Entity's liability hereunder shall not be limited to the extent of insurance carried by or provided by the Public Entity, or subject to any exclusions from coverage in any insurance policy.

Section 7.14 Relationship of the Parties. Nothing contained in this 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 Public Entity, the State Entity, or the Commissioner of MMB, nor shall the Public Entity be considered or deemed to be an agent, representative, or employee of the State Entity, the Commissioner of MMB, or the State of Minnesota in the performance of this Agreement, the Project, or operation of the Real Property and, if applicable, Facility.

The Public Entity represents that it has already or will secure or cause to be secured all personnel required for the performance of this Agreement and the Project, and the operation and maintenance of the Real Property and, if applicable, Facility. All personnel of the Public Entity or other persons while engaging in the performance of this Agreement, the Project, or the operation and maintenance of the Real Property and, if applicable, Facility shall not have any contractual relationship with the State Entity, the Commissioner of MMB, or the State of Minnesota, and shall not be considered employees of any of such entities. 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 Public Entity, its officers, agents, contractors, or employees shall in no way be the responsibility of the State Entity, the Commissioner of MMB, or the State of Minnesota. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the State Entity, the Commissioner of MMB, or the State of Minnesota including, but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

Section 7.15 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 Public Entity at:

City of Roseville
Finance Department, 2660 civic Center Drive
Roseville, MN 55113
Attention: Jim Taylor, Park Superintendent jim.taylor@cityofroseville.com
jim.taylor@cityofroseville.com 651-792-7107

To the State Entity at:

MN Department of Natural Resources, Forestry Division
500 Lafayette Road
St Paul, MN 55155
Attention: Valerie McClannahan, Urban and Community Forestry
Coordinator valerie.mcclannahan@state.mn.us 651-259-5283

To the Commissioner of MMB at:

Minnesota Department of Management and Budget
400 Centennial Office Bldg.
658 Cedar St.
St. Paul, MN 55155
Attention: Commissioner

Section 7.16 **Binding Effect and Assignment or Modification.** This Agreement and the Declaration shall be binding upon and inure to the benefit of the Public Entity and the State Entity, and their respective successors and assigns. Provided, however, that neither the Public Entity nor the State Entity may assign any of its rights or obligations under this Agreement or the Declaration without the prior written consent of the other party. No change or modification of the terms or provisions of this Agreement or the Declaration shall be binding on either the Public Entity or the State Entity unless such change or modification is in writing and signed by an authorized official of the party against which such change or modification is to be imposed.

Section 7.17 **Waiver.** Neither the failure by the Public Entity, the State Entity, or the Commissioner of MMB, as a third party beneficiary of this Agreement, in any one or more instances to insist upon the complete and total observance or performance of any term or provision hereof, nor the failure of the Public Entity, the State Entity, or the Commissioner of MMB, as a third party beneficiary of this Agreement, to exercise any right, privilege, or remedy conferred hereunder or afforded by law shall be construed as waiving any breach of such term, provision, or the right to exercise such right, privilege, or remedy thereafter. In addition, no delay on the part of the Public Entity, the State Entity, or the Commissioner of MMB, as a third party beneficiary of this Agreement, in exercising any right or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right or remedy preclude other or further exercise thereof or the exercise of any other right or remedy.

Section 7.18 **Entire Agreement.** This Agreement, the Declaration, and the documents, if any, referred to and incorporated herein by reference embody the entire agreement between the Public Entity and the State Entity, and there are no other agreements, either oral or written, between the Public Entity and the State Entity on the subject matter hereof.

Section 7.19 **Choice of Law and Venue.** All matters relating to the validity, construction, performance, or enforcement of this Agreement or the Declaration shall be determined in accordance with the laws of the State of Minnesota. All legal actions initiated with respect to or arising from any provision contained in this Agreement shall be initiated, filed and venued in the State of Minnesota District Court located in the City of St. Paul, County of Ramsey, State of Minnesota.

Section 7.20 **Severability.** If any provision of this Agreement is finally judged by any court to be invalid, then the remaining provisions shall remain in full force and effect and they shall be interpreted, performed, and enforced as if the invalid provision did not appear herein.

Section 7.21 **Time of Essence.** Time is of the essence with respect to all of the matters contained in this Agreement.

Section 7.22 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be an original, but such counterparts shall together constitute one and the same instrument.

Section 7.24 **Source and Use of Funds.** The Public Entity represents to the State Entity and the Commissioner of MMB that **Attachment III** is intended to be and is a source and use of funds statement showing the total cost of the Project and all of the funds that are available for the completion of the Project, and that the information contained in such **Attachment III** correctly and accurately delineates the following information.

A. The total cost of the Project detailing all of the major elements that make up such total cost and how much of such total cost is attributed to each such major element.

B. The source of all funds needed to complete the Project broken down among the following categories:

- (i) State funds including the Program Grant, identifying the source and amount of such funds.
- (ii) Matching funds, identifying the source and amount of such funds.
- (iii) Other funds supplied by the Public Entity, identifying the source and amount of such funds.
- (iv) Loans, identifying each such loan, the entity providing the loan, the amount of each such loan, the terms and conditions of each such loan, and all collateral pledged for repayment of each such loan.
- (v) Other funds, identifying the source and amount of such funds.

C. Such other financial information that is needed to correctly reflect the total funds available for the completion of the Project, the source of such funds and the expected use of such funds.

Previously paid project expenses that are to be reimbursed and paid from proceeds of the G.O. Grant may only be included as a source of funds and included in **Attachment III** if such items have been approved, in writing, by the Commissioner of MMB.

If any of the funds included under the source of funds have conditions precedent to the release of such funds, then the Public Entity must provide to the State Entity and the Commissioner of MMB a detailed description of such conditions and what is being done to satisfy such conditions.

The Public Entity shall also supply whatever other information and documentation that the State Entity or the Commissioner of MMB may request to support or explain any of the information contained in **Attachment III**.

The value of the Public Entity's ownership interest in the Real Property and, if applicable, Facility should only be shown in **Attachment III** if such ownership interest is being acquired and paid for with funds shown in such **Attachment III**, and for all other circumstances such value should be shown in the definition for Ownership Value in Section 1.01 and not included in such **Attachment III**.

The funds shown in **Attachment III** and to be supplied for the Project may, subject to any limitations contained in the State Program Enabling Legislation, be provided by either the Public Entity or a Counterparty under a Use Contract.

Section 7.25 **Project Completion Schedule.** The Public Entity represents to the State Entity and the Commissioner of MMB that **Attachment IV** correctly and accurately delineates the projected schedule for the completion of the Project.

Section 7.26 **Third-Party Beneficiary.** The State Program will benefit the State of Minnesota and the provisions and requirements contained herein are for the benefit of both the State Entity and the State of Minnesota. Therefore, the State of Minnesota, by and through its Commissioner of MMB, is and shall be a third-party beneficiary of this Agreement.

