



## City Council Agenda

Monday, May 6, 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**
- 6:01 p.m.    **2. Pledge of Allegiance**
- 6:02 p.m.    **3. Approve Agenda**
- 6:03 p.m.    **4. Public Comment**
- 6:10 p.m.    **5. Recognitions and Donations**
  - a. Peace Officers Memorial Day and National Police Week Proclamation
- 6:15 p.m.    **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:20 p.m.    a. Hold a Public Hearing to consider Certifying Unpaid Utility Charges to the Property Tax Roll
- 6:25 p.m.    b. Receive Annual Comprehensive Financial Report, Auditor Communication Letter, and Reports on Compliance for Fiscal Year Ending December 31, 2023
- 6:45 p.m.    c. Receive First Quarter Budget Amendment and Financial Report
- 6:55 p.m.    d. Consider Approval of Rosedale Center Commercial Police Officer Agreement for 2024-2027
- 7:05 p.m.    e. Discuss Kids in Need Foundation State Bonding Request
- 7:35 p.m.    f. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Red Lobster)
- 7:45 p.m.    g. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Portillos)
- 7:55 p.m.    h. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Shake Shack)
- 8:05 p.m.    i. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (La Tapatia)
- 8:15 p.m.    j. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Bonchon)
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 8:25 p.m.    **9. Approval of City Council Minutes**
  - a. Approve Minutes from the April 8, 2024 City Council Meeting
  - b. Approve Minutes from the April 15, 2024 City Council Meeting
  - c. Approve Minutes from the April 22, 2024 City Council Meeting
- 8:30 p.m.    **10. Approve Consent Agenda**
  - a. Approval of Payments
  - b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

- c. Approve 2 Massage Therapy Establishment Licenses
- d. Approve Professional Services Agreement for 2024 Construction Projects Materials Testing
- e. Approve 1415 County Road B West Revised Pathway Easement Agreement
- f. Approve Acceptance of OJP Community Crime Intervention and Prevention Grant
- g. Approve Acceptance of Minnesota Office of Justice Programs 2024 Firearms Storage Grant

8:35 p.m.     **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda Review

8:45 p.m.     **12. Adjourn**





**Peace Officers Memorial Day  
May 15, 2024**

**National Police Week  
May 12-18, 2024**

**Whereas:** The Congress and President of the United States have designated the week in which May 15 occurs as National Police Week and May 15 as National Peace Officers Memorial Day; and

**Whereas:** The Roseville Police Department plays an essential role in safeguarding the rights and freedoms of all members of the community; and

**Whereas:** It is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**Whereas:** The men and women of the Roseville Police Department unceasingly provide this vital public service.

**Now, Therefore Be It Resolved,** that the Roseville City Council hereby declare the week of May 12 to May 18, 2024, to be National Police Week in the City of Roseville and May 15 as National Peace Officers Memorial Day.

**Be It Further Resolved,** that the Roseville City Council calls upon all citizens to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**Be It Further Resolved,** to observe May 15 as National Peace Officers Memorial Day in honor of law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community, to include Roseville Officer Howard Johnson and Officer Bruce Russell, or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

**In Witness Whereof,** I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 6<sup>th</sup> day of May, 2024.

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Mayor Daniel J. Roe

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 7.a.

Department Approval

City Manager Approval



**Item Description:** Hold a Public Hearing to consider Certifying Unpaid Utility Charges to the Property Tax Roll

## Background

As authorized by City Code, Sections 506, 801,802, and 906, the City annually certifies to the County Auditor any unpaid false alarms, water, sewer, and other charges that are in excess of 90 days past due, for collection on the following year's property taxes. Affected property owners are provided a hearing to dispute any charges against their property.

Beginning in 2010, the City Council began approving certifications for delinquent utilities on a quarterly basis. This ensures that any unpaid utilities are brought to the attention of new property owners in a more timely fashion. It will also allow the City to record a lien against the property in the event that a property goes into foreclosure and/or is being prepared for sale for other reasons.

Attached is the current list of delinquent charges. Payments (along with accrued interest) received in the Finance Office prior to April 24, 2024 were accepted and will not be levied on the 2025 property taxes.

## Policy Objectives

Certifying delinquent charges are required under City Code.

## Racial Equity Impact Summary

There is no anticipated racial equity impact.

## Budget Implications

Not Applicable

## Staff Recommendations

Staff recommends approval of the attached resolution levying unpaid utility and other charges for collection on the property taxes.

## Requested Council Action

Motion adopting the resolution approving the certification of unpaid utility and other charges to the County Auditor for collection on the property taxes.

**Prepared by:** Karla Rangitsch, Utility Billing Clerk

**Attachments:** 1. Resolution 5-6-24  
2. List of Delinquent Accounts



**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 6th day of May, 2024 at 6:00 p.m.

The following members were present:

Member introduced the following resolution and moved its adoption:

**RESOLUTION**

**RESOLUTION DIRECTING THE COUNTY AUDITOR TO  
LEVY UNPAID WATER, SEWER AND OTHER CITY CHARGES FOR PAYABLE 2010 or  
BEYOND**

WHEREAS, the City Code of the City of Roseville, Sections 506, 801, 802, and 906 provides that the City may certify to the County Auditor the amounts of unpaid sewer, water, and other charges to be entered as part of the tax levy on said premises:

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

1. Exhibit "A" attached hereto and made a part thereof by reference is a list of parcels of real property lying within the City limits which are served by the City of Roseville, and on which there are unpaid city water, sewer, and other charges as shown on the attached Schedule A.

2. The Council hereby certifies said list and requests the Ramsey County Auditor to include in the real estate taxes due the amount set forth in Schedule A.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)  
 ) SS  
County of Ramsey)

I, 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 6<sup>th</sup> day of May with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 6th day of May, 2024.

\_\_\_\_\_  
Patrick Trudgeon  
City Manager

Seal

| PIN          | SERVICE ADDRESS      | AMOUNT TO<br>COLLECTIONS | AMOUNT TO COLLECTIONS<br>+ \$25.00 FEE |
|--------------|----------------------|--------------------------|----------------------------------------|
| 012923110003 | 195 WOODLYNN AVE     | \$159.37                 | \$184.37                               |
| 012923110054 | 3075 WOODBRIDGE ST   | \$519.89                 | \$544.89                               |
| 012923120002 | 317 OWASSO BLVD      | \$176.11                 | \$201.11                               |
| 012923130009 | 2977 GALTIER ST      | \$193.26                 | \$218.26                               |
| 012923130022 | 2896 MATILDA ST      | \$165.71                 | \$190.71                               |
| 012923130047 | 349 CO RD C2         | \$241.42                 | \$266.42                               |
| 012923140010 | 171 MAPLE LN         | \$126.03                 | \$151.03                               |
| 012923140056 | 2926 MARION ST       | \$238.65                 | \$263.65                               |
| 012923140082 | 216 MAPLE LN         | \$242.59                 | \$267.59                               |
| 012923140085 | 240 MAPLE LN         | \$216.86                 | \$241.86                               |
| 012923140103 | 183 CO RD C2         | \$135.67                 | \$160.67                               |
| 012923220022 | 3053 LITTLE BAY RD   | \$379.48                 | \$404.48                               |
| 012923230048 | 562 OWASSO BLVD      | \$611.10                 | \$636.10                               |
| 012923230057 | 523 OWASSO HILLS DR  | \$363.50                 | \$388.50                               |
| 012923330003 | 528 IONA LN          | \$960.46                 | \$985.46                               |
| 012923330025 | 2757 KENT ST         | \$200.86                 | \$225.86                               |
| 012923330395 | 2731 MACKUBIN ST #23 | \$142.67                 | \$167.67                               |
| 012923330420 | 2731 MACKUBIN ST #39 | \$166.73                 | \$191.73                               |
| 012923330436 | 2750 DALE ST #52     | \$174.98                 | \$199.98                               |
| 012923330456 | 2662 MACKUBIN ST     | \$295.29                 | \$320.29                               |
| 012923330462 | 2650 MACKUBIN ST     | \$184.63                 | \$209.63                               |
| 012923340035 | 395 WOODHILL DR      | \$201.99                 | \$226.99                               |
| 012923340114 | 2647 WESTERN AVE     | \$343.64                 | \$368.64                               |
| 012923340141 | 413 CO RD C          | \$235.94                 | \$260.94                               |
| 012923340150 | 433 CO RD C          | \$220.29                 | \$245.29                               |
| 012923340154 | 441 CO RD C W        | \$294.07                 | \$319.07                               |
| 012923340156 | 445 CO RD C          | \$206.97                 | \$231.97                               |
| 012923410019 | 2780 MARION ST       | \$264.46                 | \$289.46                               |
| 012923410036 | 2841 MARION ST       | \$247.91                 | \$272.91                               |
| 012923410042 | 2795 MARION ST       | \$180.53                 | \$205.53                               |
| 012923420001 | 2873 GALTIER ST      | \$346.56                 | \$371.56                               |
| 012923420018 | 2778 MATILDA ST      | \$178.28                 | \$203.28                               |
| 012923420028 | 2842 MATILDA ST      | \$163.65                 | \$188.65                               |
| 012923420071 | 2825 FARRINGTON ST   | \$149.29                 | \$174.29                               |
| 012923420095 | 2857 VIRGINIA AVE    | \$159.20                 | \$184.20                               |
| 012923420104 | 2779 VIRGINIA AVE    | \$202.08                 | \$227.08                               |
| 012923430043 | 2679 MATILDA ST      | \$154.06                 | \$179.06                               |
| 012923430111 | 2680 WESTERN AVE     | \$248.22                 | \$273.22                               |
| 012923440013 | 2687 WOODBRIDGE ST   | \$113.84                 | \$138.84                               |
| 022923120058 | 3060 VICTORIA ST     | \$422.51                 | \$447.51                               |
| 022923120061 | 3038 VICTORIA ST     | \$122.42                 | \$147.42                               |
| 022923130014 | 2965 W OWASSO BLVD   | \$93.85                  | \$118.85                               |
| 022923130047 | 2992 VICTORIA ST     | \$406.72                 | \$431.72                               |

**More than 90 days past due as of  
March 31, 2024**

**Schedule A  
Delinquent Accounts 2nd QTR 2024**

**City of Roseville, MN  
4/29/24**

|              |                         |            |            |
|--------------|-------------------------|------------|------------|
| 022923220014 | 1045 WOODLYNN AVE       | \$229.85   | \$254.85   |
| 022923240056 | 885 CO RD C2            | \$134.66   | \$159.66   |
| 022923320039 | 2779 AGLEN ST           | \$178.01   | \$203.01   |
| 022923320068 | 2777 OXFORD ST          | \$186.04   | \$211.04   |
| 022923320080 | 2846 CHURCHILL ST       | \$132.12   | \$157.12   |
| 022923320091 | 2821 CHURCHILL ST       | \$134.76   | \$159.76   |
| 022923330002 | 2747 LAKEVIEW AVE       | \$207.63   | \$232.63   |
| 022923330004 | 2729 LAKEVIEW AVE       | \$128.83   | \$153.83   |
| 022923330041 | 1095 WOODHILL DR UNIT B | \$352.22   | \$377.22   |
| 022923410019 | 715 HEINEL DR           | \$112.22   | \$137.22   |
| 022923410037 | 629 TERRACE DR          | \$199.58   | \$224.58   |
| 022923430033 | 795 TERRACE DR          | \$292.54   | \$317.54   |
| 022923430044 | 808 TERRACE DR          | \$349.95   | \$374.95   |
| 022923430062 | 797 TERRACE DR          | \$171.01   | \$196.01   |
| 022923440005 | 717 TERRACE DR          | \$275.24   | \$300.24   |
| 022923440006 | 723 TERRACE DR          | \$362.57   | \$387.57   |
| 022923440020 | 704 TERRACE DR          | \$168.35   | \$193.35   |
| 022923440033 | 695 IONA LN             | \$66.47    | \$91.47    |
| 022923440052 | 738 WHEATON AVE         | \$258.53   | \$283.53   |
| 022923440072 | 2721 DALE ST            | \$162.64   | \$187.64   |
| 022923440080 | 644 IONA LN             | \$120.56   | \$145.56   |
| 022923440094 | 670 WHEATON AVE         | \$552.04   | \$577.04   |
| 032923130025 | 2891 MERRILL ST         | \$282.92   | \$307.92   |
| 032923130064 | 1303 W CO RD C2         | \$308.49   | \$333.49   |
| 032923130077 | 3000 HAMLINE AVE        | \$1,340.48 | \$1,365.48 |
| 032923140026 | 1168 MAPLE LN W         | \$621.17   | \$646.17   |
| 032923220038 | 3014 ARONA ST           | \$187.53   | \$212.53   |
| 032923220039 | 3020 ARONA ST           | \$215.31   | \$240.31   |
| 032923230009 | 1519 LYDIA AVE          | \$246.13   | \$271.13   |
| 032923230011 | 2999 ASBURY ST          | \$173.72   | \$198.72   |
| 032923230016 | 2944 SIMPSON ST         | \$188.66   | \$213.66   |
| 032923230028 | 2951 SIMPSON ST         | \$222.70   | \$247.70   |
| 032923230033 | 2917 SIMPSON ST         | \$156.24   | \$181.24   |
| 032923230035 | 2903 SIMPSON ST         | \$256.38   | \$281.38   |
| 032923240061 | 2903 ALBERT ST          | \$318.75   | \$343.75   |
| 032923240069 | 2924 PASCAL ST          | \$211.54   | \$236.54   |
| 032923320045 | 1491 APPLEWOOD COURT    | \$141.23   | \$166.23   |
| 032923320159 | 2811 ARONA ST           | \$152.10   | \$177.10   |
| 032923340002 | 1354 JUDITH AVE         | \$151.47   | \$176.47   |
| 032923340003 | 2745 HAMLINE AVE        | \$186.71   | \$211.71   |
| 032923340027 | 1390 JUDITH AVE         | \$357.91   | \$382.91   |
| 032923340040 | 1405 RAMBLER RD         | \$177.65   | \$202.65   |
| 032923340042 | 1389 RAMBLER RD         | \$272.82   | \$297.82   |
| 032923340047 | 1434 RAMBLER RD         | \$277.67   | \$302.67   |
| 032923340080 | 1403 TALISMAN CV        | \$271.63   | \$296.63   |
| 032923410011 | 2806 GRIGGS ST          | \$374.82   | \$399.82   |
| 032923410035 | 2827 GRIGGS ST          | \$238.70   | \$263.70   |

More than 90 days past due as of  
March 31, 2024

Schedule A  
Delinquent Accounts 2nd QTR 2024

City of Roseville, MN  
4/29/24

|              |                      |            |            |
|--------------|----------------------|------------|------------|
| 032923410046 | 2761 GRIGGS ST       | \$198.89   | \$223.89   |
| 032923410072 | 2851 LEXINGTON PL    | \$206.90   | \$231.90   |
| 032923420004 | 2851 FERNWOOD ST     | \$425.28   | \$450.28   |
| 032923420007 | 2836 MERRILL ST      | \$199.27   | \$224.27   |
| 032923420042 | 2815 MERRILL ST      | \$259.29   | \$284.29   |
| 032923420044 | 2799 MERRILL ST      | \$452.75   | \$477.75   |
| 032923420054 | 2806 DELLWOOD ST     | \$134.76   | \$159.76   |
| 032923430014 | 2725 MERRILL ST      | \$137.03   | \$162.03   |
| 032923430027 | 2726 HURON ST        | \$264.45   | \$289.45   |
| 032923430035 | 2723 HURON ST        | \$192.23   | \$217.23   |
| 032923430053 | 2691 HURON ST        | \$208.68   | \$233.68   |
| 032923430067 | 2700 HAMLINE AVE     | \$206.47   | \$231.47   |
| 042923120023 | 3024 FAIRVIEW AVE    | \$231.75   | \$256.75   |
| 042923130040 | 1771 MILLWOOD AVE    | \$261.25   | \$286.25   |
| 042923130068 | 2913 ALDINE ST       | \$420.28   | \$445.28   |
| 042923130072 | 1784 MILLWOOD AVE    | \$236.69   | \$261.69   |
| 042923140051 | 1654 MILLWOOD AVE    | \$157.65   | \$182.65   |
| 042923210013 | 3119 MILDRED DR      | \$138.74   | \$163.74   |
| 042923210049 | 3041 FAIRVIEW AVE    | \$312.45   | \$337.45   |
| 042923210055 | 3021 FAIRVIEW AVE    | \$288.48   | \$313.48   |
| 042923220100 | 3099 EVELYN ST       | \$215.70   | \$240.70   |
| 042923240031 | 2970 MILDRED DR      | \$180.72   | \$205.72   |
| 042923240042 | 2911 FAIRVIEW AVE    | \$255.75   | \$280.75   |
| 042923240044 | 2903 FAIRVIEW AVE    | \$173.72   | \$198.72   |
| 042923310025 | 2690 PRIOR AVE #4    | \$314.83   | \$339.83   |
| 042923330029 | 2020 TWIN LAKES PKWY | \$893.01   | \$918.01   |
| 042923330032 | 0 MOUNT RIDGE RD     | \$1,741.85 | \$1,766.85 |
| 042923340035 | 2690 PRIOR AVE # 3   | \$745.38   | \$770.38   |
| 042923340036 | 2690 PRIOR AVE # 1   | \$2,369.91 | \$2,394.91 |
| 042923420005 | 1785 CENTENNIAL DR   | \$136.92   | \$161.92   |
| 042923420019 | 1780 CENTENNIAL DR   | \$141.75   | \$166.75   |
| 042923420023 | 1790 CENTENNIAL DR   | \$271.02   | \$296.02   |
| 042923420026 | 1798 CENTENNIAL DR   | \$149.71   | \$174.71   |
| 042923430018 | 2745 HERSCHEL ST N   | \$99.54    | \$124.54   |
| 052923210071 | 3020 OLD HWY 8       | \$1,742.58 | \$1,767.58 |
| 052923210073 | 3006 OLD HWY 8       | \$364.52   | \$389.52   |
| 052923220026 | 2505 BRENNER ST      | \$235.15   | \$260.15   |
| 052923220037 | 3072 PATTON RD       | \$174.67   | \$199.67   |
| 052923220084 | 3082 HIGHCREST RD    | \$252.66   | \$277.66   |
| 052923220100 | 3008 HIGHCREST RD    | \$246.37   | \$271.37   |
| 052923220123 | 3009 TROSETH RD      | \$357.00   | \$382.00   |
| 052923230028 | 2946 HIGHCREST RD    | \$804.22   | \$829.22   |
| 052923230037 | 2994 OLD HWY 8       | \$652.16   | \$677.16   |
| 052923230038 | 2986 OLD HWY 8       | \$180.72   | \$205.72   |
| 052923320001 | 3261 OLD HWY 8       | \$156.69   | \$181.69   |
| 052923320002 | 3253 OLD HWY 8       | \$131.75   | \$156.75   |
| 082923140008 | 2421 ROSEGATE        | \$6,045.67 | \$6,070.67 |



More than 90 days past due as of  
March 31, 2024

Schedule A  
Delinquent Accounts 2nd QTR 2024

City of Roseville, MN  
4/29/24

|              |                           |            |            |
|--------------|---------------------------|------------|------------|
| 082923230010 | 2507 WALNUT ST            | \$2,074.49 | \$2,099.49 |
| 082923430044 | 2223 W CO RD B            | \$218.84   | \$243.84   |
| 082923430090 | 2202 MIDLAND VIEW COURT N | \$145.74   | \$170.74   |
| 092923120020 | 2586 FAIRVIEW AVE         | \$169.57   | \$194.57   |
| 092923120040 | 2566 BEACON ST            | \$152.74   | \$177.74   |
| 092923310003 | 1885 PERIMETER DR         | \$438.32   | \$463.32   |
| 092923340013 | 1860 GLUEK LN             | \$96.52    | \$121.52   |
| 092923440222 | 2185 HADDINGTON RD        | \$179.29   | \$204.29   |
| 102923110012 | 1149 OAKCREST AVE         | \$176.00   | \$201.00   |
| 102923110019 | 2561 DUNLAP ST            | \$185.43   | \$210.43   |
| 102923110027 | 1106 OAKCREST AVE         | \$155.75   | \$180.75   |
| 102923120061 | 1294 OAKCREST AVE         | \$158.73   | \$183.73   |
| 102923210065 | 2589 HAMLINE AVE - STE D  | \$100.56   | \$125.56   |
| 102923210066 | 2593 HAMLINE AVE SUITE A  | \$111.16   | \$136.16   |
| 102923220004 | 2610 SNELLING CV          | \$1,843.64 | \$1,868.64 |
| 102923230044 | 1495 W CO RD B2           | \$175.02   | \$200.02   |
| 102923240023 | 2451 HAMLINE AVE          | \$173.30   | \$198.30   |
| 102923240100 | 1405 W CO RD B2           | \$170.65   | \$195.65   |
| 102923240104 | 2400 PASCAL ST            | \$108.84   | \$133.84   |
| 102923340017 | 1397 SANDHURST DR         | \$372.55   | \$397.55   |
| 102923340032 | 2171 HAMLINE AVE          | \$224.00   | \$249.00   |
| 102923430054 | 2226 DELLWOOD AVE         | \$236.58   | \$261.58   |
| 102923430060 | 2271 DELLWOOD AVE         | \$156.64   | \$181.64   |
| 102923430096 | 1257 W CO RD B            | \$204.05   | \$229.05   |
| 102923440012 | 1213 SHERREN ST           | \$251.37   | \$276.37   |
| 102923440087 | 1195 W CO RD B            | \$216.97   | \$241.97   |
| 112923120025 | 750 CO RD C               | \$244.78   | \$269.78   |
| 112923120040 | 2545 FISK ST              | \$206.20   | \$231.20   |
| 112923130018 | 834 SEXTANT AVE           | \$157.83   | \$182.83   |
| 112923140028 | 735 W CO RD B2            | \$142.84   | \$167.84   |
| 112923140044 | 2455 DALE ST              | \$285.24   | \$310.24   |
| 112923230017 | 2444 LEXINGTON AVE        | \$163.65   | \$188.65   |
| 112923230028 | 2468 CHURCHILL ST         | \$172.88   | \$197.88   |
| 112923230055 | 2468 AGLLEN ST            | \$141.12   | \$166.12   |
| 112923230096 | 2410 OXFORD ST            | \$243.98   | \$268.98   |
| 112923240010 | 949 BROOKS AVE            | \$155.01   | \$180.01   |
| 112923310021 | 970 W CO RD B2            | \$229.33   | \$254.33   |
| 112923310031 | 2360 NANCY PL             | \$183.80   | \$208.80   |
| 112923310041 | 962 GRANDVIEW AVE         | \$360.65   | \$385.65   |
| 112923320015 | 1086 W CO RD B2           | \$227.80   | \$252.80   |
| 112923320019 | 1079 GRANDVIEW AVE        | \$173.09   | \$198.09   |
| 112923320057 | 1042 LOVELL AVE           | \$271.96   | \$296.96   |
| 112923320107 | 1049 LOVELL AVE           | \$174.39   | \$199.39   |
| 112923330031 | 2214 LEXINGTON AVE        | \$146.19   | \$171.19   |
| 112923330050 | 2168 OXFORD ST            | \$219.35   | \$244.35   |
| 112923340006 | 941 SHERREN ST            | \$174.69   | \$199.69   |
| 112923340007 | 936 HWY 36                | \$162.75   | \$187.75   |

More than 90 days past due as of  
March 31, 2024

Schedule A  
Delinquent Accounts 2nd QTR 2024

City of Roseville, MN  
4/29/24

|              |                     |          |          |
|--------------|---------------------|----------|----------|
| 112923410040 | 719 LOVELL AVE      | \$122.68 | \$147.68 |
| 112923410048 | 653 LOVELL AVE      | \$313.66 | \$338.66 |
| 112923420010 | 790 W CO RD B2      | \$179.00 | \$204.00 |
| 112923420051 | 831 LOVELL AVE      | \$202.78 | \$227.78 |
| 112923420079 | 841 COPE AVE        | \$235.90 | \$260.90 |
| 112923420081 | 823 COPE AVE        | \$143.67 | \$168.67 |
| 112923420083 | 809 COPE AVE        | \$177.01 | \$202.01 |
| 112923430014 | 761 SHERREN ST      | \$249.28 | \$274.28 |
| 112923430044 | 772 SANDHURST DR W  | \$188.58 | \$213.58 |
| 112923430046 | 756 SANDHURST DR W  | \$269.36 | \$294.36 |
| 112923430052 | 835 W CO RD B       | \$171.60 | \$196.60 |
| 112923430057 | 795 W CO RD B       | \$189.33 | \$214.33 |
| 122923110049 | 2610 WEWERS RD      | \$294.49 | \$319.49 |
| 122923120021 | 350 OAKCREST LN     | \$210.97 | \$235.97 |
| 122923130009 | 2499 MATILDA ST     | \$167.80 | \$192.80 |
| 122923130027 | 360 BROOKS AVE      | \$165.37 | \$190.37 |
| 122923130028 | 370 BROOKS AVE      | \$277.69 | \$302.69 |
| 122923140010 | 2490 WOODBRIDGE ST  | \$69.21  | \$94.21  |
| 122923140020 | 2501 WOODBRIDGE ST  | \$239.15 | \$264.15 |
| 122923140026 | 2483 WOODBRIDGE ST  | \$321.84 | \$346.84 |
| 122923140028 | 2477 WOODBRIDGE ST  | \$270.99 | \$295.99 |
| 122923210029 | 421 ROSE PL         | \$256.22 | \$281.22 |
| 122923240038 | 2417 WESTERN AVE    | \$164.27 | \$189.27 |
| 122923310048 | 405 MINNESOTA AVE   | \$162.75 | \$187.75 |
| 122923320029 | 517 LOVELL AVE      | \$172.18 | \$197.18 |
| 122923330007 | 601 SANDHURST DR W  | \$268.24 | \$293.24 |
| 122923340008 | 419 HWY 36          | \$109.70 | \$134.70 |
| 122923340010 | 432 MINNESOTA AVE   | \$156.47 | \$181.47 |
| 122923340036 | 2186 BOSSARD DR     | \$195.47 | \$220.47 |
| 122923340042 | 2225 BOSSARD DR     | \$156.02 | \$181.02 |
| 122923340054 | 2170 COHANSEY BLVD  | \$127.43 | \$152.43 |
| 122923410027 | 247 MINNESOTA AVE   | \$196.04 | \$221.04 |
| 122923410053 | 218 W CO RD B2      | \$146.07 | \$171.07 |
| 122923420005 | 2397 MATILDA ST     | \$220.21 | \$245.21 |
| 122923420083 | 2293 HAND AVE       | \$136.03 | \$161.03 |
| 122923420089 | 2334 WESTERN AVE    | \$461.68 | \$486.68 |
| 122923430032 | 351 SANDHURST DR W  | \$189.63 | \$214.63 |
| 122923430034 | 335 SANDHURST DR W  | \$189.20 | \$214.20 |
| 122923440009 | 226 MINNESOTA AVE   | \$154.79 | \$179.79 |
| 122923440015 | 2234 MARION ST      | \$247.35 | \$272.35 |
| 122923440022 | 255 CAPITOL VIEW CR | \$268.13 | \$293.13 |
| 132923110002 | 158 W CO RD B       | \$157.45 | \$182.45 |
| 132923110004 | 170 W CO RD B       | \$146.38 | \$171.38 |
| 132923110007 | 2147 RICE ST        | \$219.62 | \$244.62 |
| 132923110062 | 2057 WOODBRIDGE ST  | \$153.81 | \$178.81 |
| 132923110081 | 2088 WILLIAM ST     | \$147.00 | \$172.00 |
| 132923110150 | 2088 ALBEMARLE ST   | \$86.41  | \$111.41 |

More than 90 days past due as of  
March 31, 2024

Schedule A  
Delinquent Accounts 2nd QTR 2024

City of Roseville, MN  
4/29/24

|              |                      |            |            |
|--------------|----------------------|------------|------------|
| 132923120016 | 311 BURKE AVE        | \$298.03   | \$323.03   |
| 132923120033 | 2084 GIESMANN ST     | \$129.10   | \$154.10   |
| 132923120084 | 320 W CO RD B        | \$494.76   | \$519.76   |
| 132923130004 | 305 ELMER ST         | \$159.68   | \$184.68   |
| 132923130016 | 269 MCCARRONS BLVD   | \$160.37   | \$185.37   |
| 132923130024 | 310 ELMER ST         | \$146.91   | \$171.91   |
| 132923140007 | 249 ELMER ST         | \$235.68   | \$260.68   |
| 132923210032 | 2084 IRENE ST        | \$412.15   | \$437.15   |
| 132923220004 | 2091 COHANSEY BLVD   | \$252.96   | \$277.96   |
| 132923230021 | 540 SHRYER AVE       | \$207.96   | \$232.96   |
| 132923230028 | 555 RYAN AVE         | \$225.71   | \$250.71   |
| 132923230058 | 577 ROSELAWN AVE     | \$185.70   | \$210.70   |
| 132923230073 | 602 MOUNDSVIEW AVE   | \$150.45   | \$175.45   |
| 132923230088 | 545 ROSELAWN AVE     | \$291.90   | \$316.90   |
| 132923240018 | 386 N MCCARRONS BLVD | \$219.62   | \$244.62   |
| 132923240032 | 472 BAYVIEW DR       | \$330.83   | \$355.83   |
| 132923240034 | 480 BAYVIEW DR       | \$137.73   | \$162.73   |
| 132923310049 | 1839 WESTERN AVE     | \$130.10   | \$155.10   |
| 132923310089 | 491 GLENWOOD AVE     | \$226.88   | \$251.88   |
| 132923310098 | 462 HILLTOP AVE      | \$171.02   | \$196.02   |
| 132923310123 | 1823 WESTERN AVE     | \$297.21   | \$322.21   |
| 132923320020 | 500 ROSELAWN AVE W   | \$68.77    | \$93.77    |
| 132923410014 | 1893 WAGENER PL      | \$141.50   | \$166.50   |
| 132923410042 | 1878 SHADY BEACH AVE | \$201.36   | \$226.36   |
| 132923430002 | 267 ROMA AVE         | \$242.65   | \$267.65   |
| 132923430011 | 264 ROMA AVE         | \$160.58   | \$185.58   |
| 132923440003 | 192 MCCARRONS BLVD   | \$250.20   | \$275.20   |
| 132923440004 | 186 MCCARRONS BLVD   | \$210.45   | \$235.45   |
| 132923440005 | 182 MCCARRONS BLVD S | \$177.27   | \$202.27   |
| 132923440013 | 1681 RICE ST         | \$8,191.42 | \$8,216.42 |
| 132923440039 | 261 MCCARRONS PL W   | \$1,911.73 | \$1,936.73 |
| 132923440041 | 253 MCCARRONS PL W   | \$261.99   | \$286.99   |
| 132923440054 | 201 MCCARRONS PL W   | \$119.69   | \$144.69   |
| 132923440055 | 230 MCCARRONS PL W   | \$103.29   | \$128.29   |
| 142923110005 | 724 W CO RD B        | \$174.81   | \$199.81   |
| 142923110019 | 679 SKILLMAN AVE     | \$128.51   | \$153.51   |
| 142923110041 | 699 BELMONT LN       | \$256.23   | \$281.23   |
| 142923110052 | 2099 DALE ST         | \$97.64    | \$122.64   |
| 142923110068 | 721 ELDRIDGE AVE     | \$242.36   | \$267.36   |
| 142923110079 | 645 ELDRIDGE AVE     | \$157.93   | \$182.93   |
| 142923120004 | 780 W CO RD B        | \$131.75   | \$156.75   |
| 142923120016 | 2112 VICTORIA ST     | \$178.28   | \$203.28   |
| 142923120017 | 851 PARKER AVE       | \$156.75   | \$181.75   |
| 142923120031 | 2119 AVON ST         | \$180.08   | \$205.08   |
| 142923120051 | 798 PARKER AVE       | \$184.21   | \$209.21   |
| 142923210022 | 928 BURKE AVE        | \$127.78   | \$152.78   |
| 142923210074 | 958 W CO RD B        | \$219.62   | \$244.62   |

**More than 90 days past due as of  
March 31, 2024**

**Schedule A  
Delinquent Accounts 2nd QTR 2024**

**City of Roseville, MN  
4/29/24**

|              |                    |          |          |
|--------------|--------------------|----------|----------|
| 142923210075 | 964 W CO RD B      | \$275.62 | \$300.62 |
| 142923210080 | 896 PARKER AVE     | \$352.87 | \$377.87 |
| 142923220008 | 1040 W CO RD B     | \$175.23 | \$200.23 |
| 142923220012 | 1066 W CO RD B     | \$169.16 | \$194.16 |
| 142923220060 | 1024 PARKER AVE    | \$205.10 | \$230.10 |
| 142923220065 | 2062 LEXINGTON AVE | \$311.49 | \$336.49 |
| 142923220086 | 1008 PARKER AVE    | \$324.05 | \$349.05 |
| 142923230029 | 993 RYAN AVE       | \$230.41 | \$255.41 |
| 142923230051 | 1026 DRAPER AVE    | \$193.70 | \$218.70 |
| 142923230056 | 1941 CHATSWORTH ST | \$307.71 | \$332.71 |
| 142923230066 | 1930 LEXINGTON AVE | \$308.93 | \$333.93 |
| 142923310012 | 1817 VICTORIA ST   | \$219.66 | \$244.66 |
| 142923320001 | 1915 CHATSWORTH ST | \$268.43 | \$293.43 |
| 142923320008 | 1863 CHATSWORTH ST | \$194.34 | \$219.34 |
| 142923320018 | 1820 AGLEN ST      | \$214.59 | \$239.59 |
| 142923320025 | 1870 AGLEN ST      | \$287.46 | \$312.46 |
| 142923320040 | 1845 AGLEN ST      | \$185.28 | \$210.28 |
| 142923320090 | 1018 RUGGLES ST    | \$214.35 | \$239.35 |
| 142923320101 | 1045 RUGGLES ST    | \$171.07 | \$196.07 |
| 142923330048 | 1719 CHATSWORTH ST | \$201.15 | \$226.15 |
| 142923340017 | 1738 CHATSWORTH ST | \$250.48 | \$275.48 |
| 142923410016 | 1850 ALAMEDA ST    | \$198.74 | \$223.74 |
| 142923440021 | 1789 ALAMEDA ST    | \$191.81 | \$216.81 |
| 142923440032 | 706 ROMA AVE       | \$116.06 | \$141.06 |
| 142923440062 | 1766 ALTA VISTA DR | \$184.95 | \$209.95 |
| 152923110022 | 1192 BURKE AVE     | \$230.06 | \$255.06 |
| 152923110053 | 1142 ELDRIDGE AVE  | \$229.25 | \$254.25 |
| 152923110056 | 1120 ELDRIDGE AVE  | \$204.99 | \$229.99 |
| 152923110058 | 2083 LEXINGTON AVE | \$223.24 | \$248.24 |
| 152923110064 | 1121 SKILLMAN AVE  | \$177.65 | \$202.65 |
| 152923110077 | 1127 KARYL PL      | \$146.26 | \$171.26 |
| 152923120015 | 1300 W CO RD B     | \$155.81 | \$180.81 |
| 152923120086 | 1266 W CO RD B     | \$182.55 | \$207.55 |
| 152923130005 | 1252 SKILLMAN AVE  | \$202.08 | \$227.08 |
| 152923130034 | 1306 SHRYER AVE    | \$302.78 | \$327.78 |
| 152923130049 | 1287 RYAN AVE      | \$318.72 | \$343.72 |
| 152923130068 | 1240 RYAN AVE      | \$219.78 | \$244.78 |
| 152923130096 | 1293 DRAPER AVE    | \$75.58  | \$100.58 |
| 152923130099 | 1292 DRAPER AVE    | \$190.78 | \$215.78 |
| 152923130139 | 1236 DRAPER AVE    | \$199.31 | \$224.31 |
| 152923210005 | 1386 W CO RD B     | \$275.57 | \$300.57 |
| 152923210030 | 1359 BURKE AVE     | \$156.92 | \$181.92 |
| 152923210065 | 1368 ELDRIDGE AVE  | \$356.32 | \$381.32 |
| 152923230028 | 1942 SNELLING AVE  | \$259.95 | \$284.95 |
| 152923230036 | 1969 ASBURY ST     | \$225.09 | \$250.09 |
| 152923230037 | 1970 ASBURY ST     | \$203.77 | \$228.77 |
| 152923230054 | 1950 ARONA ST      | \$231.58 | \$256.58 |

More than 90 days past due as of  
March 31, 2024

Schedule A  
Delinquent Accounts 2nd QTR 2024

City of Roseville, MN  
4/29/24

|              |                   |          |          |
|--------------|-------------------|----------|----------|
| 152923240025 | 1385 SHRYER AVE   | \$199.54 | \$224.54 |
| 152923240043 | 1446 SHRYER AVE   | \$162.75 | \$187.75 |
| 152923240049 | 1421 RYAN AVE     | \$155.65 | \$180.65 |
| 152923240059 | 1350 RYAN AVE     | \$160.58 | \$185.58 |
| 152923410005 | 1140 ROSELAWN AVE | \$142.40 | \$167.40 |
| 152923410096 | 1124 RUGGLES ST   | \$236.35 | \$261.35 |
| 152923410106 | 1194 RUGGLES ST   | \$129.73 | \$154.73 |
| 152923420049 | 1890 HAMLINE AVE  | \$113.36 | \$138.36 |
| 152923420052 | 1911 HURON AVE    | \$218.59 | \$243.59 |
| 152923420057 | 1890 HURON AVE    | \$142.18 | \$167.18 |
| 152923420060 | 1866 HURON AVE    | \$221.13 | \$246.13 |
| 152923420125 | 1844 HAMLINE AVE  | \$261.05 | \$286.05 |
| 152923430006 | 1266 GARDEN AVE   | \$157.47 | \$182.47 |
| 152923430023 | 1244 ROMA AVE     | \$244.48 | \$269.48 |
| 152923430027 | 1272 ROMA AVE     | \$198.26 | \$223.26 |
| 152923430032 | 1695 FERNWOOD AVE | \$180.31 | \$205.31 |
| 152923440044 | 1207 ROMA AVE     | \$167.63 | \$192.63 |
| 152923440059 | 1740 DUNLAP ST    | \$179.66 | \$204.66 |
| 162923110059 | 1676 SKILLMAN AVE | \$219.02 | \$244.02 |
| 162923130013 | 1803 SHRYER AVE   | \$170.70 | \$195.70 |
| 162923130039 | 1988 WHEELER ST   | \$257.14 | \$282.14 |
| 162923130068 | 1964 FAIRVIEW AVE | \$208.87 | \$233.87 |
| 162923130078 | 1745 ROSELAWN AVE | \$361.66 | \$386.66 |
| 162923140060 | 45 MID OAKS LN    | \$179.59 | \$204.59 |
| 162923240062 | 1850 RYAN AVE     | \$265.61 | \$290.61 |
| 162923240090 | 1932 TATUM ST     | \$215.51 | \$240.51 |
| 172923140053 | 1940 WESTWOOD CR  | \$149.35 | \$174.35 |
| 172923210008 | 2096 FAIRWAYS LN  | \$285.42 | \$310.42 |
| 172923240008 | 1951 LAKE ST      | \$180.72 | \$205.72 |

**TOTAL TO BE CERTIFIED TO  
2025 TAXES 79250035B**

**\$104,437.73**

**\$113,287.73**

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 7.b.

Department Approval



City Manager Approval



---

**Item Description:** Receive Annual Comprehensive Financial Report, Auditor  
Communication Letter, and Reports on Compliance for Fiscal Year  
Ending December 31, 2023

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**Background**

State Statute requires an annual presentation of the City's year-end financial report by an independent auditor. The purpose is to provide a forum for which an independent report can be made directly to elected officials with regard to the City's financial operations.

Rebecca Petersen, from the firm of Redpath and Company, LLC will be present to provide an overview of the Annual Reports, as well as the audit process and any required disclosures or findings.

Staff will be available for any follow-up questions if necessary.

**Policy Objectives**

The presentation of the annual report is required by State Statute.

**Racial Equity Impact Summary**

There is no equity impact.

**Budget Implications**

Not applicable.

**Staff Recommendations**

Staff recommends the Council formally accept the 2023 Annual Comprehensive Financial Report and Audit Reports.

**Requested Council Action**

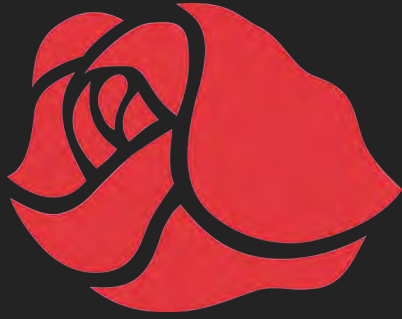
Motion to accept the 2023 Annual Financial Reports.