Section 7.27 **Public Entity Tasks.** Any tasks that this Agreement imposes upon the Public Entity may be performed by such other entity as the Public Entity may select or designate, provided that the failure of such other entity to perform said tasks shall be deemed to be a failure to perform by the Public Entity.

Section 7.28 **State Entity and Commissioner Required Acts and Approvals.** The State Entity and the Commissioner of MMB shall not (i) perform any act herein required or authorized by it in an unreasonable manner, (ii) unreasonably refuse to perform any act that it is required to perform hereunder, or (iii) unreasonably refuse to provide or withhold any approval that is required of it herein.

Section 7.29 **Applicability to Real Property and Facility.** This Agreement applies to the Public Entity's ownership interest in the Real Property and if a Facility exists to the Facility. The term "if applicable" appearing in conjunction with the term "Facility" is meant to indicate that this Agreement will apply to a Facility if one exists, and if no Facility exists then this Agreement will only apply to the Public Entity's ownership interest in the Real Property.

Section 7.30 **E-Verification.** The Public Entity agrees and acknowledges that it is aware of Minn. Stat. § 16C.075 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such statute and impose a similar requirement in any Use Contract to which it is a party.

Section 7.31 **Additional Requirements.** The Public Entity and the State Entity agree to comply with the following additional requirements. In the event of any conflict or inconsistency between the following additional requirements and any other provisions or requirement contained in this Agreement, the following additional requirements contained in this Section shall control.

Grant Project Deliverables

2023 Shade Tree Program Bonding Grants

City of Roseville Deliverables

Grant Sum Total: \$264,000.00

Grant Parameters

- Planting trees can take place without removal.
- Removals need to be considered a necessary component of replanting.
- Removals conducted on streets and manicured parks must meet a minimum of one tree planted for each tree removed.
- Removals conducted in park woodlands must incorporate replanting at a meaningful rate.
 - Removals in woodlands need to be mitigating a public safety concern or to address degraded ecosystems.
 - Removals must meet a minimum of one tree planted for five trees removed.

Accomplishment Reports

As work is completed, thoroughly address all applicable bullet points below. Add in the date of reporting (e.g. 1/1/24) and change the font color of your update to red, to show where information has been added. Continually add to this document over the lifetime of your grant, making sure that all bullet points are addressed by the time of the grant's completion.

A written update must be submitted by each reporting deadline, to ensure project is moving forward and on track to completion. Add written reports below corresponding to each reporting date:

July 1, 2024 Update:

January 1, 2025 Update:

July 1, 2025 Update:

January 1, 2026 Update:
July 1, 2026 Update:
January 1, 2027 Update:
July 1, 2027 Update:
January 15, 2028 Final Report:

Work with DNR to fully execute and report on the impacts of the work plan by meeting the requirements as submitted in the application:

Anticipated Accomplishments: Trees Removed-150 Trees Planted-300

Project Overview and Need

Roseville is in the midst of an ambitious multiyear, planned program to address public ash trees within the City by 2026 called the Accelerated EAB Program (AEABP). The program plans for the removal of 914 ash trees; ongoing treatment of 238 ash; planting 1152 new species-diverse trees; a 3-year management plan for new trees; and an updated tree inventory and urban forest management plan. The program is being implemented by internal staff who are Certified Minnesota Tree Inspectors, highly qualified third-party vendors, and hundreds of trained volunteers.

With a combination of previous grants and levy dollars, Roseville is nearing completion of phase 1 of the AEABP. Since January 2022, Roseville has removed 660 ash trees and planted 420 replacement trees, with more planned this year. The City is roughly 60% complete with the overall AEABP. The City is seeking funds for phase 2 of the program. If awarded this grant funding, the City intends to remove 150 public ash trees and plant 300 new trees, for a total of 2 new trees planted for every ash that was removed for this phase. Trees are located within city parks and on public right of way. To ensure capacity, the City has partnered with Tree Trust to complete most of the removals, plantings, and treatment. Although our AEABP covers trees in Boulevards and manicured areas of Parks we have many ash that are on the peripheral near trails and Public Structures that we need to remove and replace as well. All Grant funding helps us to expand our program to these areas.

All trees planted as part of this program will have a 3 year management plan.

Project Timeline

Because the City is already in the midst of the first phase of the Accelerated EAB Program (AEABP), it is uniquely prepared to mobilize and begin work immediately upon awarding of the grant. Specifically, the City already has an agreement with Tree Trust, who has the capacity to complete the project in a manner that educates and engages the community and emphasizes the reforestation of our community well ahead of the grant expiration date.

Specific dates and benchmarks include:

February, 2024 – Grant-funded program begins

- Notifications are sent to residents who live adjacent to impacted right of way.
- Article published in City Newsletter updating on program progress, the importance of the program, and the receipt of the grant.
- Website updated with real-time map to show progress and future plans.
- Removals resume (estimated 30 per month)

March – April 2024

- Removals paused due to road restriction.
- Prioritized planting locations identified within the environmental justice zone.
- Detailed planting plan received and accepted.

May 2024

- Removals resume (estimated 30 per month).
- Estimated 75 trees planted.

May – September 2024

- Removals resume (estimated 30 per month).

September- October 2024

- Planting continues (estimated 150).

This cycle would continue into 2027 until all removals and plantings are complete.

ANTICIPATED BENCHMARKS

- 50% of remaining removals complete April 2025
- 100% of removals October 2025
- 50% of planting October 2026
- 100% of planting October 2026
- Anticipated program completion December 2027

Project Budget Explanation

The MNDNR Shade Tree Bonding Grant will assist in the funding of phase 2 of the Accelerated EAB Program (AEABP). There are two necessary components of the plan for which funding is requested and that would be completed within the Grant period of February 2024 through the fall of 2027. The components include:

- Removal of 150 infested ash
- Planting 300 new trees (a 2 to 1 planting to removal ratio for requested funds, and a 1.2 to 1 ratio for the overall AEABP).
- Removal of 150 trees: \$156,000
- Planting 300 trees: \$108,000

Project Total Summary

Remove 150 infested trees \$156,000

Plant 300 trees \$108,000

Total Grant request \$264,000

To date, the City has funded phase 1 of the program with a combination of previously allocated grant dollars (\$125,000) and levy dollars (\$645,000).

As part of phase 2, the City will fund several portions of the project that are outside of this request including program management, and management of ash trees that are outside of maintained areas on public property.