**Prepared by:** Joshua Kent - Assistant Finance Director

**Attachments:**

1. 2023 Annual Comprehensive Financial Report and Auditor Communication Letter
2. Roseville City Council Presentation - 2023





# Annual Comprehensive Financial Report

Fiscal Year Ended December 31, 2023

CITY OF ROSEVILLE, MN



PREPARED BY THE  
FINANCE DEPARTMENT





**City of Roseville, Minnesota**  
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# Introductory Section

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April 29<sup>th</sup>, 2024

To the City Council and Citizens of the City of Roseville:

Minnesota statutes require all cities to issue an annual report on its financial position and activity prepared in accordance with generally accepted accounting principles in the United States of America (GAAP), and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants or the Office of the State Auditor. Pursuant to that requirement, we hereby issue the annual comprehensive financial report of the City of Roseville for the fiscal year ended December 31, 2023.

This report consists of management's representations concerning the finances of the City of Roseville. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the City of Roseville has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City of Roseville's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the City of Roseville's internal controls have been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The City of Roseville's financial statements have been audited by Redpath and Company, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City of Roseville for the fiscal year ended December 31, 2023 are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the City of Roseville's financial statements for the fiscal year ended December 31, 2023, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City of Roseville's MD&A can be found immediately following the report of the independent auditors.

## **Profile of the Government**

The City of Roseville, incorporated in 1948, is a suburban community bordering both Minneapolis and St. Paul, Minnesota in the eastern part of the state. This area is considered to be the major population and economic growth area in the state, and among one of the highly ranked economic growth areas in the country. The City of Roseville currently occupies a land area of 13.7 square miles and serves a population of 36,810. The City of Roseville is empowered to levy a property tax on both real and personal properties located within its boundaries. While it also is empowered by state statute to extend its corporate limits by annexation, Roseville is a completely developed community and is bordered on all sides by other incorporated communities.

The City of Roseville has operated under the council-manager form of government since 1974. Policy-making and legislative authority are vested in a city council consisting of the mayor and four other members. The city council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the city manager. The city manager is responsible for carrying out the policies and ordinances of the council, for overseeing the day-to-day operations of the city government, and for appointing the heads of the various departments. The council is elected on a non-partisan basis. The Mayor and Council members serve four-year staggered terms. The council and mayor are elected at large.

The City of Roseville provides a full range of services, including police and fire protection; the construction and maintenance of highways, streets, and other infrastructure; water and sewer services and recreational activities and cultural events.

The annual budget serves as the foundation for the City of Roseville's financial planning and control. All departments and agencies of the City of Roseville submit requests for appropriation to the City Manager in May of each year. The City Manager uses these requests as the starting point for developing a proposed budget. The City Manager then presents this proposed budget to the council for review prior to August 31st. The council is required to hold public hearings on the proposed budget and to adopt a final budget by no later than December 31st, the close of the City of Roseville's fiscal year.

The appropriated budget is prepared by fund, function (e.g., public safety), and department (e.g., police). Department heads may make transfers of appropriations within a fund. Transfers of appropriations between funds, however, require the special approval of the city council. Budget-to-actual comparisons are provided in this report for each individual governmental fund for which an appropriated annual budget has been adopted. For the general fund, this comparison is presented on page 84 as part of the basic financial statements for the governmental funds. For governmental funds other than the general fund, and with appropriated annual budgets, this comparison is presented in the required supplementary information and the governmental fund subsection of this report, shown on pages 85-87 and 102-106.

## **Factors Affecting Financial Condition**

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the City of Roseville operates.

**Local Economy.** The City of Roseville currently enjoys a favorable economic environment and local indicators point to continued stability and improvement. The region, while noted for a strong retail sector, enjoyed modest re-development in recent years. The re-development consisted of varied retail that added

to the relative stability of the unemployment rate. Major industries with headquarters or divisions located within the government's boundaries or in close proximity include computer hardware and software manufacturers, electrical controls and medical services, and several divisions of state government departments which administer the state highway system and the State's educational administration of K-12 operations.

The City of Roseville area has an employed labor force of approximately 40,000 which is anticipated to remain steady for the foreseeable future.

Because of the fully developed nature of the community, the opportunity for new and expanded housing is limited. The city's emphasis has been, in recent years, on assisting homeowners to redevelop and remodel the current available housing so that as the change-over from older residents occurs, younger families will continue to be attracted to Roseville.

**Long-term Financial Planning.** The city council annually participates in the development of the City's long-term goals and objectives. Recently adopted goals include; establishing adequate funding mechanisms for infrastructure replacement, redeveloping the City's housing options, and securing funds for new initiatives.

The city is also working closely with state, federal and neighboring communities to improve the area's state and county transportation network, which includes upgraded highways and strategically-placed pathways. Funding for most of the transportation improvements will need to come from state, county and federal sources, with a smaller portion supported by the local taxpayers.

**Relevant Financial Policies.** As part of the annual budget process, the City reviews a number of fiscal and budget policies. There have been no significant changes to these policies from the previous year.

**Major Initiatives.** Each year the goal of the City is to provide residents and businesses with the necessary and desired services in the most efficient manner while limiting the financial burden to taxpayers. Secondary goals center on the allocation of resources to uphold previously identified community aspirations, and meeting the needs identified in the most recent citizen survey. Those aspirations included the following:

#### **City of Roseville Community Aspirations**

- ❑ Welcoming, inclusive, and respectful;
- ❑ Safe and law-abiding;
- ❑ Economically prosperous, with a stable and broad tax base;
- ❑ Secure in our diverse and quality housing and neighborhoods;
- ❑ Environmentally responsible, with well-maintained natural assets;
- ❑ Physically and mentally active and healthy;
- ❑ Well-connected through transportation and technology infrastructure; and
- ❑ Engaged in our community's success as citizens, neighbors, volunteers, leaders, and businesspeople.



Achieving these goals and strategies are not expected to have a significant financial impact however. It is expected that a portion of existing resources will be redirected to the extent possible. In addition, it is expected that future debt obligations will decline which will allow existing resources dedicated to debt service to be re-purposed.

### **Awards and Acknowledgements**

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Roseville for its annual comprehensive financial report (ACFR) for the fiscal year ended December 31, 2022. This was the 44th consecutive year that the city has received this prestigious award. In order to be awarded a Certificate of Achievement, the government published an easily readable and efficiently organized ACFR. This report satisfied both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current ACFR continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

In addition, the City also received its 28th GFOA Distinguished Budget Presentation Award for its annual budget document dated January 1, 2023. In order to qualify for the Distinguished Budget Presentation Award, the government's budget document was judged to be proficient in several categories, including as a policy document, a financial plan, an operations guide, and a communications device.

The preparation of this report would not have been possible without the dedicated services of the Finance Department Staff. I would like to express my appreciation to all members of the department who assisted and contributed to the preparation of this report. Credit must also be given to the Mayor and the City Council for their unfailing support for maintaining the highest standards of professionalism in the management of the City of Roseville's finances.

Respectfully submitted

A handwritten signature in black ink that reads "Michelle Pietrick". The script is cursive and fluid, with the first letters of the first and last names being capitalized and prominent.

Michelle Pietrick  
Finance Director



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**City of Roseville  
Minnesota**

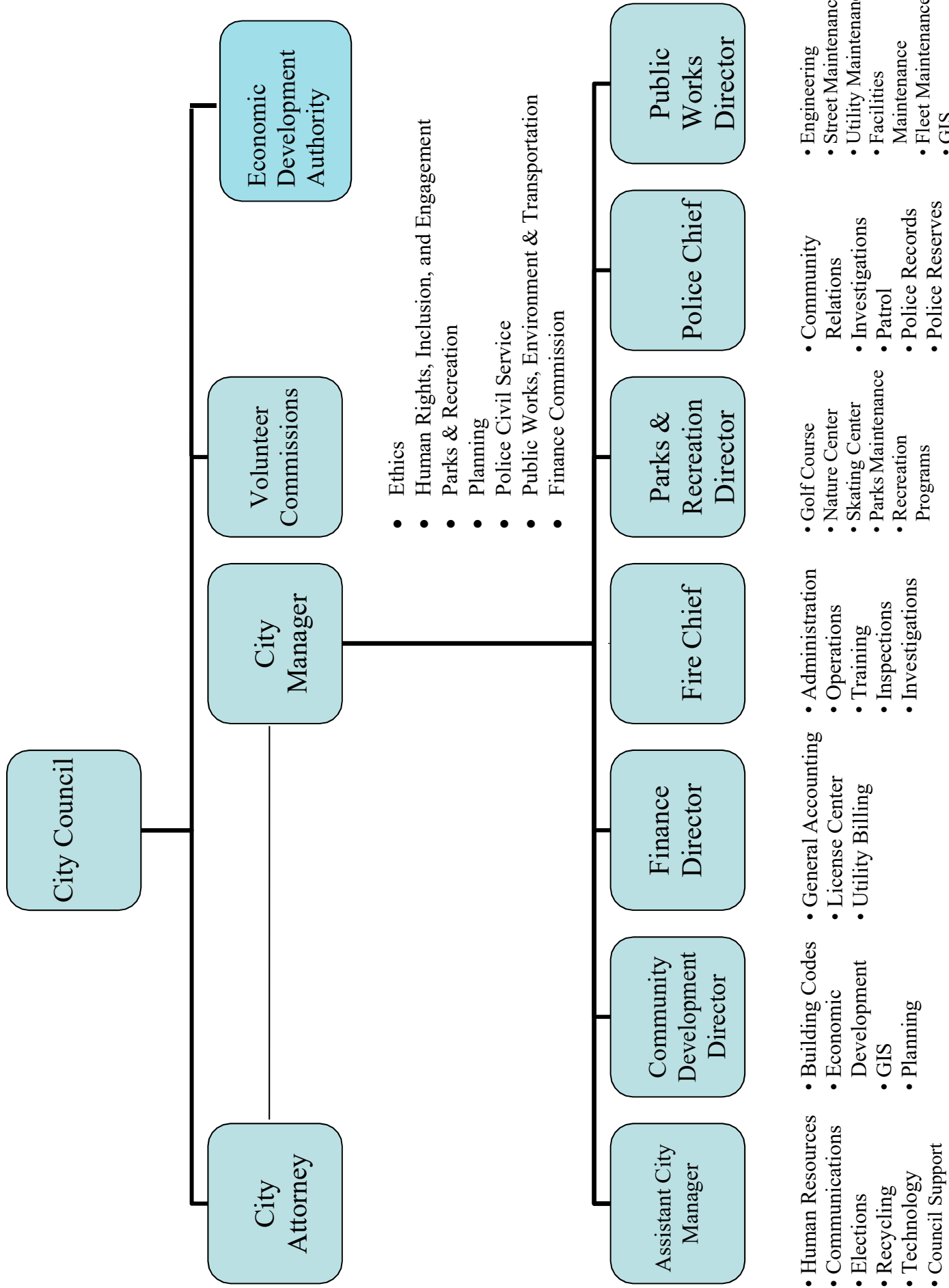
For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

December 31, 2022

*Christopher P. Morill*

Executive Director/CEO

# City of Roseville Organizational Chart



City of  
**ROSEVILLE**  
Minnesota, USA **Officials**  
**December 31, 2023**

Elected Officials

|         |                 |                         |
|---------|-----------------|-------------------------|
| Mayor   | Dan Roe         | Term expires 12/31/2026 |
| Council | Julie Strahan   | Term expires 12/31/2024 |
| Council | Jason Etten     | Term expires 12/31/2024 |
| Council | Wayne Groff     | Term expires 12/31/2026 |
| Council | Robin Schroeder | Term expires 12/31/2026 |

Appointed Officials

|                                |                   |
|--------------------------------|-------------------|
| City Manager                   | Pat Trudgeon      |
| Finance Director               | Michelle Pietrick |
| Police Chief                   | Erika Scheider    |
| Fire Chief                     | David Brosnahan   |
| Public Works Director          | Jesse Freihammer  |
| Parks & Recreation Director    | Matthew Johnson   |
| Community Development Director | Janice Gundlach   |

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# Financial Section

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## INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and  
Members of the City Council  
City of Roseville, Minnesota

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseville, Minnesota, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City of Roseville, Minnesota's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseville Minnesota, as of December 31, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Roseville, Minnesota and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



## ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Roseville, Minnesota's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Governmental Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Roseville, Minnesota's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Roseville, Minnesota's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison schedules, and the schedules of OPEB and pension information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Roseville Minnesota's basic financial statements. The accompanying combining and individual nonmajor fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to

the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Information***

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 29, 2024, on our consideration of City of Roseville Minnesota's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Roseville, Minnesota's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Roseville, Minnesota's internal control over financial reporting and compliance.

*Redpath and Company LLC*

REDPATH AND COMPANY, LLC  
St. Paul, Minnesota

April 29, 2024

# CITY OF ROSEVILLE, MINNESOTA

## MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2023

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### FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

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As management of the City of Roseville, we offer readers of the City's financial statement this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2023. We encourage readers to consider the information presented here in conjunction with the City's financial statements and the additional information that we have furnished in our letter of transmittal, which can be found on pages 3 through 6 of this report.

### Financial Highlights

- The assets and deferred outflows of the City of Roseville exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by \$218,301,920 (Net position). Of this amount, \$22,646,869 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors in accordance with the City's fund designations and fiscal policies.
- The City's total net position from operations increased by \$10,224,249.
- As of the close of the current fiscal year, the City of Roseville's governmental activities reported combined ending unrestricted net position of \$14,773,190.
- At the end of the current fiscal year, unrestricted fund balance for the general fund was \$8,874,375 or 37.54% of total general fund expenditures.
- The City of Roseville total bonded debt decreased by \$2,350,000 during the current fiscal year.

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

### Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *Statement of Net Position* presents information on all of the City's assets and deferred outflows, and liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. To assess the overall health of the City, one needs to consider additional non-financial factors such as changes in the City's property tax base and the condition of the City's infrastructure.

The *Statement of Activities* presents information showing how the City's net position changed during the fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future fiscal periods (e.g., uncollected taxes and earned but unused compensated absences).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety, public works, economic development and recreation. The business-

# CITY OF ROSEVILLE, MINNESOTA

## MANAGEMENT'S DISCUSSION AND ANALYSIS

For Year Ended December 31, 2023

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### FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

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type activities of the City of Roseville include water, sanitary sewer, golf, storm drainage and recycling.

The government-wide financial statements can be found in the Basic Financial Statements section of this report.

#### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

*Governmental Funds* – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains 13 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General, Recreation, ARPA, Community Development, Roseville Economic Development Authority, Debt Service, Revolving Improvements, Economic Increments Construction and Street Construction, all of which are considered major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The basic governmental fund financial statements can be found in the Basic Financial Statements section of this report.

*Proprietary Funds* – The City maintains two different types of proprietary funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its Sanitary Sewer, Water, Golf Course, Storm Drainage and Solid Waste Recycling operations. Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses its internal service funds to account for Workers' Compensation Self Insurance and Risk Management. The services provided by these funds predominately benefit the governmental rather than the business-type functions. They have been included within governmental activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate

# CITY OF ROSEVILLE, MINNESOTA

## MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2023

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### FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

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information for the Sanitary Sewer, Water, Golf Course, Storm Drainage and Solid Waste Recycling since they are considered to be major funds of the City. Both internal service funds are combined into a separate single aggregated presentation in the proprietary fund financial statements. Individual fund data for the internal service funds is provided in the form of combining statements elsewhere in this report.

The basic proprietary fund financial statements can be found in the Basic Financial Statements section of this report.

*Fiduciary Funds* – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statements can be found in the Basic Financial Statements section of this report.

### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### Other Supplementary Information

In addition to the basic financial statements and accompanying notes, *Required Supplementary Information*, presents a detailed budgetary comparison schedule for the General, Recreation and the Community Development Fund to demonstrate compliance with the budget. In accordance with the requirements of GASB Statement 75, it also includes other post-employment benefit plan schedule of funding progress. The combining statements referred to earlier in connection with nonmajor governmental funds and internal service funds and other information related to the individual funds are presented immediately following the required supplementary information.

# CITY OF ROSEVILLE, MINNESOTA

## MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2023

### FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

The analysis of the City's financial position begins with a review of the *Statement of Net Position* and the *Statement of Activities*. These two statements report the City's net position and changes therein. It should be noted that the financial position can also be affected by non-financial factors, including economic conditions, population growth and new regulations. Net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Roseville, assets and deferred outflows exceeded liabilities by \$218,301,920 as of December 31, 2023. This represents an increase of \$10,224,249 from the previous year.

By far the largest portion of the City of Roseville's net position (79.37% percent) reflects its investment in capital assets (e.g. land, buildings, machinery, equipment and infrastructure) less any related debt used to acquire those assets that is still outstanding. The City of Roseville uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Roseville's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

### CONDENSED STATEMENT OF NET POSITION

|                                  | Governmental<br>Activities<br>2023 | Governmental<br>Activities<br>2022 | Business-Type<br>Activities<br>2023 | Business-Type<br>Activities<br>2022 | Total<br>2023 | Total<br>2022 |
|----------------------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|---------------|---------------|
| Current and other assets         | \$69,610,348                       | \$60,956,675                       | \$12,715,985                        | \$7,545,169                         | \$82,326,333  | \$68,501,844  |
| Capital assets                   | 139,376,004                        | 141,097,883                        | 48,619,899                          | 49,380,866                          | 187,995,903   | 190,478,749   |
| Total Assets                     | 208,986,352                        | 202,054,558                        | 61,335,884                          | 56,926,035                          | 270,322,236   | 258,980,593   |
| Deferred outflows of resources   | 18,381,687                         | 24,944,818                         | 250,093                             | 515,589                             | 18,631,780    | 25,460,407    |
| Long-term liabilities            |                                    |                                    |                                     |                                     |               |               |
| Outstanding                      | 33,964,503                         | 56,190,781                         | 3,495,125                           | 4,430,081                           | 37,459,628    | 60,620,862    |
| Other liabilities                | 7,278,855                          | 10,717,748                         | 3,402,599                           | 3,314,815                           | 10,681,454    | 14,032,563    |
| Total Liabilities                | 41,243,358                         | 66,908,529                         | 6,897,724                           | 7,744,896                           | 48,141,082    | 74,653,425    |
| Deferred inflows of resources    | 22,074,727                         | 1,623,211                          | 436,287                             | 90,535                              | 22,511,014    | 1,713,746     |
| Net Position                     |                                    |                                    |                                     |                                     |               |               |
| Net investment in capital assets | 126,897,771                        | 126,195,186                        | 46,378,287                          | 47,163,517                          | 173,276,058   | 173,358,703   |
| Restricted                       | 22,378,993                         | 13,709,941                         | -                                   | -                                   | 22,378,993    | 13,709,941    |
| Unrestricted                     | 14,773,190                         | 18,562,509                         | 7,873,679                           | 2,446,518                           | 22,646,869    | 21,009,027    |
| Total Net Position               | \$164,049,954                      | \$158,467,636                      | \$54,251,966                        | \$49,610,035                        | \$218,301,920 | \$208,077,671 |

A portion of the of the City of Roseville's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position totaling \$22,646,869 may be used to meet the City's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City of Roseville is able to report positive balances in all three categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities. The only exception to this is the charitable gambling fund, which was negative as a result of the fair value adjustment for investments and timing as to when funds were reimbursed to charities.

# CITY OF ROSEVILLE, MINNESOTA

## MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2023

### FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

**Analysis of the City's Operations** – Governmental activities increased the City of Roseville's net position by \$5,582,318; Business-type activities increased Roseville's net position by \$4,641,931; for an overall increase of \$10,224,249. Key elements of this increase are as follows:

### CONDENSED STATEMENT OF CHANGES IN NET POSITION

|                                                            | Governmental<br>Activities<br>2023 | Governmental<br>Activities<br>2022 | Business-Type<br>Activities<br>2023 | Business-Type<br>Activities<br>2022 | Total<br>2023 | Total<br>2022 |
|------------------------------------------------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|---------------|---------------|
| Revenues                                                   |                                    |                                    |                                     |                                     |               |               |
| Program Revenues                                           |                                    |                                    |                                     |                                     |               |               |
| Charges for services                                       | \$10,092,925                       | \$14,623,582                       | \$21,201,948                        | \$17,826,843                        | \$31,294,873  | \$32,450,425  |
| Operating grants and Contributions                         | 4,847,508                          | 5,513,179                          | 182,014                             | 95,927                              | 5,029,522     | 5,609,106     |
| Capital grants and Contributions                           | 1,544,559                          | 6,205,118                          | 349,840                             | 98,211                              | 1,894,399     | 6,303,329     |
| General Revenues                                           |                                    |                                    |                                     |                                     |               |               |
| Property taxes                                             | 26,143,346                         | 24,964,220                         | -                                   | -                                   | 26,143,346    | 24,964,220    |
| Other taxes                                                | 2,826,147                          | 1,817,870                          | -                                   | -                                   | 2,826,147     | 1,817,870     |
| Grants & contributions not Restricted to specific Programs | -                                  | -                                  | -                                   | -                                   | -             | -             |
| Investment earnings                                        | 1,117,581                          | 648,345                            | 150,502                             | 60,808                              | 1,268,083     | 709,153       |
| Net Increase (decrease) in fair value of investments       | 1,961,633                          | (5,596,474)                        | (162,264)                           | (347,228)                           | 1,799,369     | (5,943,702)   |
| Gain on Sale of capital asset                              | 249,985                            | 1,464,277                          | 26,414                              | 34,450                              | 276,399       | 1,498,727     |
| Total Revenues                                             | \$48,783,684                       | \$49,640,117                       | \$21,748,454                        | \$17,769,011                        | \$70,532,138  | \$67,409,128  |
| Expenses                                                   |                                    |                                    |                                     |                                     |               |               |
| General government                                         | \$8,353,906                        | \$11,681,627                       | \$ -                                | \$ -                                | \$8,353,906   | \$11,681,627  |
| Public safety                                              | 17,997,888                         | 16,967,185                         | -                                   | -                                   | 17,997,888    | 16,967,185    |
| Public works                                               | 6,592,587                          | 8,777,781                          | -                                   | -                                   | 6,592,587     | 8,777,781     |
| Economic development                                       | 1,887,813                          | 3,985,490                          | -                                   | -                                   | 1,887,813     | 3,985,490     |
| Recreation                                                 | 7,525,663                          | 7,315,293                          | -                                   | -                                   | 7,525,663     | 7,315,293     |
| Interest on debt                                           | 343,509                            | 396,986                            | 21,427                              | 26,596                              | 364,936       | 423,582       |
| Sanitary sewer                                             | -                                  | -                                  | 4,788,374                           | 4,558,112                           | 4,788,374     | 4,558,112     |
| Water                                                      | -                                  | -                                  | 9,403,379                           | 8,007,013                           | 9,403,379     | 8,007,013     |
| Golf                                                       | -                                  | -                                  | 622,209                             | 521,681                             | 622,209       | 521,681       |
| Storm drainage                                             | -                                  | -                                  | 1,901,167                           | 1,672,286                           | 1,901,167     | 1,672,286     |
| Recycling                                                  | -                                  | -                                  | 869,967                             | 867,109                             | 869,967       | 867,109       |
| Total Expenses                                             | \$ 42,701,366                      | \$ 49,124,362                      | \$ 17,606,523                       | \$ 15,652,797                       | \$ 60,307,889 | \$ 64,777,159 |
| Change in Net Position before Transfers                    | \$6,082,318                        | \$515,755                          | \$4,141,931                         | \$2,116,214                         | \$10,224,249  | \$2,631,969   |
| Transfers                                                  | (500,000)                          | (5,179)                            | 500,000                             | 5,179                               | -             | -             |
| Special Item - Disposal of Metro-INET                      | -                                  | (1,504,232)                        | -                                   | -                                   | -             | (1,504,232)   |
| Increase (decrease) in Net position                        | 5,582,318                          | (993,656)                          | 4,641,931                           | 2,121,393                           | 10,224,249    | 1,127,737     |
| Net position, January 1                                    | \$158,467,636                      | \$159,461,292                      | \$49,610,035                        | \$47,488,642                        | 208,077,671   | 206,949,934   |
| Net position on December 31st                              | \$164,049,954                      | \$158,467,636                      | \$54,251,966                        | \$49,610,035                        | \$218,301,920 | \$208,077,671 |



# CITY OF ROSEVILLE, MINNESOTA

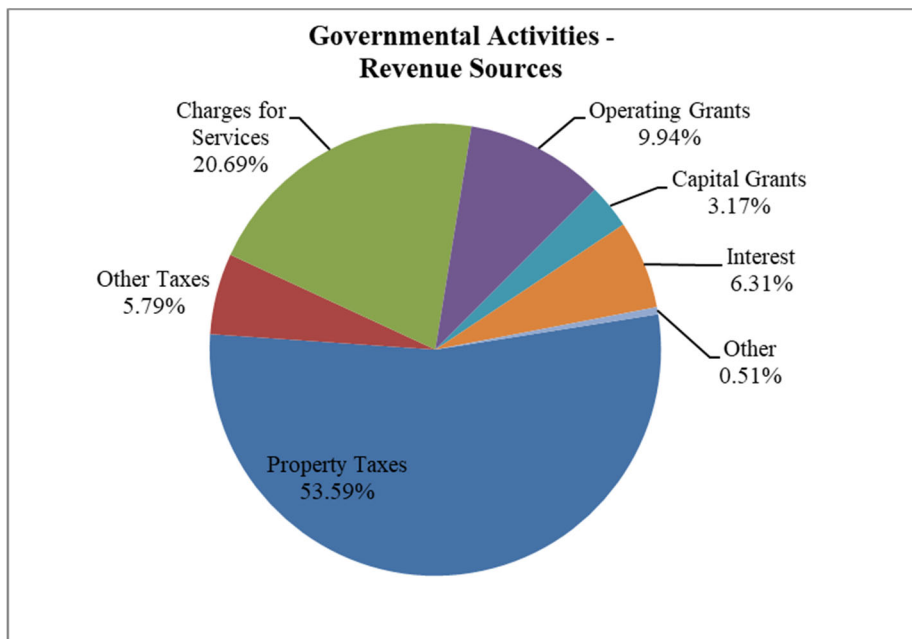
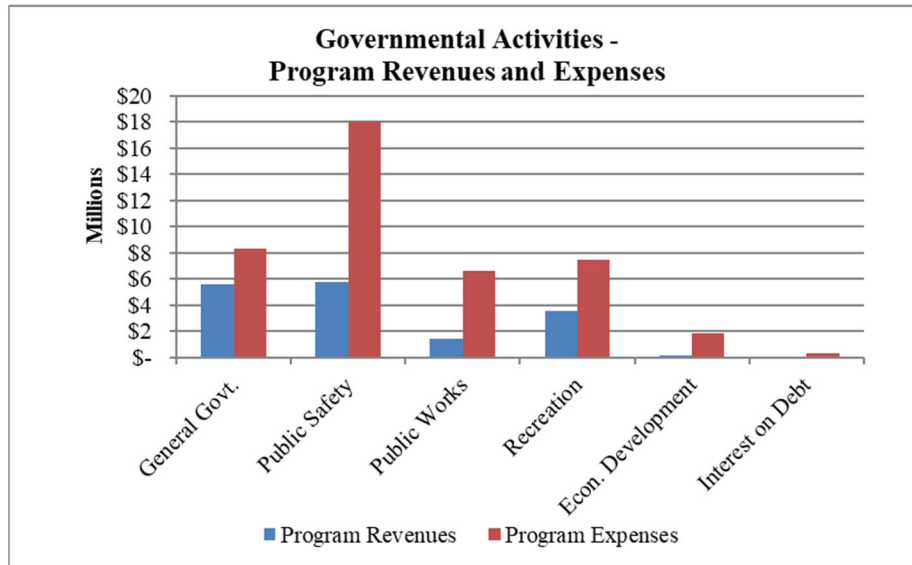
## MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2023

### FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

#### Governmental Activities

The increase in net position resulted from the increase in fair value of investments and a focus on prudent spending habits.

Below are specific graphs, which provide comparisons of the governmental activities revenues and expenses for the last fiscal year.



# CITY OF ROSEVILLE, MINNESOTA

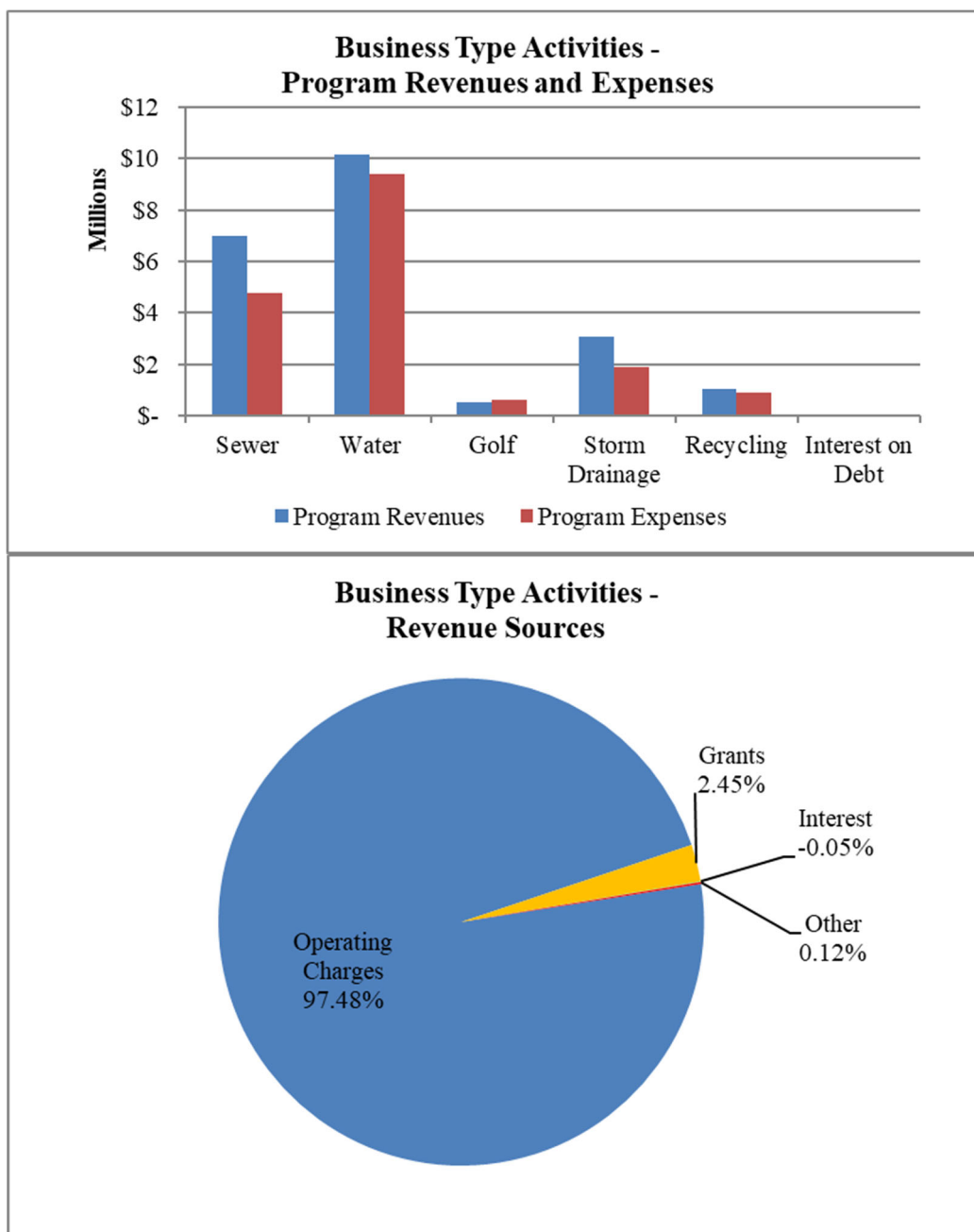
## MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2023

### FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

#### Business-type Activities

The increase in net position for business-type activities reflects improved cost containment. Rate increases in 2023 for Water, Sewer, Storm Drainage and Recycling were implemented to offset declining interest earnings and other non-tax revenue sources. The rate increases were also implemented to provide yearly contributions for future funding of capital asset replacement.

Below are graphs showing the business-type activities revenue and expense comparisons for the past fiscal year.



# CITY OF ROSEVILLE, MINNESOTA

## MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2023

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### FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

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#### Governmental Funds

The focus of the City of Roseville's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City of Roseville's financing requirements. In particular, unrestricted fund balance may serve as useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the City of Roseville's governmental funds reported combined ending fund balances of \$51,222,151. Approximately 66.03% of this total amount \$33,820,067 constitutes unrestricted fund balance. The remainder of the fund balance is restricted to indicate that it is not available for new spending because it is legally restricted for: 1) various operating purposes - \$7,082,958, 2) for tax increment financing activities - \$5,506,016, 3) debt service - \$2,298,919 4) Public Safety Aid \$1,594,625 and 5) housing and economic development - \$919,566.

The General Fund increased \$2,379,118 due to the increase fair value of investments valuation adjustment, intergovernmental revenue in relation to Public Safety Aid, and rental revenue.

The Recreation Fund increased by \$229,603, due mainly to increased program charges for services as the participation continues to rebound from the pandemic in 2020.

The Community Development fund increased by \$271,470 due to the increase of fair value of investments valuation adjustment.

The Roseville Economic Development Authority fund increased by \$432,934 due to the increase in fair value of investments valuation adjustment, and reduction in expenses overall.

The Debt Service Fund increased by \$74,587 largely due to the increase in fair value of investments valuation adjustment.

The Revolving Improvements Fund increased by \$2,066,393 mainly due to the increase in fair value of investments valuation adjustment and frugal spending.

The Economic Increments Construction Fund accounts for the activities in the City's Tax Increment Financing (TIF) Districts. The Fund's balance increased by \$1,502,177 due to receipt of new district tax increment that began in 2022.

The Street Construction Fund increased by \$527,743 mainly due to the increase in fair value of investments valuation adjustment and frugal spending.

#### Proprietary Funds

The City of Roseville's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

The Sanitary Sewer fund net position increased by \$2,204,455 in 2023. This was a result of an increase in sanitary sewer fee increases in 2023 to fund future capital investment needs and to offset increased operation costs.

The Water fund net position increased by \$1,186,288, which was a result of a transfer of ARPA funds to cover capital projects that took place in 2023, water fee increases and the collection of back billed water usage rates.

# CITY OF ROSEVILLE, MINNESOTA

## MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2023

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### FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

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The Golf fund net position decreased by \$114,026 in 2023. This fund historically has not covered depreciation costs.

The Storm Drainage fund net position increased by \$1,167,263 in 2023. This was a result of an increase in the rates charged in 2023 to cover future capital asset replacement.

The Solid Waste Recycling fund net position increased by \$197,951 in 2023. This was a result of increased rates charged in 2023 to cover operating costs and to build reserves for future capital outlay to purchase city owned recycling carts. Currently, the recycling contractor provides the carts.

The unrestricted net position in the respective proprietary funds is Sewer - \$4,655,045; Water – \$165,911; Golf - \$(133,834); Storm - \$2,560,880 and Recycling - \$625,680. Overall, net position increased \$4,641,931 reflecting positive cash flow from utility rates, which were designated for future capital replacements.

### General Fund Budgetary Analysis

The General Fund balance increased by \$2,379,118 in 2023. Intergovernmental revenue was \$2,154,552 higher than the final budget mainly due to a Public Safety Assistance Grant that was received in 2023. The general fund investment income revenue was higher than the final budget mainly due to the increase in fair value of investment adjustment, which is based on the market value as of December 31, 2023. The General Fund Public Safety function was \$131,932 over budget due to increased overtime for staff vacancies and work comp shift vacancies and vehicle repairs as a result of multiple vehicles damaged during the year.

# CITY OF ROSEVILLE, MINNESOTA

## MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2023

### CAPITAL ASSETS

The City of Roseville's investment in capital assets for its governmental and business type activities as of December 31, 2023, amounts to \$187,995,903 (net of accumulated depreciation) – a decrease of \$2,482,846 from the previous year. This investment in capital assets includes land, buildings, infrastructure, machinery and equipment.

Major capital asset events during the current fiscal year included the following:

- Approximately \$2.6 million in improvements to the City's speed skating facility and streets
- Approximately \$1 million in improvements to the City's sewer lines, water lines, lift stations and storm drainage infrastructure.
- Depreciation of capital assets exceeded additions which resulted in the \$2.5 million decrease from the prior year.

### CAPITAL ASSETS AT YEAR-END NET OF ACCUMULATED DEPRECIATION

|                                      | Governmental<br>Activities<br>2023 | Governmental<br>Activities<br>2022 | Business-Type<br>Activities<br>2023 | Business-Type<br>Activities<br>2022 | Total<br>2023 | Total<br>2022 |
|--------------------------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|---------------|---------------|
| Land & easements                     | \$37,072,750                       | \$37,072,750                       | \$893,299                           | \$893,299                           | \$37,966,049  | \$37,966,049  |
| Buildings                            | 26,280,766                         | 24,362,677                         | 2,387,772                           | 2,512,380                           | 28,668,538    | 26,875,057    |
| Improvements other<br>Than buildings | 7,625,848                          | 5,652,986                          | 163,175                             | 223,483                             | 7,789,023     | 5,876,469     |
| Machinery & equipment                | 7,779,596                          | 7,466,158                          | 1,095,135                           | 1,145,720                           | 8,874,731     | 8,611,878     |
| Infrastructure                       | 59,747,433                         | 60,895,798                         | 43,502,411                          | 43,699,401                          | 103,249,844   | 104,595,199   |
| Construction in progress             | 869,611                            | 5,647,514                          | 578,107                             | 906,583                             | 1,447,718     | 6,554,097     |
| Total Capital Assets                 | \$139,376,004                      | \$141,097,883                      | \$48,619,899                        | \$49,380,866                        | \$187,995,903 | \$190,478,749 |

Additional information on the City of Roseville's capital assets can be found in Notes 1D and Note 3-C in the Notes to the Financial Statements section of this report.

# CITY OF ROSEVILLE, MINNESOTA

## MANAGEMENT'S DISCUSSION AND ANALYSIS

For Year Ended December 31, 2023

### LONG-TERM OBLIGATIONS

At the end of the current fiscal year, The City of Roseville had total long-term debt outstanding of \$14,070,000. Of this amount:

- \$200,000 for housing improvements
- \$6,290,000 for the general obligation for remaining construction of a new fire station and for various parks renewal projects
- \$3,480,000 for the refunding of general obligation bonds that financed the original construction of a new fire station and to make various park improvements
- \$2,005,000 in general obligation tax increment revenue bonds to finance public improvements within Tax Increment Financing District No. 17
- \$2,095,000 in general obligation water revenue bonds to finance the replacement of water infrastructure capital assets

### OUTSTANDING DEBT GENERAL OBLIGATION IMPROVEMENT BONDS AND CERTIFICATES OF INDEBTEDNESS

|                             | Governmental<br>Activities<br>2023 | Governmental<br>Activities<br>2022 | Business-Type<br>Activities<br>2023 | Business-Type<br>Activities<br>2022 | Total<br>2023 | Total<br>2022 |
|-----------------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|---------------|---------------|
| General obligation bonds    |                                    |                                    |                                     |                                     |               |               |
| Tax Increment Revenue Bonds | \$2,005,000                        | \$2,205,000                        | \$ -                                | \$ -                                | \$2,005,000   | \$2,205,000   |
| Municipal bonds             | 9,970,000                          | 11,880,000                         | 2,095,000                           | 2,335,000                           | 12,065,000    | 14,215,000    |
| Total Outstanding Debt      | \$11,975,000                       | \$14,085,000                       | \$2,095,000                         | \$2,335,000                         | \$14,070,000  | \$16,420,000  |

The City of Roseville maintains an Aaa rating from Moody's and an AAA from Standard and Poor's on all of its general obligation debt.

Minnesota State statutes limit the amount of general obligation debt a city may issue to 3% of total Estimated Market Value. The current debt limitation for the City of Roseville is \$189,878,008. \$11,975,000 of the City's outstanding debt is counted against the statutory limitation as the debt is wholly financed by a general tax levy.

Additional information on the City of Roseville's long-term debt can be found in Note 1-D and Note 3-H this report.

# **CITY OF ROSEVILLE, MINNESOTA**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS** For Year Ended December 31, 2023

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### **FINANCIAL OUTLOOK**

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A number of local economic factors played a role in setting next year's budget, utility rates and fee schedule:

- ❖ The City made operational adjustments to minimize the increased property taxes needed to ensure that the City's core services are funded in a manner that preserves the greatest value to the community. Main strategies of the 2024 budget were to invest in infrastructure, maintain city programs and workforce, and the strategic use of financial reserves and grant funding.
- ❖ User charges in the proprietary funds were increased to cover increased operational costs and to address asset replacement needs.

These factors were considered when the City of Roseville prepared its 2024 budget.

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### **REQUESTS FOR INFORMATION**

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The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the City's finances. If you have questions about this report or need any additional information, contact the Office of the Finance Director, 2660 Civic Center Drive, Roseville, MN 55113.

# **Basic Financial Statements**



|                                                | Primary Government    |                      |                       |
|------------------------------------------------|-----------------------|----------------------|-----------------------|
|                                                | Governmental          | Business-Type        | Totals                |
|                                                | Activities            | Activities           |                       |
| <b>ASSETS</b>                                  |                       |                      |                       |
| Cash and cash equivalents                      | \$ 55,247,562         | \$ 7,416,399         | \$ 62,663,961         |
| Receivables                                    |                       |                      |                       |
| Accounts                                       | 760,731               | 4,355,121            | 5,115,852             |
| Taxes                                          | 625,045               | -                    | 625,045               |
| Investment interest                            | 204,918               | 27,261               | 232,179               |
| Special assessments                            | 526,827               | 594,634              | 1,121,461             |
| Due from other governments                     | 380,870               | 27,871               | 408,741               |
| Notes                                          | 2,948,899             | -                    | 2,948,899             |
| Leases                                         | 3,795,315             | -                    | 3,795,315             |
| Prepays                                        | 84,177                | 294,699              | 378,876               |
| Assets held for resale                         | 10,410                | -                    | 10,410                |
| Net pension asset - fire relief                | 5,025,594             | -                    | 5,025,594             |
| Capital Assets Not Being Depreciated           |                       |                      |                       |
| Land                                           | 29,340,857            | 893,299              | 30,234,156            |
| Easements                                      | 7,731,893             | -                    | 7,731,893             |
| Construction in Progress                       | 869,611               | 578,106              | 1,447,717             |
| Capital Assets Net of Accumulated Depreciation |                       |                      |                       |
| Buildings                                      | 26,280,766            | 2,387,774            | 28,668,540            |
| Improvements other than Buildings              | 7,625,848             | 163,174              | 7,789,022             |
| Machinery, equipment, and vehicles             | 7,779,596             | 1,095,134            | 8,874,730             |
| Infrastructure                                 | 59,747,433            | 43,502,412           | 103,249,845           |
| Total Assets                                   | <u>208,986,352</u>    | <u>61,335,884</u>    | <u>270,322,236</u>    |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>          |                       |                      |                       |
| Deferred pension resources                     | 18,381,687            | 250,093              | 18,631,780            |
| <b>LIABILITIES</b>                             |                       |                      |                       |
| Accounts payable                               | 1,503,556             | 1,738,501            | 3,242,057             |
| Accrued payroll                                | 687,417               | 56,583               | 744,000               |
| Contracts and retainage payable                | 34,892                | 23,684               | 58,576                |
| Bond interest payable                          | 116,535               | 14,011               | 130,546               |
| Due to other governmental units                | 2,783,067             | 76,918               | 2,859,985             |
| Unearned revenue                               | 1,193,352             | -                    | 1,193,352             |
| Deposits payable                               | 960,036               | 1,492,902            | 2,452,938             |
| Noncurrent Liabilities:                        |                       |                      |                       |
| Due Within One Year                            | 2,949,147             | 250,675              | 3,199,822             |
| Due in More than One Year                      | 31,015,356            | 3,244,450            | 34,259,806            |
| Total Liabilities                              | <u>41,243,358</u>     | <u>6,897,724</u>     | <u>48,141,082</u>     |
| <b>DEFERRED INFLOWS OF RESOURCES</b>           |                       |                      |                       |
| Deferred lease revenue                         | 3,795,315             | -                    | 3,795,315             |
| Deferred pension resources                     | 18,279,412            | 436,287              | 18,715,699            |
| Total Deferred Inflows of Resources            | <u>22,074,727</u>     | <u>436,287</u>       | <u>22,511,014</u>     |
| <b>NET POSITION</b>                            |                       |                      |                       |
| Net Investment in Capital Assets               | 126,897,771           | 46,378,287           | 173,276,058           |
| Restricted for:                                |                       |                      |                       |
| Fire Relief Pension                            | 5,025,594             | -                    | 5,025,594             |
| Law enforcement                                | 437,852               | -                    | 437,852               |
| Public Safety Aid                              | 1,594,625             | -                    | 1,594,625             |
| Telecommunication                              | 72,768                | -                    | 72,768                |
| Community development                          | 4,399,493             | -                    | 4,399,493             |
| Park dedication                                | 2,172,845             | -                    | 2,172,845             |
| Tax increment                                  | 5,506,016             | -                    | 5,506,016             |
| Debt service                                   | 2,250,234             | -                    | 2,250,234             |
| Housing and Economic Development               | 919,566               | -                    | 919,566               |
| Unrestricted                                   | 14,773,190            | 7,873,679            | 22,646,869            |
| Total Net Position                             | <u>\$ 164,049,954</u> | <u>\$ 54,251,966</u> | <u>\$ 218,301,920</u> |

The notes to the financial statements are an integral part of this statement.

| Functions/Programs                                                   | Program Revenues |                      |                                    |                                  | Net (Expense) Revenue and Changes in Net Position |                          |                 |
|----------------------------------------------------------------------|------------------|----------------------|------------------------------------|----------------------------------|---------------------------------------------------|--------------------------|-----------------|
|                                                                      | Expenses         | Charges for Services | Operating Grants and Contributions | Capital Grants and Contributions | Primary Government                                |                          |                 |
|                                                                      |                  |                      |                                    |                                  | Governmental Activities                           | Business-type Activities | Total           |
| <b>Primary government:</b>                                           |                  |                      |                                    |                                  |                                                   |                          |                 |
| Governmental activities:                                             |                  |                      |                                    |                                  |                                                   |                          |                 |
| General government                                                   | \$ 8,353,906     | \$ 4,370,052         | \$ 1,211,296                       | \$ -                             | \$ (2,772,558)                                    | \$ -                     | \$ (2,772,558)  |
| Public safety                                                        | 17,997,888       | 2,321,438            | 3,431,624                          | -                                | (12,244,826)                                      | -                        | (12,244,826)    |
| Public works                                                         | 6,592,587        | 387,212              | -                                  | 1,036,480                        | (5,168,895)                                       | -                        | (5,168,895)     |
| Economic development                                                 | 1,887,813        | 74,183               | 111,105                            | -                                | (1,702,525)                                       | -                        | (1,702,525)     |
| Recreation                                                           | 7,525,663        | 2,940,040            | 93,483                             | 508,079                          | (3,984,061)                                       | -                        | (3,984,061)     |
| Interest on long-term debt                                           | 343,509          | -                    | -                                  | -                                | (343,509)                                         | -                        | (343,509)       |
| Total governmental activities                                        | 42,701,366       | 10,092,925           | 4,847,508                          | 1,544,559                        | \$ (26,216,374)                                   | -                        | (26,216,374)    |
| <b>Business-type activities:</b>                                     |                  |                      |                                    |                                  |                                                   |                          |                 |
| Sewer                                                                | 4,788,374        | 6,630,712            | -                                  | 349,840                          | -                                                 | 2,192,178                | 2,192,178       |
| Water                                                                | 9,403,379        | 10,140,144           | 11,280                             | -                                | -                                                 | 748,045                  | 748,045         |
| Golf                                                                 | 622,209          | 500,989              | -                                  | -                                | -                                                 | (121,220)                | (121,220)       |
| Storm Drainage                                                       | 1,901,167        | 2,964,884            | 81,908                             | -                                | -                                                 | 1,145,625                | 1,145,625       |
| Recycling                                                            | 869,967          | 965,219              | 88,826                             | -                                | -                                                 | 184,078                  | 184,078         |
| Interest on long-term debt                                           | 21,427           | -                    | -                                  | -                                | -                                                 | (21,427)                 | (21,427)        |
| Total business-type activities                                       | 17,606,523       | 21,201,948           | 182,014                            | 349,840                          | -                                                 | 4,127,279                | 4,127,279       |
| Total primary government                                             | \$ 60,307,889    | \$ 31,294,873        | \$ 5,029,522                       | \$ 1,894,399                     | \$ (26,216,374)                                   | \$ 4,127,279             | \$ (22,089,095) |
| General revenues:                                                    |                  |                      |                                    |                                  |                                                   |                          |                 |
| Property taxes                                                       |                  |                      |                                    |                                  | 26,143,346                                        | -                        | 26,143,346      |
| Tax increments                                                       |                  |                      |                                    |                                  | 2,429,997                                         | -                        | 2,429,997       |
| Cable franchise taxes                                                |                  |                      |                                    |                                  | 354,531                                           | -                        | 354,531         |
| Gambling taxes                                                       |                  |                      |                                    |                                  | 41,619                                            | -                        | 41,619          |
| Unrestricted investment earnings                                     |                  |                      |                                    |                                  | 1,117,581                                         | 150,502                  | 1,268,083       |
| Unrestricted net increase(decrease) in the fair value of investments |                  |                      |                                    |                                  | 1,961,633                                         | (162,264)                | 1,799,369       |
| Gain on sale of capital assets                                       |                  |                      |                                    |                                  | 249,985                                           | 26,414                   | 276,399         |
| Transfers                                                            |                  |                      |                                    |                                  | (500,000)                                         | 500,000                  | -               |
| Total general revenues, and transfers                                |                  |                      |                                    |                                  | 31,798,692                                        | 514,652                  | 32,313,344      |
| Change in net position                                               |                  |                      |                                    |                                  | 5,582,318                                         | 4,641,931                | 10,224,249      |
| Net position, January 1                                              |                  |                      |                                    |                                  | 158,467,636                                       | 49,610,035               | 208,077,671     |
| Net position - ending                                                |                  |                      |                                    |                                  | \$ 164,049,954                                    | \$ 54,251,966            | \$ 218,301,920  |

The notes to the financial statements are an integral part of this statement.

|                                                                           | Special Revenue      |                     |                     |                       |                                |
|---------------------------------------------------------------------------|----------------------|---------------------|---------------------|-----------------------|--------------------------------|
|                                                                           | General              | Recreation          | ARPA                | Community Development | Economic Development Authority |
| <b>ASSETS</b>                                                             |                      |                     |                     |                       |                                |
| Cash and investments                                                      | \$ 12,528,968        | \$ 2,413,953        | \$ 1,193,352        | \$ 4,717,145          | \$ 3,596,983                   |
| Investment interest receivable                                            | 48,651               | 9,053               | -                   | 17,338                | 13,220                         |
| Accounts receivable                                                       | 80,834               | 120,579             | -                   | 1,771                 | 5,447                          |
| Taxes receivable                                                          | 403,557              | 79,562              | -                   | -                     | 15,447                         |
| Special assessments receivable                                            | 2,815                | 795                 | -                   | -                     | -                              |
| Due from other governments                                                | 230,573              | -                   | -                   | -                     | -                              |
| Due from other funds                                                      | -                    | -                   | -                   | -                     | 10,000                         |
| Notes receivable                                                          | -                    | -                   | -                   | 1,309,801             | 1,639,098                      |
| Lease receivable                                                          | 3,795,315            | -                   | -                   | -                     | -                              |
| Property held for sale                                                    | -                    | -                   | -                   | -                     | 10,410                         |
| Prepaid items                                                             | 67,195               | 2,465               | -                   | -                     | -                              |
| <b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>                    | <b>17,157,908</b>    | <b>2,626,407</b>    | <b>1,193,352</b>    | <b>6,046,055</b>      | <b>5,290,605</b>               |
| <b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>       |                      |                     |                     |                       |                                |
| <b>Liabilities</b>                                                        |                      |                     |                     |                       |                                |
| Accounts payable                                                          | 614,014              | 189,644             | -                   | 33,397                | 21,132                         |
| Accrued payroll                                                           | 504,629              | 83,437              | -                   | 39,727                | 4,718                          |
| Contracts and retention payable                                           | -                    | -                   | -                   | -                     | -                              |
| Due to other funds                                                        | -                    | -                   | -                   | -                     | -                              |
| Due to other governmental units                                           | 333,762              | 54,649              | -                   | 1,344,537             | 7,293                          |
| Unearned Revenue                                                          | -                    | -                   | 1,193,352           | -                     | -                              |
| Deposits payable                                                          | 708,527              | 953                 | -                   | 228,901               | -                              |
| <b>Total Liabilities</b>                                                  | <b>2,160,932</b>     | <b>328,683</b>      | <b>1,193,352</b>    | <b>1,646,562</b>      | <b>33,143</b>                  |
| <b>Deferred Inflows of Resources</b>                                      |                      |                     |                     |                       |                                |
| Deferred Revenue - related to leases                                      | 3,795,315            | -                   | -                   | -                     | -                              |
| Unavailable Revenue - property taxes                                      | 315,432              | 60,384              | -                   | -                     | 12,951                         |
| Unavailable Revenue - special assessments                                 | 1,168                | -                   | -                   | -                     | -                              |
| <b>Total Deferred Inflows of Resources</b>                                | <b>4,111,915</b>     | <b>60,384</b>       | <b>-</b>            | <b>-</b>              | <b>12,951</b>                  |
| <b>FUND BALANCE</b>                                                       |                      |                     |                     |                       |                                |
| Nonspendable                                                              | 67,195               | 2,465               | -                   | -                     | -                              |
| <b>Restricted</b>                                                         |                      |                     |                     |                       |                                |
| Law Enforcement                                                           | 348,866              | -                   | -                   | -                     | -                              |
| Telecommunications                                                        | -                    | -                   | -                   | -                     | -                              |
| Public Safety Aid                                                         | 1,594,625            | -                   | -                   | -                     | -                              |
| Community Development                                                     | -                    | -                   | -                   | 4,399,493             | -                              |
| Park Dedication                                                           | -                    | -                   | -                   | -                     | -                              |
| Tax Increment                                                             | -                    | -                   | -                   | -                     | -                              |
| Debt Service                                                              | -                    | -                   | -                   | -                     | -                              |
| Housing and Economic Development                                          | -                    | -                   | -                   | -                     | 919,566                        |
| <b>Committed</b>                                                          |                      |                     |                     |                       |                                |
| Street Replacement                                                        | -                    | -                   | -                   | -                     | -                              |
| <b>Assigned</b>                                                           |                      |                     |                     |                       |                                |
| Parks and Recreation Programs and Maintenance                             | -                    | 2,234,875           | -                   | -                     | -                              |
| License Center Improvements                                               | -                    | -                   | -                   | -                     | -                              |
| Information Technology                                                    | 100,863              | -                   | -                   | -                     | -                              |
| Engineering Services                                                      | 320,866              | -                   | -                   | -                     | -                              |
| Accounting Service                                                        | 15,405               | -                   | -                   | -                     | -                              |
| General Service Reserve                                                   | 972,349              | -                   | -                   | -                     | -                              |
| Capital Projects                                                          | -                    | -                   | -                   | -                     | -                              |
| Housing and Economic Development                                          | -                    | -                   | -                   | -                     | 4,324,945                      |
| Unassigned                                                                | 7,464,892            | -                   | -                   | -                     | -                              |
| <b>Total Fund Balances</b>                                                | <b>10,885,061</b>    | <b>2,237,340</b>    | <b>-</b>            | <b>4,399,493</b>      | <b>5,244,511</b>               |
| <b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b> | <b>\$ 17,157,908</b> | <b>\$ 2,626,407</b> | <b>\$ 1,193,352</b> | <b>\$ 6,046,055</b>   | <b>\$ 5,290,605</b>            |

The notes to the financial statements are an integral part of this statement.

|                                                                                                                                                    | Capital Projects |                        |                                  |                     | Other              | Total              |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------|----------------------------------|---------------------|--------------------|--------------------|
|                                                                                                                                                    | Debt Service     | Revolving Improvements | Economic Increments Construction | Street Construction | Governmental Funds | Governmental Funds |
| <b>ASSETS</b>                                                                                                                                      |                  |                        |                                  |                     |                    |                    |
| Cash and investments                                                                                                                               | \$ 2,276,940     | \$ 15,090,862          | \$ 5,547,010                     | \$ 5,322,630        | \$ 1,161,115       | \$ 53,848,958      |
| Investment interest receivable                                                                                                                     | 8,369            | 55,622                 | 20,388                           | 24,551              | 2,688              | 199,880            |
| Accounts receivable                                                                                                                                | -                | 16,118                 | -                                | -                   | 535,982            | 760,731            |
| Taxes receivable                                                                                                                                   | 56,382           | 89,103                 | (50,750)                         | 28,513              | 3,231              | 625,045            |
| Special assessments receivable                                                                                                                     | 25,077           | -                      | -                                | 498,140             | -                  | 526,827            |
| Due from other governments                                                                                                                         | -                | 150,297                | -                                | -                   | -                  | 380,870            |
| Due from other funds                                                                                                                               | -                | -                      | -                                | -                   | -                  | 10,000             |
| Notes receivable                                                                                                                                   | -                | -                      | -                                | -                   | -                  | 2,948,899          |
| Lease receivable                                                                                                                                   | -                | -                      | -                                | -                   | -                  | 3,795,315          |
| Property held for sale                                                                                                                             | -                | -                      | -                                | -                   | -                  | 10,410             |
| Prepaid items                                                                                                                                      | -                | -                      | -                                | -                   | 14,517             | 84,177             |
| TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES                                                                                                    | 2,366,768        | 15,402,002             | 5,516,648                        | 5,873,834           | 1,717,533          | 63,191,112         |
| <b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>                                                                                |                  |                        |                                  |                     |                    |                    |
| <b>Liabilities</b>                                                                                                                                 |                  |                        |                                  |                     |                    |                    |
| Accounts payable                                                                                                                                   | -                | 366,733                | 632                              | 82,734              | 148,955            | 1,457,241          |
| Accrued payroll                                                                                                                                    | -                | -                      | -                                | -                   | 54,906             | 687,417            |
| Contracts and retention payable                                                                                                                    | -                | -                      | -                                | 34,892              | -                  | 34,892             |
| Due to other funds                                                                                                                                 | -                | -                      | 10,000                           | -                   | -                  | 10,000             |
| Due to other governmental units                                                                                                                    | -                | -                      | -                                | -                   | 1,042,826          | 2,783,067          |
| Unearned Revenue                                                                                                                                   | -                | -                      | -                                | -                   | -                  | 1,193,352          |
| Deposits payable                                                                                                                                   | -                | 21,655                 | -                                | -                   | -                  | 960,036            |
| Total Liabilities                                                                                                                                  | -                | 388,388                | 10,632                           | 117,626             | 1,246,687          | 7,126,005          |
| <b>Deferred Inflows of Resources</b>                                                                                                               |                  |                        |                                  |                     |                    |                    |
| Unavailable Revenue - related to leases                                                                                                            | -                | -                      | -                                | -                   | -                  | 3,795,315          |
| Unavailable Revenue - property taxes                                                                                                               | 42,772           | 67,625                 | -                                | 21,640              | 2,452              | 523,256            |
| Unavailable Revenue - special assessments                                                                                                          | 25,077           | -                      | -                                | 498,140             | -                  | 524,385            |
| Total Deferred Inflows of Resources                                                                                                                | 67,849           | 67,625                 | -                                | 519,780             | 2,452              | 4,842,956          |
| <b>FUND BALANCE</b>                                                                                                                                |                  |                        |                                  |                     |                    |                    |
| Nonspendable                                                                                                                                       | -                | -                      | -                                | -                   | 14,517             | 84,177             |
| <b>Restricted</b>                                                                                                                                  |                  |                        |                                  |                     |                    |                    |
| Law Enforcement                                                                                                                                    | -                | -                      | -                                | -                   | 88,986             | 437,852            |
| Telecommunications                                                                                                                                 | -                | -                      | -                                | -                   | 72,768             | 72,768             |
| Public Safety Aid                                                                                                                                  | -                | -                      | -                                | -                   | -                  | 1,594,625          |
| Community Development                                                                                                                              | -                | -                      | -                                | -                   | -                  | 4,399,493          |
| Park Dedication                                                                                                                                    | -                | 2,172,845              | -                                | -                   | -                  | 2,172,845          |
| Tax Increment                                                                                                                                      | -                | -                      | 5,506,016                        | -                   | -                  | 5,506,016          |
| Debt Service                                                                                                                                       | 2,298,919        | -                      | -                                | -                   | -                  | 2,298,919          |
| Housing and Economic Development                                                                                                                   | -                | -                      | -                                | -                   | -                  | 919,566            |
| <b>Committed</b>                                                                                                                                   |                  |                        |                                  |                     |                    |                    |
| Street Replacement                                                                                                                                 | -                | -                      | -                                | 5,236,428           | -                  | 5,236,428          |
| <b>Assigned</b>                                                                                                                                    |                  |                        |                                  |                     |                    |                    |
| Parks and Recreation Programs and Maintenance                                                                                                      | -                | -                      | -                                | -                   | -                  | 2,234,875          |
| License Center Improvements                                                                                                                        | -                | -                      | -                                | -                   | 307,929            | 307,929            |
| Information Technology                                                                                                                             | -                | -                      | -                                | -                   | -                  | 100,863            |
| Engineering Services                                                                                                                               | -                | -                      | -                                | -                   | -                  | 320,866            |
| Accounting Service                                                                                                                                 | -                | -                      | -                                | -                   | -                  | 15,405             |
| General Service Reserve                                                                                                                            | -                | -                      | -                                | -                   | -                  | 972,349            |
| Capital Projects                                                                                                                                   | -                | 12,773,144             | -                                | -                   | -                  | 12,773,144         |
| Housing and Economic Development                                                                                                                   | -                | -                      | -                                | -                   | -                  | 4,324,945          |
| Unassigned                                                                                                                                         | -                | -                      | -                                | -                   | (15,806)           | 7,449,086          |
| Total Fund Balances                                                                                                                                | 2,298,919        | 14,945,989             | 5,506,016                        | 5,236,428           | 468,394            | 51,222,151         |
| TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES                                                                                 | \$ 2,366,768     | \$ 15,402,002          | \$ 5,516,648                     | \$ 5,873,834        | \$ 1,717,533       | \$ 63,191,112      |
| Capital assets (net of depreciation) used in governmental activities and are not financial resources and therefore, are not reported in the funds. |                  |                        |                                  |                     |                    |                    |
|                                                                                                                                                    |                  |                        |                                  |                     |                    | 139,376,004        |
| Long term liabilities including bonds payable, are not due and payable in the current period and therefore, are not reported in the funds.         |                  |                        |                                  |                     |                    | (33,727,114)       |
| Internal service funds are used by management to charge the cost of insurance to individual funds.                                                 |                  |                        |                                  |                     |                    | 1,003,403          |
| Other long term assets are not available to pay for current-period expenditures and, therefore, are deferred or are not reported in the funds.     |                  |                        |                                  |                     |                    |                    |
| Net pension obligation - fire relief                                                                                                               |                  |                        |                                  |                     |                    | 6,073,235          |
| Governmental funds do not report long term amounts related to pensions                                                                             |                  |                        |                                  |                     |                    |                    |
| Deferred outflow of resources                                                                                                                      |                  |                        |                                  |                     |                    | 18,381,687         |
| Deferred inflow of resources                                                                                                                       |                  |                        |                                  |                     |                    | (18,279,412)       |
| Net position of governmental activities                                                                                                            |                  |                        |                                  |                     |                    | \$ 164,049,954     |

The notes to the financial statements are an integral part of this statement.

|                                                              | General       | Special Revenue |           |                          | Roseville<br>Economic<br>Development<br>Authority |
|--------------------------------------------------------------|---------------|-----------------|-----------|--------------------------|---------------------------------------------------|
|                                                              |               | Recreation      | ARPA      | Community<br>Development |                                                   |
| <b>REVENUES</b>                                              |               |                 |           |                          |                                                   |
| General property taxes                                       | \$ 15,846,459 | \$ 3,024,852    | \$ -      | \$ -                     | \$ 398,298                                        |
| Tax increment                                                | -             | -               | -         | -                        | -                                                 |
| Intergovernmental revenue                                    | 3,961,552     | -               | 1,083,066 | -                        | 111,105                                           |
| Licenses and permits                                         | 562,701       | -               | -         | 1,687,232                | -                                                 |
| Gambling taxes                                               | -             | -               | -         | -                        | -                                                 |
| Charges for services                                         | 1,568,997     | 2,549,644       | -         | 50,940                   | -                                                 |
| Fines and forfeits                                           | 76,371        | -               | -         | -                        | -                                                 |
| Cable franchise taxes                                        | -             | -               | -         | -                        | -                                                 |
| Rentals                                                      | 468,253       | 100,245         | -         | -                        | -                                                 |
| Donations                                                    | 35,631        | 51,649          | -         | -                        | -                                                 |
| Special assessments                                          | 145           | 150             | -         | -                        | -                                                 |
| Investment income                                            | -             | -               | -         | -                        | -                                                 |
| Interest earned on investments                               | 211,518       | 47,148          | -         | 106,909                  | 91,001                                            |
| Increase (decrease) in fair value of investments             | 596,659       | 56,428          | -         | 170,233                  | 255,328                                           |
| Miscellaneous Revenue                                        | 179,000       | 68,352          | -         | 2,750                    | 31,106                                            |
| Total Revenues                                               | 23,507,286    | 5,898,468       | 1,083,066 | 2,018,064                | 886,838                                           |
| <b>EXPENDITURES</b>                                          |               |                 |           |                          |                                                   |
| Current                                                      | -             | -               | -         | -                        | -                                                 |
| General government                                           | 4,346,115     | -               | 78,452    | -                        | 228,450                                           |
| Public safety                                                | 14,476,306    | -               | 23,167    | 1,101,056                | -                                                 |
| Public works                                                 | 3,088,741     | -               | (15,466)  | -                        | -                                                 |
| Economic development                                         | -             | -               | 160,000   | 645,538                  | 225,454                                           |
| Recreation                                                   | -             | 5,506,658       | -         | -                        | -                                                 |
| Capital outlay                                               | -             | -               | -         | -                        | -                                                 |
| Bond principal                                               | -             | -               | -         | -                        | -                                                 |
| Interest and other charges - Bonds                           | -             | -               | -         | -                        | -                                                 |
| Total Expenditures                                           | 21,911,162    | 5,506,658       | 246,153   | 1,746,594                | 453,904                                           |
| Excess (Deficiency) of Revenues Over<br>(Under) Expenditures | 1,596,124     | 391,810         | 836,913   | 271,470                  | 432,934                                           |
| <b>OTHER FINANCING SOURCES (USES)</b>                        |               |                 |           |                          |                                                   |
| Transfers in                                                 | 982,994       | -               | -         | -                        | 500,000                                           |
| Transfers out                                                | (200,000)     | (162,207)       | (836,913) | -                        | (500,000)                                         |
| Sale of capital assets                                       | -             | -               | -         | -                        | -                                                 |
| Total Other Financing Sources (Uses)                         | 782,994       | (162,207)       | (836,913) | -                        | -                                                 |
| Net Change in Fund Balances                                  | 2,379,118     | 229,603         | -         | 271,470                  | 432,934                                           |
| FUND BALANCES, January 1                                     | 8,505,943     | 2,007,737       | -         | 4,128,023                | 4,811,577                                         |
| FUND BALANCES, December 31                                   | \$ 10,885,061 | \$ 2,237,340    | \$ -      | \$ 4,399,493             | \$ 5,244,511                                      |

The notes to the financial statements are an integral part of this statement.

|                                                           |              | Capital Projects       |                                  |                     |                          |                             |                          |
|-----------------------------------------------------------|--------------|------------------------|----------------------------------|---------------------|--------------------------|-----------------------------|--------------------------|
|                                                           | Debt Service | Revolving Improvements | Economic Increments Construction | Street Construction | Other Governmental Funds | Intra Activity Eliminations | Total Governmental Funds |
| <b>REVENUES</b>                                           |              |                        |                                  |                     |                          |                             |                          |
| General property taxes                                    | \$ 2,142,706 | \$ 3,387,585           | \$ -                             | \$ 1,084,027        | 122,815                  | \$ -                        | \$ 26,006,742            |
| Tax increment                                             | -            | -                      | 2,429,997                        | -                   | -                        | -                           | 2,429,997                |
| Intergovernmental revenue                                 | -            | 583,019                | -                                | 602,152             | 127,697                  | -                           | 6,468,591                |
| Licenses and permits                                      | -            | 25,710                 | -                                | -                   | -                        | -                           | 2,275,643                |
| Gambling taxes                                            | -            | -                      | -                                | -                   | 41,619                   | -                           | 41,619                   |
| Charges for services                                      | -            | -                      | -                                | -                   | 2,120,745                | -                           | 6,290,326                |
| Fines and forfeits                                        | -            | -                      | -                                | -                   | -                        | -                           | 76,371                   |
| Cable franchise taxes                                     | -            | -                      | -                                | -                   | 354,531                  | -                           | 354,531                  |
| Rentals                                                   | -            | 127,182                | -                                | -                   | -                        | -                           | 695,680                  |
| Donations                                                 | -            | -                      | -                                | -                   | 98,073                   | -                           | 185,353                  |
| Special assessments                                       | 29,053       | -                      | -                                | 668,333             | -                        | -                           | 697,681                  |
| Investment income                                         | -            | -                      | -                                | -                   | -                        | -                           | -                        |
| Interest earned on investments                            | 29,750       | 321,807                | 107,643                          | 155,251             | 16,647                   | -                           | 1,087,674                |
| Increase (decrease) in fair value of investments          | 86,655       | 497,414                | 61,894                           | 209,057             | (43,366)                 | -                           | 1,890,302                |
| Miscellaneous Revenue                                     | -            | 190,912                | (1,383)                          | -                   | 64,557                   | -                           | 535,294                  |
| Total Revenues                                            | 2,288,164    | 5,133,629              | 2,598,151                        | 2,718,820           | 2,903,318                | -                           | 49,035,804               |
| <b>EXPENDITURES</b>                                       |              |                        |                                  |                     |                          |                             |                          |
| Current                                                   | -            | -                      | -                                | -                   | -                        | -                           | -                        |
| General government                                        | -            | 402,552                | -                                | -                   | 2,574,622                | -                           | 7,630,191                |
| Public safety                                             | -            | 334,099                | -                                | -                   | -                        | -                           | 15,934,628               |
| Public works                                              | -            | 288,102                | -                                | 420,191             | -                        | -                           | 3,781,568                |
| Economic development                                      | -            | 752                    | 830,043                          | -                   | -                        | -                           | 1,861,787                |
| Recreation                                                | -            | 753,679                | -                                | -                   | -                        | -                           | 6,260,337                |
| Capital outlay                                            | -            | 1,738,037              | -                                | 1,770,886           | -                        | -                           | 3,508,923                |
| Bond principal                                            | 2,110,000    | -                      | -                                | -                   | -                        | -                           | 2,110,000                |
| Interest and other charges - Bonds                        | 369,508      | -                      | -                                | -                   | -                        | -                           | 369,508                  |
| Total Expenditures                                        | 2,479,508    | 3,517,221              | 830,043                          | 2,191,077           | 2,574,622                | -                           | 41,456,942               |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | (191,344)    | 1,616,408              | 1,768,108                        | 527,743             | 328,696                  | -                           | 7,578,862                |
| <b>OTHER FINANCING SOURCES (USES)</b>                     |              |                        |                                  |                     |                          |                             |                          |
| Transfers in                                              | 449,029      | 765,343                | 44,464                           | -                   | 20,444                   | (2,762,274)                 | -                        |
| Transfers out                                             | (183,098)    | (565,343)              | (310,395)                        | -                   | (504,318)                | 2,762,274                   | (500,000)                |
| Sale of capital assets                                    | -            | 249,985                | -                                | -                   | -                        | -                           | 249,985                  |
| Total Other Financing Sources (Uses)                      | 265,931      | 449,985                | (265,931)                        | -                   | (483,874)                | -                           | (250,015)                |
| Net Change in Fund Balances                               | 74,587       | 2,066,393              | 1,502,177                        | 527,743             | (155,178)                | -                           | 7,328,847                |
| FUND BALANCES, January 1                                  | 2,224,332    | 12,879,596             | 4,003,839                        | 4,708,685           | 623,572                  | -                           | 43,893,304               |
| FUND BALANCES, December 31                                | \$ 2,298,919 | \$ 14,945,989          | \$ 5,506,016                     | \$ 5,236,428        | \$ 468,394               | \$ -                        | \$ 51,222,151            |

The notes to the financial statements are an integral part of this statement.

**City of Roseville, Minnesota**

RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES  
IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
For the Fiscal Year Ended December 31, 2023

**Statement 5**  
(Page 1 of 1)

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|                                                                                                                                                                                                                                                                                                                                                                     |                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Net Change in Fund Balances - Total Governmental Funds                                                                                                                                                                                                                                                                                                              | \$ 7,328,847               |
| Amounts reported for governmental activities in the Statement of Activities are different because:                                                                                                                                                                                                                                                                  |                            |
| Governmental funds report capital outlay as expenditures and do not report capital contributions. However, in the Statement of Net Position, the cost of these assets is capitalized and depreciated over their estimated useful lives with depreciation expense reported in the Statement of Activities and capital contributions are reported as program revenue. | (1,593,638)                |
| Net effect of sales, trade-ins and retirements of capital assets                                                                                                                                                                                                                                                                                                    | (128,241)                  |
| Payments on general obligation debt                                                                                                                                                                                                                                                                                                                                 | 2,110,000                  |
| Premium on general obligation bonds amortized                                                                                                                                                                                                                                                                                                                       | 154,681                    |
| Net change due to internal service funds incorporated into statement of activities                                                                                                                                                                                                                                                                                  | (350,585)                  |
| Net change in net pension obligation - City                                                                                                                                                                                                                                                                                                                         | (2,856,249)                |
| Net change in net pension asset - Fire Relief                                                                                                                                                                                                                                                                                                                       | 1,247,697                  |
| Net change in net pension obligation - OPEB                                                                                                                                                                                                                                                                                                                         | 436,424                    |
| Change in compensated absences                                                                                                                                                                                                                                                                                                                                      | (186,938)                  |
| Change in bond interest payable                                                                                                                                                                                                                                                                                                                                     | 25,999                     |
| Adjustment for modified accrual revenue recognition related to Special assessments, delinquent property tax and delinquent tax increment                                                                                                                                                                                                                            | <u>(605,679)</u>           |
| Change in Net Position of Governmental Activities                                                                                                                                                                                                                                                                                                                   | <u><u>\$ 5,582,318</u></u> |

**The notes to the financial statements are an integral part of this statement.**

|                                                   | Business-Type Activities - Enterprise Funds |               |              |                   |                          |               | Governmental<br>Activities -<br>Internal Service<br>Funds |
|---------------------------------------------------|---------------------------------------------|---------------|--------------|-------------------|--------------------------|---------------|-----------------------------------------------------------|
|                                                   | Sanitary Sewer                              | Water         | Golf Course  | Storm<br>Drainage | Solid Waste<br>Recycling | Totals        |                                                           |
| <b>ASSETS</b>                                     |                                             |               |              |                   |                          |               |                                                           |
| Current Assets                                    |                                             |               |              |                   |                          |               |                                                           |
| Cash and cash equivalents                         | \$ 3,780,483                                | \$ 837,986    | \$ 88,068    | \$ 2,266,973      | \$ 442,889               | \$ 7,416,399  | \$ 1,398,604                                              |
| Investment interest receivable                    | 13,892                                      | 3,080         | 315          | 8,346             | 1,628                    | 27,261        | 5,038                                                     |
| Accounts receivable                               | 1,534,164                                   | 1,932,067     | 2,180        | 672,681           | 214,029                  | 4,355,121     | -                                                         |
| Special assessments                               | 554,850                                     | 15,142        | -            | 24,642            | -                        | 594,634       | -                                                         |
| Due from other funds                              | -                                           | -             | -            | -                 | -                        | -             | -                                                         |
| Due from other governmental units                 | 2,976                                       | -             | -            | 24,895            | -                        | 27,871        | -                                                         |
| Prepaid Items                                     | 292,803                                     | -             | -            | 1,896             | -                        | 294,699       | -                                                         |
| Total Current Assets                              | 6,179,168                                   | 2,788,275     | 90,563       | 2,999,433         | 658,546                  | 12,715,985    | 1,403,642                                                 |
| Noncurrent Assets                                 |                                             |               |              |                   |                          |               |                                                           |
| Capital Assets                                    |                                             |               |              |                   |                          |               |                                                           |
| Land                                              | -                                           | -             | 319,892      | 573,407           | -                        | 893,299       | -                                                         |
| Buildings                                         | 50,566                                      | 1,490,784     | 2,650,556    | -                 | -                        | 4,191,906     | -                                                         |
| Improvements other than buildings                 | -                                           | 11,972        | 394,039      | 1,050,683         | -                        | 1,456,694     | -                                                         |
| Machinery, equipment, and vehicles                | 1,251,059                                   | 1,630,255     | 422,836      | 2,361,261         | -                        | 5,665,411     | -                                                         |
| Infrastructure                                    | 24,836,909                                  | 23,481,669    | -            | 25,425,846        | -                        | 73,744,424    | -                                                         |
| Construction in Progress                          | 96,444                                      | -             | -            | 481,662           | -                        | 578,106       | -                                                         |
| Less: Accumulated depreciation and amortization   | (9,657,672)                                 | (11,995,536)  | (969,607)    | (15,287,126)      | -                        | (37,909,941)  | -                                                         |
| Total Noncurrent Assets                           | 16,577,306                                  | 14,619,144    | 2,817,716    | 14,605,733        | -                        | 48,619,899    | -                                                         |
| TOTAL ASSETS                                      | 22,756,474                                  | 17,407,419    | 2,908,279    | 17,605,166        | 658,546                  | 61,335,884    | 1,403,642                                                 |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>             |                                             |               |              |                   |                          |               |                                                           |
| Deferred pension resources                        | 96,929                                      | 78,757        | 14,709       | 51,065            | 5,333                    | 246,793       | -                                                         |
| <b>LIABILITIES</b>                                |                                             |               |              |                   |                          |               |                                                           |
| Current Liabilities (Payable from Current Assets) |                                             |               |              |                   |                          |               |                                                           |
| Accounts Payable                                  | 1,107,770                                   | 536,427       | 8,525        | 51,689            | 421                      | 1,704,832     | 46,315                                                    |
| Accrued payroll                                   | 10,907                                      | 18,507        | 8,318        | 16,186            | 2,665                    | 56,583        | -                                                         |
| Accrued interest                                  | -                                           | 14,011        | -            | -                 | -                        | 14,011        | -                                                         |
| Compensated absences payable                      | 6,445                                       | 7,556         | 10,487       | 9,181             | -                        | 33,669        | -                                                         |
| Contracts and retainage payable                   | -                                           | -             | -            | 23,684            | -                        | 23,684        | -                                                         |
| Customer deposits payable                         | -                                           | 1,492,902     | -            | -                 | -                        | 1,492,902     | -                                                         |
| Due to other funds                                | -                                           | -             | -            | -                 | -                        | -             | -                                                         |
| Due to other governmental units                   | 7,192                                       | 52,465        | 5,476        | 10,062            | 1,723                    | 76,918        | -                                                         |
| Bonds payable - current portion                   | -                                           | 245,000       | -            | -                 | -                        | 245,000       | -                                                         |
| Lease Payable - current portion                   | -                                           | -             | 10,675       | -                 | -                        | 10,675        | -                                                         |
| Insurance claims payable                          | -                                           | -             | -            | -                 | -                        | -             | 167,052                                                   |
| Total Current Liabilities                         | 1,132,314                                   | 2,366,868     | 43,481       | 110,802           | 4,809                    | 3,658,274     | 213,367                                                   |
| Noncurrent Liabilities                            |                                             |               |              |                   |                          |               |                                                           |
| Compensated absences payable                      | 25,780                                      | 30,226        | 41,946       | 36,723            | -                        | 134,675       | -                                                         |
| Net other postemployment benefits obligation      | 32,080                                      | 31,168        | 12,175       | 15,686            | -                        | 91,109        | -                                                         |
| Net Pension liability                             | 318,832                                     | 378,723       | 92,704       | 238,233           | 22,921                   | 1,051,413     | -                                                         |
| Bonds payable                                     | -                                           | 1,940,252     | -            | -                 | -                        | 1,940,252     | -                                                         |
| Lease payable                                     | -                                           | -             | 22,001       | -                 | -                        | 22,001        | -                                                         |
| Insurance claims payable                          | -                                           | -             | -            | -                 | -                        | -             | 186,872                                                   |
| Total Noncurrent Liabilities                      | 376,692                                     | 2,380,369     | 168,826      | 290,642           | 22,921                   | 3,239,450     | 186,872                                                   |
| TOTAL LIABILITIES                                 | 1,509,006                                   | 4,747,237     | 212,307      | 401,444           | 27,730                   | 6,897,724     | 400,239                                                   |
| <b>DEFERRED INFLOWS OF RESOURCES</b>              |                                             |               |              |                   |                          |               |                                                           |
| Deferred pension resources                        | 112,047                                     | 139,137       | 59,475       | 111,859           | 10,469                   | 432,987       | -                                                         |
| <b>NET POSITION</b>                               |                                             |               |              |                   |                          |               |                                                           |
| Net Investment in Capital Assets                  | 16,577,306                                  | 12,433,892    | 2,785,040    | 14,582,049        | -                        | 46,378,287    | -                                                         |
| Unrestricted                                      | 4,655,044                                   | 165,910       | (133,834)    | 2,560,879         | 625,680                  | 7,873,679     | 1,003,403                                                 |
| TOTAL NET POSITION                                | \$ 21,232,350                               | \$ 12,599,802 | \$ 2,651,206 | \$ 17,142,928     | \$ 625,680               | \$ 54,251,966 | \$ 1,003,403                                              |