Project Impacts on Priority Landscapes and Populations

The City of Roseville understands the key role that a robust and diverse urban forest plays in removing disparities in our community and is committed to utilizing its forestry program to support the City's goal of eliminating historical inequities. Specifically, the Government Alliance of Race and Equity Toolkit and equity analysis was utilized in the development

of the Accelerated EAB Program (AEABP). This led to several tangible equity outcomes from the program including:

- A decision to update the City's tree inventory to identify possible planting locations, which can be overlaid with census GIS and environmental justice maps to identify impactful areas for new planting.
- Use of an "equity impact scoring" criteria (10%) in our vendor selection. The vendor that scored highest in this category, and was ultimately selected as the Best Value vendor, was Tree Trust. They have a strong understanding of environmental justice and work to address historical disparities through 1) prioritized planting in target areas, 2) a commitment to education, engagement, and training of volunteers, and 3) its one-of-a-kind "career pathways" program that empowers youth in forestry and provides opportunities to historically underrepresented populations.
- After the completion of the City's currently-in-progress tree inventory, the City plans to prioritize planting and education efforts in the three census tracts that are identified areas of increased concerns on the MPCA Environmental Justice Map. Although an exact number cannot be known until the inventory is completed, the City anticipates planting 20% more trees in targeted tracts compared to non-targeted.

Additionally, the City has been consistent in providing education and information regarding the key role that forestry plays in equity and environmental justice.

Communication

The development of a comprehensive communication plan was a high priority in the development of the AEABP and will continue to be through execution. The communication plan focuses on educating the public about the importance of robust urban forest and providing regular updates on the progress and accomplishments related to the program. Some examples include:

- In the early years of the EAB infestation, the City placed a green ribbon with a link to our EAB information website around many of our public ash trees, to raise awareness (reach: citywide).
- EAB updates are regularly featured in the Roseville City News, which is mailed to every resident in Roseville (reach: citywide).
- Periodic updates are posted on the City's social media channels.
- Our local access cable company (Nine North) has run stories on Roseville's EAB program and will continue to do so if the program is able to continue.
- We provide a real-time map that shows the progress of the accelerated EAB program.
- Community meetings were held as the program was being developed (attended by 40 people).

For phase 2, the grant period, the City plans to:

- Continue to utilize the Roseville City News and social media channels, including an article about the award of the grant and the important impact that it will have on the long-term health of Roseville's urban tree canopy.
- Utilize a three-pronged communication strategy with residents who live next to right-of-way that will be impacted. Communication will include information on trees that will be removed, trees that will be planted, long-term maintenance and the overall importance and benefit of a robust urban tree canopy.

Communication item #1: a post hanger that informs the resident about the program and timing

Communication item #2: a door hanger with more details about the “why” of the program, and when they can expect action taken.

Communication item #3: A tag on the tree that indicates maintenance instructions and why their tree is an important element for a better community.

- Volunteer planting opportunities will be advertised throughout the city and include information on the importance of a robust urban tree canopy.
- Multilingual communication will be utilized in areas where a high percentage of non-English speakers reside.

Key Personnel

Tree Trust continues to work with the City to implement the Accelerated EAB Program. City Staff, along with Tree Trust, will design, manage, and implement the tree planting projects and tree removal work, along with EAB treatment. City Staff involved will be:

1. The Superintendent of Parks and Recreation holds a Bachelor of Science. The Superintendent oversees the entire project and works as Administrative and City Council Liaison, and Project Manager with Tree Trust. He has twenty years of project management experience.
2. The Forestry Coordinator holds a BS, and MS in Natural Resource Management and is also certified as a Tree Inspector. The Forestry Coordinator will work with Tree Trust to determine tree removal locations on public property and the contractor selected to collect tree inventory data.
3. The City Communications Staff provides drafts and publishes communication in City publication and social media about the projects to the public in the accepted mediums.
4. Tree Trust will implement the Accelerated EAB program which will remove, treat and plant trees. Tree Trust has managed this type of project for several other municipalities. They were selected because of the emphasis to maintain as much tree canopy as possible.
5. An urban forestry management vendor will be hired to assist the city staff in developing an updated management plan. Selection criteria has not yet been finalized, but the vendor will be one with experience, and references to their ability to provide a complete thorough management plan.
6. Two seasonal EAB forestry positions two seasonal who will be responsible for watering, pruning, mulching and assessing the health of the newly planted trees, over the next three summers.
7. AmeriCorps member will assist with forestry task as assigned.

Tree Planting

Grant funds will not fund the purchase of trees that are over-represented in your community. Any genera that comprise 10% or more of the community forest make-up will not be funded. Numbers derived from the Minnesota Department of Natural Resources 2010 Rapid Assessment will be used unless an updated inventory is provided. For this community it means grant funds cannot be spent on purchasing:

- *Acer* (maple): 24.2%
- *Picea* (spruce): 24.1%
- *Fraxinus* (ash): 13.6%

All trees planted with grant funds are expected to be maintained based on the grantee submitted Three Year Maintenance Plan as submitted and attached to contract. Trees that do not survive will need to be replaced prior to grant close-out utilizing the warranty the city has with the nursery that stock was purchased from, or at the expense of the grantee.

Trees must be planted in accordance with the standards set in the Minnesota Department of Natural Resources [Pocket Guide to Planting Trees](#).

Reporting and Preparing for Reimbursement

Accomplishment reports, maps, and declarations and/or certifications of completed work will need to be submitted in order to make an official request for reimbursement. You may wait until the end of your project to submit an official request for reimbursement; however, you will be required to submit the following annually on reporting deadlines as listed above under “Accomplishment Reports” to ensure that you are on track for completing grant accomplishments and securing necessary documentation.

- Partial payment form along with invoices and proof of payment for grant-funded purchases, Cash Match form along with proof of payment, and In-Kind Match form
- Accomplishment Reports will include grant contract deliverables and their impacts (required biannually, see dates above)
- Photo documentation of the project’s progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results
- Maps will:
 - Identify the location of ash that have been removed
 - Identify the location of ash stumps that have been ground
 - Identify the location and species of trees that have been planted
- All trees removed, and planted will be mapped and submitted as shapefiles, with the planted trees identified by species, to obtain grant fund reimbursement. If your community does not have access to shapefile-generating software, please notify your DNR Urban and Community Forestry Team Member, and they will work to assist you.

Following the submission of invoices and accomplishment reports, a compliance check will be conducted by Minnesota Department of Natural Resources staff. Staff will do a site evaluation ensuring that tree species submitted on maps are correctly identified and planted in accordance with the standards set in the Minnesota Department of Natural Resources [Pocket Guide to Planting Trees](#).

Staff will also ensure that the project adheres to the 20-10-5 guideline which means that following planting, a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Staff will confirm that planted tree stock is ¾ - 2 inch caliper bareroot or a container class size #20 or smaller.

To Obtain Reimbursement

All documentation within the above section “Preparing for Reimbursement” will be required to obtain reimbursement. Additionally, you will be required to submit all relevant certifications and/or declarations.

Certifications and Declarations

This grant requires a declaration be recorded against real estate that is purchased or improved with state general obligation bond proceeds. When trees are planted in parks or public-owned properties, a General Obligation Bond Financed Property Declaration

must be recorded on the legal description with the County Recorder. The recorded declaration proclaims a property as “Restricted Property,” which prevents these properties from being sold, mortgaged, encumbered, or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget for 125% of the useful life of the Restricted Property. The useful life for this grant is 30 years, meaning 125% of that is 37.5 years.

If the grant project involves more than one park or public-owned property, **one declaration can be recorded with multiple legal descriptions** (this means you only pay one filing fee). Consider recording the declaration after all trees have been planted in parks or on public-owned properties, instead of beforehand, since removing a declaration from a legal description requires a written release from the commissioners of Management and Budget and Department of Natural Resources.

For projects or portions of projects that lie within roads, highways or utility or transit corridors, easements or rights-of-way, a waiver appeal can be requested. If approved, the grantee will require a certification in which the grantee acknowledges that the property purchased and/or improved is still state bond financed property and thus subject to certain statutory requirements will suffice in lieu of a declaration.

Certifications and declarations must be submitted **before** requesting reimbursement from DNR.

Please see Attachments 1A, 1B, and 2A. For more information and templates.

Acknowledgment

The Minnesota Department of Natural Resources needs to be acknowledged in publications, audiovisuals, and electronic media developed as a result of this award.

- Including any publications or outreach materials related to this grant or agreement, a statement of affiliation with Minnesota Department of Natural Resources, e.g., “This publication made possible through a grant from the Minnesota Department of Natural Resources.” OR “This project was conducted in cooperation with the Minnesota Department of Natural Resources.”
- Logo is permitted for use and can be obtained by contacting an Urban and Community Forestry Team Member.

IN TESTIMONY HEREOF, the Public Entity and the State Entity have executed this General Obligation Bond Proceeds Grant Agreement Construction Grant for the City of Roseville Shade Tree Project under the MN Natural Resources Shade Tree on the day and date indicated immediately below their respective signatures.

PUBLIC ENTITY:

a City of Roseville,

Statutory City - Plan B

By: _____

Its: _____

Dated: _____

And: _____

Its: _____

Dated: _____

And: _____

Its: _____

Dated: _____

STATE ENTITY:

Minnesota Department of Natural Resources, Division
of Forestry,

By: _____

Its: _____

Dated: _____

Attachment I to Grant Agreement

State of Minnesota General Obligation Bond Financed DECLARATION

The undersigned has the following interest in the real property located in the County of _____, State of Minnesota that is legally described in **Exhibit A** attached and all facilities situated thereon (collectively, the "Restricted Property"):

- (Check the appropriate box.)
- ☐ a fee simple title,
- ☐ a lease, or
- ☐ an easement,

and as owner of such fee title, lease or easement, does hereby declare that such interest in the Restricted Property is hereby made subject to the following restrictions and encumbrances:

- A. The Restricted Property is bond financed property within the meaning of Minn. Stat. § 16A.695, is subject to the encumbrance created and requirements imposed by such statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget, which approval must be evidenced by a written statement signed by said commissioner and attached to the deed, mortgage, encumbrance or instrument used to sell or otherwise dispose of the Restricted Property; and
- B. The Restricted Property is subject to all of the terms, conditions, provisions, and limitations contained in that certain _____ [Insert title of the general obligation grant agreement] between _____ and _____, dated _____, _____.

The Restricted Property shall remain subject to this State of Minnesota General Obligation Bond Financed Declaration for 125% of the useful life of the Restricted Property or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget, at which time it shall be released therefrom by way of a written release in recordable form signed by both the Commissioner of _____ [Insert the name of the State Entity that provided the grant] and the Commissioner of Minnesota Management and Budget, and such written release is recorded in the real estate records relating to the Restricted Property. This Declaration may not be terminated, amended, or in any way modified without the specific written consent of the Commissioner of Minnesota Management and Budget.

(SIGNATURE BLOCK, ACKNOWLEDGMENTS, AND STATEMENT AS TO WHOM IT WAS DRAFTED BY.)

Exhibit A to Declaration
LEGAL DESCRIPTION OF RESTRICTED PROPERTY

Attachment II to Grant Agreement
LEGAL DESCRIPTION OF REAL PROPERTY

To be determined once Real Property is finalized by Public Entity with the Declaration
(Attachment 1)

Attachment III to Grant Agreement
SOURCE AND USE OF FUNDS FOR THE PROJECT

Source of Funds

Use of Funds

Identify Source of Funds	Amount
State G.O. Funds	
Program Grant	\$264,000.00
Other State Funds	
	\$
	\$
	\$
Subtotal	\$
Matching Funds	
	\$
	\$
Subtotal	\$
Other Public Entity Funds	
	\$
	\$
Subtotal	
Loans	
	\$
Subtotal	\$
Other Funds	
	\$
Subtotal	\$
Prepaid Project Expenses	
	\$
	\$
Subtotal	\$
TOTAL FUNDS	\$264,000.00

Identify Items	Amount
Ownership Acquisition and Other Items Paid for with Program Grant Funds	
Purchase of Ownership Interest	\$ _____
Other Items of a Capital Nature	
Tree Removal and Planting	\$264,000.00
_____	\$ _____
_____	\$ _____
Subtotal	\$ _____
Items Paid for with Non- Program Grant Funds	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Subtotal	\$ _____
	-
TOTAL PROJECT COSTS	\$264,000.00

Attachment IV to Grant Agreement
PROJECT COMPLETION SCHEDULE

Not Applicable

Attachment V to Grant Agreement Shade Tree Program Bonding Grants

2023 Application

Please refer to the Request for Applications (RFA) when completing this application.



Submit this form, along with required attachments, to ucf.dnr@state.mn.us by October 2, 2023.

Checklist:

- ☒ Application Form (filled out, guided by the RFA)
- ☒ Budget Form (Attachment A)
- ☒ 3-Year Tree Maintenance Plan (Attachment B)
- ☒ Species Selection and Stock List (follow guidelines in RFA)

Local Unit of Government (LUG)	City of Roseville
Project Coordinator	Jim Taylor
Coordinator Title	Park Superintendent
Address	2660 Civic Center Drive
City, State, Zip	Roseville, MN 55127
County	Ramsey
Coordinator Email	jim.taylor@cityofroseville.com
Coordinator Phone Number	651-792-7107
Grant Amount Requested	\$264,300
Cash Match (refer to RFA for match guidance)	na
In-Kind Match	na
Total Match (combined In-Kind and Cash Match)	\$264,300

Have you received a DNR community forestry grant in the past?

☒ Yes ☐ No ☐ Don't Know

Is this application limited to serving a community, or communities, with populations less than 20,000?