City of Roseville, Minnesota  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
PROPRIETARY FUNDS  
For the Fiscal Year Ended December 31, 2023

Statement 7  
(Page 1 of 1)

|                                                          | Business Type Activities - Enterprise Funds |               |              |                   |                          | Governmental<br>Activities -<br>Internal Service<br>Funds |
|----------------------------------------------------------|---------------------------------------------|---------------|--------------|-------------------|--------------------------|-----------------------------------------------------------|
|                                                          | Sanitary Sewer                              | Water         | Golf Course  | Storm<br>Drainage | Solid Waste<br>Recycling | Totals                                                    |
| <b>SALES AND COST OF SALES</b>                           |                                             |               |              |                   |                          |                                                           |
| Sales                                                    | \$ -                                        | \$ -          | \$ 32,671    | \$ -              | \$ 63                    | \$ 32,734                                                 |
| Cost of sales                                            | -                                           | -             | (18,394)     | -                 | -                        | (18,394)                                                  |
| Gross profit                                             | -                                           | -             | 14,277       | -                 | 63                       | 14,340                                                    |
| <b>OPERATING REVENUES</b>                                |                                             |               |              |                   |                          |                                                           |
| User charges                                             | 6,624,922                                   | 9,991,120     | 382,236      | 2,950,670         | 965,156                  | 20,914,104                                                |
| Delinquency collections                                  | (1,185)                                     | -             | -            | 1,443             | -                        | 258                                                       |
| Miscellaneous                                            | 6,975                                       | 149,024       | 104,476      | 12,771            | -                        | 273,246                                                   |
| Total Operating Revenues                                 | 6,630,712                                   | 10,140,144    | 486,712      | 2,964,884         | 965,156                  | 21,187,608                                                |
| <b>OPERATING EXPENSES</b>                                |                                             |               |              |                   |                          |                                                           |
| Personal service                                         | 393,795                                     | 689,466       | 388,346      | 517,326           | 67,585                   | 2,056,518                                                 |
| Supplies                                                 | 86,341                                      | 233,096       | 64,653       | 84,312            | 2,261                    | 470,663                                                   |
| Other services and charges                               | 3,829,933                                   | 7,982,086     | 72,499       | 591,695           | 800,121                  | 13,276,334                                                |
| Depreciation and amortization                            | 478,305                                     | 498,731       | 96,711       | 707,834           | -                        | 1,781,581                                                 |
| Total Operating Expenses                                 | 4,788,374                                   | 9,403,379     | 622,209      | 1,901,167         | 869,967                  | 17,585,096                                                |
| OPERATING INCOME (LOSS)                                  | 1,842,338                                   | 736,765       | (121,220)    | 1,063,717         | 95,252                   | 3,616,852                                                 |
| <b>NON-OPERATING REVENUES (EXPENSES)</b>                 |                                             |               |              |                   |                          |                                                           |
| Investment Income                                        |                                             |               |              |                   |                          |                                                           |
| Interest Earned on Investments                           | 76,377                                      | 13,046        | 2,688        | 49,614            | 8,777                    | 150,502                                                   |
| Increase (Decrease) in Fair Value of Investments         | (81,086)                                    | (60,466)      | 4,506        | (30,314)          | 5,096                    | (162,264)                                                 |
| Intergovernmental Revenue                                | 349,840                                     | 11,280        | -            | 81,908            | 88,826                   | 531,854                                                   |
| Bond interest payments                                   | -                                           | (21,427)      | -            | -                 | -                        | (21,427)                                                  |
| Gain on Sale of Capital Assets                           | 16,986                                      | 7,090         | -            | 2,338             | -                        | 26,414                                                    |
| Total Non-Operating Revenues (Expenses)                  | 362,117                                     | (50,477)      | 7,194        | 103,546           | 102,699                  | 525,079                                                   |
| Income (Loss) Before Capital Contributions and Transfers | 2,204,455                                   | 686,288       | (114,026)    | 1,167,263         | 197,951                  | 4,141,931                                                 |
| Transfers In                                             | -                                           | 500,000       | -            | -                 | -                        | 500,000                                                   |
| Change in Net Position                                   | 2,204,455                                   | 1,186,288     | (114,026)    | 1,167,263         | 197,951                  | 4,641,931                                                 |
| NET POSITION, January 1                                  | 19,027,895                                  | 11,413,514    | 2,765,232    | 15,975,665        | 427,729                  | 49,610,035                                                |
| NET POSITION, December 31                                | \$ 21,232,350                               | \$ 12,599,802 | \$ 2,651,206 | \$ 17,142,928     | \$ 625,680               | \$ 54,251,966                                             |

The notes to the financial statements are an integral part of this statement.

|                                                                                                      | Business-type Activities - Enterprise Funds |              |             |                   |                          |               | Governmental<br>Activities -<br>Internal<br>Service Funds |
|------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------|-------------|-------------------|--------------------------|---------------|-----------------------------------------------------------|
|                                                                                                      | Sanitary Sewer                              | Water        | Golf Course | Storm<br>Drainage | Solid Waste<br>Recycling | Total         |                                                           |
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                                                          |                                             |              |             |                   |                          |               |                                                           |
| Cash received from customers and users, including deposits                                           | \$ 6,333,466                                | \$ 9,868,841 | \$ 394,610  | \$ 2,809,319      | \$ 952,725               | \$ 20,358,961 | \$ 343,585                                                |
| Cash payments to suppliers for goods and services                                                    | (3,798,363)                                 | (8,272,090)  | (138,154)   | (656,194)         | (865,966)                | (13,730,767)  | (506,986)                                                 |
| Cash payments to employees                                                                           | (392,938)                                   | (686,085)    | (364,130)   | (510,048)         | (65,476)                 | (2,018,677)   | 12,122                                                    |
| Other operating revenues                                                                             | 6,975                                       | 149,024      | 104,476     | 12,771            | -                        | 273,246       | -                                                         |
| NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES                                                     | 2,149,140                                   | 1,059,690    | (3,198)     | 1,655,848         | 21,283                   | 4,882,763     | (151,279)                                                 |
| <b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>                                               |                                             |              |             |                   |                          |               |                                                           |
| Transfers In From Other Funds                                                                        | -                                           | 500,000      | -           | -                 | -                        | 500,000       | -                                                         |
| Advance Repayment to Other Funds                                                                     | -                                           | (347,521)    | -           | -                 | -                        | (347,521)     | -                                                         |
| Advance Repayment From Other Funds                                                                   | 347,521                                     | -            | -           | -                 | -                        | 347,521       | -                                                         |
| Subsidy from governmental grants                                                                     | -                                           | 11,280       | -           | 81,908            | 88,826                   | 182,014       | -                                                         |
| NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES                                          | 347,521                                     | 163,759      | -           | 81,908            | 88,826                   | 682,014       | -                                                         |
| <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>                                      |                                             |              |             |                   |                          |               |                                                           |
| Purchase of capital assets                                                                           | (355,243)                                   | (45,893)     | -           | (619,480)         | -                        | (1,020,616)   | -                                                         |
| Subsidy from governmental grants                                                                     | 349,840                                     | -            | -           | -                 | -                        | 349,840       | -                                                         |
| Lease - GASB 87                                                                                      | (19,845)                                    | (20,061)     | (10,464)    | (19,845)          | -                        | (70,215)      | -                                                         |
| Interest paid on capital debt                                                                        | -                                           | (36,100)     | -           | -                 | -                        | (36,100)      | -                                                         |
| Bond Payment                                                                                         | -                                           | (240,000)    | -           | -                 | -                        | (240,000)     | -                                                         |
| Proceeds from sale of capital assets                                                                 | 16,986                                      | 7,090        | -           | 2,338             | -                        | 26,414        | -                                                         |
| NET CASH PROVIDED (USED) IN CAPITAL AND RELATED FINANCING ACTIVITIES                                 | (8,262)                                     | (334,964)    | (10,464)    | (636,987)         | -                        | (990,677)     | -                                                         |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                                                          |                                             |              |             |                   |                          |               |                                                           |
| Interest received on investments                                                                     | 68,103                                      | 9,967        | 2,686       | 45,185            | 8,235                    | 134,176       | 29,859                                                    |
| Increase (Decrease) in Fair Value of Investments                                                     | (81,086)                                    | (60,466)     | 4,506       | (30,314)          | 5,096                    | (162,264)     | 71,331                                                    |
| NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES                                                     | (12,983)                                    | (50,499)     | 7,192       | 14,871            | 13,331                   | (28,088)      | 101,190                                                   |
| NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS                                                 | 2,475,416                                   | 837,986      | (6,470)     | 1,115,640         | 123,440                  | 4,546,012     | (50,089)                                                  |
| CASH AND CASH EQUIVALENTS, JANUARY 1 as restated                                                     | 1,305,067                                   | -            | 94,538      | 1,151,333         | 319,449                  | 2,870,387     | 1,448,693                                                 |
| CASH AND CASH EQUIVALENTS, DECEMBER 31                                                               | 3,780,483                                   | 837,986      | 88,068      | 2,266,973         | 442,889                  | 7,416,399     | 1,398,604                                                 |
| <b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b> |                                             |              |             |                   |                          |               |                                                           |
| Operating Income (Loss)                                                                              | 1,842,338                                   | 736,765      | (121,220)   | 1,063,717         | 95,252                   | 3,616,852     | (451,823)                                                 |
| Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities        |                                             |              |             |                   |                          |               |                                                           |
| Depreciation                                                                                         | 478,305                                     | 498,731      | 96,711      | 707,834           | -                        | 1,781,581     | -                                                         |
| Pension related activity                                                                             | 6,622                                       | 12,992       | 6,849       | 10,601            | 1,018                    | 38,082        | -                                                         |
| Changes in elements affecting cash:                                                                  |                                             |              |             |                   |                          |               |                                                           |
| (Increase) Decrease in Accounts receivable                                                           | (95,637)                                    | (123,040)    | (1,903)     | (174,683)         | (12,494)                 | (407,757)     | -                                                         |
| (Increase) Decrease in Special assessments                                                           | (191,657)                                   | 762          | -           | 4,216             | -                        | (186,679)     | -                                                         |
| (Increase) Decrease in Due from other governmental units                                             | (2,976)                                     | -            | -           | 27,674            | -                        | 24,698        | -                                                         |
| (Increase) Decrease in Prepaid items                                                                 | (36,839)                                    | -            | -           | (1,896)           | -                        | (38,735)      | -                                                         |
| Increase (Decrease) in Accounts payable                                                              | 186,879                                     | 23,818       | (946)       | (892)             | (64,271)                 | 144,588       | 13,711                                                    |
| Increase (Decrease) in Accrued payroll                                                               | (92)                                        | (518)        | 583         | 82                | 1,091                    | 1,146         | -                                                         |
| Increase (Decrease) in Compensated absences                                                          | 5,089                                       | (450)        | 21,190      | 5,238             | -                        | 31,067        | -                                                         |
| Increase (Decrease) in Contracts payable                                                             | (32,360)                                    | -            | -           | 22,783            | -                        | (9,577)       | -                                                         |
| Increase (Decrease) in Customer deposits                                                             | -                                           | (92,398)     | -           | -                 | -                        | (92,398)      | -                                                         |
| Increase (Decrease) in Due to other governmental units                                               | 230                                         | 11,671       | (56)        | (183)             | 687                      | 12,349        | -                                                         |
| Increase (Decrease) in Net other postemployment benefits obligation                                  | (10,762)                                    | (8,643)      | (4,406)     | (8,643)           | -                        | (32,454)      | -                                                         |
| Increase (Decrease) in Insurance claim payable                                                       | -                                           | -            | -           | -                 | -                        | -             | 286,833                                                   |
| Total Adjustments                                                                                    | 306,802                                     | 322,925      | 118,022     | 592,131           | (73,969)                 | 1,265,911     | 300,544                                                   |
| NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES                                                     | \$ 2,149,140                                | \$ 1,059,690 | \$ (3,198)  | \$ 1,655,848      | \$ 21,283                | \$ 4,882,763  | \$ (151,279)                                              |
| <b>NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITIES</b>                                           |                                             |              |             |                   |                          |               |                                                           |
| Increase/(Decrease) in fair value of investments                                                     | \$ (81,086)                                 | \$ (60,466)  | \$ 4,506    | \$ (30,314)       | \$ 5,096                 | \$ (162,264)  | \$ 71,331                                                 |

The notes to the financial statements are an integral part of this statement.

**City of Roseville, Minnesota**  
 STATEMENT OF FIDUCIARY NET POSITION  
 CUSTODIAL FUND  
 December 31, 2023

**Statement 9**  
 (Page 1 of 1)

|                                | <u>Roseville Islamic<br/>Cemetery Fund</u> |
|--------------------------------|--------------------------------------------|
| <b>ASSETS:</b>                 |                                            |
| Cash and cash equivalents      | \$ 86,050                                  |
| Receivables                    |                                            |
| Investment interest receivable | <u>316</u>                                 |
| <b>TOTAL ASSETS</b>            | <u>86,366</u>                              |
| <br><b>LIABILITIES:</b>        |                                            |
| Due to other organizations     | <u>86,366</u>                              |
| <br>Net Position:              |                                            |
| Restricted                     | <u><u>\$ -</u></u>                         |

The notes to the financial statements are an integral part of this statement.

## STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

(Page 1 of 1)

## CUSTODIAL FUND

December 31, 2023

|                                                          | Roseville Islamic<br>Cemetery Fund |
|----------------------------------------------------------|------------------------------------|
| <b>ADDITIONS:</b>                                        |                                    |
| Investment Income                                        |                                    |
| Interest earned on investments                           | \$ 1,938                           |
| Increase (decrease) in fair value of investments         | 3,183                              |
|                                                          | <u>5,121</u>                       |
| <b>TOTAL ADDITIONS</b>                                   | <u>5,121</u>                       |
| <b>DEDUCTIONS:</b>                                       |                                    |
| Payments due to other entities                           | <u>(5,121)</u>                     |
| <b>TOTAL DEDUCTIONS</b>                                  | <u>(5,121)</u>                     |
| <b>NET INCREASE (DECREASE) IN FIDUCIARY NET POSITION</b> | <u>-</u>                           |
| Net position - beginning                                 | <u>-</u>                           |
| Net position - ending                                    | <u><u>\$ -</u></u>                 |

The notes to the financial statements are an integral part of this statement.

**Note 1 SUMMARY DESCRIPTION OF THE PLAN**

**A. FINANCIAL REPORTING ENTITY**

The City of Roseville is a municipal corporation formed under Section 412 of Minnesota State Statutes and operates under a Council-Manager form of government. The five-member Council and Mayor are elected on rotating terms in each even-numbered year.

The financial statements present the City and its component unit. The City includes all funds, organizations, institutions, agencies, departments and offices that are not legally separate from such. Component units are legally separate organizations for which the elected officials of the City are financially accountable and are included within the basic financial statements of the City because of the significance of their operational or financial relationships with the City.

The City is considered financially accountable for a component unit if it appoints a voting majority of the organization's governing body and it is able to impose its will on the organization by significantly influencing the programs, projects, activities or level of services performed or provided by the organization or there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on, the City.

As a result of applying the component unit definition criteria above, certain organizations are presented in this report as follows:

**Blended Component unit.** The Roseville Economic Development Authority (EDA) was established to facilitate development and redevelopment in the City. The governing board consists of the members of the City Council. The City approves the levy and appropriations for the EDA annually as part of the City's budget process. Any sale of bonds or obligations issued by the EDA must be approved by the City Council before issuance and the City Council may require the EDA to transfer any portion of the reserves generated by activities of the EDA to the City to reduce the tax levies for bonded indebtedness of the City. The EDA does not issue separate financial statements. Financial information may be obtained at the City's offices.

**B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component unit. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on user fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment, are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment.

Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, service or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

#### **C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds. With the economic resource's measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditure-related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The City reports the following major governmental funds:

##### General

The general fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

##### Special Revenue

The recreation fund accounts for resources and payments related to adult and youth programs, nature center, skating center, and park maintenance activities. Most revenues are derived from user fees of various programs and activities, room rentals, donations, and concessions.

The American Rescue Plan (ARPA) fund accounts for revenues and expenditures related to the Coronavirus State and Local Fiscal Recovery Funds grant authorized by the American Rescue Plan Act. The City did not budget for these funds.

The community development fund accounts for resources and payments related to the City's building codes enforcement, development, and redevelopment activities. The funds primary revenue sources are through permits, contractor licenses, and plan check fees.

The Roseville economic development authority accounts for the revenue and expenditures used for the activity of the Roseville Economic Development Authority general operations.

Debt Service

The debt service fund accounts for resources accumulated and payments for principal and interest on long term general obligation debt.

Capital

The revolving improvements fund accounts for revenues and expenditures from replacement funds set aside for equipment and building replacement, and general land improvements. The economic increments construction fund accounts for tax increment payments to various developers as part of Pay-as-you-go TIF agreements and infrastructure improvements. The street construction fund accounts for revenues and expenditures related to street construction and improvements.

The City reports the following major proprietary funds:

The sanitary sewer fund and the water fund account for the activities related to the operation of a sanitary collection system and a water distribution system, respectively.

The golf course fund, accounts for resources and payments related to the operation and maintenance of a municipal golf course.

The storm drainage fund accounts for activities related to the operation of a surface water collection system.

The solid waste recycling fund accounts for the resources and expenditures related to the operation of a solid waste recycling collection system.

Additionally, the City reports the following fund types:

Internal service funds account for the worker's compensation and general insurance services provided to other departments or agencies of the City.

Fiduciary Fund - Custodial funds are used to account for assets held by the City as an agent for other organizations and are not available to the City for general operations. The City's custodial fund accounts for resources held by the City for the Roseville Islamic Cemetery. The funds use the economic resources measurement focus.

As a rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this rule are other charges between the City's water and sewer function and various other functions of the primary government and its component unit. Elimination of these charges would distort the direct costs and program revenues reported from the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenue of the City's enterprise funds and internal service funds are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, and then unrestricted resources as they are needed.

**D. ASSETS, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION/FUND BALANCE**

**1. Deposits and investments**

Cash and investment balances from all funds are pooled and invested to the extent available in authorized investments. Investment income is allocated to individual funds on the basis of the fund's equity in the cash and investment pool.

Investments are stated at fair value, except for investments in external investment pools that meet GASB 79 requirements, which are stated at amortized costs. Interest earnings are accrued at year-end.

For purposes of the Statement of Cash Flows, the enterprise and internal service funds participate in the pooling of City-wide cash and investments. Amounts from the pool are available to these funds on demand. As a result, the cash and investments of the enterprise and internal service funds are considered to be cash and cash equivalents for statement of cash flow purposes.

Authorized investments are pursuant to applicable Minnesota Statutes including Chapter 118A and the more restrictive City policy. Minnesota Statutes authorize the City to invest in the following:

- a) United States Treasury obligations and United States Government Agency securities (excluding high-risk mortgage-backed securities).
- b) Obligations of the State of Minnesota or any of its municipalities as follows:
  - 1. any security which a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;
  - 2. any security which is a revenue obligation of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service; and
  - 3. a general obligation of the Minnesota housing finance agency which is a moral obligation of the State of Minnesota and is rated "A" or better by a national bond rating agency.
  - 4. Any security which is an obligation of a school district with an original maturity is not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in a credit enhancement program pursuant to section 126C.55.
- c) Bankers' acceptance of United States banks eligible for purchase by the Federal Reserve System.



- d) Commercial paper issued by United States corporations or their Canadian subsidiaries, of the highest quality, and maturing in 270 days or less.
- e) Repurchase or reverse repurchase agreements with U.S. government.
- f) General obligation temporary bonds of the same governmental entity issued under section 429.091, subdivision 7; 469.178, subdivision 5; or 475.61, subdivision 6.
- g) Time deposits that are fully insured by the Federal Deposit Insurance Corporation.
- h) Guaranteed Investment contracts issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries, or domestic affiliates of any if the foregoing with a credit quality in in one of the two highest risk rating categories by at least one nationally recognized statistical rating organization.
- i) Shares of a Minnesota joint powers investment trust whose investments are restricted to securities described in Section 118A.04 and 118A.05.

Investments for the City and the component unit are reported at fair value.

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The Hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

## **2. Receivables and payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e. the current portion of interfund loan).

All utility and property tax receivables, including those for the HRA, are shown at a gross amount, since both taxes and utility receivables are assessable to the property taxes and are collectible upon sale of the assessed property.

Property taxes are submitted to the County Auditor by December 28 of each year, to be levied on January 1 on property values assessed as of the same date. The tax levy notice is mailed in March with the first half payment due on May 15 and the second half payment is due on October 15.

The entity's lease receivable is measured at the present value of lease payments expected to be received during the lease term. Under the lease agreement, the entity may receive variable lease payments that are dependent upon the lessee's revenue/the lessee's usage levels.

## **3. Prepaid Items**

Certain payments to vendors which reflect costs applicable to future accounting periods are recorded as prepaid items in both government-wide and fund financial statements. The City uses the consumption method for accounting prepaid expenses, where the City reports the prepaid items as an asset in the period in which they are purchased and defers the recognition of the expenditure until the period in which the prepaid items are used or consumed.

#### **4. Restricted Assets**

Certain assets in the water fund are restricted to the extent of the customer deposits, which are carried as liabilities.

#### **5. Capital Assets**

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), and intangible assets such as easements and computer software are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets, except infrastructure assets, are defined by the City as assets with an initial, individual cost equal to or greater than \$5,000 and an estimated useful life in excess of 2 years. Accordingly, the amounts spent for the construction or acquisition of infrastructure assets are capitalized and reported in the government-wide financial statements regardless of their amount.

With the initial capitalization of general infrastructure assets (i.e., those reported by governmental activities), the City chose to include all such items regardless of their acquisition date or amount. The City's Pavement Management Plan contained all historical costs for the City's general infrastructure assets. As the City constructs or acquires additional capital assets each period, including infrastructure assets, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. Donated capital assets are recorded at their acquisition value on the date of donation.

Property, plant and equipment of the City are depreciated using the straight-line method over the following estimated useful lives:

| <u>Assets</u>                     | <u>Years</u> |
|-----------------------------------|--------------|
| Buildings                         | 40           |
| Building Improvements             | 25           |
| Furniture and Equipment           | 5            |
| Light Vehicles                    | 5            |
| Heavy Vehicles                    | 10           |
| Fire Trucks                       | 20           |
| Streets and public infrastructure | 50           |
| Utility distribution systems      | 80           |

The City implemented GASB 51, Accounting and Financial Reporting for Intangible Assets effective January 1, 2010, which required the City to capitalize intangible assets. Pursuant to GASB Statement 51, in the case of initial capitalization of intangible assets, the City chose to capitalize intangible assets retroactively to 1980. The City was able to obtain historical costs and estimated fair value of donated intangible assets as of the date of donation for the initial reporting of easements through public works project records.

## **6. Deferred outflows/inflows of resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net assets that applies to future period(s) and so will not be recognized as an outflow of resources (expense/expenditures) until that time. The City has one item that qualify for reporting in this category. The City presents deferred outflows of resources on the Statement(s) of Net position for deferred outflows of resources related to pensions. Deferred outflows of resources related to pensions results from the difference between projected and actual earnings, changes in actuarial assumptions and employer contribution paid to PERA subsequent to the measurement date.

In addition to liabilities, the statement of financial position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has three items that qualify for reporting in this category. The City presents deferred inflows of resources on the Governmental Fund Balance Sheet as unavailable revenue. The governmental funds report unavailable revenues from three sources: property taxes, special assessments and lease agreements. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The City presents deferred inflows of resources on the Statement(s) of Net Position for deferred inflows of resources related to pensions and leases. Deferred inflows of resources related to pensions results from the net difference expected and actual economic experience and changes in proportion. The deferred inflow of resources is recorded at the commencement of the lease in an amount equal to the initial recording of the lease receivable, and is recognized as revenue over the lease term.

## **7. Compensated absences**

It is the City's policy to permit employees to accumulate earned but unused vacation, paid time off (PTO), compensatory time, and sick pay benefits. There is an estimate for a liability for unpaid accumulated sick leave, as employees may receive up to 320 hours upon retirement only. Vacation, PTO, compensatory time, and estimated sick pay benefits are accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

## **8. Pensions**

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and the relief association and additions to/deductions from PERA's and the relief association's fiduciary net position have been determined on the same basis as they are reported by PERA and the relief association except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

## **9. Long-term obligations**

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, and proprietary fund type statement of net position. Bond premiums and discounts, if material, are deferred and amortized over the life of the bonds using the effective interest method. In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

## **10. Fund balance**

### **a. Classification**

In the fund financial statements, governmental funds report fund classifications that comprise hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in those funds can be spent.

- **Nonspendable Fund Balance** – These are amounts that cannot be spent because they are not in spendable form.
- **Restricted Fund Balance** – These are amounts that are restricted to specific purposes either by a) constraints placed on the use of resources by creditors, grantors, contributors, or laws or regulations of other governments or b) imposed by law through enabling legislation.
- **Committed Fund Balance** – These are amounts that can only be used for specific purposes pursuant to constraints imposed by the City Council (highest level of decision-making authority) through resolution.
- **Assigned Fund Balance** – These are amounts that are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed. Pursuant to Council resolution, the City Council is authorized to establish assignments of fund balance.
- **Unassigned Fund Balance** – These are residual amounts in the General Fund not reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted and committed fund balances exceed the total net resources of that fund.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed. When committed, assigned, or unassigned resources are available for use, it is the City's policy to use resources in the following order: 1) committed, 2) assigned, and 3) unassigned.

### **b. Minimum Fund Balance**

It is the City's policy that at the end of each year, the City will maintain the unrestricted portion of the fund balance for cash flow in a range equal to 35% to 50% of the General Fund operating expenditures budgeted for next year. At December 31, 2023 this percentage was 44% and therefore the minimum fund balance was met.

## **11. Net position**

The Statement of Net Position reports restrictions in net position for community development revenues which are used for building code enforcement, development and redevelopment activities. Telecommunication revenues are used for the administration and maintenance of telecommunication activities. Park dedication proceeds are used to create parks or park improvements within a new development area. Law Enforcement is proceeds received from

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forfeitures generated from driving under the influence (DUI) or drug possession whose proceeds are restricted for specific law enforcement uses. Opioid revenues are settlement funds that are restricted for the prevention of opioid addiction throughout the community. Debt service is to pay for future debt service obligations, while tax increment revenues are used to pay for costs associated with the development within a tax increment district. Minnesota law governs park dedication, debt service, tax increment and law enforcement use. Community development and telecommunication uses are governed by other third-party entities

**Note 2 RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

- A. Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position

The governmental fund balance sheet includes reconciliation between fund balance – total governmental funds and net position - governmental activities as reported in the government-wide of net position. Elements of that reconciliation are detailed as follows:

|                                             |                       |
|---------------------------------------------|-----------------------|
| Long-term liabilities:                      |                       |
| Bonds payable                               | (\$11,975,000)        |
| Premium on bonds payable                    | (668,341)             |
| Bond interest payable                       | (116,535)             |
| Net OPEB obligation                         | (1,196,413)           |
| Net Pension liability                       | (17,358,754)          |
| Compensated absences                        | <u>(2,412,071)</u>    |
| Net change due to long-term liabilities     | <u>(\$33,727,114)</u> |
| Other long-term assets:                     |                       |
| Net pension obligation - fire relief        | \$5,025,594           |
| Elimination of unavailable deferred revenue | \$1,047,641           |
| Deferred outflows of resources              | 18,381,687            |
| Capital assets - net of depreciation        | <u>139,376,004</u>    |
| Net change in other long-term assets        | <u>\$163,830,926</u>  |

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B. Explanation of certain differences between the governmental fund statement of revenues, expenditures and changes in fund balances and the governmental-wide statement of activities governmental fund statement of revenues, expenditures, and changes in fund balances includes reconciliation between net changes in fund balances-total governmental funds and change in net position of governmental activities as reported in the government-wide statement of activities. One element of that reconciliation explains that "Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense." The details of this difference are as follows:

|                                                                                                            |                             |
|------------------------------------------------------------------------------------------------------------|-----------------------------|
| Capital outlay                                                                                             | \$3,508,923                 |
| Capital asset contribution                                                                                 | -                           |
| Depreciation expense                                                                                       | <u>(5,102,561)</u>          |
| Net change in fund-balances-total governmental funds and change in net position of governmental activities | <u><u>(\$1,593,638)</u></u> |

**Note 3 DETAILED NOTES ON ALL FUNDS**

**A. Deposits and investments**

**1. Components of Cash and Investments**

Cash and investments at year-end December 31, 2023 consist of the following:

|              |                            |
|--------------|----------------------------|
| Deposits     | \$1,863,434                |
| Investments  | 60,875,277                 |
| Cash on Hand | <u>11,300</u>              |
| Total        | <u><u>\$62,750,011</u></u> |

Cash and investments at year-end December 31, 2023 consist of the following:

|                                              |                            |
|----------------------------------------------|----------------------------|
| Statement of Net Positions - Government Wide |                            |
| Cash and cash equivalents                    | \$62,663,961               |
| Statement of Fiduciary Net Positions         |                            |
| Cash and cash equivalents - Custodial Funds  | <u>86,050</u>              |
| Total                                        | <u><u>\$62,750,011</u></u> |

In accordance with applicable Minnesota Statutes, the City maintains deposits at depository banks authorized by the City Council, including checking accounts and certificates of deposits.

The following is considered the most significant risk associated with deposits:

Custodial credit risk – In the case of deposits, this is the risk that in the event of a bank failure, the City's deposits may be lost. Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The City's deposits were fully insured and

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collateralized at December 31, 2023. The City's investment policy has no additional deposit policies addressing custodial credit risk.

## 2. Deposits

As of December 31, 2023 the City's bank balances of \$1,851,779 were covered by insurance or collateral pledged and held in the City's name.

## 3. Investments

The City has the following investments at year-end December 31, 2023:

| Investment type         | Rating                                       | Investment maturities |                     |                     |                   | Total               |
|-------------------------|----------------------------------------------|-----------------------|---------------------|---------------------|-------------------|---------------------|
|                         |                                              | Less than one year    | 1-5 years           | 6-10 years          | Over 10 Years     |                     |
| Municipal securities    | A, A+, A1, AA-, AA, AA+, Aa2, Aa3, AAA-, AAA | \$ 6,190,400          | \$22,666,071        | \$ 9,863,020        | \$ 130,332        | \$38,849,823        |
| U.S. Agency Securities  | AA+                                          | 500,095               | 439,745             | -                   | -                 | 939,840             |
| Certificates of Deposit | NA                                           | 709,961               | 686,545             | -                   | -                 | 1,396,506           |
| Money Market Funds      | AAAmmf                                       | 19,689,108            | -                   | -                   | -                 | 19,689,108          |
| Total                   |                                              | <u>\$ 27,089,564</u>  | <u>\$23,792,361</u> | <u>\$ 9,863,020</u> | <u>\$ 130,332</u> | <u>\$60,875,277</u> |

The City has the following recurring fair value measurements as of December 31, 2023:

- Municipal securities and US Agency securities of \$39,789,663 are valued using inputs that are based on quoted prices for similar assets or inputs that are observable, either directly or indirectly (Level 2 inputs)
- The money market fund is an external investment pool. The fund seeks to maintain a constant net asset value (NAV) of \$1 per share. The securities held by each fund are valued on the basis of amortized cost. Shares may be redeemed without penalty on any business day.

Investments are subject to various risks, the following of which are considered the most significant:

**Credit risk** – Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The City's policy to minimize credit risk includes limiting investing funds to those allowable under Minnesota Statute 118A, annually appointing all financial institutions where investments are held, and diversifying the investment portfolio. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

**Custodial credit risk** – For investments, this is the risk that in the event of failure of the counterparty to an investment transaction the City would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City's investment policy does not further address this risk, but the City typically limits its exposure by purchasing insured or registered investments, or by the control of who holds the securities.

**Concentration risk** – Concentration of credit risk is the risk of loss that may be attributed to the magnitude of a government's investment in a single issuer. The City's investment policy does not limit the concentration of investments. At December 31, 2023, the City held 8.15% with New York NY G.O. and 6.64% with Anchor Bay, MI School District.



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Interest rate risk – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The City's investment policy does not address interest rate risk. The City holds all investments to maturity.

**B. Receivables**

Governmental funds report deferred inflows of resources in connection with receivables for revenues that are not considered available to liquidate liabilities of the current period. Governmental funds also defer recognition in connection with resources that are not yet available. At the end of the current fiscal year, the various components of deferred inflows reported in the governmental funds were as follows:

|                                                          | Unavailable         |
|----------------------------------------------------------|---------------------|
| Delinquent property taxes (General)                      | \$ 315,433          |
| Delinquent property taxes (Telecommunications)           | 2,452               |
| Delinquent property taxes (Recreation)                   | 60,384              |
| Delinquent property taxes (Debt service)                 | 42,772              |
| Delinquent property taxes (Revolving Improvements)       | 67,625              |
| Delinquent property taxes (Street Construction)          | 21,640              |
| Delinquent property taxes (EDA)                          | 12,951              |
| Delinquent special assessments (General)                 | 1,168               |
| Special assessments not yet due (G.O. Improvement Bonds) | 25,077              |
| Special assessments not yet due (Street Construction)    | 498,140             |
| Deferred Lease Revenue (General)                         | 3,795,314           |
| Total deferred inflows for governmental funds            | <u>\$ 4,842,956</u> |

Significant receivable balances not expected to be collected within one year of December 31, 2023 are as follows:

|                                          | Special<br>Assessments<br>Receivable | Notes<br>Receivable | Leases<br>Receivable | Total              |
|------------------------------------------|--------------------------------------|---------------------|----------------------|--------------------|
| Major Funds:                             |                                      |                     |                      |                    |
| General                                  | \$ 1,168                             | \$ -                | \$3,434,523          | \$3,435,691        |
| Community Development                    | -                                    | 1,309,801           | -                    | 1,309,801          |
| Debt Service                             | 25,077                               | -                   | -                    | 25,077             |
| Street Construction                      | 498,140                              | -                   | -                    | 498,140            |
| Roseville Economic Development Authority | -                                    | 1,639,098           | -                    | 1,639,098          |
|                                          | <u>\$ 524,385</u>                    | <u>\$2,948,899</u>  | <u>\$3,434,523</u>   | <u>\$6,907,807</u> |

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**C. Capital asset**

Capital asset activity for the year ended December 31, 2023 was as follows:

|                                                | Beginning<br>Balance | Increases            | Decreases         | Completed<br>Construction<br>& Transfers | Ending<br>Balance    |
|------------------------------------------------|----------------------|----------------------|-------------------|------------------------------------------|----------------------|
| Governmental activities                        |                      |                      |                   |                                          |                      |
| Capital assets not being depreciated           |                      |                      |                   |                                          |                      |
| Land                                           | \$29,340,857         | \$ -                 | \$ -              | \$ -                                     | \$29,340,857         |
| Permanent easements                            | 7,731,893            | -                    | -                 | -                                        | 7,731,893            |
| Construction in progress                       | 5,647,514            | 872,402              | -                 | (5,650,305)                              | 869,611              |
| Total capital assets not<br>being depreciated  | 42,720,264           | 872,402              | -                 | (5,650,305)                              | 37,942,361           |
| Capital assets being depreciated               |                      |                      |                   |                                          |                      |
| Buildings                                      | 41,738,754           | -                    | -                 | 2,860,785                                | 44,599,539           |
| Improvements other<br>than buildings           | 11,789,293           | 180,647              | -                 | 2,452,848                                | 14,422,788           |
| Machinery and equipment                        | 23,079,590           | 1,424,130            | (763,993)         | (28,196)                                 | 23,711,531           |
| Infrastructure                                 | 124,036,304          | 1,031,744            | -                 | 253,652                                  | 125,321,700          |
| Total capital assets<br>being depreciated      | 200,643,941          | 2,636,521            | (763,993)         | 5,539,089                                | 208,055,558          |
| Less accumulated depreciation for              |                      |                      |                   |                                          |                      |
| Buildings                                      | 17,376,077           | 942,696              | -                 | -                                        | 18,318,773           |
| Improvements other<br>than buildings           | 6,136,307            | 660,633              | -                 | -                                        | 6,796,940            |
| Machinery and equipment                        | 15,613,432           | 1,065,471            | (746,968)         | -                                        | 15,931,935           |
| Infrastructure                                 | 63,140,506           | 2,433,761            | -                 | -                                        | 65,574,267           |
| Total accumulated<br>depreciation              | 102,266,322          | 5,102,561            | (746,968)         | -                                        | 106,621,915          |
| Total capital assets<br>being depreciated, net | 98,377,619           | (2,466,040)          | (17,025)          | 5,539,089                                | 101,433,643          |
| Governmental activities<br>capital assets, net | <u>\$141,097,883</u> | <u>(\$1,593,638)</u> | <u>(\$17,025)</u> | <u>(\$111,216)</u>                       | <u>\$139,376,004</u> |

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|                                                          | Beginning<br>Balance | Increases   | Decreases | Completed<br>Construction<br>& Transfers | Ending<br>Balance |
|----------------------------------------------------------|----------------------|-------------|-----------|------------------------------------------|-------------------|
| Business-type activities                                 |                      |             |           |                                          |                   |
| Capital assets not being amortized/depreciated           |                      |             |           |                                          |                   |
| Land                                                     | \$893,299            | \$ -        | \$ -      | \$ -                                     | \$893,299         |
| Construction in progress                                 | 906,583              | 675,079     | -         | (1,003,556)                              | 578,106           |
| Total capital assets not<br>being amortized/depreciated  | 1,799,882            | 675,079     | -         | (1,003,556)                              | 1,471,405         |
| Capital assets being amortized/depreciated               |                      |             |           |                                          |                   |
| Buildings                                                | 4,307,997            | -           | (116,091) | -                                        | 4,191,906         |
| Improvements other<br>than buildings                     | 1,456,694            | -           | -         | -                                        | 1,456,694         |
| Machinery and equipment                                  | 5,492,961            | 261,701     | (89,251)  | -                                        | 5,665,411         |
| Infrastructure                                           | 72,657,035           | 83,833      | -         | 1,003,556                                | 73,744,424        |
| Total capital assets<br>being amortized/depreciated      | 83,914,687           | 345,534     | (205,342) | 1,003,556                                | 85,058,435        |
| Less accumulated amortization/depreciation for           |                      |             |           |                                          |                   |
| Buildings                                                | 1,795,617            | 124,606     | (116,091) | -                                        | 1,804,132         |
| Improvements other<br>than buildings                     | 1,233,211            | 60,309      | -         | -                                        | 1,293,520         |
| Machinery and equipment                                  | 4,347,241            | 312,287     | (89,251)  | -                                        | 4,570,277         |
| Infrastructure                                           | 28,957,634           | 1,284,378   | -         | -                                        | 30,242,012        |
| Total accumulated<br>amortization/depreciation           | 36,333,703           | 1,781,580   | (205,342) | -                                        | 37,909,941        |
| Total capital assets<br>being amortized/depreciated, net | 47,580,984           | (1,436,046) | -         | 1,003,556                                | 47,148,494        |
| Business-type activities<br>capital assets, net          | \$49,380,866         | (\$760,967) | \$ -      | \$ -                                     | \$48,619,899      |

\*Refer to note G.1 "Right to Use Leased Assets" for additional detail

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Depreciation and amortization expense was charged to functions/programs of the City is follows:

**Governmental activities:**

|                                                       |                  |
|-------------------------------------------------------|------------------|
| General government                                    | \$467,015        |
| Public safety                                         | 687,389          |
| Public works including depreciation of infrastructure | 2,807,973        |
| Recreation                                            | <u>1,140,184</u> |

|                                                      |                           |
|------------------------------------------------------|---------------------------|
| Total depreciation expense - governmental activities | <u><u>\$5,102,561</u></u> |
|------------------------------------------------------|---------------------------|

**Business-type activities:**

|                |                |
|----------------|----------------|
| Sanitary sewer | \$478,305      |
| Water          | 498,730        |
| Golf           | 96,711         |
| Storm drainage | <u>707,834</u> |

|                                                                       |                           |
|-----------------------------------------------------------------------|---------------------------|
| Total amortization/depreciation<br>expense - business-type activities | <u><u>\$1,781,580</u></u> |
|-----------------------------------------------------------------------|---------------------------|

**D. Construction commitments**

The City has construction projects in progress as of December 31, 2023. The projects include the improvement and construction of streets, water, sewer, and storm systems. At year end the commitments with these contractors are as follows:

| Project                    | Spent-to-Date | Remaining<br>Commitment |
|----------------------------|---------------|-------------------------|
| Lexington Pathway TH36     | \$721,605     | \$133,371               |
| McCarrons Retaining Wall   | 107,296       | 7,734                   |
| 2023 Drainage Improvements | 481,662       | 12,630                  |

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**E. Interfund receivables, payables, and transfers**

Transfers are used to 1) move revenues from the fund with collection authorization to the debt service fund as debt service principal and interest payments become due, 2) move grant funds to specific funds where the grant dollars are used (specifically American Recovery Program Act dollars), 3) move unrestricted general fund revenues to finance various programs that the government must account for in other funds in accordance with budgetary authorizations, including amounts provided as subsidies or matching funds for various grant programs. The following is a schedule of interfund transfers as of December 31, 2023:

| <u>Fund</u>                                    | <u>Transfer In</u>  | <u>Description</u>                                                                                         |
|------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------|
| Transfers to General Fund from:                |                     |                                                                                                            |
| License Center                                 | 504,318             | 2023 Budgeted Transfer - Admin Support, and Excess Fund Balance per Council Approval                       |
| Parks & Recreation Fund                        | 162,207             | Excess of Fund Balance per Council Approval                                                                |
| ARPA Fund                                      | 316,469             | To fund for ADA software, Public Safety second SRO, Social Worker, Housing Navigator, and Metro-INET Costs |
| Total General Fund                             | <u>982,994</u>      |                                                                                                            |
| Transfers to Debt Service Fund from:           |                     |                                                                                                            |
| Economic Increments Construction               | <u>265,931</u>      | Principle, Interest, and Bond Issuance Costs                                                               |
| Transfers to Telecommunications Fund from:     |                     |                                                                                                            |
| ARPA Fund                                      | <u>20,444</u>       | Systems Redesign and Implementation                                                                        |
| Transfers to Revolving Improvements Fund from: |                     |                                                                                                            |
| General Fund                                   | <u>200,000</u>      | 2023 Budget Transfer - Capital Purchases                                                                   |
| Transfers to Water Fund from:                  |                     |                                                                                                            |
| ARPA Fund                                      | <u>500,000</u>      | 2023 Budget Transfer - Capital Purchases                                                                   |
|                                                | <u>\$ 1,969,369</u> |                                                                                                            |

Total transfers in/out are created to assist in financing various activities and/or projects.