☐ Yes ☒ No

(To encourage applications from smaller communities across Minnesota, points will be awarded to grants that serve communities with populations less than 20,000)

Project Overview and Need (25 points; 2,050 character maximum including spaces) *Provide a summary of the project, why this funding is needed, what project work will not happen without these grant funds, and expected outcomes. This should include a description of the project location (community wide project, specific parks, etc.). A successful application will demonstrate a readiness to take on a project of the proposed scope and size, and will benefit environmental justice priority populations, and focus on significant public safety concerns.*

Roseville is in the midst of an ambitious multiyear, planned program to address public ash trees within the City by 2026 called the Accelerated EAB Program (AEABP). The program plans for the removal of 914 ash trees; ongoing treatment of 238 ash; planting 1152 new species-diverse trees; a 3-year management plan for new trees; and an updated tree inventory and urban forest management plan. The program is being implemented by internal staff who are Certified Minnesota Tree Inspectors, highly qualified third-party vendors, and hundreds of trained volunteers.

With a combination of previous grants and levy dollars, Roseville is nearing completion of phase 1 of the AEABP. Since January 2022, Roseville has removed 660 ash trees and planted 420 replacement trees, with more planned this year. The City is roughly 60% complete with the overall AEABP. The City is seeking funds for phase 2 of the program.

If awarded this grant funding, the City intends to remove 150 public ash trees and plant 300 new trees, for a total of 2 new trees planted for every ash that was removed for this phase. Trees are located within city parks and on public right of way. To ensure capacity, the City has partnered with Tree Trust to complete most of the removals, plantings, and treatment. Although our AEABP covers trees in Boulevards and manicured areas of Parks we have many ash that are on the peripheral near trails and Public Structures that we need to remove and replace as well. All Grant funding helps us to expand our program to these areas.

Project Timeline (15 points; 2,600 character maximum including spaces) *Describe the approximate project schedule showing intermediate steps and milestones. A successful timeline will provide specific dates, is easy to comprehend, and will follow best management practices*

Because the City is already in the midst of the first phase of the Accelerated EAB Program (AEABP), it is uniquely prepared to mobilize and begin work immediately upon awarding of the grant. Specifically, the City already has an agreement with Tree Trust, who has the capacity to complete the project in a manner that educates and engages the community and emphasizes the reforestation of our community well ahead of the grant expiration date.

Specific dates and benchmarks include:

February, 2024 – Grant-funded program begins

- Notifications are sent to residents who live adjacent to impacted right of way.
- Article published in City Newsletter updating on program progress, the importance of the program, and the receipt of the grant.
- Website updated with real-time map to show progress and future plans.
- Removals resume (estimated 30 per month)

March – April 2024

- Removals paused due to road restriction.
- Prioritized planting locations identified within the environmental justice zone.
- Detailed planting plan received and accepted.

May 2024

Project Budget Explanation (20 points; 2,200 character maximum including spaces)

Provide additional remarks to clarify the budget request. If applicable, provide an explanation of how you are funding portions of your project that are not eligible with grant dollars. A successful budget will provide specific dollar amounts for anticipated use, will be financially realistic and cost effective. Budget will be correctly calculated.

The MNDNR Shade Tree Bonding Grant will assist in the funding of phase 2 of the Accelerated EAB Program (AEABP). There are two necessary components of the plan for which funding is requested and that would be completed within the Grant period of February 2024 through the fall of 2027. The components include:

- Removal of 150 infested ash
- Planting 300 new trees (a 2 to 1 planting to removal ratio for requested funds, and a 1.2 to 1 ratio for the overall AEABP).
- Removal of 150 trees: \$156,300
- Planting 300 trees: \$108,000

Project Total Summary

Remove 150 infested trees \$156,300
Plant 300 trees \$108,000
Total Grant request \$264,300

To date, the City has funded phase 1 of the program with a combination of previously allocated grant dollars (\$125,000) and levy dollars (\$645,000).

As part of phase 2, the City will fund several portions of the project that are outside of this request including program management, and management of ash trees that are outside of maintained areas

Project Impacts on Priority Populations (20 points; 2,200 character maximum including spaces)

This grant opportunity aligns with state initiatives to reduce disparities in health and environmental quality for diverse populations. A successful proposal will serve and include areas of concern for environmental justice (communities with higher populations of low-income residents and/or people of color, including tribal communities), and the applicant will describe actionable items for these communities.

The City of Roseville understands the key role that a robust and diverse urban forest plays in removing disparities in our community and is committed to utilizing its forestry program to support the City ' s goal of eliminating historical inequities. Specifically, the Government Alliance of Race and Equity Toolkit and equity analysis was utilized in the development of the Accelerated EAB Program (AEABP). This led to several tangible equity outcomes from the program including:

- A decision to update the City ' s tree inventory to identify possible planting locations, which can be overlaid with census GIS and environmental justice maps to identify impactful areas for new planting.
- Use of an " equity impact scoring " criteria (10%) in our vendor selection. The vendor that scored highest in this category, and was ultimately selected as the Best Value vendor, was Tree Trust. They have a strong understanding of environmental justice and work to address historical disparities through 1) prioritized planting in target areas, 2) a commitment to education, engagement, and training of volunteers, and 3) its one-of-a-kind " career pathways " program that empowers youth in forestry and provides opportunities to historically underrepresented populations.
- After the completion of the City ' s currently-in-progress tree inventory, the City plans to prioritize planting and education efforts in the three census tracts that are identified areas of increased concerns on the MPCA Environmental Justice Map. Although an exact number cannot be known until the inventory is completed, the City anticipates planting 20% more trees in targeted tracts compared to non-targeted

Communication (10 points; 2,200 character maximum including spaces) *Describe the methods you will use to conduct outreach to citizens about this grant project. A successful communication strategy will use multiple formats that have the potential to reach the public about the use of grant funds and community forest practices.*

The development of a comprehensive communication plan was a high priority in the development of the AEABP and will continue to be through execution. The communication plan focuses on educating the public about the importance of robust urban forest and providing regular updates on the progress and accomplishments related to the program.

Some examples include:

- o In the early years of the EAB infestation, the City placed a green ribbon with a link to our EAB information website around many of our public ash trees, to raise awareness (reach: citywide).
- o EAB updates are regularly featured in the Roseville City News, which is mailed to every resident in Roseville (reach: citywide).
- o Periodic updates are posted on the City ' s social media channels.
- o Our local access cable company (Nine North) has run stories on Roseville ' s EAB program and will continue to do so if the program is able to continue.
- o We provide a real-time map that shows the progress of the accelerated EAB program.
- o Community meetings were held as the program was being developed (attended by 40 people).

For phase 2, the grant period, the City plans to:

- o Continue to utilize the Roseville City News and social media channels, including an article about the award of the grant and the important impact that it will have on the long-term health of Roseville ' s urban tree canopy.

o Utilize a three pronged communication strategy with residents who live next to right of way that

Key Personnel (10 points; 2,200 character maximum including spaces) *Please list all certifications and education degrees for staff or contractors involved in the project. Describe the duties internal staff will conduct, and any work that will be contracted out, or the partnerships you will leverage to complete tasks. Include key personnel and their past experience with similar tasks. If you expect to contract work out, describe requirements you will have for contractors.*

Tree Trust continues to work with the City to implement the Accelerated EAB Program. City Staff, along with Tree Trust, will design, manage, and implement the tree planting projects and tree removal work, along with EAB treatment. City Staff involved will be:

1. The Superintendent of Parks and Recreation holds a Bachelor of Science. The Superintendent oversees the entire project and works as Administrative and City Council Liaison, and Project Manager with Tree Trust. He has twenty years of project management experience.
2. The Forestry Coordinator holds a BS, and MS in Natural Resource Management and is also certified as a Tree Inspector. The Forestry Coordinator will work with Tree Trust to determine tree removal locations on public property and the contractor selected to collect tree inventory data.
3. The City Communications Staff provides drafts and publishes communication in City publication and social media about the projects to the public in the accepted mediums.
4. Tree Trust will implement the Accelerated EAB program which will remove, treat and plant trees. Tree Trust has managed this type of project for several other municipalities. They were selected because of the emphasis to maintain as much tree canopy as possible.
5. An urban forestry management vendor will be hired to assist the city staff in developing an updated management plan. Selection criteria has not yet been finalized, but the vendor will be one with experience, and references to their ability to provide a complete thorough management plan.
6. Two seasonal EAB forestry positions two seasonal who will be responsible for watering, pruning, mulching and assessing the health of the newly planted trees, over the next three summers.
7. AmeriCorps member will assist with forestry task as assigned.

Attachment VI to Grant Agreement

3-Year Tree Maintenance Plan Template for Newly Planted Trees

LUG: City of Roseville

Year and Season of Planting: Fall/Spring of 2024-2027

Project Coordinator: Jim Taylor

Phone: 651-792-7107

Email: jim.taylor@cityofroseville.com

of Trees to be Planted: 300

Size (caliper for deciduous, height for conifers): up to #20 container

Type of Stock to be Planted (Bare root, etc.): container

Describe how the activities below will be completed.

1. Tree Maintenance Personnel

- a. Describe who is responsible for maintenance.

Park Superintendent, with assistance from Park Maintenance and Streets Maintenance crews, will perform tree maintenance duties such as inspection or trimming. Two seasonal staff will be hired to water and maintenance during the growing seasons of 2024 through 2027.

Assistance from Contractors and trained volunteers may also be utilized.

- b. Volunteers, homeowners, or inexperienced staff that will provide maintenance should receive basic training and literature on proper maintenance techniques. Is training needed and how will you do it?

If training is needed, field demonstrations as well as video and published literature will be provided.

- c. How will you inspect tree maintenance work periodically to make sure it is being done correctly?

Field inspections will be required to assess need of each tree. Inspections will assess health of tree, mulch level, trimming requirements, staking and tree stem protection needs.

Inspections will start six months after planting and continue on a bi-annual basis for life of Grant.

2. Tree Watering Process

Describe in detail how trees will be watered, the time period and frequency of watering. Trees should be watered weekly for the first 3 to 5 years when the ground is thawed, unless it has rained 1 inch in a week.

Trees will be watered by homeowner if planted on boulevard, and installation vendor. Park trees will be watered by seasonal park staff.

3. Mulching Trees

Will you mulch your trees and if so, how will you maintain mulch?

A three to four inch layer of mulch will be added at time of the planting. Level of mulch will be assessed annually at time of tree health inspections, watering.

4. Staking and Tying Trees

Explain if staking is necessary due to mowing, vandalism, or wind conditions, and describe plans for inspection and removal.

During annual tree health inspections, the tree will be evaluated for staking needs.

5. Checking Tree Health

The grantee will check trees every 6 – 12 months to identify and address problems. Describe inspection process and follow-up.

Tree health inspections will begin approximately six-months after planting. Inspections will include site visit and documentation for general tree health, mulch levels, presence of tree guard, and need for trimming. If necessary a work order may be submitted for maintenance work to be performed. Re-inspection may then be necessary.

6. Tree Protection

Young trees in busy urban areas may be easily damaged by human activity, animals, and equipment. Describe how planted trees will be protected.

Tree guards are provided at time of initial planting. Guards are corrugated tubes or wrap.

7. Pruning

Newly planted trees should need little pruning, if they were properly cared for in the nursery. In the first year after planting, remove only dead or broken branches. In later years, weakly attached limbs can be removed, and corrective pruning can be done if needed. Describe your pruning maintenance cycle.

The pruning maintenance inspection will be performed annually to determine follow-up need for pruning. If necessary a work order may be submitted for maintenance work to be performed. Re-inspection may then be necessary.

8. Tree Warranty

Tree planting should include a warranty from the nursery for replacement (due to poor condition or mortality). The grantee should be prepared to fully replace all trees that are in poor condition or die prior to inspection at the end of the project grant agreement, unless loss was due to natural disaster. Describe your tree warranty or how trees will be replaced.

Tree health inspections will be conducted within the first year after planting. If a tree fails during the first year, a replacement tree will be planted under the warranty. After the warranty period ends, the city will replace the tree with city funds.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/12/2024

Item No.: 10.j.

Department Approval



City Manager Approval



Item Description: Accept Donation From Rosenbauer for Travel Time

Background

Rosenbauer International has agreed to pay for the travel and expenses of three firefighters to attend a pre-construction meeting at their facility in Austria. The meeting will cover the construction of the Electric Fire Engine the department has ordered. The City Attorney has reviewed the circumstances and has no objections to the trip and given the decision to purchase had been made by the City Council and an on-site pre-construction consultation is part of the normal procurement process. Based on City Attorney advice, staff has prepared a resolution accepting a donation of up to \$10,000 that reflects the expenses for the trip that Rosenbauer will be paying for. Based on the approval by the City Council of the resolution, the City Manager will approve the trip as required under City policy for any out-of-state travel.

Policy Objectives

Required by City Code

Racial Equity Impact Summary

NA

Budget Implications

This will offset City funds of \$10,000 for travel to the Rosenbauer factory.

Staff Recommendations

Approve the resolution accepting the donation from Rosenbauer

Requested Council Action

Approve the resolution accepting the donation from Rosenbauer

Prepared by:

Attachments: 1. Council Resolution- Rosenbauer International Travel- 2-12-2024

**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 12th day of February, 2024, at 6:00 p.m.

The following members were present: Strahan, Etten, Schroeder, Groff and Roe; and the following members were absent: None.