**F. Tax Increment Financing**

The City has entered into six Tax Increment Financing agreements, which meet the criteria for disclosure under Governmental Accounting Standards Board Statement No. 77 Tax Abatement Disclosures. The City's authority to enter into these agreements comes from Minnesota Statute 469. The City entered into these agreements for the purpose of economic development.

Under the agreements, the City and developer agree on an amount of development costs to be reimbursed to the developer by the City through tax revenues from the additional taxable value of the property generated by the development (tax increment). A "pay-as-you-go" note is established for this amount, on which the City makes payments for a fixed period of time with available tax increment revenue after deducting for certain administrative costs.

During the year ended December 31, 2023, the City generated \$2,429,997 in tax increment revenue and made \$811,284 in payments to developers.

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**G. Leases**

**1. Right to Use Leased Assets**

The City has recorded 2 right to use leased assets for a vehicle and building space. The related leases are discussed in Long Term Liabilities footnote disclosure.

The City of Roseville has entered into lease agreements to lease various assets. Lease agreements that qualify as other than short-term leases under GASB 87 have been recorded at the present value of the future minimum lease payments as of the date of lease commencement.

The City entered into an agreement which commenced January 1, 2022 to lease golf carts. The lease requires 60 bi-monthly lease payments of \$1,875. The lease liability is measured at discount rate of 2% which is the City's incremental borrowing rate. As a result of the lease, the City has recorded a right to use asset with the net book value of \$32,039 on December 31, 2023.

This City entered into an agreement which commenced January 1, 2022 to lease a storage unit. The lease requires 24 monthly lease payments of \$4,863. The lease liability is measured at a discount rate of 2% which is the City's incremental borrowing rate. As a result of the lease, the City has recorded a right to use asset with the net book value of \$0 on December 31, 2023.

Right to use leased asset activity for the year ended December 31, 2023 was as follows:

|                                       | Beginning<br>Balance | Additions   | Modifications &<br>Remeasurements | Subtractions | Ending<br>Balance |
|---------------------------------------|----------------------|-------------|-----------------------------------|--------------|-------------------|
| Right to use leased assets            |                      |             |                                   |              |                   |
| Vehicles                              | \$ 53,397            | \$ -        | \$ -                              | \$ -         | \$ 53,397         |
| Buildings                             | 116,091              | -           | -                                 | 116,091      | -                 |
| Total leased assets                   | 169,488              | -           | -                                 | 116,091      | 53,397            |
| Less: accumulated amortization for:   |                      |             |                                   |              |                   |
| Vehicles                              | (10,679)             | (10,679)    | -                                 | -            | (21,358)          |
| Buildings                             | (58,046)             | (58,045)    | -                                 | (116,091)    | -                 |
| Total accumulated amortization        | (68,725)             | (68,724)    | -                                 | (116,091)    | (21,358)          |
| Total right to use leased assets, net | \$ 100,763           | \$ (68,724) | \$ -                              | \$ 232,182   | \$ 32,039         |

|                   | Beginning<br>Balance | Additions | Modifications &<br>Remeasurements | Subtractions | End of Year | Due Within<br>One Year |
|-------------------|----------------------|-----------|-----------------------------------|--------------|-------------|------------------------|
| Lease Liabilities | \$ 107,433           | \$ -      | \$ -                              | \$ 74,757    | \$ 32,676   | \$ 10,675              |

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|                                                                  | <b>For the year ended<br/>12/31/2023</b> |
|------------------------------------------------------------------|------------------------------------------|
| <b>Amortization expense by asset class:</b>                      |                                          |
| Vehicles                                                         | \$ 10,679                                |
| Buildings                                                        | 58,045                                   |
| <b>Total amortization expense</b>                                | <b>68,724</b>                            |
| Variable lease expense                                           | -                                        |
| Interest on lease liabilities                                    | 1,433                                    |
| Other lease expense                                              | -                                        |
| <b>Total expense recognized in<br/>relation to leased assets</b> | <b>\$ 70,157</b>                         |

Principal and interest requirements to maturity for the lease liabilities as of December 31, 2023 were as follows:

| Year Ending | Vehicle Lease Liability |                      |                  |
|-------------|-------------------------|----------------------|------------------|
|             | Principal<br>Payments   | Interest<br>Payments | Total            |
| <b>2024</b> | \$ 10,675               | \$ 575               | \$ 11,250        |
| <b>2025</b> | 10,891                  | 359                  | 11,250           |
| <b>2026</b> | 11,110                  | 140                  | 11,250           |
|             | <u>\$ 32,676</u>        | <u>\$ 1,074</u>      | <u>\$ 33,750</u> |

## 2. Lease Receivable

The City leases a portion of its water towers for cellular tower antenna sites. These leases are non-cancelable with an automatic renewal period at the lessee's option. The City of Roseville considers these options being exercised to be greater than 50%. The agreements call for annual lease payments for \$13,000-\$51,000 with annual increases based on the contract agreement. The lease receivable is measured as the present value of the future minimum lease payments expected to be received during the lease term at a discount rate of 2% which is based on the City's borrowing rate over the same time periods.

The following table shows additional details of the lease contracts:

| Location                           | Lessee    | Annual Lease Adjustment Factor | Expiration Date | Renewal Options |
|------------------------------------|-----------|--------------------------------|-----------------|-----------------|
| 1901 Alta Vista                    | Cingular  | 4% Increase on Jan 1           | 10/31/28        | 5 year terms    |
| 1901 Alta Vista                    | Clearwire | 1% Increase Apr 1 & 2% May 1   | 04/30/25        | 5 year terms    |
| 1901 Alta Vista                    | Sprint    | 4% Increase Jan                | 12/31/27        | 5 year terms    |
| 1901 Alta Vista                    | T-Mobile  | 4% Increase Jan                | 12/31/27        | 10 year terms   |
| 1901 Alta Vista                    | Verizon   | 2.5% Increase on Jun 1         | 05/31/28        | 5 year terms    |
| 2501 Fairview (Lattice Tower)      | Clearwire | 1% Increase Apr 1 & 2% May 1   | 04/30/26        | 5 year terms    |
| 2501 Fairview (Lattice Tower)      | Sprint    | 4% Increase Jan 1              | 12/31/26        | 5 year terms    |
| 2501 Fairview (Lattice Tower)      | T-Mobile  | 3% Increase Jan 1              | 12/31/28        | 5 year terms    |
| 2501 Fairview (Water Tower)        | AT&T      | 3% Increase on Aug 1           | 07/31/26        | 5 year terms    |
| 2501 Fairview (Water Tower)        | Verizon   | 3% Increase on Jan 1           | 08/31/25        | 5 year terms    |
| 2660 Civic Center Dr (South Tower) | Sprint    | 3% Increase on Sep 1           | 09/15/28        | 5 year terms    |
| 2660 Civic Center Dr (South Tower) | T-Mobile  | 3% Increase on Sep 1           | 09/14/24        | 5 year terms    |
| 2660 Civic Center Dr (South Tower) | Verizon   | 3% Increase on Sep 1           | 08/31/24        | 5 year terms    |
| 2660 Civic Center Dr (North Tower) | AT&T      | 3% Increase on Sep 1           | 12/31/24        | 5 year terms    |

At December 31, 2023 the entity recorded \$3,795,314 in lease receivables and deferred inflows of resources for these arrangements.

Total revenue recognized in relation to these leases is as follows:

|                                                                             | For the year ended<br>12/31/2023 |
|-----------------------------------------------------------------------------|----------------------------------|
| <b>Amortization of lease-related deferred inflows</b>                       |                                  |
| Antenna leases                                                              | \$ 440,375                       |
| Other leases                                                                | 53,835                           |
| <b>Total revenue recognized resulting from deferred inflow amortization</b> | <b>494,210</b>                   |
| Variable lease revenue                                                      | -                                |
| Interest revenue                                                            | 76,820                           |
| Other lease revenues                                                        | -                                |
| <b>Total revenue recognized in relation to leased assets</b>                | <b>\$ 571,030</b>                |



## **H. Long-term debt**

The City issues general obligation debt to provide for financing construction of major capital facilities and street improvements. Debt service for street improvements is covered by special assessments against benefited properties with any shortfalls being paid from general taxes.

General obligation bonds are direct obligations and pledge the full faith and credit of the government. The original amount of general obligation bonds for the issues listed below is \$27,240,000.

General obligation debt currently outstanding is as follows:

| Purpose                  | Net Interest Rates | Amount       |
|--------------------------|--------------------|--------------|
| Governmental activities  | .85% - 5.6%        | \$11,975,000 |
| Business-Type activities | 1.0% - 2.0%        | \$2,095,000  |

Annual debt service requirements to maturity for general obligation debt are as follows:

| Years ending<br>December 31 | Governmental activities |                  | Business-Type activities |                  |
|-----------------------------|-------------------------|------------------|--------------------------|------------------|
|                             | Principal               | Interest         | Principal                | Interest         |
| 2024                        | \$ 2,145,000            | \$ 299,871       | \$ 245,000               | \$ 31,250        |
| 2025                        | 2,215,000               | 236,621          | 250,000                  | 26,300           |
| 2026                        | 2,155,000               | 174,556          | 255,000                  | 21,250           |
| 2027                        | 2,230,000               | 115,606          | 260,000                  | 16,100           |
| 2028                        | 2,280,000               | 56,659           | 265,000                  | 10,850           |
| 2029-2033                   | 950,000                 | 56,294           | 820,000                  | 12,350           |
| Total                       | <u>\$11,975,000</u>     | <u>\$939,607</u> | <u>\$2,095,000</u>       | <u>\$118,100</u> |

### **a. CURRENT REFUNDING**

On December 29, 2020 the City issued \$4,775,000 in General Obligation Refunding Bonds, Series 2020A. The proceeds were used to current refund the City's General Obligation Bonds, Series 2011A. The City will realize a savings in interest costs of \$417,806 over the life of the bonds. The net present value cash flow savings of the transaction was \$410,030.

**CITY OF ROSEVILLE, MINNESOTA**  
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Changes in long-term liabilities

|                                                       | Beginning<br>Balance | Additions          | Reductions         | Ending<br>Balance   | Due Within<br>One Year |
|-------------------------------------------------------|----------------------|--------------------|--------------------|---------------------|------------------------|
| <b>Governmental Activities</b>                        |                      |                    |                    |                     |                        |
| Bonds payable                                         |                      |                    |                    |                     |                        |
| General Obligation Bonds                              | \$11,880,000         | \$ -               | \$1,910,000        | \$9,970,000         | \$1,945,000            |
| Premium on Bonds Payable                              | 823,022              | -                  | 154,681            | 668,341             | -                      |
| Tax Increment Revenue Bonds                           | 2,205,000            | -                  | 200,000            | 2,005,000           | 200,000                |
| Total Bonds Payable                                   | <u>14,908,022</u>    | <u>-</u>           | <u>2,264,681</u>   | <u>12,643,341</u>   | <u>2,145,000</u>       |
| Compensated Absences                                  | 2,225,133            | 1,877,435          | 1,690,497          | 2,412,071           | 482,414                |
| Insurance Claims Payable                              | 67,091               | 439,989            | 153,156            | 353,924             | 167,052                |
| <b>Governmental activities Long-Term Liabilities</b>  | <u>\$17,200,246</u>  | <u>\$2,317,424</u> | <u>\$4,108,334</u> | <u>\$15,409,336</u> | <u>\$2,794,466</u>     |
| <b>Business-Type Activities</b>                       |                      |                    |                    |                     |                        |
| Bonds payable                                         |                      |                    |                    |                     |                        |
| General Obligation Bonds                              | \$2,335,000          | \$ -               | 240,000            | \$2,095,000         | \$245,000              |
| Premium on Bonds Payable                              | 103,145              | -                  | 12,893             | 90,252              | -                      |
| Total Bonds Payable                                   | <u>2,438,145</u>     | <u>-</u>           | <u>252,893</u>     | <u>2,185,252</u>    | <u>245,000</u>         |
| Compensated Absences                                  | <u>\$137,277</u>     | <u>153,281</u>     | <u>\$122,215</u>   | <u>168,343</u>      | <u>33,669</u>          |
| <b>Business type activities Long-Term Liabilities</b> | <u>\$2,575,422</u>   | <u>\$153,281</u>   | <u>\$375,108</u>   | <u>\$2,353,595</u>  | <u>\$278,669</u>       |

For governmental activities, other post-employment benefits are liquidated through the general fund. For compensated absences, payments are made from the fund to which the employee is assigned at the time employment ceases. In addition to the general fund, recreation, community development, and all non-major special revenue funds are involved in paying compensated absences. For Insurance claims payables, payments are made from the Worker's Compensation and Risk Management Funds.

From time to time, the City has issued Industrial Revenue Bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. Neither the City, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. As of December 31, 2023, there were five series of Housing and Industrial Revenue Bonds outstanding, with an aggregate principal amount payable of \$68.5 million.

**Note 4 OTHER INFORMATION**

**A. Risk management**

The City is exposed to various risks of loss related to torts; theft of damage to, and the destruction of assets; errors and omissions; injuries to employees and natural disasters. During the fiscal years of 1980 and 1987, the City established a Workers' Compensation Fund and a Risk Management Fund, respectively (internal service funds) to account for and finance its uninsured risks of loss. For the year 2023, the Worker's Compensation Fund provided coverage up to a maximum of \$500,000 for each occurrence. The City purchases excess loss coverage from the Workers' Compensation Reinsurance Association, a nonprofit organization established by Minnesota State Statutes.

The Risk Management Fund provides comprehensive general liability and comprehensive automotive liability up to the statutory maximum of \$2,000,000. The City retains the risk of the first \$100,000 of each occurrence with an annual maximum exposure of \$200,000. Liabilities of the fund are reported if it is probable that a loss has occurred, and amount of the loss can be reasonably estimated.

Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claim settlement trends (including frequency and amount of pay-outs), and other economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims.

Estimated recoveries, for example from salvage or subrogation, are another component of the claim's liability estimate. The City purchased commercial insurance for claims in excess of coverage provided by the Risk Management Fund and for all other risks of loss. Settled claims have not exceeded this coverage in any of the past four fiscal years. There were no significant reductions in the City's insurance coverage in 2023. Enterprise fund charges and the property tax levy are based on a management estimate of claims history and the amount necessary to maintain catastrophic reserves. The reserves as of December 31, 2023, were \$405,940 and \$597,463 for the Workers' Compensation Fund and Risk Management Fund, respectively. The claims liability of \$177,033 and \$176,891, respectively, reported in both funds at December 31, 2023 are based on the requirements of Governmental Accounting Standards Board Statement No. 10.

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This statement requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated (IBNR). Changes in the funds' claims liability amount in fiscal 2022 and 2023 were:

| Worker's Compensation Fund |                                          |                                                       |                |                                    |  |
|----------------------------|------------------------------------------|-------------------------------------------------------|----------------|------------------------------------|--|
| Year                       | Beginning of<br>Fiscal Year<br>Liability | Current Year<br>Claims and<br>Changes in<br>estimates | Claims Payment | Ending of Fiscal<br>Year Liability |  |
| 2022                       | \$ 103,542                               | \$ 535,943                                            | \$ 606,469     | \$ 33,016                          |  |
| 2023                       | \$ 33,016                                | \$ 273,489                                            | \$ 129,472     | \$ 177,033                         |  |

| Risk Management Fund |                                          |                                                       |                |                                    |  |
|----------------------|------------------------------------------|-------------------------------------------------------|----------------|------------------------------------|--|
| Year                 | Beginning of<br>Fiscal Year<br>Liability | Current Year<br>Claims and<br>Changes in<br>estimates | Claims Payment | Ending of Fiscal<br>Year Liability |  |
| 2022                 | \$ 218,639                               | \$ (66,967)                                           | \$ 117,597     | \$ 34,075                          |  |
| 2023                 | \$ 34,075                                | \$ 166,500                                            | \$ 23,684      | \$ 176,891                         |  |

**B. Contingent liabilities**

The City had the usual and customary types of miscellaneous claims pending at year-end mostly of a minor nature, and usually all covered by insurance carried for that purpose or the City has reserved for settlement. The City also carries personal injury insurance against suits for false arrest, libel, slander, violation of privacy, wrongful entry, etc. which can arise from enforcement of the city code and general laws. Although the outcome of these lawsuits is not presently determinable, in the opinion of the government's legal counsel the resolution of these mater will not have a material adverse effect on the financial condition of the government.

**C. Employee retirement systems and defined benefit pension plans**

**1. Public Employees' Retirement Association**

**A. Plan Description**

The City participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

#### **1. General Employees Retirement Fund (GERF)**

All full-time (with the exception of employees covered by PEPFF) and certain part-time employees of the City are covered by the General Employees Retirement Fund (GERF). GERF members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

#### **2. Public Employees Police and Fire Fund (PEPFF)**

The PEPFF, originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the PEPFF also covers police officers and firefighters belonging to local relief associations that elected to merge with and transfer assets and administration to PERA.

### **B. Benefits Provided**

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

#### **1. GERF Benefits**

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated members. Members hired prior to July 1, 1989 receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2% for each of the first ten years of service and 1.7% for each additional year. Under Method 2, the accrual rate for Coordinated Plan members is 1.7% for all years of service. For members hired prior to July 1, 1989 a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50% of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1% and a maximum of 1.5%. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. In 2023, legislation repealed the statute delaying increases for members retiring before full retirement age.

#### **2. PEPFF Benefits**

Benefits for PEPFF members first hired after June 30, 2010 but before July 1, 2014 vest on a prorated basis from 50% after five years up to 100% after ten years of credited service. Benefits for PEPFF members first hired after June 30, 2014 vest on a prorated basis from 50% after ten years up to 100% after twenty years of credited service. The annuity accrual rate is 3% of average salary for each year

of service. For PEPFF members who were first hired prior to July 1, 1989, a full annuity is available when age plus years of service equal at least 90.

Benefit increases are provided to benefit recipients each January. The postretirement increase is fixed at 1%. Recipients that have been receiving the annuity or benefit for at least 36 months as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least 25 months but less than 36 months as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

### **C. Contributions**

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

#### **1. GERS Contributions**

Coordinated Plan members were required to contribute 6.50% of their annual covered salary in fiscal year 2023 and the City was required to contribute 7.50% for Coordinated Plan members. The City's contributions to the GERS for the year ended December 31, 2023 were \$781,793. The City's contributions were equal to the required contributions as set by state statute.

#### **2. PEPFF Contributions**

Police and Fire Plan members were required to contribute 11.80% of their annual covered salary in fiscal year 2023 and the City was required to contribute 17.70% for Police and Fire Plan members. The City's contributions to the PEPFF for the year ended December 31, 2023 were \$1,463,654. The City's contributions were equal to the required contributions as set by state statute.

### **D. Pension Costs**

#### **1. GERS Pension Costs**

At December 31, 2023, the City reported a liability of \$7,744,765 for its proportionate share of GERS's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled \$213,469.

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The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2022 through June 30, 2023, relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.1385% at the end of the measurement period and 0.1522% for the beginning of the period.

|                                                                                                |                    |
|------------------------------------------------------------------------------------------------|--------------------|
| City's proportionate share of the net pension liability                                        | \$7,744,765        |
| State of Minnesota's proportionate share of the net pension liability associated with the City | 213,469            |
| Total                                                                                          | <u>\$7,958,234</u> |

For the year ended December 31, 2023, the City recognized pension expense of \$1,068,143 for its proportionate share of the GERS's pension expense. In addition, the City recognized an additional \$959 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the GERS.

At December 31, 2023, the City reported its proportionate share of the GERS's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

|                                                               | Deferred Outflows<br>of Resources | Deferred Inflows<br>of Resources |
|---------------------------------------------------------------|-----------------------------------|----------------------------------|
| Differences between expected and actual economic experience   | \$254,341                         | (\$50,714)                       |
| Changes in actuarial assumptions                              | 1,194,233                         | (2,122,774)                      |
| Difference between projected and actual investment earnings   | -                                 | (214,250)                        |
| Changes in proportion                                         | 45,097                            | (560,071)                        |
| Contributions paid to PERA subsequent to the measurement date | 397,673                           | -                                |
| Total                                                         | <u>\$1,891,344</u>                | <u>(\$2,947,809)</u>             |

**CITY OF ROSEVILLE, MINNESOTA**  
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The \$397,673 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

| Year Ending<br>December 31, | Pension<br>Expense |
|-----------------------------|--------------------|
| 2024                        | (\$36,788)         |
| 2025                        | (1,261,148)        |
| 2026                        | 11,808             |
| 2027                        | (168,010)          |
| 2028                        | -                  |
| Thereafter                  | -                  |

## 2. PEPFF Pension Costs

At December 31, 2023, the City reported a liability of \$10,665,149 for its proportionate share of the PEPFF's net pension liability. The net pension liability was measured as of June 30, 2023 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2022 through June 30, 2023, relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.6176% at the end of the measurement period and 0.6188% for the beginning of the period.

The State of Minnesota also contributed \$18 million to PEPFF during the plan fiscal year ended June 30, 2023. The contribution consisted of \$9 million in direct state aid that meets the definition of a special funding situation and \$9 million in supplemental state aid that does not meet the definition of a special funding situation. The \$9 million direct state aid was paid on October 1, 2022. Thereafter, by October 1 of each year, the state will pay \$9 million to the PEPFF until full funding is reached or July 1, 2048, whichever is earlier. The \$9 million in supplemental state aid will continue until the fund is 90% funded, or until the State Patrol Plan (administered by the Minnesota State Retirement System) is 90% funded, whichever occurs later. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled \$429,615.

|                                                                                                   |                     |
|---------------------------------------------------------------------------------------------------|---------------------|
| City's proportionate share of the net pension liability                                           | \$10,665,149        |
| State of Minnesota's proportionate share of the net<br>pension liability associated with the City | 429,615             |
| Total                                                                                             | <u>\$11,094,764</u> |



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The State of Minnesota is included as a non-employer contributing entity in the PEPFF Schedule of Employer Allocations and Schedule of Pension Amounts by Employer, Current Reporting Period Only (pension allocation schedules) for the \$9 million in direct state aid. PEPFF employers need to recognize their proportionate share of the State of Minnesota's pension expense (and grant revenue) under GASB 68 special funding situation accounting and financial reporting requirements. For the year ended December 31, 2023, the City recognized pension expense of \$4,127,222 for its proportionate share of the Police and Fire Plan's pension expense. The City recognized an additional \$25,875 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$9 million to the PEPFF.

The State of Minnesota is not included as a non-employer contributing entity in the Police and Fire Pension Plan pension allocation schedules for the \$9 million in supplemental state aid. The City recognized \$55,584 for the year ended December 31, 2023 as revenue and an offsetting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the Police and Fire Fund.

At December 31, 2023, the City reported its proportionate share of the PEPFF's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

|                                                               | Deferred Outflows<br>of Resources | Deferred Inflows<br>of Resources |
|---------------------------------------------------------------|-----------------------------------|----------------------------------|
| Differences between expected and actual economic experience   | \$2,943,293                       | \$ -                             |
| Changes in actuarial assumptions                              | 12,373,998                        | (14,998,137)                     |
| Difference between projected and actual investment earnings   | -                                 | (495,829)                        |
| Changes in proportion                                         | 685,374                           | (194,945)                        |
| Contributions paid to PERA subsequent to the measurement date | 734,471                           | -                                |
| Total                                                         | <u>\$16,737,136</u>               | <u>(\$15,688,911)</u>            |

The \$734,471 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

| Year Ending<br>December 31, | Pension<br>Expense |
|-----------------------------|--------------------|
| 2024                        | \$664,240          |
| 2025                        | 216,850            |
| 2026                        | 2,661,983          |
| 2027                        | (580,439)          |
| 2028                        | (2,648,880)        |
| Thereafter                  | -                  |

The net pension liability will be liquidated by the general, water, sewer, storm, solid waste and golf funds.

#### **E. Actuarial Assumptions**

The total pension liability in the June 30, 2023 actuarial valuation was determined using an individual entry-age normal actuarial cost method and the following actuarial assumptions:

|                           |                |
|---------------------------|----------------|
| Inflation                 | 2.25% per year |
| Investment Rate of Return | 7.00%          |

The long-term investment rate of return is based on a review of inflation and investment return assumptions from a number of national investment consulting firms. The review provided a range of investment return rates deemed to be reasonable by the actuary. An investment return of 7.00% was deemed to be within that range of reasonableness for financial reporting purposes.

Benefit increases after retirement are assumed to be 1.25% for the GERF and 1.00% for the PEPFF.

Salary growth assumptions in the GERF range in annual increments from 10.25% after one year of service to 3.0% after 27 years of service. In the PEPFF, salary growth assumptions range from 11.75% after one year of service to 3.0% after 24 years of service.

Mortality rates for GERF were based on the Pub-2010 General Employee Mortality Table. Mortality rates for PEPFF were based on the Pub-2010 Public Safety Employee Mortality tables. The tables are adjusted slightly to fit PERA's experience.

Actuarial assumptions for GERF are reviewed every four years. The most recent four-year experience study for GERF was completed in 2022. The assumption changes were adopted by the Board and become effective with the July 1, 2023 actuarial valuation. The most recent four-year experience study for PEPFF was completed in 2020 and adopted by the Board and became effective with the July 1, 2021 actuarial valuation.

The following changes in actuarial assumptions and plan provisions occurred in 2023:

**General Employees Fund**

Changes in Actuarial Assumptions:

- The investment return assumption and single discount rate were changed from 6.50% to 7.00%.

Changes in Plan Provisions:

- An additional one-time direct state aid contribution of \$170.1 million was contributed to the Plan on October 1, 2023.
- The vesting period of those hired after June 30, 2010 was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- A one-time, non-compounding benefit increase of 2.50% minus the actual adjustment will be payable in a lump sum for calendar year 2024 by March 31, 2024.

**Police and Fire Fund**

Changes in Actuarial Assumptions:

- The investment return assumption was changed from 6.50% to 7.00%.
- The single discount rate changed from 5.40% to 7.00%.

Changes in Plan Provisions:

- An additional one-time direct state aid contribution of \$19.4 million was contributed to the Plan on October 1, 2023.
- Vesting requirement for new hires after June 30, 2014 was changed from a graded 20-year vesting schedule to a graded 10-year vesting schedule, with 50% vesting after five years, increasing incrementally to 100% after 10 years.
- A one-time, non-compounding benefit increase of 3.00% will be payable in a lump sum for calendar year 2024 by March 31, 2024.
- Psychological treatment is required effective July 1, 2023, prior to approval for a duty disability benefit for psychological condition relating to the member's occupation.
- The total and permanent duty disability benefit was increased, effective July 1, 2023.

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

---

| <u>Asset Class</u>   | <u>Target<br/>Allocation</u> | <u>Long-Term Expected<br/>Real Rate of Return</u> |
|----------------------|------------------------------|---------------------------------------------------|
| Domestic equity      | 33.5%                        | 5.10%                                             |
| International equity | 16.5%                        | 5.30%                                             |
| Fixed income         | 25%                          | 0.75%                                             |
| Private markets      | 25%                          | 5.90%                                             |
| Total                | 100%                         |                                                   |

#### **F. Discount Rate**

The discount rate used to measure the total pension liability in 2023 was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the GERP and PEPFF were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

#### **G. Pension Liability Sensitivity**

The following presents the City's proportionate share of the net pension liability, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current discount rate:

|                                                           | <u>1% Decrease in<br/>Discount Rate</u> | <u>Current<br/>Discount Rate</u> | <u>1% Increase in<br/>Discount Rate</u> |
|-----------------------------------------------------------|-----------------------------------------|----------------------------------|-----------------------------------------|
| Proportionate share of the<br>GERF net pension liability  | \$13,701,111                            | \$7,744,765                      | \$2,845,444                             |
| Proportionate share of the<br>PEPFF net pension liability | \$21,160,928                            | \$10,665,149                     | \$2,036,215                             |

#### **H. Pension Plan Fiduciary Net Position**

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained at [www.mnpera.org](http://www.mnpera.org).

## I. PENSION EXPENSE

Pension expense recognized by the City for the year ended December 31, 2023 is as follows:

|             |                    |
|-------------|--------------------|
| GERF        | \$1,069,102        |
| PEPFF       | 4,101,347          |
| Fire Relief | <u>(1,198,972)</u> |
| Total       | <u>\$3,971,477</u> |

## 2. Defined Benefit Pension Plan – Volunteer Fire Fighter's Relief Association

### A. Plan Description

The Roseville Firefighter Relief Association is the administrator of a single employer defined benefit pension plan established to provide benefits for members of the City of Roseville Fire Department per *Minnesota State Statutes*. The Association issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Roseville Firefighters' Relief Association, 2701 N. Lexington Ave., Roseville, MN 55113.

### B. Benefits Provided

Volunteer firefighters of the City are members of the Roseville Firefighter Relief Association. Full retirement benefits are payable to members who have reached age 50 and have completed 15 years of service for monthly service pension, or 10 years of service for lump sum service pension. Partial benefits are payable to members who have reached 50 and have completed 10 years of service. Disability benefits, widow, and children's survivor benefits are also payable to members or their beneficiaries based upon requirements set forth in the bylaws. These benefit provisions and all other requirements are consistent with enabling state statutes.

### C. Employees Covered by Benefit Terms

At December 31, 2023, the following employees were covered by the benefit terms:

|                                                                  |           |
|------------------------------------------------------------------|-----------|
| Inactive employees or beneficiaries currently receiving benefits | 67        |
| Inactive employees entitled to but not yet receiving benefits    | 15        |
| Active employees                                                 | <u>4</u>  |
| Total                                                            | <u>86</u> |

### D. Contributions

Minnesota Statutes Chapter 424A.092 specifies minimum support rates required on an annual basis. The minimum support rates from the municipality and from State aids are determined as the amount required to meet the normal cost plus amortizing any existing prior service costs over a ten year period. The City's obligation is the financial requirement for the year less state aids. Any additional payments by the City shall be used to amortize the unfunded liability of the relief association. The Association is comprised of volunteers; therefore, there are no payroll

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expenditures (i.e. there are no covered payroll percentage calculations). During the year, the City recognized as revenue and as an expenditure an on behalf payment of \$ 48,725 made by the State of Minnesota for the Relief Association.

**E. Net Pension Liability**

The City's net pension liability was measured as of December 31, 2023 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial assumptions:

The total pension liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

|                           |                                                        |
|---------------------------|--------------------------------------------------------|
| Inflation rate            | 2.50% per year                                         |
| Discount rate             | 7.00% percent average                                  |
| Investment Rate of Return | 7.00% percent , net of pension plan investment expense |

The value of death benefits is similar to the value of the retirement pension. Because of low retirement ages, the plan assumes no pre-retirement mortality. Post-retirement mortality does not apply as the benefit structure and form of payment do not reflect lifetime benefits.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense) are developed for each major asset class. These asset class estimates are combined to produce the portfolio long-term expected rate of return by weighting the expected future real rates of return by the current asset allocation percentage (or target allocation, if available) and by adding expected inflation. All results are then rounded to the nearest quarter percent and are summarized in the following table.

| Asset Class                                                | Allocation at<br>Measurement<br>Date | Long-Term<br>Expected Real<br>Rate of Return | Long-Term<br>Expected Nominal<br>Rate of Return |
|------------------------------------------------------------|--------------------------------------|----------------------------------------------|-------------------------------------------------|
| Domestic equity                                            | 77.51%                               | 4.91%                                        | 7.41%                                           |
| International equity                                       | 0.00%                                | 5.32%                                        | 7.82%                                           |
| Fixed income                                               | 21.86%                               | 2.30%                                        | 4.80%                                           |
| Real estate and alternatives                               | 0.00%                                | 3.79%                                        | 6.29%                                           |
| Cash and equivalents                                       | 0.63%                                | 0.77%                                        | 3.27%                                           |
| Total                                                      | 100%                                 |                                              | 7.09%                                           |
| Reduced for assumed investment expense                     |                                      |                                              | -0.10%                                          |
| Net assumed investment return (rounded to quarter percent) |                                      |                                              | 7.00%                                           |

Discount rate:

The discount rate used to measure the total pension liability was 7.00%. Assets were projected using expected benefit payments and expected asset returns. Expected benefit payments by year were discounted using the expected asset return assumption for years in which the assets were sufficient to pay all benefit payments. Any remaining benefit payments after the trust fund is exhausted are discounted at the municipal bond rate. The equivalent single rate is the discount rate.

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**F. Change in the Net Pension Liability**

|                                                                  | <b>Increase (Decrease)</b>                     |                                                    |                                                    |
|------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
|                                                                  | <b>Total<br/>Pension<br/>Liability<br/>(a)</b> | <b>Plan Fiduciary<br/>Net<br/>Position<br/>(b)</b> | <b>Net<br/>Pension<br/>Liability<br/>(a) - (b)</b> |
| Balances at January 1, 2023                                      | <u>\$ 10,401,098</u>                           | <u>\$ 12,870,933</u>                               | <u>\$ (2,469,835)</u>                              |
| Changes for the year                                             |                                                |                                                    |                                                    |
| Service cost                                                     | 19,131                                         | -                                                  | 19,131                                             |
| Interest                                                         | 599,189                                        | -                                                  | 599,189                                            |
| Differences between expected<br>and actual experience            | 57,073                                         | -                                                  | 57,073                                             |
| Changes in assumptions                                           | (851,626)                                      | -                                                  | (851,626)                                          |
| Contributions - state and local                                  | -                                              | 48,725                                             | (48,725)                                           |
| Change of benefit terms                                          | 291,640                                        | -                                                  | 291,640                                            |
| Net investment income                                            | -                                              | 2,650,695                                          | (2,650,695)                                        |
| Benefit payments, including refunds<br>of employee contributions | (867,484)                                      | (867,484)                                          | -                                                  |
| Administrative expense                                           | -                                              | (28,254)                                           | 28,254                                             |
| Other charges                                                    | -                                              | -                                                  | -                                                  |
| Net Charges                                                      | <u>\$ (752,077)</u>                            | <u>\$ 1,803,682</u>                                | <u>\$ (2,555,759)</u>                              |
| Balances at December 31, 2023                                    | <u>\$ 9,649,021</u>                            | <u>\$ 14,674,615</u>                               | <u>\$ (5,025,594)</u>                              |

Sensitivity of the net pension liability to changes in the discount rate. The following presents the net pension liability of the City, calculated using the discount rate of 7.00%, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower 6.00% or 1-percentage-point higher 8.00% than the current rate:

|                               | <b>1%<br/>Decrease<br/>6.00%</b> | <b>Current<br/>Discount Rate<br/>7.00%</b> | <b>1%<br/>Increase<br/>8.00%</b> |
|-------------------------------|----------------------------------|--------------------------------------------|----------------------------------|
| Net pension liability (asset) | <u>\$ (4,147,191)</u>            | <u>\$ (5,025,594)</u>                      | <u>\$ (5,775,099)</u>            |

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued relief association financial report.

**G. Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

For the year ended December 31, 2023, the City recognized a decrease of pension expense of \$1,198,972. At December 31, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

|                                                                 | Deferred<br>Outflows of<br>Resources | Deferred<br>Inflows of<br>Resources |
|-----------------------------------------------------------------|--------------------------------------|-------------------------------------|
| Difference between expected and actual liability                | \$ -                                 | \$ -                                |
| Changes in actuarial assumptions                                | -                                    | -                                   |
| Net difference between projected and actual investment earnings | -                                    | 75,680                              |
|                                                                 | <u>\$ -</u>                          | <u>\$ 75,680</u>                    |

Amounts reported as deferred (inflows) outflows of resources related to pensions will be recognized in pension expense as follows:

| Year Ending<br>December 31, |                    |
|-----------------------------|--------------------|
| 2024                        | \$ (215,857)       |
| 2025                        | 94,653             |
| 2026                        | 426,910            |
| 2027                        | (381,386)          |
| 2028                        | -                  |
| Thereafter                  | -                  |
| Total                       | <u>\$ (75,680)</u> |

**Note 5 OTHER POST-EMPLOYMENT BENEFITS**

**A. Plan Description**

In addition to providing the pension benefits described in Note 4, the City provides post-employment health care benefits (as defined in paragraph B) for retired employees and police and firefighters disabled in the line of duty, through a single employer defined benefit plan. The term Plan refers to the City's requirement by State Statute to provide retirees with access to health insurance. The OPEB plan is by the City. The authority to provide these benefits is established in Minnesota Statutes Sections 471.61 Subd. 2a, and 299A.465. The benefits, benefit levels, employee contributions and employer contributions are governed by the City and can be amended by the City through its personnel manual and collective bargaining agreements with employee groups. The Plan is not accounted for as a trust fund, as an irrevocable trust has not been established to account for the plan. The Plan does not issue a separate financial report.



## **B. Benefits Provided**

### Retirees

The City is required by State Statute to allow retirees to continue participation in the City's group health insurance plan if the individual terminates service with the City through service retirement or disability retirement. Employees who satisfy the rule of 90 or attain age 55 and have completed 10 years of service at termination can immediately commence medical benefits. Retirees may obtain dependent coverage while the participating retiree is under age 65. Covered spouses may continue coverage after the retiree's death. The surviving spouse of an active employee may continue coverage in the group health insurance plan after the employee's death. All health care coverage is provided through the City's group health insurance plans. The retiree is required to pay 100% of their premium cost for the City-sponsored group health insurance plan in which they participate. The premium is a blended rate determined on the entire active and retiree population. Since the projected claims costs for retirees exceed the blended premium paid by retirees, the retirees are receiving an implicit rate subsidy (benefit). The coverage levels are the same as those afforded to active employees. Upon a retiree reaching age 65 years of age, Medicare becomes the primary insurer and the City's plan becomes secondary.