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION No. _____

**ACCEPTING DONATION FROM ROSENBAUER INTERNATIONAL FOR TRAVEL
EXPENSES TO FACILITATE CONSTRUCTION OF A NEW EV FIRE ENGINE**

WHEREAS, the Roseville City Council has authorized the purchase an Electric Fire Engine; and

WHEREAS, the Electric Engine will use new technology that requires specialized knowledge prior to finalizing construction plans, technical aptitude of staff, and to set up the construction plan and requirements for the new Electric Engine; and

WHEREAS, Rosenbauer International, the company who will make the Fire Engine, performs pre-construction meetings at their facility in Austria; and

WHEREAS, Rosenbauer International has agreed to pay for the travel and expenses of three members of the Roseville Fire Department to meet in three or four days of eight to ten hour meetings to facilitate construction of the Fire Engine; and

WHEREAS, the City will benefit from this travel, which has an estimated value of up to \$10,000 because it will ensure that the Roseville Fire Department is getting a quality product that will best meet the needs of the City and the proper Fire Department Officials can learn about the equipment they will soon be operating; now, therefore, be it

RESOLVED, that the Council of the City of Roseville accepts this gift from Rosenbauer International on behalf of the City.

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 12th day of February, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 12th day of February, 2024.

Patrick Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 2/12/2024
Item No.: 10.k.

Department Approval

City Manager Approval



Item Description: Approve Settlement Agreement and Release with Westwood Village Association

Background

In 2009, the City of Roseville and Westwood Village Association entered into an agreement that created the Westwood Village Housing Improvement Area (HIA) which allowed the City to loan funds to Westwood Village I located at the corner of County Road C and Mackubin Street. The funds were lent to help make improvements to the roofs, siding, and windows of the residences.

After the HIA was created, the City issued bonds to provide funds for the improvements. The bonds were to be paid back by Westwood Village I homeowners who could choose to either pre-pay their share of the costs or have their share of the costs assessed over time with the City earning interest.

As the bonds approach the end of their term, the City discovered that the current fund balance is lower than the amount owed by the City. The shortfall in funds is due to the City receiving a higher-than-expected amount of pre-payments from Westwood Village I homeowners after the bond was issued. This led to less-than-predicted interest earnings. As a result, the City did not collect sufficient funds to cover the complete costs of the bond.

Under the settlement agreement, Westwood Village Association will pay the City of Roseville \$23,500 and the City will utilize approximately \$157,000 of existing debt service funds that exist from past projects to pay the remaining amount of debt service for the Westwood Village HIA project.

The settlement agreement resolves all ongoing and future claims regarding this matter between the City and Westwood Village Association.

Policy Objectives

The City created the Housing Improvement Area to provide financing for Westwood Village Association to make improvements to their buildings. The City has a long-standing commitment to ensuring that Roseville's housing stock is maintained and well-kept as described in the City Aspiration to ensure that the the community is secure in our diverse and quality housing and neighborhoods.

Racial Equity Impact Summary

Not applicable.

Budget Implications

Under the settlement agreement, Westwood Village Association will pay \$23,500 towards the shortfall in funds. The City of Roseville would use approximately \$157,000 of existing

38 funds left over from past debt service projects to cover the remaining shortfall.

39
40 **Staff Recommendations**

41 Staff recommends approval of the Settlement Agreement and Release with Westwood
42 Village Association.

43
44 **Requested Council Action**

45 Motion to approve the Settlement Agreement and Release with Westwood Village
46 Association.

47
48 **Prepared by:** Patrick Trudgeon, City Manager

Attachments: 1. Settlement Agreement

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SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Full and Final Release (the "Agreement") is made and entered into by and between Westwood Village Association, a Minnesota nonprofit corporation (the "Association"), and the City of Roseville, a Minnesota municipal corporation (the "City"). Association and City are each referred to herein as a "Party" and collectively referred to herein as the "Parties."

WHEREAS, the City is authorized under Minnesota Statutes, sections 428A.11 through 428A.21 (the "Act") to establish by ordinance a housing improvement area within which housing improvements are made or constructed and the costs of the improvements are paid in whole or in part from fees imposed within the area; and

WHEREAS, by Ordinance No. 1377, adopted September 22, 2008 (the "Enabling Ordinance"), the Council established the Westwood Village I Housing Improvement Area (the "Housing Improvement Area") in order to facilitate certain improvements ("Improvements") to property known as the Westwood Village I Townhouses, and

WHEREAS, by Resolution No. 10712, adopted June 8, 2009 (the "Fee Resolution"), the City Council imposed a housing improvement fee on Housing Units in the Housing Improvement Area in order to finance the Improvements; and

WHEREAS, the Act authorizes the City to issue bonds in the amount necessary to defray the expense to be incurred in making the Improvements, which bonds are payable primarily from proceeds of the fee imposed under the Fee Resolution ("Fee Revenues") and may be further secured by the pledge of the City's full faith, credit and taxing power; and

WHEREAS, on or about June 8, 2009, Association and City entered into a development agreement (the "Contract") related to the establishment of the above-described Housing Improvement Area within the City of Roseville, Minnesota; and

WHEREAS, the City determined that completion of the Improvements pursuant to the Contract, and fulfillment generally of the Contract, were in the vital and best interests of the City and the health, safety, morals, and welfare of its residents, and in accord with the public purposes and provisions of the applicable state and local laws and requirements under which the Housing Improvement Area was established; and

WHEREAS, the Enabling Ordinance provides that any time after a contract for construction of all or part of the Improvements has been entered into or the work has been ordered, and the period for prepayment of the Housing Improvement Fee has expired, the Council may issue bonds in the principal amount necessary to finance the Improvements that have not been prepaid along with costs of issuance of the bonds; and

WHEREAS, under the Contract, Association agreed to construct Improvements, as defined by the Contract, and City agreed to issue general obligation bonds in the maximum principal amount that was supported by the Fee Revenues and would produce total funds in the amount of \$1,595,336 (the "Net Project Amount"), including: (i) proceeds of the bonds, net of

costs of issuance, administrative costs, and capitalized interest, and (ii) all Fee Revenues prepaid by owners of Housing Units prior to issuance of the bonds in accordance with the Fee Resolution, in order to finance the Improvements which would then be repaid with revenues from Housing Improvement Fees; and

WHEREAS, at the time of the Contract, the Parties expected that the revenue from prepayment of Housing Improvement Fees and assessments imposed for Housing Improvement Fees would be sufficient to cover the Debt Service, as defined by the Contract; and

WHEREAS, on or around April 23, 2023, City informed Association that the net revenues available for Debt Service would be insufficient pay debt service (the “Shortfall”) and, pursuant to Section 6.6 of the Contract, the City asked the Association for funds to cover the Shortfall; and

WHEREAS, the Association has disputed its obligation to cover the Shortfall and argued that the City inappropriately applied prepayments and failed to comply with the provisions of the Enabling Ordinance, the Fee Resolution, and the Contract. While no formal litigation was commenced, the disagreement between the Parties related to the Shortfall and application of prepayments shall hereinafter be referred to as the “Dispute;” and

WHEREAS, given the expense, time and uncertainty of continuing the Dispute, the Parties have agreed to settle the Dispute and all past and present claims, disputes, and controversies made by them or that could have been made by them under the terms set forth below, without admitting liability of any kind.