### Disabled police and firefighter

The City continues to pay the employer's contribution toward health coverage for Police or Firefighters disabled in the line of duty per Minnesota Statute 299A.465, until age 65. Dependent coverage is included, if the dependents were covered at the time of the disability. The January 1, 2023 to December 31, 2023 monthly premiums paid for Police or Firefighters disabled in the line of duty are:

| <u>Plan</u> | <u>Single</u> | <u>Two<br/>Person</u> | <u>Family</u> |
|-------------|---------------|-----------------------|---------------|
| HRA Medica  | \$603         | \$1,182               | \$1,632       |
| HSA Medica  | \$488         | \$958                 | \$1,322       |

## **C. Participants**

As of the actuarial valuation dated January 1, 2023, participants consisted of:

|                                                                                      |                   |
|--------------------------------------------------------------------------------------|-------------------|
| Retirees and beneficiaries currently<br>purchasing health insurance through the City | 14                |
| Disabled police and firefighters                                                     | 3                 |
| Active Employees                                                                     | <u>196</u>        |
| Total                                                                                | <u><u>213</u></u> |

**D. Total OPEB Liability and Changes in Total OPEB Liability**

The City's total OPEB liability of \$1,290,091 was measured as of January 1, 2023 and was determined by an actuarial valuation dated January 1, 2023. Changes in the total OPEB liability during 2023 were:

|                                                    |                    |
|----------------------------------------------------|--------------------|
| Balances at January 1, 2023                        | \$1,758,292        |
| Changes for the year                               |                    |
| Service cost                                       | 96,877             |
| Interest                                           | 36,008             |
| Assumption changes                                 | (181,507)          |
| Plan changes                                       | -                  |
| Differences between expected and actual experience | (309,503)          |
| Other Changes                                      | -                  |
| Benefit payments                                   | <u>(110,076)</u>   |
| Net changes                                        | <u>(468,201)</u>   |
| Balance at December 31, 2023                       | <u>\$1,290,091</u> |

There were no plan changes since the measurement date of January 1, 2023.

**E. Actuarial Assumptions and Other Inputs**

The total liability in the actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

|                              |                                                                                           |
|------------------------------|-------------------------------------------------------------------------------------------|
| Inflation                    | 2.50%                                                                                     |
| Salary increases             | Service Graded Table                                                                      |
| Discount rate                | 4.00%                                                                                     |
| 20-year municipal bond yield | 4.00%                                                                                     |
| Medical cost trend rates     | 6.50% as of January 1, 2023 grading to 5% over 6 years and then 4% over the next 48 years |

**Salary Increase Rates**

| Years of Service | Public Safety Salary Increase | Other Salary Increase | Years of Service | Public Safety Salary Increase | Other Salary Increase |
|------------------|-------------------------------|-----------------------|------------------|-------------------------------|-----------------------|
| 1                | 11.75%                        | 10.25%                | 14               | 3.60%                         | 3.70%                 |
| 2                | 9.25%                         | 7.25%                 | 15               | 3.50%                         | 3.65%                 |
| 3                | 8.00%                         | 6.00%                 | 16               | 3.50%                         | 3.60%                 |
| 4                | 7.00%                         | 5.50%                 | 17               | 3.50%                         | 3.50%                 |
| 5                | 5.50%                         | 5.00%                 | 18               | 3.50%                         | 3.40%                 |
| 6                | 4.80%                         | 4.70%                 | 19               | 3.40%                         | 3.40%                 |
| 7                | 4.60%                         | 4.50%                 | 20               | 3.40%                         | 3.40%                 |
| 8                | 4.30%                         | 4.40%                 | 21               | 3.40%                         | 3.30%                 |
| 9                | 4.10%                         | 4.30%                 | 22               | 3.30%                         | 3.30%                 |
| 10               | 4.00%                         | 4.20%                 | 23               | 3.15%                         | 3.30%                 |
| 11               | 3.90%                         | 4.00%                 | 24 or 25         | 3.00%                         | 3.20%                 |
| 12               | 3.80%                         | 3.90%                 | 26               | 3.00%                         | 3.10%                 |
| 13               | 3.70%                         | 3.80%                 | 27 or More       | 3.00%                         | 3.00%                 |

The health care trend rates were changed to better anticipate short term and long term medical increases.

The mortality tables were updated from the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2020 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General Safety) with MP-2021 Generational Improvement Scale.

The retirement, withdrawal, and salary increase rates for public safety employees were updated to reflect the latest experience study.

The inflation rate was changed from 2.00% to 2.50%.

The discount rate was changed from 2.00% to 4.00%.

**F. Sensitivity of the Total OPEB Liability to Changes in the Discount Rate**

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1% lower (3.00%) or 1% higher (5.00%) than the current discount rate:

|                      | 1% Decrease<br>(3.00%) | Discount<br>Rate<br>(4.00%) | 1% Increase<br>(5.00%) |
|----------------------|------------------------|-----------------------------|------------------------|
| Total OPEB liability | \$1,396,846            | \$1,290,091                 | \$1,191,817            |

**G. Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates**

The following presents the total OPEB liability of the City, as well as what the City's total liability would be if it were calculated using healthcare cost trend rates that are 1% lower (5.50% decreasing to 4.00% then 3.00%) or 1% higher (7.50% decreasing to 6.00% then 5.00%) than the current healthcare cost trend rates:

|                      | 1%<br>Decrease | Current<br>Healthcare<br>Cost Trend<br>Rates | 1% Increase |
|----------------------|----------------|----------------------------------------------|-------------|
| Total OPEB liability | \$1,154,333    | \$1,290,091                                  | \$1,451,369 |

**Note 6 GASB STATEMENTS ISSUED BUT NOT YET IMPLEMENTED**

The Governmental Accounting Standards Board (GASB) recently approved the following statements which were not implemented for these financial statements:

**Statement No. 99 *Omnibus 2022*.** The provisions of this Statement contain multiple effective dates, the next implementation date being for fiscal years beginning after June 15, 2023.

**Statement No. 100 *Accounting Changes and Error Corrections – an amendment of GASB Statement No. 62*.** The provisions of this Statement are effective for reporting periods beginning after June 15, 2023.

**Statement No. 101 *Compensated Absences*.** The provisions of this Statement are effective for reporting periods beginning after June 15, 2023.

**Statement No. 102 *Certain Risk Disclosures*.** The provision of this Statement are effective for fiscal years beginning after June 15, 2024.

The effect these standards may have on future financial statements is not determinable at this time.

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# **Required Supplementary Information**

**City of Roseville, Minnesota**
**REQUIRED SUPPLEMENTARY INFORMATION**
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL**
**GENERAL FUND**

For the Fiscal Year Ended December 31, 2023

**Schedule 1**

(Page 1 of 1)

|                                                          | Budgeted Amounts |               | Actual<br>Amounts | Variance With<br>Final Budget |
|----------------------------------------------------------|------------------|---------------|-------------------|-------------------------------|
|                                                          | Original         | Final         |                   |                               |
| REVENUES                                                 |                  |               |                   |                               |
| Taxes                                                    |                  |               |                   |                               |
| General property taxes                                   | \$ 16,325,549    | \$ 16,325,549 | \$ 15,846,459     | \$ (479,090)                  |
| Licenses and permits                                     | 605,450          | 605,450       | 562,701           | (42,749)                      |
| Intergovernmental revenue                                | 1,807,000        | 1,807,000     | 3,961,552         | 2,154,552                     |
| Charges for services                                     | 1,443,984        | 1,443,984     | 1,568,997         | 125,013                       |
| Fines and forfeits                                       | 72,500           | 72,500        | 76,371            | 3,871                         |
| Donations                                                | -                | -             | 35,631            | 35,631                        |
| Rentals                                                  | 451,680          | 451,680       | 468,253           | 16,573                        |
| Special assessments                                      | -                | -             | 145               | 145                           |
| Investment income                                        |                  |               |                   |                               |
| Interest earned on investments                           | 52,000           | 52,000        | 211,518           | 159,518                       |
| Increase (decrease) in fair value of investments         | -                | -             | 596,659           | 596,659                       |
| Miscellaneous Revenue                                    | 120,963          | 120,963       | 179,000           | 58,037                        |
| Total Revenues                                           | 20,879,126       | 20,879,126    | 23,507,286        | 2,628,160                     |
| EXPENDITURES                                             |                  |               |                   |                               |
| Current                                                  |                  |               |                   |                               |
| General government                                       | 4,474,864        | 4,474,864     | 4,346,115         | 128,749                       |
| Public safety                                            | 14,344,374       | 14,344,374    | 14,476,306        | (131,932)                     |
| Public works                                             | 3,081,988        | 3,081,988     | 3,088,741         | (6,753)                       |
| Total Expenditures                                       | 21,901,226       | 21,901,226    | 21,911,162        | (9,936)                       |
| Excess (Deficiency) of Revenue Over (Under) Expenditures | (1,022,100)      | (1,022,100)   | 1,596,124         | 2,618,224                     |
| OTHER FINANCING SOURCES (USES)                           |                  |               |                   |                               |
| Transfers In                                             | 597,100          | 597,100       | 982,994           | 385,894                       |
| Transfers Out                                            | -                | -             | (200,000)         | (200,000)                     |
| Total Other Financing Sources (Uses)                     | 597,100          | 597,100       | 782,994           | 185,894                       |
| Net Change in Fund Balance                               | (425,000)        | (425,000)     | 2,379,118         | 2,804,118                     |
| FUND BALANCE, January 1                                  | 8,505,943        | 8,505,943     | 8,505,943         | -                             |
| FUND BALANCE, December 31                                | \$ 8,080,943     | \$ 8,080,943  | \$ 10,885,061     | \$ 2,804,118                  |

The notes to the required supplementary information are an integral part of this statement.

## City of Roseville, Minnesota

## REQUIRED SUPPLEMENTARY INFORMATION

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

## RECREATION FUND

For the Fiscal Year Ended December 31, 2023

## Schedule 2

(Page 1 of 1)

|                                                          | Budgeted Amounts |              | Actual<br>Amounts | Variance With<br>Final Budget |
|----------------------------------------------------------|------------------|--------------|-------------------|-------------------------------|
|                                                          | Original         | Final        |                   |                               |
| REVENUES                                                 |                  |              |                   |                               |
| Taxes                                                    |                  |              |                   |                               |
| General property taxes                                   | \$ 3,125,230     | \$ 3,125,230 | \$ 3,024,852      | \$ (100,378)                  |
| Charges for services                                     | 2,343,410        | 2,343,410    | 2,549,644         | 206,234                       |
| Rentals                                                  | 73,000           | 73,000       | 100,245           | 27,245                        |
| Donations                                                | 48,500           | 48,500       | 51,649            | 3,149                         |
| Special assessments                                      | -                | -            | 150               | 150                           |
| Investment income                                        |                  |              |                   |                               |
| Interest earned on investments                           | 15,000           | 15,000       | 47,148            | 32,148                        |
| Increase (decrease) in fair value of investments         | -                | -            | 56,428            | 56,428                        |
| Miscellaneous Revenue                                    | 41,000           | 41,000       | 68,352            | 27,352                        |
| Total Revenues                                           | 5,646,140        | 5,646,140    | 5,898,468         | 252,328                       |
| EXPENDITURES                                             |                  |              |                   |                               |
| Current                                                  |                  |              |                   |                               |
| Recreation                                               |                  |              |                   |                               |
| Personal services                                        | 3,679,555        | 3,679,555    | 3,434,748         | 244,807                       |
| Supplies and materials                                   | 367,625          | 367,625      | 361,055           | 6,570                         |
| Other services and charges                               | 1,600,460        | 1,600,460    | 1,710,855         | (110,395)                     |
| Total Expenditures                                       | 5,647,640        | 5,647,640    | 5,506,658         | 140,982                       |
| Excess (Deficiency) of Revenue Over (Under) Expenditures | (1,500)          | (1,500)      | 391,810           | 393,310                       |
| OTHER FINANCING SOURCES (USES)                           |                  |              |                   |                               |
| Transfers In                                             | 1,500            | 1,500        | -                 | (1,500)                       |
| Transfers Out                                            | -                | -            | (162,207)         | (162,207)                     |
| Total Other Financing Sources (Uses)                     | 1,500            | 1,500        | (162,207)         | (163,707)                     |
| Net Change in Fund Balance                               | -                | -            | 229,603           | 229,603                       |
| FUND BALANCE, January 1                                  | 2,007,737        | 2,007,737    | 2,007,737         | -                             |
| FUND BALANCE, December 31                                | \$ 2,007,737     | \$ 2,007,737 | \$ 2,237,340      | \$ 229,603                    |

The notes to the required supplementary information are an integral part of this statement.



City of Roseville, Minnesota

REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

COMMUNITY DEVELOPMENT FUND

For the Fiscal Year Ended December 31, 2023

Schedule 3

(Page 1 of 1)

|                                                          | Budgeted Amounts |              | Actual<br>Amounts | Variance With<br>Final Budget |
|----------------------------------------------------------|------------------|--------------|-------------------|-------------------------------|
|                                                          | Original         | Final        |                   |                               |
| REVENUES                                                 |                  |              |                   |                               |
| Licenses and permits                                     | \$ 1,917,720     | \$ 1,917,720 | \$ 1,687,232      | \$ (230,488)                  |
| Charges for services                                     | 55,700           | 55,700       | 50,940            | (4,760)                       |
| Investment income                                        |                  |              |                   |                               |
| Interest earned on investments                           | 25,000           | 25,000       | 106,909           | 81,909                        |
| Increase (decrease) in fair value of investments         | -                | -            | 170,233           | 170,233                       |
| Miscellaneous Revenue                                    | -                | -            | 2,750             | 2,750                         |
| Total Revenues                                           | 1,998,420        | 1,998,420    | 2,018,064         | 19,644                        |
| EXPENDITURES                                             |                  |              |                   |                               |
| Current                                                  |                  |              |                   |                               |
| Public safety                                            | 1,085,322        | 1,085,322    | 1,101,056         | (15,734)                      |
| Economic development                                     | 723,507          | 723,507      | 645,538           | 77,969                        |
| Capital outlay                                           | 1,650            | 1,650        | -                 | 1,650                         |
| Total Expenditures                                       | 1,810,479        | 1,810,479    | 1,746,594         | 63,885                        |
| Excess (Deficiency) of Revenue Over (Under) Expenditures | 187,941          | 187,941      | 271,470           | 83,529                        |
| FUND BALANCE, January 1                                  | 4,128,023        | 4,128,023    | 4,128,023         | -                             |
| FUND BALANCE, December 31                                | \$ 4,315,964     | \$ 4,315,964 | \$ 4,399,493      | \$ 83,529                     |

The notes to the required supplementary information are an integral part of this statement.

## REQUIRED SUPPLEMENTARY INFORMATION

(Page 1 of 1)

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

## ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY FUND

For the Fiscal Year Ended December 31, 2023

|                                                          | Budgeted Amounts |              | Actual<br>Amounts | Variance With<br>Final Budget |
|----------------------------------------------------------|------------------|--------------|-------------------|-------------------------------|
|                                                          | Original         | Final        |                   |                               |
| <b>REVENUES</b>                                          |                  |              |                   |                               |
| Taxes                                                    | \$ 411,505       | \$ 411,505   | \$ 398,298        | \$ (13,207)                   |
| Intergovernmental revenue (Schedule 5)                   | 85,000           | 85,000       | 111,105           | 26,105                        |
| Investment income                                        |                  |              |                   |                               |
| Interest earned on investments                           | -                | -            | 91,001            |                               |
| Increase (decrease) in fair value of investments         | -                | -            | 255,328           | 255,328                       |
| Miscellaneous Revenue                                    | 23,125           | 23,125       | 31,106            | 7,981                         |
| Total Revenues                                           | 519,630          | 519,630      | 886,838           | 276,207                       |
| <b>EXPENDITURES</b>                                      |                  |              |                   |                               |
| Current                                                  |                  |              |                   |                               |
| Economic development                                     |                  |              |                   |                               |
| Personal services                                        | 198,080          | 198,080      | 198,900           | (820)                         |
| Other services and charges                               | 321,550          | 321,550      | 255,004           | 66,546                        |
| Total Expenditures                                       | 519,630          | 519,630      | 453,904           | 65,726                        |
| Excess (Deficiency) of Revenue Over (Under) Expenditures | -                | -            | 432,934           | 341,933                       |
| <b>OTHER FINANCING SOURCES (USES)</b>                    |                  |              |                   |                               |
| Transfers In                                             | -                | -            | 500,000           | 500,000                       |
| Transfers Out                                            | -                | -            | (500,000)         | (500,000)                     |
| Net Change in Fund Balance                               | -                | -            | 432,934           | 841,933                       |
| FUND BALANCE, January 1                                  | 4,811,577        | 4,811,577    | 4,811,577         | -                             |
| FUND BALANCE, December 31                                | \$ 4,811,577     | \$ 4,811,577 | \$ 5,244,511      | \$ 841,933                    |

The notes to the required supplementary information are an integral part of this statement.

| Total OPEB Liability:                                            | 2023                | 2022                | 2021                | 2020                | 2019                | 2018                |
|------------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Service cost                                                     | \$ 96,877           | \$ 139,534          | \$ 135,470          | \$ 112,235          | \$ 93,240           | \$ 91,108           |
| Interest cost                                                    | 36,008              | 35,311              | 52,102              | 59,781              | 51,636              | 49,752              |
| Changes in benefit terms                                         | -                   | -                   | -                   | -                   | -                   | -                   |
| Differences between expected and actual experience               | (309,503)           | -                   | (149,745)           | -                   | (21,855)            | -                   |
| Changes in assumptions                                           | (181,507)           | -                   | 10,616              | 102,065             | (61,560)            | -                   |
| Benefit payments                                                 | (110,076)           | (84,739)            | (82,195)            | (65,582)            | (78,354)            | (93,369)            |
| Net changes in total OPEB liability                              | (468,201)           | 90,106              | (33,752)            | 208,499             | (16,893)            | 47,491              |
| Total OPEB liability - beginning                                 | 1,758,292           | 1,668,186           | 1,701,938           | 1,493,439           | 1,510,332           | 1,462,841           |
| Total OPEB liability - ending                                    | <u>\$ 1,290,091</u> | <u>\$ 1,758,292</u> | <u>\$ 1,668,186</u> | <u>\$ 1,701,938</u> | <u>\$ 1,493,439</u> | <u>\$ 1,510,332</u> |
| Covered-employee payroll                                         | \$ 15,401,259       | \$ 17,591,639       | \$ 17,079,261       | \$ 16,129,907       | \$ 15,660,104       | \$ 13,011,570       |
| Total OPEB liability as a percentage of covered-employee payroll | 8.38%               | 10.00%              | 9.77%               | 10.55%              | 9.54%               | 11.61%              |

Assumption Changes for 2023:

- \* The health care trend rates were changed to better anticipate short term and long term medical increases.
- \* The mortality tables were updated from the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2020 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2021 Generational Improvement Scale.
- \* The retirement, withdrawal, and salary increase rates for public safety employees were updated to reflect latest experience study.
- \* The inflation rate was changed from 2.00% to 2.50%.
- \* The discount rate was changed from 2.00% to 4.00%.
- \* These assumption changes decreased the liability \$181,507.

The schedule is provided prospectively beginning with the City's fiscal year ended December 31, 2018 and is intended to show a ten year trend. Additional years will be added as they become available.

\*No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75 to pay related benefits.

The notes to the required supplementary information are an integral part of this statement.

| Measurement Date<br>June 30 | Fiscal Year Ending<br>December 31 | City's Proportion of the Net Pension Liability | City's Proportionate Share of the Net Pension Liability (a) | State's Proportionate Share of the Net Pension Liability Associated with the City (b) | Total (a+b)   | City's Covered Payroll (c) | City's Proportionate Share of the Net Pension Liability as a % of Covered Payroll ((a+b)/c) | Plan Fiduciary Net Position as a % of the Total Pension Liability |
|-----------------------------|-----------------------------------|------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------|----------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 2015                        | 2015                              | 0.1380%                                        | \$ 7,151,786                                                | \$ -                                                                                  | \$ 7,151,786  | \$ 7,974,720               | 89.7%                                                                                       | 78.20%                                                            |
| 2016                        | 2016                              | 0.1395%                                        | \$ 11,326,708                                               | \$ 147,908                                                                            | \$ 11,474,616 | \$ 8,657,720               | 132.5%                                                                                      | 68.91%                                                            |
| 2017                        | 2017                              | 0.1412%                                        | \$ 9,014,115                                                | \$ 113,368                                                                            | \$ 9,127,483  | \$ 9,101,177               | 100.3%                                                                                      | 75.90%                                                            |
| 2018                        | 2018                              | 0.1470%                                        | \$ 8,154,957                                                | \$ 267,459                                                                            | \$ 8,422,416  | \$ 9,445,284               | 89.2%                                                                                       | 79.50%                                                            |
| 2019                        | 2019                              | 0.1423%                                        | \$ 7,867,448                                                | \$ 244,489                                                                            | \$ 8,111,937  | \$ 10,059,973              | 80.6%                                                                                       | 80.20%                                                            |
| 2020                        | 2020                              | 0.1512%                                        | \$ 9,065,131                                                | \$ 279,604                                                                            | \$ 9,344,735  | \$ 10,785,733              | 86.6%                                                                                       | 79.10%                                                            |
| 2021                        | 2021                              | 0.1458%                                        | \$ 6,226,313                                                | \$ 190,072                                                                            | \$ 6,416,385  | \$ 10,472,613              | 61.3%                                                                                       | 87.00%                                                            |
| 2022                        | 2022                              | 0.1522%                                        | \$ 12,054,290                                               | \$ 353,256                                                                            | \$ 12,407,546 | \$ 11,390,160              | 108.9%                                                                                      | 76.70%                                                            |
| 2023                        | 2023                              | 0.1385%                                        | \$ 7,744,765                                                | \$ 213,469                                                                            | \$ 7,958,234  | \$ 11,013,706              | 72.3%                                                                                       | 83.10%                                                            |

The City implemented the Provisions of Governmental Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. The schedules within the Required Supplementary Information Section required a ten year presentation, but does not require retroactive reporting. Information prior to 2015 is not available.

\*No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75 to pay related benefits.

The notes to the required supplementary information are an integral part of this statement.

**City of Roseville, Minnesota**  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF EMPLOYER'S PERA CONTRIBUTIONS  
 - GENERAL EMPLOYEES RETIREMENT FUND  
 For the Last Ten Years

**Schedule 7**  
 (Page 1 of 1)

| Year<br>Ending | Statutorily<br>Required<br>Contribution (a) | Contributions in<br>Relation to the<br>Statutorily<br>Required<br>Contribution (b) | Contribution<br>Deficiency<br>(Excess) (a-b) | City's<br>Covered<br>Payroll (c) | Contributions<br>as a Percentage<br>of Covered<br>Payroll (b/c) |
|----------------|---------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------|-----------------------------------------------------------------|
| 12/31/2015     | \$ 619,013                                  | \$ 619,013                                                                         | \$ -                                         | \$ 8,253,507                     | 7.5%                                                            |
| 12/31/2016     | \$ 659,339                                  | \$ 659,339                                                                         | \$ -                                         | \$ 8,791,187                     | 7.5%                                                            |
| 12/31/2017     | \$ 708,179                                  | \$ 708,179                                                                         | \$ -                                         | \$ 9,448,003                     | 7.5%                                                            |
| 12/31/2018     | \$ 738,318                                  | \$ 738,318                                                                         | \$ -                                         | \$ 9,844,240                     | 7.5%                                                            |
| 12/31/2019     | \$ 802,161                                  | \$ 802,161                                                                         | \$ -                                         | \$ 10,695,480                    | 7.5%                                                            |
| 12/31/2020     | \$ 764,800                                  | \$ 764,800                                                                         | \$ -                                         | \$ 10,197,333                    | 7.5%                                                            |
| 12/31/2021     | \$ 831,049                                  | \$ 831,049                                                                         | \$ -                                         | \$ 11,080,653                    | 7.5%                                                            |
| 12/31/2022     | \$ 878,830                                  | \$ 878,830                                                                         | \$ -                                         | \$ 11,717,733                    | 7.5%                                                            |
| 12/31/2023     | \$ 781,793                                  | \$ 781,793                                                                         | \$ -                                         | \$ 10,423,909                    | 7.5%                                                            |

The City implemented the Provisions of Governmental Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. The schedules within the Required Supplementary Information Section required a ten year presentation, but does not require retroactive reporting. Information prior to 2015 is not available.

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City of Roseville, Minnesota  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF EMPLOYER'S SHARE OF PERA NET PENSION  
LIABILITY - PUBLIC EMPLOYEES POLICE AND FIRE FUND  
For the Last Ten Years

Schedule 8  
(Page 1 of 1)

| Measurement<br>Date<br>June 30 | Fiscal<br>Year<br>Ending<br>December 31 | City's<br>Proportion of<br>the Net<br>Pension<br>Liability | City's<br>Proportionate<br>Share of the<br>Net Pension<br>Liability (a) | State's<br>Proportionate<br>Share of the Net<br>Pension Liability<br>Associated with<br>the City (b) | Total<br>(a+b) | City's<br>Covered<br>Payroll (c) | City's<br>Proportionate<br>Share of the Net<br>Pension Liability<br>as a %<br>of Covered<br>Payroll ((a+b)/c) | Plan Fiduciary<br>Net Position<br>as a %<br>of the Total<br>Pension Liability |
|--------------------------------|-----------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------|----------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 2015                           | 2015                                    | 0.4940%                                                    | \$ 5,612,996                                                            | \$ -                                                                                                 | \$ 5,612,996   | \$ 4,399,667                     | 127.6%                                                                                                        | 86.6%                                                                         |
| 2016                           | 2016                                    | 0.5110%                                                    | \$ 20,507,319                                                           | \$ -                                                                                                 | \$ 20,507,319  | \$ 4,920,648                     | 416.8%                                                                                                        | 63.9%                                                                         |
| 2017                           | 2017                                    | 0.5160%                                                    | \$ 6,966,614                                                            | \$ -                                                                                                 | \$ 6,966,614   | \$ 5,293,562                     | 131.6%                                                                                                        | 85.4%                                                                         |
| 2018                           | 2018                                    | 0.5259%                                                    | \$ 5,605,552                                                            | \$ -                                                                                                 | \$ 5,605,552   | \$ 5,542,123                     | 101.1%                                                                                                        | 88.8%                                                                         |
| 2018                           | 2019                                    | 0.5452%                                                    | \$ 5,804,205                                                            | \$ -                                                                                                 | \$ 5,804,205   | \$ 5,748,900                     | 101.0%                                                                                                        | 89.3%                                                                         |
| 2020                           | 2020                                    | 0.5625%                                                    | \$ 7,414,352                                                            | \$ 174,653                                                                                           | \$ 7,589,005   | \$ 6,347,408                     | 119.6%                                                                                                        | 87.2%                                                                         |
| 2021                           | 2021                                    | 0.5472%                                                    | \$ 4,223,804                                                            | \$ 189,890                                                                                           | \$ 4,413,694   | \$ 6,466,593                     | 68.3%                                                                                                         | 93.7%                                                                         |
| 2022                           | 2022                                    | 0.6188%                                                    | \$ 26,927,732                                                           | \$ 1,176,293                                                                                         | \$ 28,104,025  | \$ 7,517,243                     | 373.9%                                                                                                        | 70.5%                                                                         |
| 2023                           | 2023                                    | 0.6176%                                                    | \$ 10,665,149                                                           | \$ 429,615                                                                                           | \$ 11,094,764  | \$ 8,039,111                     | 138.0%                                                                                                        | 86.5%                                                                         |

The City implemented the Provisions of Governmental Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. The schedules within the Required Supplementary Information Section required a ten year presentation, but does not require retroactive reporting. Information prior to 2015 is not available.

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The notes to the required supplementary information are an integral part of this statement.

**City of Roseville, Minnesota**  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF EMPLOYER'S PERA CONTRIBUTIONS  
 - PUBLIC EMPLOYEES POLICE AND FIRE FUND  
 For the Last Ten Years

**Schedule 9**  
 (Page 1 of 1)

| Year<br>Ending | Statutorily<br>Required<br>Contribution (a) | Contributions in<br>Relation to the<br>Statutorily<br>Required<br>Contribution (b) | Contribution<br>Deficiency<br>(Excess) (a-b) | City's<br>Covered<br>Payroll (c) | Contributions<br>as a Percentage<br>of Covered<br>Payroll (b/c) |
|----------------|---------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------|-----------------------------------------------------------------|
| 12/31/2015     | \$ 763,596                                  | \$ 763,596                                                                         | \$ -                                         | \$ 4,713,556                     | 16.2%                                                           |
| 12/31/2016     | \$ 825,632                                  | \$ 825,632                                                                         | \$ -                                         | \$ 5,096,494                     | 16.2%                                                           |
| 12/31/2017     | \$ 874,916                                  | \$ 874,916                                                                         | \$ -                                         | \$ 5,400,716                     | 16.2%                                                           |
| 12/31/2018     | \$ 919,728                                  | \$ 919,728                                                                         | \$ -                                         | \$ 5,677,333                     | 16.2%                                                           |
| 12/31/2019     | \$ 1,031,508                                | \$ 1,031,508                                                                       | \$ -                                         | \$ 6,085,593                     | 16.9%                                                           |
| 12/31/2020     | \$ 1,083,309                                | \$ 1,083,309                                                                       | \$ -                                         | \$ 6,120,390                     | 17.7%                                                           |
| 12/31/2021     | \$ 1,265,887                                | \$ 1,265,887                                                                       | \$ -                                         | \$ 7,151,904                     | 17.7%                                                           |
| 12/31/2022     | \$ 1,381,677                                | \$ 1,381,677                                                                       | \$ -                                         | \$ 7,806,085                     | 17.7%                                                           |
| 12/31/2023     | \$ 1,463,654                                | \$ 1,463,654                                                                       | \$ -                                         | \$ 8,269,232                     | 17.7%                                                           |

The City implemented the Provisions of Governmental Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. The schedules within the Required Supplementary Information Section required a ten year presentation, but does not require retroactive reporting. Information prior to 2015 is not available.

\*No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75 to pay related benefits.

The notes to the required supplementary information are an integral part of this statement.

|                                                                   | 2023                 | 2022                 | 2021                 | 2020                 | 2019                 |
|-------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Total Pension Liability (TPL, actuarial accrued liability)</b> |                      |                      |                      |                      |                      |
| Service cost                                                      | \$ 19,131            | \$ 23,829            | \$ 26,622            | \$ 25,957            | \$ 35,904            |
| Interest                                                          | 599,189              | 563,444              | 563,110              | 565,282              | 552,707              |
| Differences between expected and actual experience                | 57,073               | 110,275              | (61,093)             | 125,568              | 5,906                |
| Changes of assumptions                                            | (851,626)            | 14,290               | 186,143              | 382,673              | (8,425)              |
| Changes of benefit terms                                          | 291,640              | 813,363              | 537,679              | 265,019              | 299,036              |
| Benefit payments, including member contributions                  | (867,484)            | (982,017)            | (755,377)            | (704,524)            | (673,245)            |
| Net change in total pension liability                             | (752,077)            | 543,184              | 497,084              | 659,975              | 211,883              |
| Total Pension Liability - beginning of year                       | 10,401,098           | 9,857,914            | 9,360,830            | 8,700,855            | 8,488,972            |
| Total Pension Liability - end of year                             | <u>\$ 9,649,021</u>  | <u>\$ 10,401,098</u> | <u>\$ 9,857,914</u>  | <u>\$ 9,360,830</u>  | <u>\$ 8,700,855</u>  |
| <b>Plan Fiduciary Net Position (FNP, assets)</b>                  |                      |                      |                      |                      |                      |
| Contributions - State and local                                   | \$ 48,725            | \$ 48,815            | \$ 264,259           | \$ 250,948           | \$ 238,755           |
| Contributions - donations and other income                        | -                    | -                    | -                    | -                    | -                    |
| Contributions - members                                           | -                    | -                    | -                    | -                    | -                    |
| Net investment income                                             | 2,650,695            | (3,060,562)          | 2,566,985            | 2,410,051            | 2,626,352            |
| Other additions (e.g. receivables)                                | -                    | -                    | -                    | -                    | -                    |
| Benefit payments, including member contributions                  | (867,484)            | (982,017)            | (755,377)            | (704,524)            | (673,245)            |
| Administrative expense                                            | (28,254)             | (31,353)             | (30,056)             | (22,314)             | (25,433)             |
| Other deductions (e.g. payables)                                  | -                    | -                    | -                    | -                    | -                    |
| Net change in plan fiduciary net position                         | 1,803,682            | (4,025,117)          | 2,045,811            | 1,934,161            | 2,166,429            |
| Plan Fiduciary Net Position - beginning of year                   | 12,870,933           | 16,896,050           | 14,850,239           | 12,916,078           | 10,749,649           |
| Plan Fiduciary Net Position - end of year                         | <u>\$ 14,674,615</u> | <u>\$ 12,870,933</u> | <u>\$ 16,896,050</u> | <u>\$ 14,850,239</u> | <u>\$ 12,916,078</u> |
| <b>Net Pension Liability (NPL) - end of year</b>                  | \$ (5,025,594)       | \$ (2,469,835)       | \$ (7,038,136)       | \$ (5,489,409)       | \$ (4,215,223)       |
| <b>Plan Fiduciary Net Position (FNP, assets)</b>                  | 152.08%              | 123.75%              | 171.40%              | 158.64%              | 148.45%              |

|                                                                   | 2018                 | 2017                 | 2016                 | 2015                | 2014                 |
|-------------------------------------------------------------------|----------------------|----------------------|----------------------|---------------------|----------------------|
| <b>Total Pension Liability (TPL, actuarial accrued liability)</b> |                      |                      |                      |                     |                      |
| Service cost                                                      | \$ 45,257            | \$ 48,898            | \$ 85,623            | \$ 69,632           | \$ 67,768            |
| Interest                                                          | 579,955              | 517,780              | 525,989              | 509,635             | 508,985              |
| Differences between expected and actual experience                | (16,259)             | 138,754              | (389,429)            | -                   | -                    |
| Changes of assumptions                                            | 533,565              | 111,219              | (492,447)            | 213,856             | -                    |
| Changes of benefit terms                                          | -                    | 653,842              | -                    | -                   | -                    |
| Benefit payments, including member contributions                  | (682,053)            | (593,632)            | (569,784)            | (563,896)           | (574,072)            |
| Net change in total pension liability                             | 460,465              | 876,861              | (840,048)            | 229,227             | 2,681                |
| Total Pension Liability - beginning of year                       | 8,028,507            | 7,151,646            | 7,991,694            | 7,762,467           | 7,759,786            |
| Total Pension Liability - end of year                             | <u>\$ 8,488,972</u>  | <u>\$ 8,028,507</u>  | <u>\$ 7,151,646</u>  | <u>\$ 7,991,694</u> | <u>\$ 7,762,467</u>  |
| <b>Plan Fiduciary Net Position (FNP, assets)</b>                  |                      |                      |                      |                     |                      |
| Contributions - State and local                                   | \$ 229,050           | \$ 222,882           | \$ 221,324           | \$ 220,012          | \$ 341,617           |
| Contributions - donations and other income                        | -                    | -                    | -                    | -                   | -                    |
| Contributions - members                                           | -                    | -                    | -                    | -                   | -                    |
| Net investment income                                             | (454,151)            | 1,775,014            | 846,802              | 22,193              | 882,050              |
| Other additions (e.g. receivables)                                | -                    | -                    | -                    | -                   | -                    |
| Benefit payments, including member contributions                  | (682,053)            | (593,632)            | (569,784)            | (563,896)           | (574,072)            |
| Administrative expense                                            | (24,694)             | (24,935)             | (25,100)             | (20,569)            | (23,479)             |
| Other deductions (e.g. payables)                                  | -                    | -                    | -                    | -                   | -                    |
| Net change in plan fiduciary net position                         | (931,848)            | 1,379,329            | 473,242              | (342,260)           | 626,116              |
| Plan Fiduciary Net Position - beginning of year                   | 11,681,497           | 10,302,168           | 9,828,926            | 10,171,186          | 9,545,070            |
| Plan Fiduciary Net Position - end of year                         | <u>\$ 10,749,649</u> | <u>\$ 11,681,497</u> | <u>\$ 10,302,168</u> | <u>\$ 9,828,926</u> | <u>\$ 10,171,186</u> |
| <b>Net Pension Liability (NPL) - end of year</b>                  | \$ (2,260,677)       | \$ (3,652,990)       | \$ (3,150,522)       | \$ (1,837,232)      | \$ (2,408,719)       |
| <b>Plan Fiduciary Net Position (FNP, assets)</b>                  | 145.50%              | 145.50%              | 144.05%              | 122.99%             | 131.03%              |

The City implemented the Provisions of Governmental Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. The schedules within the Required Supplementary Information Section required a ten year presentation, but does not require retroactive reporting. Information prior to 2014 is not available.

\*No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75 to pay related benefits.

The notes to the required supplementary information are an integral part of this statement.



City of Roseville, Minnesota

REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF EMPLOYER CONTRIBUTIONS AND NON-EMPLOYER

CONTRIBUTING ENTITIES - FIRE RELIEF ASSOCIATION

For the Fiscal Year Ended December 31, 2023

Schedule 11

(Page 1 of 1)

|                                           | 2023            | 2022            | 2021             | 2020             | 2019             |
|-------------------------------------------|-----------------|-----------------|------------------|------------------|------------------|
| <b>Employer</b>                           |                 |                 |                  |                  |                  |
| Actuarially determined contribution (ADC) | \$ -            | \$ -            | \$ -             | \$ -             | \$ -             |
| Contribution in relation to the ADC       | 48,725          | 48,815          | 264,259          | 250,948          | 238,755          |
| Contribution deficiency (excess)          | <u>(48,725)</u> | <u>(48,815)</u> | <u>(264,259)</u> | <u>(250,948)</u> | <u>(238,755)</u> |

|                                           | 2018             | 2017             | 2016             | 2015             | 2014             |
|-------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Employer</b>                           |                  |                  |                  |                  |                  |
| Actuarially determined contribution (ADC) | \$ 2,541         | \$ 55,689        | \$ 55,689        | \$ 115,204       | \$ 173,096       |
| Contribution in relation to the ADC       | 229,050          | 222,882          | 221,324          | 220,012          | 341,617          |
| Contribution deficiency (excess)          | <u>(226,509)</u> | <u>(167,193)</u> | <u>(165,635)</u> | <u>(104,808)</u> | <u>(168,521)</u> |

\*No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75 to pay related benefits.

The notes to the required supplementary information are an integral part of this statement.

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the governmental funds classified as the general fund and special revenue funds. No budgets are prepared for other governmental funds which include the debt service and capital projects. All annual appropriations lapse at fiscal year-end.

On or before mid-May of each year, all departments and agencies of the City submit requests for appropriations to the City's manager so that a budget may be prepared. Before September 15, the proposed budget is presented to the city council for review and approval. By September 15, the proposed budget and tax levy must be submitted to the county auditor. The Council holds public hearings and a final budget and tax levy must be prepared, adopted and submitted to the county auditor, no later than December 28.

The appropriated budget is prepared by fund, function and department. The City's department heads may make transfers of appropriations within the same fund, which only requires the approval of the City's manager, and does not require Council approval. Transfers of appropriations between funds require the approval of the Council. The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) is at the fund level.

#### **Note A    LEGAL COMPLIANCE – BUDGETS**

The General Fund budget is legally adopted on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is at the department level for the General Fund and the fund level for certain Special Revenue Funds.

Expenditures occurred in excess of appropriations in the following funds:

- General fund exceeded the budget by \$9,936. However, actual revenue exceeded the budget by \$2,628,160.
- Telecommunications fund exceeded the budget by \$9,351.

#### **Note B    PENSION INFORMATION**

##### **PERA – General Employees Retirement Fund**

2023 Changes in Actuarial Assumptions:

- The investment return assumption and single discount rate were changed from 6.50% to 7.00%.

2023 Changes in Plan Provisions:

- An additional one-time direct state aid contribution of \$170.1 million was contributed to the Plan on October 1, 2023.
- The vesting period of those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- A one-time, non-compounding benefit increase of 2.50% minus the actual 2024 adjustment will be payable in a lump sum for calendar year 2024 by March 31, 2024.

2022 Changes in Actuarial Assumptions:

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

2021 Changes in Actuarial Assumptions:

- The investment return and single discount rates were changed from 7.50% to 6.50% for financial reporting purposes.

- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

2020 Changes in Actuarial Assumptions:

- The price inflation assumption was decreased from 2.50% to 2.25%.
- The payroll growth assumption was decreased from 3.25% to 3.00%.
- Assumed salary increase rates were decreased 0.25% and assumed rates of retirement were changed resulting in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements. Assumed rates of termination and disability were also changed.
- Base mortality tables were changed from RP-2014 tables to Pub-2010 tables, with adjustments.
- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.
- The spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100% Joint & Survivor option changed from 35% to 45%. The assumed number of married female new retirees electing the 100% Joint & Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

2020 Changes in Plan Provisions:

- Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020 through December 31, 2023 and 0.0% after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2017 to MP-2018.