NOW THEREFORE, in consideration of the undertakings contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Incorporation of Recitals.** The foregoing Recitals are incorporated herein as if fully set forth and are acknowledged by the Parties as true.
2. **Settlement Payment.** As consideration for the execution and performance of this Agreement, the Association agrees to pay the City a total sum of twenty-three thousand five hundred and 00/100 dollars (\$23,500.00) (the “Settlement Amount”) The Settlement Amount shall be delivered within forty-five (45) days after approval of this Agreement by the Roseville City Council (the “Council”) which approval shall occur no later than [INSERT DATE]. The Settlement Amount shall be made payable to “City of Roseville” and shall be delivered to Michelle Pietrick, Finance Director, 2660 Civic Center Drive, Roseville, MN 55113.
3. **Approval of this Agreement.** City staff will recommend approval of this Agreement to the Council no later than [INSERT DATE]. The Council shall consider approval of this Agreement no later than [INSERT DATE].
4. **Release of City.** Except for the obligations in this Agreement and in consideration of the agreements herein and other valuable consideration, the sufficiency of which is hereby

acknowledged, the Association, on behalf of itself, its agents, representatives, affiliates, assigns, employees and insurers hereby absolutely and unconditionally releases and forever discharges the City, its agents, representatives, affiliates, employees, assigns, and insurers of and from any and all actions, rights of action, suits, proceedings, claims, obligations, liabilities, debts, sums of money, accounts, covenants, contracts, agreements, damages, and demands of whatsoever kind (in law or in equity), whether known or unknown, relating to or arising out of the Dispute.

5. **Release of Association.** Except for the obligations in this Agreement and in consideration of the agreements herein and other valuable consideration, the sufficiency of which is hereby acknowledged, the City, on behalf of itself, its agents, representatives, affiliates, assigns, employees, and insurers hereby absolutely and unconditionally releases and forever discharges the Association, its members, directors, agents, representatives, affiliates, assigns, employees and insurers of and from any and all actions, rights of action, suits, proceedings, claims, obligations, liabilities, debts, sums of money, accounts, covenants, contracts, agreements, damages, and demands of whatsoever kind (in law or in equity), whether known or unknown, relating to the Dispute. This release shall not take effect until receipt of payment in full of the Settlement Amount in good funds pursuant to paragraph 2, above.
6. **Non-Admission.** This Agreement is entered into as a compromise of the claims and disputes between the Parties, known and unknown, related to the Dispute, and this Agreement is not intended to, nor shall it be construed by anyone as, an admission of any culpability, liability, or wrongdoing of any kind whatsoever by any Party.
7. **Interpretation.** The headings in this Agreement are for convenience and are not to be used as an aid in interpretation. Moreover, this Agreement shall not be construed against either Party as the author or drafter of the Agreement. All Parties participated equally in the drafting of this Agreement. All Parties were represented by independent legal counsel and the Parties represent and warrant that they had sufficient time to review, revise, and comment upon this Agreement before signing the Agreement.
8. **Entire Agreement.** This Agreement constitutes the entire agreement of the Parties and supersedes all prior negotiations or agreements, proposed or otherwise, written or oral, concerning the subject matter hereof.
9. **Governing Law and Venue.** This Agreement shall be governed by, construed, interpreted, and enforced in accordance with the laws of the State of Minnesota. Venue for any dispute relating to this Agreement shall be in Minnesota District Court in Ramsey County, Minnesota.
10. **Attorneys' Fees and Costs.** Each Party to this Agreement will bear its own costs, expenses, disbursements, and attorneys' fees with respect to the Dispute and the negotiation and execution of this Agreement.

11. **Dispute Not Assigned or Transferred Before Signing this Agreement.** The Parties represent and warrant that they are the legal party in interest in all claims asserted or that could have been asserted in the Dispute, with legal title to all rights and claims asserted in the Dispute and hereby released pursuant to this Agreement. The Parties represent and warrant that they have not previously assigned or transferred, or purported to assign or transfer, to any person or entity, any claim or any portion thereof or interest therein.
12. **Counterparts.** This Agreement may be executed by the Parties in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Electronic signatures delivered via e-mail as a PDF document are binding and enforceable.
13. **Representation.** The Parties represent and certify that they have each carefully read and fully understand all the provisions and effects of this Agreement and have thoroughly discussed all aspects of this Agreement with their chosen attorneys, the Parties are voluntarily entering into this Agreement, and that neither the Parties nor their agents, representatives, or attorneys made any representations concerning the terms or effects of the Agreement other than those contained herein.
14. **Successors and Assigns.** This Agreement shall be binding and inure to the benefit of each of the Parties and their successors and assigns.
15. **Severability.** The provisions of this Agreement are severable, and if any part of this Agreement is found to be void or unenforceable, the other portions of the Agreement shall remain fully valid and enforceable. The Parties further agree to replace any void or unenforceable provision of this Agreement with a valid and enforceable provision that will achieve, to the extent possible, the purposes and intent of the void or unenforceable provision.
16. **Amendments.** The Parties agree that this Agreement may not be amended, except by a written instrument signed by each of the Parties hereto.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties, intending to be legally bound hereby, have executed this Settlement Agreement and Release as of the date last written below.

City of Roseville

Dated: _____

By:
Its:

Dated: _____

By:
Its:

Westwood Village Association

Dated: 02 / 06 / 2024 _____

Jana L. Rieck

By: Jana Rieck
Its: President, Board of Directors

Title	Settlement Agreement and Release (Westwood Village...
File name	Settlement Agreem...) (8805206.1).pdf
Document ID	ef842d800046df1f5ad7de30cbc5a664e84a9e94
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



SENT

02 / 06 / 2024

21:16:19 UTC

Sent for signature to Jana Rieck (janal.rieck@yahoo.com)
from gbaumann@hjlawfirm.com
IP: 209.10.146.36



VIEWED

02 / 06 / 2024

21:20:14 UTC

Viewed by Jana Rieck (janal.rieck@yahoo.com)
IP: 64.8.141.202



SIGNED

02 / 06 / 2024

21:21:09 UTC

Signed by Jana Rieck (janal.rieck@yahoo.com)
IP: 64.8.141.202



COMPLETED

02 / 06 / 2024

21:21:09 UTC

The document has been completed.

FUTURE MEETING AGENDA HIGHLIGHTS

February 12, 2024

February 21 and 22, 2024 Special City Council Meetings

- Dates reserved for Commission Applicant Interviews

February 26, 2024 City Council Meeting

- Proclaim Women's History Month
- Discuss Public Works City Code Update
 - Benches in public right-of-way
 - Street patching
 - Fats, Oils, and Grease (FOG)
 - Assessments
 - Abatements for repairs

				<u>Future Agenda Review - Longer Term Initiatives</u>		1/4/2024
				(items that likely require council discussion/action)		
<u>Item</u>				<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>
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