2019 Changes in the Plan Provisions:

- The employer supplemental contribution was changed prospectively, decreasing from \$31.0 million to \$21.0 million per year. The State's special funding contribution was changed prospectively, requiring \$16.0 million due per year through 2031.

2018 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.00% per year through 2044 and 2.50% per year thereafter to 1.25% per year.

2017 Changes in Actuarial Assumptions:

- The Combined Service Annuity (CSA) loads were changed from 0.8% for active members and 60% for vested and non-vested deferred members. The revised CSA loads are now 0.0% for active member liability, 15.0% for vested deferred member liability and 3.0% for non-vested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.0% per year for all years to 1.0% per year through 2044 and 2.5% per year thereafter.

2016 Changes in Actuarial Assumptions:

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2035 and 2.5% per year thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate was changed from 7.9% to 7.5%.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

**PERA – Public Employees Police and Fire Fund**

2023 Changes in Actuarial Assumptions:

- The investment return assumption was changed from 6.50% to 7.00%.
- The single discount rate changed from 5.40% to 7.00%

2023 Changes in Plan Provisions:

- An additional one-time direct state aid contribution of \$19.4 million was contributed to the Plan on October 1, 2023.
- Vesting requirement for new hires after June 30, 2014, was changed from a graded 20-year vesting schedule to a graded 10-year vesting schedule, with 50% vesting after five years, increasing incrementally to 100% after 10 years.
- A one-time, non-compounding benefit increase of 3.00% will be payable in a lump sum for calendar year 2024 by March 31, 2024.
- Psychological treatment is required effective July 1, 2023, prior to approval for a duty disability benefit for a psychological condition relating to the member's occupation.
- The total and permanent duty disability benefit was increased, effective July 1, 2023.

2022 Changes in Actuarial Assumptions:

- The single discount rate changed from 6.50% to 5.4%.
- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

2021 Changes in Actuarial Assumptions:

- The investment return and single discount rates were changed from 7.50% to 6.50% for financial reporting purposes.
- The inflation assumption was changed from 2.50% to 2.25%.
- The payroll growth assumption was changed from 3.25% to 3.00%.
- The base mortality tables for healthy annuitants, disabled annuitants and employees were changed from RP-2014 tables to Pub-2010 Public Safety Mortality tables. The mortality improvement scale was changed from MP-2019 to MN-2020.
- Assumed salary increase and retirement rates were modified as recommended in the July 14, 2020 experience study. The changes result in a decrease in gross salary increase rates, slightly more unreduced retirements and fewer assumed early retirements.
- Assumed rates of withdrawal were changed from select and ultimate rates to service-based rates. The changes result in more assumed terminations.
- Assumed rates of disability were increased for ages 25-44 and decreased for ages over 49. Overall, proposed rates result in more projected disabilities.
- Assumed percent married for active female members was changed from 60% to 70%.

2020 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2018 to MP-2019.

2019 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2017 to MP-2018.

2018 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2016 to MP-2017.

2017 Changes in Actuarial Assumptions:

- The single discount rate was changed from 5.6% to 7.5%.
- Assumed salary increases were changed as recommended in the June 30, 2016 experience study. The net effect is proposed rates that average 0.34% lower than the previous rates.
- Assumed rates of retirement were changed, resulting in fewer retirements.
- The Combined Service Annuity (CSA) load was 30% for vested and non-vested deferred members. The CSA was changed to 33% for vested members and 2% for non-vested members.
- The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees.
- Assumed termination rates were decreased to 3% for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall.
- Assumed percentage of married female members was decreased from 65% to 60%.
- Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females.
- The assumed percentage of female members electing Joint and Survivor annuities was increased.
- The assumed post-retirement benefit increase rate was changed from 1.00% for all years to 1.00% per year through 2064 and 2.50% thereafter.

**2016 Changes in Actuarial Assumptions:**

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2037 and 2.5% per year thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate changed from 7.9% to 5.6%.
- The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

**Single Employer – Fire Relief Association**

**2023 Changes in Actuarial Assumptions:**

- The discount rate increased from 6.00% to 7.00%
- The expected rate of return on plan assets increased from 6.00% to 7.00%

**2022 Changes in Actuarial Assumptions:**

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

**2021 Changes in Actuarial Assumptions:**

- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.
- The expected return on assets decreased from 6.25% to 6.00%
- The discount rate decreased from 6.25% to 6.00%
- Base mortality tables were changed from RP-2014 tables to Pub- 2010 tables, with adjustments.

**2020 Changes in Actuarial Assumptions:**

- The discount rate decreased from 6.75% to 6.25%
- The expected return on plan assets decreased from 6.75% to 6.25%
- The price inflation assumption was decreased from 2.50% to 2.25%

- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019

2019 Changes in Actuarial Assumptions:

- The mortality improvement scale was changed from Scale MP-2017 to Scale MP-2018

2018 Changes in Actuarial Assumptions:

- The discount rate decreased from 7.50% to 6.75%
- The expected return on plan assets decreased from 7.50% to 6.75%
- The price of inflation assumption was decreased from 2.75% to 2.50%
- The mortality improvement scale was changed from Scale MP-2016 to Scale MP-2017

2017 Changes in Actuarial Assumptions:

- The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016.

2016 Changes in Actuarial Assumptions:

- The discount rate increased from 6.75% to 7.50%
- The expected return on plan assets increased from 6.75% to 7.50%

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### **Special Revenue Funds**

Special revenue funds account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

**Telecommunications:** accounts for the revenue and expenditures in the administration, maintenance, and participant activities divisions for Telecommunications

**License Center:** accounts for the revenue and expenditures used to provide state hunting, fishing and motor vehicle licenses, as well as passports.

**Charitable Gambling:** accounts for the revenue and expenditures used from charitable gambling

**Opioid Settlement Fund:** accounts for the revenue and expenditures used towards preventing the abuse of opioid addiction.



|                                                | Tele-<br>communications | License<br>Center   | Charitable<br>Gambling | Opioid           | Total<br>Nonmajor<br>Special<br>Revenue Funds |
|------------------------------------------------|-------------------------|---------------------|------------------------|------------------|-----------------------------------------------|
| <b>ASSETS</b>                                  |                         |                     |                        |                  |                                               |
| Cash and investments                           | \$ 81,427               | \$ 970,776          | \$ 20,252              | \$ 88,660        | \$ 1,161,115                                  |
| Investment interest receivable                 | 299                     | 2,016               | 47                     | 326              | 2,688                                         |
| Accounts receivable                            | 86,702                  | 449,280             | -                      | -                | 535,982                                       |
| Taxes receivable                               | 3,231                   | -                   | -                      | -                | 3,231                                         |
| Prepaid items                                  | -                       | -                   | 14,517                 | -                | 14,517                                        |
| <b>TOTAL ASSETS</b>                            | <b>171,659</b>          | <b>1,422,072</b>    | <b>34,816</b>          | <b>88,986</b>    | <b>1,717,533</b>                              |
| <b>LIABILITIES</b>                             |                         |                     |                        |                  |                                               |
| Accounts payable                               | 82,021                  | 31,409              | 35,525                 | -                | 148,955                                       |
| Accrued payroll                                | 9,115                   | 45,441              | 350                    | -                | 54,906                                        |
| Due to other governmental units                | 5,303                   | 1,037,293           | 230                    | -                | 1,042,826                                     |
| <b>Total Liabilities</b>                       | <b>96,439</b>           | <b>1,114,143</b>    | <b>36,105</b>          | <b>-</b>         | <b>1,246,687</b>                              |
| Deferred Inflows of Resources                  |                         |                     |                        |                  |                                               |
| Unavailable Revenue - property taxes           | 2,452                   | -                   | -                      | -                | 2,452                                         |
| <b>Total Deferred Inflows of Resources</b>     | <b>2,452</b>            | <b>-</b>            | <b>-</b>               | <b>-</b>         | <b>2,452</b>                                  |
| <b>FUND BALANCE</b>                            |                         |                     |                        |                  |                                               |
| Nonspendable                                   | -                       | -                   | 14,517                 | -                | 14,517                                        |
| Restricted                                     |                         |                     |                        |                  |                                               |
| Law Enforcement                                | -                       | -                   | -                      | 88,986           | 88,986                                        |
| Telecommunications                             | 72,768                  | -                   | -                      | -                | 72,768                                        |
| Assigned                                       |                         |                     |                        |                  |                                               |
| License center improvements                    | -                       | 307,929             | -                      | -                | 307,929                                       |
| Unassigned                                     | -                       | -                   | (15,806)               | -                | (15,806)                                      |
| <b>Total Fund Balances</b>                     | <b>72,768</b>           | <b>307,929</b>      | <b>(1,289)</b>         | <b>88,986</b>    | <b>468,394</b>                                |
| <b>TOTAL LIABILITIES<br/>AND FUND BALANCES</b> | <b>\$ 171,659</b>       | <b>\$ 1,422,072</b> | <b>\$ 34,816</b>       | <b>\$ 88,986</b> | <b>\$ 1,717,533</b>                           |

## COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

(Page 1 of 1)

## NONMAJOR SPECIAL REVENUE FUNDS

For the Fiscal Year Ended December 31, 2023

|                                                              | Tele-<br>Communications | License<br>Center | Charitable<br>Gambling | Opioid    | Total<br>Nonmajor<br>Special<br>Revenue Funds |
|--------------------------------------------------------------|-------------------------|-------------------|------------------------|-----------|-----------------------------------------------|
| <b>REVENUES</b>                                              |                         |                   |                        |           |                                               |
| Taxes                                                        | \$ 122,815              | \$ -              | \$ -                   | \$ -      | \$ 122,815                                    |
| Intergovernmental revenue                                    | -                       | 127,697           | -                      | -         | 127,697                                       |
| Gambling taxes                                               | -                       | -                 | 41,619                 | -         | 41,619                                        |
| Charges for services                                         | -                       | 2,120,745         | -                      | -         | 2,120,745                                     |
| Cable franchise taxes                                        | 354,531                 | -                 | -                      | -         | 354,531                                       |
| Donations                                                    | -                       | -                 | 98,073                 | -         | 98,073                                        |
| Investment income                                            |                         |                   |                        |           |                                               |
| Interest earned on investments                               | 786                     | 13,463            | 377                    | 2,021     | 16,647                                        |
| Increase (decrease) in fair value of investments             | (5,875)                 | (32,617)          | 240                    | (5,114)   | (43,366)                                      |
| Miscellaneous Revenue                                        | 46,000                  | -                 | -                      | 18,557    | 64,557                                        |
| Total Revenues                                               | 518,257                 | 2,229,288         | 140,309                | 15,464    | 2,903,318                                     |
| <b>EXPENDITURES</b>                                          |                         |                   |                        |           |                                               |
| Current                                                      |                         |                   |                        |           |                                               |
| General Government                                           | 584,741                 | 1,849,572         | 140,309                | -         | 2,574,622                                     |
| Total Expenditures                                           | 584,741                 | 1,849,572         | 140,309                | -         | 2,574,622                                     |
| Excess (Deficiency) of Revenues Over<br>(Under) Expenditures | (66,484)                | 379,716           | -                      | 15,464    | 328,696                                       |
| <b>OTHER FINANCING SOURCES (USES)</b>                        |                         |                   |                        |           |                                               |
| Transfers In                                                 | 20,444                  | -                 | -                      | -         | 20,444                                        |
| Transfers Out                                                | -                       | (504,318)         | -                      | -         | (504,318)                                     |
| Total Other Financing Sources (Uses)                         | 20,444                  | (504,318)         | -                      | -         | (483,874)                                     |
| Net Change in Fund Balances                                  | (46,040)                | (124,602)         | -                      | 15,464    | (155,178)                                     |
| FUND BALANCES, January 1                                     | 118,808                 | 432,531           | (1,289)                | 73,522    | 623,572                                       |
| FUND BALANCES, December 31                                   | \$ 72,768               | \$ 307,929        | \$ (1,289)             | \$ 88,986 | \$ 468,394                                    |

|                                                          | Budgeted Amounts |            | Actual<br>Amounts | Variance With<br>Final Budget |
|----------------------------------------------------------|------------------|------------|-------------------|-------------------------------|
|                                                          | Original         | Final      |                   |                               |
| <b>REVENUES</b>                                          |                  |            |                   |                               |
| Taxes                                                    | \$ 126,890       | \$ 126,890 | \$ 122,815        | \$ (4,075)                    |
| Cable franchise taxes                                    | 376,000          | 376,000    | 354,531           | (21,469)                      |
| Investment income                                        |                  |            |                   |                               |
| Interest earned on investments                           | 500              | 500        | 786               | 286                           |
| Increase (decrease) in fair value of investments         | -                | -          | (5,875)           | (5,875)                       |
| Miscellaneous Revenue                                    | 46,000           | 46,000     | 46,000            | -                             |
| Total Revenues                                           | 549,390          | 549,390    | 518,257           | (31,133)                      |
| <b>EXPENDITURES</b>                                      |                  |            |                   |                               |
| Current                                                  |                  |            |                   |                               |
| General government                                       |                  |            |                   |                               |
| Personal services                                        | 340,020          | 340,020    | 331,412           | 8,608                         |
| Supplies and materials                                   | 1,000            | 1,000      | -                 | 1,000                         |
| Other services and charges                               | 234,370          | 234,370    | 253,329           | (18,959)                      |
| Total Expenditures                                       | 575,390          | 575,390    | 584,741           | (9,351)                       |
| Excess (Deficiency) of Revenue Over (Under) Expenditures | (26,000)         | (26,000)   | (66,484)          | (40,484)                      |
| <b>OTHER FINANCING SOURCES (USES)</b>                    |                  |            |                   |                               |
| Transfers In                                             | -                | -          | 20,444            | 20,444                        |
| Net Change in Fund Balance                               | (26,000)         | (26,000)   | (46,040)          | (20,040)                      |
| FUND BALANCE, January 1                                  | 118,808          | 118,808    | 118,808           | -                             |
| FUND BALANCE, December 31                                | \$ 92,808        | \$ 92,808  | \$ 72,768         | \$ (20,040)                   |

**City of Roseville, Minnesota**

SUPPLEMENTARY INFORMATION

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

LICENSE CENTER FUND

For the Fiscal Year Ended December 31, 2023

**Schedule 14**

(Page 1 of 1)

|                                                          | Budgeted Amounts |            | Actual<br>Amounts | Variance With<br>Final Budget |
|----------------------------------------------------------|------------------|------------|-------------------|-------------------------------|
|                                                          | Original         | Final      |                   |                               |
| <b>REVENUES</b>                                          |                  |            |                   |                               |
| Intergovernmental revenue (Schedule 5)                   | \$ -             | \$ -       | \$ 127,697        | \$ 127,697                    |
| Charges for services                                     | 2,100,000        | 2,100,000  | 2,120,745         | 20,745                        |
| Investment income                                        |                  |            |                   |                               |
| Interest earned on investments                           | 1,000            | 1,000      | 13,463            | 12,463                        |
| Increase (decrease) in fair value of investments         | -                | -          | (32,617)          | (32,617)                      |
| Total Revenues                                           | 2,101,000        | 2,101,000  | 2,229,288         | 128,288                       |
| <b>EXPENDITURES</b>                                      |                  |            |                   |                               |
| Current                                                  |                  |            |                   |                               |
| General government                                       |                  |            |                   |                               |
| Personal services                                        | 1,683,210        | 1,683,210  | 1,621,265         | 61,945                        |
| Supplies and materials                                   | 29,000           | 29,000     | 35,535            | (6,535)                       |
| Other services and charges                               | 180,620          | 180,620    | 192,772           | (12,152)                      |
| Total Expenditures                                       | 1,892,830        | 1,892,830  | 1,849,572         | 43,258                        |
| Excess (Deficiency) of Revenue Over (Under) Expenditures | 208,170          | 208,170    | 379,716           | 171,546                       |
| <b>OTHER FINANCING SOURCES (USES)</b>                    |                  |            |                   |                               |
| Transfers Out                                            | (302,000)        | (302,000)  | (504,318)         | (202,318)                     |
| Net Change in Fund Balance                               | (93,830)         | (93,830)   | (124,602)         | (30,772)                      |
| FUND BALANCE, January 1                                  | 432,531          | 432,531    | 432,531           | -                             |
| FUND BALANCE, December 31                                | \$ 338,701       | \$ 338,701 | \$ 307,929        | \$ (30,772)                   |

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

## CHARTABLE GAMBLING FUND

For the Fiscal Year Ended December 31, 2023

|                                                  | Budgeted Amounts |            | Actual<br>Amounts | Variance With<br>Final Budget |
|--------------------------------------------------|------------------|------------|-------------------|-------------------------------|
|                                                  | Original         | Final      |                   |                               |
| <b>REVENUES</b>                                  |                  |            |                   |                               |
| Gambling taxes                                   | \$ 33,406        | \$ 33,406  | \$ 41,619         | \$ 8,213                      |
| Donations                                        | 120,000          | 120,000    | 98,073            | (21,927)                      |
| Investment income                                |                  |            |                   |                               |
| Interest earned on investments                   | -                | -          | 377               | 377                           |
| Increase (decrease) in fair value of investments | -                | -          | 240               | 240                           |
| Total Revenues                                   | 153,406          | 153,406    | 140,309           | (13,097)                      |
| <b>EXPENDITURES</b>                              |                  |            |                   |                               |
| Current                                          |                  |            |                   |                               |
| General government                               |                  |            |                   |                               |
| Personal services                                | 33,176           | 33,406     | 27,101            | 6,305                         |
| Other services and charges                       | 75,000           | 120,000    | 113,208           | 6,792                         |
| Total Expenditures                               | 108,176          | 153,406    | 140,309           | 13,097                        |
| Net Change in Fund Balance                       | 45,230           | -          | -                 | -                             |
| FUND BALANCE, January 1                          | (1,289)          | (1,289)    | (1,289)           | -                             |
| FUND BALANCE, December 31                        | \$ 43,941        | \$ (1,289) | \$ (1,289)        | \$ -                          |

Internal Service funds account for the financing of goods or services provided by one department to other departments or to other governmental units.

**Workers' Compensation Self Insurance Fund-Outside Services:** accounts for revenue and expenditures in the administration and servicing of workers' compensation claims

**Risk Management Fund:** accounts for the revenue and expenditures in the administration and servicing of general liability claims.

|                                 | Workers'<br>Compensation<br>Self-Insurance | Risk<br>Management | Total Internal<br>Service Funds |
|---------------------------------|--------------------------------------------|--------------------|---------------------------------|
| <b>ASSETS</b>                   |                                            |                    |                                 |
| Current Assets                  |                                            |                    |                                 |
| Cash and cash equivalents       | \$ 610,687                                 | \$ 787,917         | \$ 1,398,604                    |
| Investments interest receivable | 2,142                                      | 2,896              | 5,038                           |
| Total Assets                    | <u>612,829</u>                             | <u>790,813</u>     | <u>1,403,642</u>                |
| <b>LIABILITIES</b>              |                                            |                    |                                 |
| Current Liabilities             |                                            |                    |                                 |
| Accounts payable                | 29,856                                     | 16,459             | 46,315                          |
| Insurance claims payable        | 132,976                                    | 34,076             | 167,052                         |
| Total Current Liabilities       | <u>162,832</u>                             | <u>50,535</u>      | <u>213,367</u>                  |
| Noncurrent Liabilities          |                                            |                    |                                 |
| Insurance claims payable        | 44,057                                     | 142,815            | 186,872                         |
| Total Noncurrent Liabilities    | <u>44,057</u>                              | <u>142,815</u>     | <u>186,872</u>                  |
| TOTAL LIABILITIES               | <u>206,889</u>                             | <u>193,350</u>     | <u>400,239</u>                  |
| <b>NET POSITION</b>             |                                            |                    |                                 |
| Unrestricted                    | <u>405,940</u>                             | <u>597,463</u>     | <u>1,003,403</u>                |
| TOTAL NET POSITION              | <u>\$ 405,940</u>                          | <u>\$ 597,463</u>  | <u>\$ 1,003,403</u>             |

City of Roseville, Minnesota  
COMBINING STATEMENT OF REVENUES,  
EXPENSES AND CHANGES IN FUND NET POSITION  
INTERNAL SERVICE FUNDS  
For the Fiscal Year Ended December 31, 2023

Statement 14  
(Page 1 of 1)

|                                                  | Workers'<br>Compensation<br>Self-Insurance | Risk<br>Management | Total<br>Internal Service<br>Funds |
|--------------------------------------------------|--------------------------------------------|--------------------|------------------------------------|
| <b>OPERATING REVENUES</b>                        |                                            |                    |                                    |
| Departmental charges                             | \$ 92,707                                  | \$ 250,878         | \$ 343,585                         |
| Employee charges                                 | -                                          | 12,122             | 12,122                             |
| Total Operating Revenues                         | 92,707                                     | 263,000            | 355,707                            |
| <b>OPERATING EXPENSES</b>                        |                                            |                    |                                    |
| Professional services                            | 8,913                                      | 10,684             | 19,597                             |
| Supplies                                         | -                                          | -                  | -                                  |
| Insurance                                        | 86,568                                     | 257,588            | 344,156                            |
| Training                                         | -                                          | 3,789              | 3,789                              |
| Payment of claims                                | 273,489                                    | 166,499            | 439,988                            |
| Total Operating Expenses                         | 368,970                                    | 438,560            | 807,530                            |
| OPERATING INCOME (LOSS)                          | (276,263)                                  | (175,560)          | (451,823)                          |
| <b>NON-OPERATING REVENUES (EXPENSES)</b>         |                                            |                    |                                    |
| Investment Income                                |                                            |                    |                                    |
| Interest Earned on Investments                   | 13,579                                     | 16,328             | 29,907                             |
| Increase (Decrease) in Fair Value of Investments | 33,726                                     | 37,605             | 71,331                             |
| Total Non-Operating Revenues (Expenses)          | 47,305                                     | 53,933             | 101,238                            |
| Change in Net Position                           | (228,958)                                  | (121,627)          | (350,585)                          |
| NET POSITION, January 1                          | 634,898                                    | 719,090            | 1,353,988                          |
| NET POSITION, December 31                        | \$ 405,940                                 | \$ 597,463         | \$ 1,003,403                       |



|                                                                                                          | Workers'<br>Compensation<br>Self-Insurance | Risk<br>Management | Total        |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------|--------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                                                              |                                            |                    |              |
| Cash received from customers and users, including deposits                                               | \$ 92,707                                  | \$ 250,878         | \$ 343,585   |
| Cash payments to suppliers for goods and services                                                        | (210,654)                                  | (296,332)          | (506,986)    |
| Cash payments to employees and others for resolved claims                                                | -                                          | 12,122             | 12,122       |
| NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES                                                         | (117,947)                                  | (33,332)           | (151,279)    |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                                                              |                                            |                    |              |
| Interest on investments received                                                                         | 13,658                                     | 16,201             | 29,859       |
| Increase (Decrease) in Fair Value of Investments                                                         | 33,726                                     | 37,605             | 71,331       |
| NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES                                                         | 47,384                                     | 53,806             | 101,190      |
| NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS                                                     | (70,563)                                   | 20,474             | (50,089)     |
| CASH AND CASH EQUIVALENTS, JANUARY 1                                                                     | 681,250                                    | 767,443            | 1,448,693    |
| CASH AND CASH EQUIVALENTS, DECEMBER 31                                                                   | 610,687                                    | 787,917            | 1,398,604    |
| <b>RECONCILIATION OF OPERATING INCOME (LOSS) TO<br/>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b> |                                            |                    |              |
| Operating Income (Loss)                                                                                  | (276,263)                                  | (175,560)          | (451,823)    |
| Adjustments to Reconcile Operating Income to<br>Net Cash Provided (Used) by Operating Activities         |                                            |                    |              |
| Changes in elements affecting cash                                                                       |                                            |                    |              |
| Increase (Decrease) in Accounts payable                                                                  | 14,299                                     | (588)              | 13,711       |
| Increase (Decrease) in Insurance claim payable                                                           | 144,017                                    | 142,816            | 286,833      |
| Total Adjustments                                                                                        | 158,316                                    | 142,228            | 300,544      |
| NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES                                                         | \$ (117,947)                               | \$ (33,332)        | \$ (151,279) |
| <b>NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITIES</b>                                               |                                            |                    |              |
| Increase/(Decrease) in fair value of investments                                                         | \$ 33,726                                  | \$ 37,605          | \$ 71,331    |

## STATISTICAL SECTION

This part of the City of Roseville's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City of Roseville's overall financial health.

| <b>Contents:</b>                                                                                                                                                                                                                 | <b>Page</b>    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>Financial Trends</b>                                                                                                                                                                                                          | <b>113-119</b> |
| These schedules contain trend information to help the reader understand how the City of Roseville's financial performance and well-being have changed over time.                                                                 |                |
| <b>Revenue Capacity</b>                                                                                                                                                                                                          | <b>121-127</b> |
| These schedules contain information to help the reader assess the City of Roseville's most significant local revenue source, the property tax.                                                                                   |                |
| <b>Debt Capacity</b>                                                                                                                                                                                                             | <b>128-131</b> |
| These schedules present information to help the reader assess the affordability of the City of Roseville's current levels of outstanding debt and the City's ability to issue additional debt in the future.                     |                |
| <b>Demographic and Economic Information</b>                                                                                                                                                                                      | <b>132-133</b> |
| These schedules offer demographic and economic indicators to help the reader understand the environment within which the City of Roseville's financial activities take place.                                                    |                |
| <b>Operating Indicators</b>                                                                                                                                                                                                      | <b>135-139</b> |
| These schedules contain service and infrastructure data to help the reader understand how the information in the City of Roseville's financial report relates to the services the City provides, and the activities it performs. |                |

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**City of Roseville, Minnesota**  
**NET POSITION BY COMPONENT**  
Last Ten Fiscal Years  
*(accrual basis of accounting)*

**Table 1**  
(Page 1 of 1)  
**Unaudited**

|                                             | Fiscal Year    |                |                |                |                |
|---------------------------------------------|----------------|----------------|----------------|----------------|----------------|
|                                             | 2014           | 2015           | 2016           | 2017           | 2018           |
| <b>Governmental Activities</b>              |                |                |                |                |                |
| Net Investment in Capital Assets            | \$ 116,028,830 | \$ 120,125,324 | \$ 119,959,369 | \$ 121,203,724 | \$ 121,613,755 |
| Restricted                                  | 14,072,227     | 18,157,117     | 13,847,317     | 13,523,329     | 11,908,357     |
| Unrestricted                                | 25,475,158     | 12,948,135     | 16,617,276     | 11,181,711     | 10,192,853     |
| Total Governmental Activities Net Position  | 155,576,215    | 151,230,576    | 150,423,962    | 145,908,764    | 143,714,965    |
| <b>Business-Type Activities</b>             |                |                |                |                |                |
| Net Investment in Capital Assets            | 25,215,099     | 28,391,384     | 30,729,106     | 33,862,002     | 37,768,901     |
| Restricted                                  | -              | -              | -              | -              | -              |
| Unrestricted                                | 4,563,269      | 2,467,956      | 1,593,595      | 926,515        | 762,222        |
| Total Business-Type Activities Net Position | 29,778,368     | 30,859,340     | 32,322,701     | 34,788,517     | 38,531,123     |
| <b>Primary Government</b>                   |                |                |                |                |                |
| Net Investment in Capital Assets            | 141,243,929    | 148,516,708    | 150,688,475    | 155,065,726    | 159,382,656    |
| Restricted                                  | 14,072,227     | 18,157,117     | 13,847,317     | 13,523,329     | 11,908,357     |
| Unrestricted                                | 30,038,427     | 15,416,091     | 18,210,871     | 12,108,226     | 10,955,075     |
| Total Primary Government Net Position       | \$ 185,354,583 | \$ 182,089,916 | \$ 182,746,663 | \$ 180,697,281 | \$ 182,246,088 |

|                                             | Fiscal Year    |                |                |                |                |
|---------------------------------------------|----------------|----------------|----------------|----------------|----------------|
|                                             | 2019           | 2020           | 2021           | 2022           | 2023           |
| <b>Governmental Activities</b>              |                |                |                |                |                |
| Net Investment in Capital Assets            | \$ 122,449,714 | \$ 123,848,344 | \$ 122,812,999 | \$ 126,195,186 | \$ 126,897,771 |
| Restricted                                  | 13,744,369     | 17,447,435     | 13,047,725     | 13,652,088     | 22,378,993     |
| Unrestricted                                | 12,256,314     | 12,428,273     | 23,600,568     | 18,620,362     | 14,773,190     |
| Total Governmental Activities Net Position  | 148,450,397    | 153,724,052    | 159,461,292    | 158,467,636    | 164,049,954    |
| <b>Business-Type Activities</b>             |                |                |                |                |                |
| Net Investment in Capital Assets            | 40,295,471     | 39,212,702     | 46,264,802     | 47,163,517     | 46,378,287     |
| Restricted                                  | -              | -              | -              | -              | -              |
| Unrestricted                                | (370,939)      | 4,109,521      | 1,223,840      | 2,446,518      | 7,873,679      |
| Total Business-Type Activities Net Position | 39,924,532     | 43,322,223     | 47,488,642     | 49,610,035     | 54,251,966     |
| <b>Primary Government</b>                   |                |                |                |                |                |
| Net Investment in Capital Assets            | 162,745,185    | 163,061,046    | 169,077,801    | 173,358,703    | 173,276,058    |
| Restricted                                  | 13,744,369     | 17,447,435     | 13,047,725     | 13,652,088     | 22,378,993     |
| Unrestricted                                | 11,885,375     | 16,537,794     | 24,824,408     | 21,066,880     | 22,646,869     |
| Total Primary Government Net Position       | \$ 188,374,929 | \$ 197,046,275 | \$ 206,949,934 | \$ 208,077,671 | \$ 218,301,920 |

**City of Roseville, Minnesota**  
**CHANGES IN NET POSITION**  
Last Ten Fiscal Years  
*(accrual basis of accounting)*

**Table 2**  
(Page 1 of 2)  
**Unaudited**

| Expenses                                                              | Fiscal Year     |                 |                 |                 |                 |
|-----------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                                                                       | 2014            | 2015            | 2016            | 2017            | 2018            |
| Governmental activities:                                              |                 |                 |                 |                 |                 |
| General government                                                    | \$ 5,856,306    | \$ 6,126,713    | \$ 7,615,373    | \$ 8,180,795    | \$ 8,435,979    |
| Public safety                                                         | 9,254,988       | 10,307,351      | 13,102,041      | 12,490,251      | 12,702,978      |
| Public works                                                          | 5,249,925       | 4,834,914       | 9,676,272       | 7,759,394       | 8,095,118       |
| Parks and recreation                                                  | 5,690,332       | 4,653,377       | 5,185,845       | 6,315,824       | 6,185,924       |
| Economic development                                                  | 1,671,768       | 2,603,186       | 4,729,987       | 4,047,461       | 1,229,029       |
| Interest on long-term debt                                            | 881,887         | 886,950         | 813,509         | 785,702         | 708,583         |
| Total governmental activities expenses                                | 28,605,206      | 29,412,491      | 41,123,027      | 39,579,427      | 37,357,611      |
| Business-type activities:                                             |                 |                 |                 |                 |                 |
| Sewer                                                                 | 3,651,174       | 3,541,971       | 3,815,857       | 3,982,565       | 4,148,465       |
| Water                                                                 | 5,553,800       | 5,698,196       | 5,977,512       | 6,274,835       | 5,919,239       |
| Golf                                                                  | 339,911         | 306,814         | 340,677         | 367,665         | 448,514         |
| Storm Drainage                                                        | 1,324,675       | 1,120,225       | 1,327,856       | 1,237,523       | 1,272,724       |
| Recycling                                                             | 449,490         | 463,018         | 480,918         | 506,058         | 551,590         |
| Total business-type activities expenses                               | 11,319,050      | 11,130,224      | 11,942,820      | 12,368,646      | 12,340,532      |
| Total primary government expenses                                     | \$ 39,924,256   | \$ 40,542,715   | \$ 53,065,847   | \$ 51,948,073   | \$ 49,698,143   |
| <b>Program Revenues</b>                                               |                 |                 |                 |                 |                 |
| Governmental activities:                                              |                 |                 |                 |                 |                 |
| Charges for services:                                                 |                 |                 |                 |                 |                 |
| General government                                                    | \$ 3,382,230    | \$ 3,738,297    | \$ 4,059,091    | \$ 4,550,361    | \$ 5,418,566    |
| Public safety                                                         | 1,804,563       | 1,772,335       | 2,358,147       | 1,812,758       | 2,018,293       |
| Parks and recreation                                                  | 2,000,010       | 2,297,610       | 2,390,468       | 2,314,762       | 2,567,059       |
| Other activities                                                      | 292,365         | 405,930         | 1,009,329       | 646,320         | 1,246,974       |
| Operating grants and contributions                                    | 967,703         | 1,055,810       | 1,219,715       | 1,418,596       | 1,535,286       |
| Capital grants and contributions                                      | 1,013,102       | 2,368,626       | 2,137,095       | 1,209,349       | 708,900         |
| Total governmental activities program revenues                        | 9,459,973       | 11,638,608      | 13,173,845      | 11,952,146      | 13,495,078      |
| Business-type activities:                                             |                 |                 |                 |                 |                 |
| Charges for Services:                                                 |                 |                 |                 |                 |                 |
| Sewer                                                                 | 4,225,532       | 4,561,235       | 4,808,303       | 5,270,628       | 5,458,020       |
| Water                                                                 | 6,662,997       | 6,643,628       | 6,687,934       | 6,613,415       | 6,649,903       |
| Golf                                                                  | 291,036         | 325,460         | 333,222         | 288,440         | 305,905         |
| Storm Drainage                                                        | 1,722,757       | 1,696,055       | 1,798,727       | 1,947,644       | 2,019,311       |
| Recycling                                                             | 367,469         | 348,965         | 371,871         | 436,304         | 427,065         |
| Operating grants and contributions                                    | 70,419          | 189,251         | 90,533          | 87,901          | 124,248         |
| Capital grants and contributions                                      | 470,967         | 2,000           | 277,055         | 0               | 50,000          |
| Total business-type activities program revenues                       | 13,811,177      | 13,766,594      | 14,367,645      | 14,644,332      | 15,034,452      |
| Total primary government program revenues                             | \$ 23,271,150   | \$ 25,405,202   | \$ 27,541,490   | \$ 26,596,478   | \$ 28,529,530   |
| Net (expense)/revenue                                                 |                 |                 |                 |                 |                 |
| Governmental activities                                               | \$ (19,145,233) | \$ (17,773,883) | \$ (27,949,182) | \$ (27,627,281) | \$ (23,862,533) |
| Business-type activities                                              | 2,492,127       | 2,636,370       | 2,424,825       | 2,275,686       | 2,693,920       |
| Total primary government net expense                                  | \$ (16,653,106) | \$ (15,137,513) | \$ (25,524,357) | \$ (25,351,595) | \$ (21,168,613) |
| <b>General Revenues and Other Changes in Net Assets</b>               |                 |                 |                 |                 |                 |
| Governmental activities:                                              |                 |                 |                 |                 |                 |
| Taxes                                                                 |                 |                 |                 |                 |                 |
| Property taxes                                                        | \$ 17,318,833   | \$ 17,710,161   | \$ 19,550,627   | \$ 20,730,169   | \$ 20,918,842   |
| Tax increments                                                        | 1,927,267       | 2,220,661       | 1,677,742       | 1,191,202       | 922,055         |
| Cable franchisetaxes                                                  | 448,088         | 436,851         | 449,920         | 452,123         | 403,224         |
| Gambling taxes                                                        | 77,604          | 83,879          | 93,815          | 58,581          | 38,018          |
| Grants and contributions not restricted to specific programs          | 249,375         | 24,435          | 24,435          | 27,208          | 98,710          |
| Unrestricted investment earnings                                      | 474,218         | 579,253         | 758,630         | 860,242         | 378,063         |
| Unrestricted net increase (decrease) in the fair value of Investments | 1,614,919       | 119,627         | (897,640)       | (197,305)       | (115,486)       |
| Gain on sale of capital assets                                        | -               | -               | 129,474         | 112,600         | 65,101          |
| Special Item - Disposal of Metro-INET                                 |                 |                 |                 |                 |                 |
| Transfers                                                             | 782,000         | 782,000         | 805,000         | (122,737)       | (1,039,793)     |
| Total governmental activities                                         | 22,892,304      | 21,956,867      | 22,592,003      | 23,112,083      | 21,668,734      |
| Business-type activities:                                             |                 |                 |                 |                 |                 |
| Unrestricted investment earnings                                      | 56,806          | 45,199          | 36,658          | 31,735          | 6,039           |
| Unrestricted net increase(decrease) in the fair value of investments  | 241,243         | 5,129           | (46,107)        | 10,985          | 872             |
| Bond Interest Payable                                                 | -               | -               | -               | -               | -               |
| Gain on sale of capital assets                                        | 10,513          | 145,442         | 7,635           | 24,673          | 1,982           |
| Transfers                                                             | (782,000)       | (782,000)       | (805,000)       | 122,737         | 1,039,793       |
| Total business-type activities                                        | (473,438)       | (586,230)       | (806,814)       | 190,130         | 1,048,686       |
| Total primary government                                              | \$ 22,418,866   | \$ 21,370,637   | \$ 21,785,189   | \$ 23,302,213   | \$ 22,717,420   |
| <b>Change in Net Position</b>                                         |                 |                 |                 |                 |                 |
| Governmental activities                                               | \$ 3,747,071    | \$ 4,182,984    | \$ (5,357,179)  | \$ (4,515,198)  | \$ (2,193,799)  |
| Business-type activities                                              | 2,018,689       | 2,050,140       | 1,618,011       | 2,465,816       | 3,742,606       |
| Total primary government                                              | \$ 5,765,760    | \$ 6,233,124    | \$ (3,739,168)  | \$ (2,049,382)  | \$ 1,548,807    |

**City of Roseville, Minnesota**  
**CHANGES IN NET POSITION**  
Last Ten Fiscal Years  
*(accrual basis of accounting)*

**Table 2**  
**(Page 2 of 2)**  
**Unaudited**

| Expenses                                                              | Fiscal Year     |                 |                 |                 |                 |
|-----------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                                                                       | 2019            | 2020            | 2021            | 2022            | 2023            |
| Governmental activities:                                              |                 |                 |                 |                 |                 |
| General government                                                    | \$ 8,890,774    | \$ 10,031,213   | \$ 9,700,733    | \$ 11,681,627   | \$ 8,353,906    |
| Public safety                                                         | 12,109,598      | 13,334,603      | 12,199,338      | 16,967,185      | 17,997,888      |
| Public works                                                          | 6,201,372       | 5,804,335       | 5,784,692       | 8,777,781       | 6,592,587       |
| Parks and recreation                                                  | 5,719,426       | 5,847,653       | 6,345,259       | 7,315,293       | 7,525,663       |
| Economic development                                                  | 1,653,281       | 2,766,163       | 3,536,319       | 3,985,490       | 1,887,813       |
| Interest on long-term debt                                            | 643,081         | 660,497         | 523,904         | 396,986         | 343,509         |
| Total governmental activities expenses                                | 35,217,532      | 38,444,464      | 38,090,245      | 49,124,362      | 42,701,366      |
| Business-type activities:                                             |                 |                 |                 |                 |                 |
| Sewer                                                                 | 5,199,878       | 4,748,858       | 4,569,332       | 4,558,112       | 4,788,374       |
| Water                                                                 | 6,134,757       | 6,654,634       | 7,406,174       | 8,007,013       | 9,424,806       |
| Golf                                                                  | 430,186         | 480,815         | 501,318         | 521,681         | 622,209         |
| Storm Drainage                                                        | 1,422,743       | 1,814,662       | 1,498,814       | 1,672,286       | 1,901,167       |
| Recycling                                                             | 604,052         | 638,481         | 586,429         | 867,109         | 869,967         |
| Total business-type activities expenses                               | 13,791,616      | 14,337,450      | 14,562,067      | 15,626,201      | 17,606,523      |
| Total primary government expenses                                     | \$ 49,009,148   | \$ 52,781,914   | \$ 52,652,312   | \$ 64,750,563   | \$ 60,307,889   |
| <b>Program Revenues</b>                                               |                 |                 |                 |                 |                 |
| Governmental activities:                                              |                 |                 |                 |                 |                 |
| Charges for services:                                                 |                 |                 |                 |                 |                 |
| General government                                                    | \$ 6,178,307    | \$ 6,691,937    | \$ 7,169,949    | \$ 8,233,716    | \$ 4,370,052    |
| Public safety                                                         | 3,132,557       | 2,696,195       | 2,503,363       | 2,395,139       | 2,321,438       |
| Parks and recreation                                                  | 2,837,337       | 1,216,481       | 2,175,626       | 3,575,149       | 2,940,040       |
| Other activities                                                      | 443,830         | 412,534         | 453,650         | 419,578         | 461,395         |
| Operating grants and contributions                                    | 2,018,835       | 4,905,134       | 4,816,658       | 5,513,179       | 4,847,508       |
| Capital grants and contributions                                      | 257,859         | 2,236,032       | 885,421         | 6,205,118       | 1,544,559       |
| Total governmental activities program revenues                        | 14,868,725      | 18,158,313      | 18,004,667      | 26,341,879      | 16,484,992      |
| Business-type activities:                                             |                 |                 |                 |                 |                 |
| Charges for Services:                                                 |                 |                 |                 |                 |                 |
| Sewer                                                                 | 5,733,880       | 5,837,210       | 6,162,785       | 6,284,669       | 6,630,712       |
| Water                                                                 | 6,806,682       | 7,000,085       | 7,244,014       | 7,984,635       | 10,140,144      |
| Golf                                                                  | 378,383         | 362,572         | 454,586         | 460,845         | 500,989         |
| Storm Drainage                                                        | 1,999,186       | 3,562,737       | 2,654,349       | 2,235,351       | 2,964,884       |
| Recycling                                                             | 477,805         | 584,022         | 765,140         | 861,343         | 965,219         |
| Operating grants and contributions                                    | 540,008         | 236,960         | 280,245         | 95,927          | 182,014         |
| Capital grants and contributions                                      | 8,492           | 28,125          | 1,177,519       | 98,211          | 349,840         |
| Total business-type activities program revenues                       | 15,944,436      | 17,611,711      | 18,738,638      | 18,020,981      | 21,733,802      |
| Total primary government program revenues                             | \$ 30,813,161   | \$ 35,770,024   | \$ 36,743,305   | \$ 44,362,860   | \$ 38,218,794   |
| Net (expense)/revenue                                                 |                 |                 |                 |                 |                 |
| Governmental activities                                               | \$ (20,348,807) | \$ (20,286,151) | \$ (20,085,578) | \$ (22,782,483) | \$ (26,216,374) |
| Business-type activities                                              | 2,152,820       | 3,274,261       | 4,176,571       | 2,394,780       | 4,127,279       |
| Total primary government net expense                                  | \$ (18,195,987) | \$ (17,011,890) | \$ (15,909,007) | \$ (20,387,703) | \$ (22,089,095) |
| <b>General Revenues and Other Changes in Net Assets</b>               |                 |                 |                 |                 |                 |
| Governmental activities:                                              |                 |                 |                 |                 |                 |
| Taxes                                                                 |                 |                 |                 |                 |                 |
| Property taxes                                                        | \$ 21,166,310   | \$ 23,376,184   | \$ 24,252,351   | \$ 24,964,220   | \$ 26,143,346   |
| Tax increments                                                        | 1,151,987       | 927,912         | 1,211,482       | 1,400,327       | 2,429,997       |
| Cable franchise taxes                                                 | 383,550         | 379,648         | 385,750         | 374,855         | 354,531         |
| Gambling taxes                                                        | 41,535          | 30,487          | 37,258          | 42,688          | 41,619          |
| Grants and contributions not restricted to specific programs          | 72,372          | -               | -               | -               | -               |
| Unrestricted investment earnings                                      | 568,744         | 319,237         | 436,027         | 648,345         | 1,117,581       |
| Unrestricted net increase (decrease) in the fair value of Investments | 842,941         | 285,640         | (510,189)       | (5,596,474)     | 1,961,633       |
| Gain on sale of capital assets                                        | 46,800          | 90,058          | 10,139          | 1,464,277       | 249,985         |
| Special Item - Disposal of Metro-INET                                 |                 |                 |                 | (1,504,232)     | -               |
| Transfers                                                             | 810,000         | 0               | 0               | (5,179)         | (500,000)       |
| Total governmental activities                                         | 25,084,239      | 25,409,166      | 25,822,818      | 21,788,827      | 31,798,692      |
| Business-type activities:                                             |                 |                 |                 |                 |                 |
| Unrestricted investment earnings                                      | 12,355          | 6,574           | 19,226          | 60,808          | 150,502         |
| Unrestricted net increase(decrease) in the fair value of investments  | 15,544          | 8,827           | (29,378)        | (347,228)       | (162,264)       |
| Bond Interest Payable                                                 | -               | -               | -               | (26,596)        | -               |
| Gain on sale of capital assets                                        | 22,690          | 8,029           | 0               | 34,450          | 26,414          |
| Transfers                                                             | (810,000)       | 0               | 0               | 5,179           | 500,000         |
| Total business-type activities                                        | (759,411)       | 23,430          | (10,152)        | (273,387)       | 514,652         |
| Total primary government                                              | \$ 24,324,828   | \$ 25,432,596   | \$ 25,812,666   | \$ 21,515,440   | \$ 32,313,344   |
| <b>Change in Net Position</b>                                         |                 |                 |                 |                 |                 |
| Governmental activities                                               | \$ 4,735,432    | \$ 5,123,015    | \$ 5,737,240    | \$ (993,656)    | \$ 5,582,318    |
| Business-type activities                                              | 1,393,409       | 3,297,691       | 4,166,419       | 2,121,393       | 4,641,931       |
| Total primary government                                              | \$ 6,128,841    | \$ 8,420,706    | \$ 9,903,659    | \$ 1,127,737    | \$ 10,224,249   |

**City of Roseville, Minnesota**  
**FUND BALANCES, GOVERNMENTAL FUNDS**  
Last Ten Fiscal Years  
(modified accrual basis of accounting)

**Table 3**  
(Page 1 of 2)  
**Unaudited**

|                                               | Fiscal Year          |                      |                      |                      |                      |
|-----------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                                               | 2014                 | 2015                 | 2016                 | 2017                 | 2018                 |
| <b>General Fund</b>                           |                      |                      |                      |                      |                      |
| Reserved                                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Unreserved                                    | -                    | -                    | -                    | -                    | -                    |
| Nonspendable                                  | -                    | 25,891               | 80,717               | 1,875                | 9,814                |
| Restricted                                    |                      |                      |                      |                      |                      |
| Law enforcement                               | 479,360              | 481,341              | 446,436              | 407,132              | 373,225              |
| Public Safety Aid                             | -                    | -                    | -                    | -                    | -                    |
| Assigned                                      |                      |                      |                      |                      |                      |
| Engineering services                          | 577,352              | 623,387              | 772,697              | 938,020              | 805,269              |
| Accounting services                           | 19,941               | 20,209               | 17,319               | 17,574               | 17,687               |
| General Service Reserve                       | -                    | -                    | -                    | -                    | 886,000              |
| Unassigned                                    | 5,205,951            | 4,817,858            | 5,856,061            | 4,848,107            | 4,136,116            |
| <b>Total General Fund</b>                     | <b>\$ 6,282,604</b>  | <b>\$ 5,968,686</b>  | <b>\$ 7,173,230</b>  | <b>\$ 6,212,708</b>  | <b>\$ 6,228,111</b>  |
| <b>All Other Governmental Funds</b>           |                      |                      |                      |                      |                      |
| Reserved                                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Unreserved, reported in:                      |                      |                      |                      |                      |                      |
| Special revenue funds                         | -                    | -                    | -                    | -                    | -                    |
| Debt Service                                  | -                    | -                    | -                    | -                    | -                    |
| Capital projects funds                        | -                    | -                    | -                    | -                    | -                    |
| Nonspendable                                  | -                    | 2,165                | 410,081              | 75                   | -                    |
| Restricted                                    |                      |                      |                      |                      |                      |
| Law Enforcement                               | -                    | -                    | -                    | -                    | -                    |
| Telecommunications                            | 633,732              | 469,353              | 436,616              | 431,608              | 345,056              |
| Lawful Gambling                               | 5,820                | 42,615               | 81,118               | 110,672              | 81,751               |
| Community Development                         | 713,525              | 1,021,351            | 1,759,272            | 1,839,150            | 2,139,763            |
| Park Dedication                               | 1,094,437            | 1,247,663            | 1,373,738            | 1,387,845            | 512,171              |
| Tax Increment                                 | 7,870,539            | 12,259,273           | 6,586,003            | 3,686,918            | 4,135,280            |
| Debt Service                                  | 2,726,165            | 2,635,521            | 2,693,499            | 2,626,667            | 2,533,920            |
| Bond Funded Capital Improvements              | 7,751,174            | 4,083,564            | 2,902,068            | 2,189,727            | 929,573              |
| Housing and Economic Development              | -                    | -                    | 827,821              | 843,610              | 857,618              |
| Committed                                     |                      |                      |                      |                      |                      |
| Street Replacement                            | 9,965,641            | 10,098,522           | 9,354,461            | -                    | 6,115,052            |
| Equipment Replacement                         | 653,669              | 844,302              | 1,041,002            | 1,125,426            | -                    |
| Assigned                                      |                      |                      |                      |                      |                      |
| Parks and Recreation Programs and Maintenance | 1,099,011            | 1,282,896            | 1,637,111            | 1,945,172            | 1,536,462            |
| License Center Improvements                   | 1,154,394            | 1,243,903            | 1,172,926            | 976,492              | 449,864              |
| General Governmental Services                 | -                    | -                    | -                    | -                    | -                    |
| Information Technology                        | -                    | -                    | -                    | -                    | 1,534,647            |
| Capital project funds                         | 5,308,484            | 3,612,552            | 3,529,937            | 12,137,748           | 4,679,926            |
| Housing and Economic Development              | -                    | -                    | 3,004,072            | 3,385,668            | 3,461,361            |
| Unassigned                                    | -                    | -                    | -                    | -                    | -                    |
| <b>Total All Other Governmental Funds</b>     | <b>\$ 38,976,591</b> | <b>\$ 38,843,680</b> | <b>\$ 36,809,725</b> | <b>\$ 32,686,778</b> | <b>\$ 29,312,444</b> |

(1) The implementation of Governmental Accounting Standards Board Statement No. 54 in 2011 resulted in a significant change in the City's fund balance classifications.

|                                               | Fiscal Year          |                      |                      |                      |                      |
|-----------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                                               | 2019                 | 2020                 | 2021                 | 2022                 | 2023                 |
| <b>General Fund</b>                           |                      |                      |                      |                      |                      |
| Reserved                                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Unreserved                                    | -                    | -                    | -                    | -                    | -                    |
| Nonspendable                                  | 11,536               | 144,207              | 60,863               | 16,854               | 67,195               |
| Restricted                                    |                      |                      |                      |                      |                      |
| Law enforcement                               | 364,145              | 353,541              | 333,661              | 366,443              | 348,866              |
| Public Safety Aid                             | -                    | -                    | -                    | -                    | 1,594,625            |
| Assigned                                      |                      |                      |                      |                      |                      |
| Information Technology                        |                      |                      |                      |                      | 100,863              |
| Engineering services                          | 760,929              | 617,125              | 538,106              | 316,141              | 320,866              |
| Accounting services                           | 17,439               | 17,649               | 16,857               | 15,566               | 15,405               |
| General Service Reserve                       | 756,498              | 366,054              | 706,946              | 629,748              | 972,349              |
| Unassigned                                    | 5,006,928            | 7,347,564            | 8,507,587            | 7,170,199            | 7,464,892            |
| Total General Fund                            | <u>\$ 6,917,475</u>  | <u>\$ 8,846,140</u>  | <u>\$ 10,164,020</u> | <u>\$ 8,514,951</u>  | <u>\$ 10,885,061</u> |
| <b>All Other Governmental Funds</b>           |                      |                      |                      |                      |                      |
| Reserved                                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Unreserved, reported in:                      |                      |                      |                      |                      |                      |
| Special revenue funds                         | -                    | -                    | -                    | -                    | -                    |
| Debt Service                                  | -                    | -                    | -                    | -                    | -                    |
| Capital projects funds                        | -                    | -                    | -                    | -                    | -                    |
| Nonspendable                                  | 1,000                | 1,125                | 1,100                | 864                  | 16,982               |
| Restricted                                    |                      |                      |                      |                      |                      |
| Law Enforcement                               | -                    | -                    | -                    | 73,522               | 88,986               |
| Telecommunications                            | 160,316              | 125,072              | 94,607               | 118,808              | 72,768               |
| Lawful Gambling                               | 128,918              | 12,362               | 2,479                | -                    | -                    |
| Community Development                         | 3,502,984            | 4,108,422            | 4,447,459            | 4,127,898            | 4,399,493            |
| Park Dedication                               | 1,009,255            | 1,160,950            | 1,205,885            | 1,905,328            | 2,172,845            |
| Tax Increment                                 | 4,611,087            | 3,363,954            | 3,774,096            | 4,003,839            | 5,506,016            |
| Debt Service                                  | 2,390,172            | 7,432,766            | 2,383,400            | 2,224,332            | 2,298,919            |
| Bond Funded Capital Improvements              | 734,374              | -                    | -                    | -                    | -                    |
| Housing and Economic Development              | 875,223              | 890,368              | 899,385              | 889,772              | 919,566              |
| Committed                                     |                      |                      |                      |                      |                      |
| Street Replacement                            | 4,960,459            | 6,385,662            | 6,002,657            | 4,708,685            | 5,236,428            |
| Equipment Replacement                         | -                    | -                    | -                    | -                    | -                    |
| Assigned                                      |                      |                      |                      |                      |                      |
| Parks and Recreation Programs and Maintenance | 1,589,307            | 1,613,737            | 1,923,773            | 2,007,037            | 2,234,875            |
| License Center Improvements                   | 526,572              | -                    | 364,574              | 432,531              | 307,929              |
| General Governmental Services                 | -                    | -                    | -                    | -                    | -                    |
| Information Technology                        | 1,525,445            | 2,015,010            | 1,897,601            | 873,177              | -                    |
| Capital project funds                         | 6,009,217            | 7,186,739            | 9,212,810            | 10,092,044           | 12,773,144           |
| Housing and Economic Development              | 3,784,430            | 4,182,115            | 4,185,195            | 3,921,805            | 4,324,945            |
| Unassigned                                    | -                    | 192,925              | -                    | (1,289)              | (15,806)             |
| Total All Other Governmental Funds            | <u>\$ 31,808,759</u> | <u>\$ 38,671,207</u> | <u>\$ 36,395,021</u> | <u>\$ 35,378,353</u> | <u>\$ 40,337,090</u> |



**City of Roseville, Minnesota**  
**CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
Last Ten Fiscal Years  
(modified accrual basis of accounting)  
(amounts expressed in thousands)

**Table 4**  
(Page 1 of 2)  
**Unaudited**

|                                                            | Fiscal Year   |               |            |            |            |
|------------------------------------------------------------|---------------|---------------|------------|------------|------------|
|                                                            | 2014          | 2015          | 2016       | 2017       | 2018       |
| <b>Revenues</b>                                            |               |               |            |            |            |
| Taxes                                                      | \$ 19,962     | \$ 20,042     | \$ 22,235  | \$ 22,474  | \$ 22,252  |
| Intergovernmental                                          | 1,523         | 3,515         | 3,381      | 2,383      | 2,004      |
| Licenses and permits                                       | 1,514         | 1,755         | 2,414      | 1,962      | 2,035      |
| Charges for services                                       | 4,743         | 5,188         | 5,888      | 6,151      | 6,859      |
| Fines and forfeits                                         | 205           | 136           | 107        | 90         | 97         |
| Special assessments                                        | 214           | 171           | 302        | 131        | 162        |
| Investment earnings                                        | 444           | 661           | (132)      | 622        | 244        |
| Miscellaneous                                              | 2,450         | 1,204         | 1,168      | 1,051      | 1,218      |
| Total revenues                                             | 31,055        | 32,672        | 35,363     | 34,864     | 34,871     |
| <b>Expenditures</b>                                        |               |               |            |            |            |
| General government                                         | \$ 5,339      | \$ 5,752      | \$ 6,822   | \$ 7,342   | \$ 7,814   |
| Public safety                                              | 9,353         | 9,683         | 10,086     | 10,679     | 11,501     |
| Public works                                               | 2,397         | 2,488         | 2,499      | 4,934      | 5,180      |
| Economic development                                       | 1,280         | 1,114         | 4,602      | 3,944      | 1,179      |
| Recreation                                                 | 4,070         | 4,617         | 4,380      | 4,685      | 4,725      |
| Capital outlay                                             | 14,098        | 10,552        | 9,822      | 4,836      | 3,822      |
| Debt service                                               |               |               |            |            |            |
| Principal                                                  | 6,355         | 2,595         | 2,660      | 2,760      | 2,880      |
| Interest                                                   | 990           | 877           | 849        | 789        | 730        |
| Other Charges                                              | -             | -             | -          | -          | -          |
| Total expenditures                                         | 43,882        | 37,678        | 41,720     | 39,969     | 37,830     |
| Excess of revenues<br>over (under) expenditures            | (12,827)      | (5,006)       | (6,357)    | (5,105)    | (2,959)    |
| <b>Other financing sources (uses)</b>                      |               |               |            |            |            |
| Transfers in                                               | \$ 1,001      | \$ 1,419      | \$ 2,579   | \$ 2,821   | \$ 3,365   |
| Transfers out                                              | (219)         | (637)         | (1,774)    | (2,944)    | (3,884)    |
| Refunding bonds issued                                     | -             | -             | -          | -          | -          |
| Discount on bonds issued                                   | -             | 0             | -          | -          | -          |
| Bonds issued                                               | -             | 3,060         | -          | -          | -          |
| Premium on bonds issued                                    | -             | 186           | 0          | 0          | -          |
| Payments to refunded bond escrow agent                     | -             | -             | -          | -          | -          |
| Proceeds from letter of credit                             | -             | -             | 0          | 0          | -          |
| Sale of assets                                             | 27            | 531           | 173        | 144        | 119        |
| Total other financing sources (uses)                       | 809           | 4,559         | 978        | 21         | (400)      |
| <b>Special Item</b>                                        |               |               |            |            |            |
| Sale of Metro-INET                                         |               |               |            |            |            |
| Net change in fund balances                                | \$ (12,018)   | \$ (447)      | \$ (5,379) | \$ (5,084) | \$ (3,359) |
| Debt service as a percentage of noncapital<br>expenditures | 24.66%<br>(1) | 12.80%<br>(1) | 11.00%     | 10.10%     | 10.61%     |

(1) General Obligation Bonds Series 2003A were refunded with the General Obligation Bonds Series 2013A issuance  
This caused an unusually high debt service as a percentage of noncapital expenditures percentage

**City of Roseville, Minnesota**  
**CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
Last Ten Fiscal Years  
(modified accrual basis of accounting)  
(amounts expressed in thousands)

**Table 4**  
(Page 2 of 2)  
**Unaudited**

|                                                            | Fiscal Year |           |           |            |           |
|------------------------------------------------------------|-------------|-----------|-----------|------------|-----------|
|                                                            | 2019        | 2020      | 2021      | 2022       | 2023      |
| <b>Revenues</b>                                            |             |           |           |            |           |
| Taxes                                                      | \$ 22,710   | \$ 24,688 | \$ 26,005 | \$ 26,700  | \$ 28,835 |
| Intergovernmental                                          | 2,018       | 6,563     | 5,384     | 11,541     | 6,467     |
| Licenses and permits                                       | 3,131       | 2,605     | 2,633     | 2,281      | 2,276     |
| Charges for services                                       | 7,508       | 6,858     | 8,048     | 9,898      | 6,290     |
| Fines and forfeits                                         | 85          | 57        | 62        | 87         | 76        |
| Special assessments                                        | 261         | 207       | 137       | 246        | 698       |
| Investment earnings                                        | 1,327       | 580       | (73)      | (4,809)    | 2,978     |
| Miscellaneous                                              | 1,806       | 1,427     | 1,527     | 2,281      | 1,416     |
| Total revenues                                             | 38,846      | 42,985    | 43,723    | 48,225     | 49,036    |
| <b>Expenditures</b>                                        |             |           |           |            |           |
| General government                                         | \$ 8,226    | \$ 9,307  | \$ 9,304  | \$ 10,659  | \$ 7,629  |
| Public safety                                              | 11,360      | 12,681    | 13,627    | 15,013     | 15,935    |
| Public works                                               | 2,616       | 2,819     | 2,949     | 5,822      | 3,782     |
| Economic development                                       | 1,538       | 2,758     | 3,584     | 3,912      | 1,862     |
| Recreation                                                 | 4,926       | 4,231     | 4,851     | 6,099      | 6,260     |
| Capital outlay                                             | 4,669       | 5,238     | 2,822     | 6,961      | 3,509     |
| Debt service                                               |             |           |           |            |           |
| Principal                                                  | 2,675       | 1,900     | 7,040     | 2,020      | 2,110     |
| Interest                                                   | 666         | 680       | 532       | 439        | 370       |
| Other Charges                                              | -           | -         | -         | -          | -         |
| Total expenditures                                         | 36,676      | 39,614    | 44,709    | 50,925     | 41,457    |
| Excess of revenues<br>over (under) expenditures            | 2,170       | 3,371     | (986)     | (2,700)    | 7,579     |
| <b>Other financing sources (uses)</b>                      |             |           |           |            |           |
| Transfers in                                               | \$ 2,832    | \$ -      | \$ -      | \$ -       | \$ 1,469  |
| Transfers out                                              | (2,022)     | -         | -         | (5)        | (1,969)   |
| Refunding bonds issued                                     | -           | 4,775     | -         | -          | -         |
| Discount on bonds issued                                   | -           | -         | -         | -          | -         |
| Bonds issued                                               | -           | -         | -         | -          | -         |
| Premium on bonds issued                                    | -           | 322       | -         | -          | -         |
| Payments to refunded bond escrow agent                     | -           | -         | -         | -          | -         |
| Proceeds from letter of credit                             | -           | -         | -         | -          | -         |
| Sale of assets                                             | 205         | 173       | 28        | 1,328      | 250       |
| Total other financing sources (uses)                       | 1,015       | 5,270     | 28        | 1,323      | (250)     |
| <b>Special Item</b>                                        |             |           |           |            |           |
| Sale of Metro-INET                                         |             |           |           | (1,289)    |           |
| Net change in fund balances                                | \$ 3,185    | \$ 8,641  | \$ (958)  | \$ (2,666) | \$ 7,329  |
| Debt service as a percentage of noncapital<br>expenditures | 10.44%      | 7.51%     | 18.08%    | 5.59%      | 6.54%     |

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**City of Roseville, Minnesota**  
**GOVERNMENTAL ACTIVITIES TAX REVENUE BY SOURCE**  
 Last Ten Fiscal Years  
*(accrual basis of accounting)*

**Table 5**  
 (Page 1 of 1)  
**Unaudited**

| <b>Fiscal Year</b> | <b>Property Tax</b> | <b>Tax Increments</b> | <b>Cable<br/>Franchise<br/>Taxes</b> | <b>Gambling<br/>Taxes</b> | <b>Total</b>  |
|--------------------|---------------------|-----------------------|--------------------------------------|---------------------------|---------------|
| 2014               | \$ 17,318,833       | \$ 1,927,267          | \$ 448,088                           | \$ 77,604                 | \$ 19,004,770 |
| 2015               | 17,710,161          | 2,220,661             | 436,851                              | 83,879                    | 19,771,792    |
| 2016               | 19,550,637          | 1,677,742             | 449,920                              | 93,815                    | 20,451,552    |
| 2017               | 20,730,169          | 1,191,202             | 452,123                              | 58,581                    | 21,772,114    |
| 2018               | 20,918,842          | 922,055               | 403,224                              | 38,018                    | 22,432,075    |
| 2019               | 21,132,512          | 1,151,987             | 383,550                              | 41,535                    | 22,282,139    |
| 2020               | 23,376,184          | 927,912               | 379,648                              | 30,487                    | 22,709,584    |
| 2021               | 24,370,939          | 1,211,482             | 385,750                              | 37,258                    | 24,714,231    |
| 2022               | 24,880,844          | 1,400,327             | 374,855                              | 42,688                    | 26,005,429    |
| 2023               | 26,006,742          | 2,429,997             | 354,531                              | 41,619                    | 28,832,889    |

**City of Roseville, Minnesota**  
**ASSESSED VALUE AND ESTIMATED ACTUAL**  
**VALUE OF TAXABLE PROPERTY**  
**Last Ten Fiscal Years**

**Table 6**  
**(Page 1 of 2)**  
**Unaudited**

| <b>Fiscal<br/>Year<br/>Ended<br/>December 31</b> | <b>Real Property</b>            |                                |              | <b>Gas &amp;<br/>Electric</b> | <b>Personal Property</b>                    |
|--------------------------------------------------|---------------------------------|--------------------------------|--------------|-------------------------------|---------------------------------------------|
|                                                  | <b>Residential<br/>Property</b> | <b>Commercial<br/>Property</b> | <b>Other</b> |                               | <b>Leased Machinery<br/>&amp; Equipment</b> |
| 2014                                             | \$ 29,146,350                   | \$ 13,832,166                  | \$ 6,422,077 | \$ 579,255                    | \$ 55,197                                   |
| 2015                                             | 25,829,116                      | 24,279,369                     | 6,623,028    | 644,147                       | 67,716                                      |
| 2016                                             | 25,839,545                      | 16,230,896                     | 9,066,597    | 707,709                       | 65,466                                      |
| 2017                                             | 27,523,973                      | 17,137,024                     | 9,461,535    | 682,029                       | 91,259                                      |
| 2018                                             | 29,331,022                      | 18,261,950                     | 10,082,719   | 739,086                       | 72,205                                      |
| 2019                                             | 31,375,778                      | 19,535,047                     | 10,785,617   | 763,065                       | 48,226                                      |
| 2020                                             | 28,115,372                      | 28,604,783                     | 7,669,585    | 783,764                       | 89,799                                      |
| 2021                                             | 29,790,164                      | 31,695,674                     | 8,306,067    | 852,904                       | 113,487                                     |
| 2022                                             | 31,421,278                      | 32,838,231                     | 8,786,564    | 509,980                       | 52,663                                      |
| 2023                                             | 35,186,256                      | 36,772,991                     | 9,839,392    | 528,059                       | 54,852                                      |

Sources: Ramsey County & League of MN Cities

**City of Roseville, Minnesota**  
**ASSESSED VALUE AND ESTIMATED ACTUAL**  
**VALUE OF TAXABLE PROPERTY**  
**Last Ten Fiscal Years**

**Table 6**  
**(Page 2 of 2)**  
**Unaudited**

| <b>Fiscal<br/>Year<br/>Ended<br/>December 31</b> | <b>Less:<br/>TIF &amp;<br/>Fiscal Disparity<br/>Contribution (Net)</b> | <b>Total Taxable<br/>Assessed<br/>Value</b> | <b>Total<br/>Direct<br/>Tax<br/>Rate</b> | <b>Estimated<br/>Actual<br/>Taxable<br/>Value</b> | <b>Assesed<br/>Value as a<br/>Percentage of<br/>Actual Value</b> |
|--------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------|------------------------------------------|---------------------------------------------------|------------------------------------------------------------------|
| 2014                                             | \$ (7,114,388)                                                         | \$ 42,920,657                               | 40.12%                                   | \$ 3,814,082,800                                  | 1.13%                                                            |
| 2015                                             | (7,468,963)                                                            | 44,901,131                                  | 39.33%                                   | 4,033,873,100                                     | 1.11%                                                            |
| 2016                                             | (6,700,122)                                                            | 45,983,266                                  | 39.32%                                   | 4,067,077,000                                     | 1.13%                                                            |
| 2017                                             | (6,198,994)                                                            | 49,475,356                                  | 38.56%                                   | 4,293,939,000                                     | 1.15%                                                            |
| 2018                                             | (6,237,582)                                                            | 53,066,460                                  | 38.18%                                   | 4,539,121,600                                     | 1.17%                                                            |
| 2019                                             | (6,631,933)                                                            | 56,719,579                                  | 37.42%                                   | 4,861,021,500                                     | 1.17%                                                            |
| 2020                                             | (6,981,638)                                                            | 59,161,670                                  | 39.20%                                   | 5,087,172,300                                     | 1.16%                                                            |
| 2021                                             | (6,877,663)                                                            | 64,854,004                                  | 37.07%                                   | 5,459,147,800                                     | 1.19%                                                            |
| 2022                                             | (8,190,519)                                                            | 65,973,536                                  | 38.48%                                   | 5,666,632,400                                     | 1.16%                                                            |
| 2023                                             | (9,535,613)                                                            | 72,837,758                                  | 36.08%                                   | 6,329,266,941                                     | 1.15%                                                            |

**City of Roseville, Minnesota**  
**PROPERTY TAX RATES**  
**DIRECT AND OVERLAPPING GOVERNMENTS**  
**Last Ten Fiscal Years**

**Table 7**  
**(Page 1 of 2)**  
**Unaudited**

| <b>Fiscal<br/>Year</b> | <b>City of Roseville</b>          |                                          |                                        | <b>Ramsey County</b>                     | <b>Special<br/>Districts</b> |
|------------------------|-----------------------------------|------------------------------------------|----------------------------------------|------------------------------------------|------------------------------|
|                        | <b>Operating<br/>Tax Capacity</b> | <b>Debt<br/>Service<br/>Tax Capacity</b> | <b>Total<br/>City<br/>Tax Capacity</b> | <b>Total<br/>County<br/>Tax Capacity</b> |                              |
| 2014                   | 34.09%                            | 6.03%                                    | 40.12%                                 | 63.74%                                   | 11.79%                       |
| 2015                   | 33.78%                            | 5.55%                                    | 39.33%                                 | 58.92%                                   | 11.13%                       |
| 2016                   | 33.77%                            | 5.55%                                    | 39.32%                                 | 58.89%                                   | 9.56%                        |
| 2017                   | 33.38%                            | 5.18%                                    | 38.55%                                 | 55.85%                                   | 9.04%                        |
| 2018                   | 33.35%                            | 4.83%                                    | 38.18%                                 | 53.96%                                   | 9.20%                        |
| 2019                   | 33.53%                            | 3.89%                                    | 37.42%                                 | 52.88%                                   | 8.74%                        |
| 2020                   | 35.45%                            | 3.75%                                    | 39.20%                                 | 52.30%                                   | 8.74%                        |
| 2021                   | 33.67%                            | 3.40%                                    | 37.07%                                 | 47.76%                                   | 8.38%                        |
| 2022                   | 35.08%                            | 3.40%                                    | 38.48%                                 | 48.07%                                   | 10.40%                       |
| 2023                   | 33.04%                            | 3.04%                                    | 36.08%                                 | 44.90%                                   | 9.78%                        |

Sources: Ramsey County & League of MN Cities

(1) Overlapping rates are those of local and county governments that apply to property owners within the City of Roseville. Not all overlapping rates apply to all City of Roseville property owners (e.g., the rates for special districts apply only to the portion of the government's property owners whose property is located within the geographic boundaries of the special district).

City of Roseville, Minnesota  
PROPERTY TAX RATES  
DIRECT AND OVERLAPPING GOVERNMENTS  
Last Ten Fiscal Years

**Table 7**  
(Page 2 of 2)  
**Unaudited**

| Fiscal<br>Year | Overlapping Rates (1)<br>School District - ISD#621 |                                   | School District - ISD#623  |                                   | Total<br>Direct &<br>Overlapping<br>Tax Capacity |
|----------------|----------------------------------------------------|-----------------------------------|----------------------------|-----------------------------------|--------------------------------------------------|
|                | Tax<br>Capacity<br>Based                           | Market<br>Value Based<br>Tax Rate | Total<br>Capacity<br>Based | Market<br>Value Based<br>Tax Rate |                                                  |
| 2014           | 29.73%                                             | 0.21069%                          | 16.25%                     | 0.25826%                          | 161.63%                                          |
| 2015           | 27.38%                                             | 0.21901%                          | 17.18%                     | 0.25930%                          | 153.94%                                          |
| 2016           | 26.25%                                             | 0.22261%                          | 20.96%                     | 0.22104%                          | 154.97%                                          |
| 2017           | 25.31%                                             | 0.20119%                          | 18.89%                     | 0.19350%                          | 147.64%                                          |
| 2018           | 28.46%                                             | 0.19725%                          | 34.40%                     | 0.21951%                          | 164.20%                                          |
| 2019           | 26.33%                                             | 0.18765%                          | 31.69%                     | 0.22529%                          | 157.06%                                          |
| 2020           | 24.96%                                             | 0.29347%                          | 30.67%                     | 0.19816%                          | 155.87%                                          |
| 2021           | 23.86%                                             | 0.25290%                          | 31.25%                     | 0.16876%                          | 148.32%                                          |
| 2022           | 23.42%                                             | 0.25640%                          | 26.91%                     | 0.26937%                          | 147.28%                                          |
| 2023           | 18.37%                                             | 0.22776%                          | 25.53%                     | 0.21357%                          | 134.66%                                          |



**City of Roseville, Minnesota**  
**PRINCIPAL PROPERTY TAXPAYERS**  
Current Year and Ten Years Ago

**Table 8**  
(Page 1 of 1)  
**Unaudited**

| Taxpayer                           | 2023         |      |                                  | 2014         |      |                                  |
|------------------------------------|--------------|------|----------------------------------|--------------|------|----------------------------------|
|                                    | Taxes Levied | Rank | Percentage of Total Taxes Levied | Taxes Levied | Rank | Percentage of Total Taxes Levied |
| Crossroads of Roseville 2023 LLC   | \$ 1,038,636 | 1    | 3.87%                            | \$           |      |                                  |
| St Paul Fire And Marine Ins Co     | 532,662      | 2    | 1.99%                            | 408,097      | 4    | 2.26%                            |
| Har Mar Retail Associates, LLC     | 406,734      | 3    | 1.52%                            |              |      |                                  |
| Rosedale Commons LP                | 384,762      | 4    | 1.43%                            | 220,897      | 9    | 1.23%                            |
| HR LLC                             | 380,168      | 5    | 1.42%                            |              |      |                                  |
| Meritex industrial Portfolio LLC   | 379,308      | 6    | 1.41%                            |              |      |                                  |
| B9 Polar Gateway LLC               | 322,391      | 7    | 1.20%                            |              |      |                                  |
| North Carolina Avenue Holdings LLC | 296,235      | 8    | 1.10%                            |              |      |                                  |
| Rosedale Square LLC                | 290,834      | 9    | 1.08%                            | 258,345      | 7    | 1.43%                            |
| Magellan Pipeline                  | 276,685      | 10   | 1.03%                            | 329,399      | 6    | 1.83%                            |
| Compass Retail, Inc.               | -            | -    | 0.00%                            | 1,092,205    | 1    | 6.06%                            |
| Gateway Washington Inc             | -            | -    | 0.00%                            | 445,515      | 3    | 2.47%                            |
| CSM Investors Inc.                 | -            | -    | 0.00%                            | 207,576      | 10   | 1.15%                            |
| PPF Rtl Rosedale Shopping Ctr LLC  | -            | -    | 0.00%                            | 767,017      | 2    | 4.25%                            |
| Wilcal Crossroads LLC              | -            | -    | 0.00%                            | 346,580      | 5    | 1.92%                            |
| Target Corporation                 | -            | -    | 0.00%                            | 222,968      | 8    | 1.24%                            |
|                                    | \$ 4,308,416 |      | 16.06%                           | \$ 4,298,599 |      | 23.84%                           |

Source: Ramsey County

| Fiscal Year<br>Ended<br>31-Dec | Total Tax<br>Levy for<br>Fiscal Year | Collected within the<br>Fiscal Year of the Levy |                       |                                      | Total Collections to Date |                       |
|--------------------------------|--------------------------------------|-------------------------------------------------|-----------------------|--------------------------------------|---------------------------|-----------------------|
|                                |                                      | Amount                                          | Percentage<br>of Levy | Collections from<br>Homestead Credit | Amount                    | Percentage<br>of Levy |
| 2014                           | \$ 18,028,721                        | \$ 17,318,833                                   | 96.06%                | \$ -                                 | \$ 17,318,833             | 96.06%                |
| 2015                           | 18,276,902                           | 17,592,866                                      | 96.26%                | -                                    | 17,592,866                | 96.26%                |
| 2016                           | 18,944,720                           | 17,663,506                                      | 93.24%                | -                                    | 17,663,506                | 93.24%                |
| 2017                           | 19,513,060                           | 18,131,382                                      | 92.92%                | -                                    | 18,131,382                | 92.92%                |
| 2018                           | 20,756,100                           | 20,721,589                                      | 99.83%                | -                                    | 20,721,589                | 99.83%                |
| 2019                           | 21,551,650                           | 21,105,455                                      | 97.93%                | -                                    | 21,105,455                | 97.93%                |
| 2020                           | 23,105,170                           | 22,981,304                                      | 99.46%                | -                                    | 22,981,304                | 99.46%                |
| 2021                           | 24,152,660                           | 24,091,198                                      | 99.75%                | -                                    | 24,091,198                | 99.75%                |
| 2022                           | 25,429,114                           | 25,046,700                                      | 98.50%                | -                                    | 25,046,700                | 98.50%                |
| 2023                           | 26,822,889                           | 26,312,365                                      | 98.10%                | -                                    | 26,312,365                | 98.10%                |

| Fiscal Year | Governmental Activities  |                          |                               |                             | Business-Type Activities | Total Primary Government | Percentage of Estimated Actual Taxable Value of Property (1) | Per Capita (2) |
|-------------|--------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------|--------------------------|--------------------------------------------------------------|----------------|
|             | General Obligation Bonds | Special Assessment Bonds | Tax Incremental Revenue Bonds | Certificate of Indebtedness | Water Revenue Bonds      |                          |                                                              |                |
| 2014        | \$ 30,953,624            | \$ -                     | \$ -                          | \$ 1,240,000                | \$ -                     | \$ 32,193,624            | 0.81%                                                        | \$ 934         |
| 2015        | 28,525,032               | -                        | 3,246,065                     | 945,000                     | -                        | 32,716,097               | 0.81%                                                        | 927            |
| 2016        | 26,041,440               | -                        | 3,246,065                     | 640,000                     | -                        | 29,927,505               | 0.74%                                                        | 849            |
| 2017        | 23,492,848               | -                        | 3,208,661                     | 325,000                     | -                        | 27,026,509               | 0.63%                                                        | 754            |
| 2018        | 20,904,256               | -                        | 3,101,257                     | -                           | -                        | 24,005,513               | 0.63%                                                        | 671            |
| 2019        | 18,265,665               | -                        | 2,923,852                     | -                           | -                        | 21,189,517               | 0.44%                                                        | 584            |
| 2020        | 21,535,936               | -                        | 2,741,448                     | -                           | 2,693,931                | 26,971,315               | 0.53%                                                        | 736            |
| 2021        | 14,553,659               | -                        | 2,529,044                     | -                           | 2,681,038                | 19,763,741               | 0.36%                                                        | 556            |
| 2022        | 12,591,382               | -                        | 2,316,639                     | -                           | 2,438,145                | 17,346,166               | 0.31%                                                        | 476            |
| 2023        | 10,539,096               | -                        | 2,104,235                     | -                           | 2,185,252                | 14,828,583               | 0.23%                                                        | 403            |

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.

(1) See the schedule of Assessed Value and Estimated Actual Value of Taxable Property for the estimated actual taxable value.

(2) See Population on Demographic & Economic Statistics schedule.

| Fiscal Year | General Obligation Debt | Resources Restricted for Repayment (4) | Net General Bonded Debt (4) | Percentage of Estimated Actual Taxable Value of Property (1) | Per Capita (2) | Estimated (3) Personal Income (amounts expressed in whole dollars) | Outstanding Debt to Personal income |
|-------------|-------------------------|----------------------------------------|-----------------------------|--------------------------------------------------------------|----------------|--------------------------------------------------------------------|-------------------------------------|
| 2014        | \$ 30,780,000           | \$ 3,024,612                           | \$ 27,755,388               | 0.81%                                                        | \$ 805.06      | \$ 1,604,133,804                                                   | 2.01%                               |
| 2015        | 29,470,032              | 2,635,521                              | 26,834,511                  | 0.81%                                                        | 760.06         | 1,660,052,814                                                      | 1.97%                               |
| 2016        | 26,681,440              | 2,693,499                              | 23,987,941                  | 0.74%                                                        | 680.62         | 1,707,818,508                                                      | 1.75%                               |
| 2017        | 23,817,848              | 2,626,667                              | 21,191,181                  | 0.63%                                                        | 591.34         | 1,784,095,260                                                      | 1.51%                               |
| 2018        | 20,904,256              | 2,533,921                              | 18,370,336                  | 0.53%                                                        | 513.20         | 1,871,808,636                                                      | 1.28%                               |
| 2019        | 18,265,665              | 2,390,172                              | 15,875,492                  | 0.44%                                                        | 437.68         | 1,992,566,048                                                      | 1.06%                               |
| 2020        | 21,535,936              | 7,432,766                              | 14,103,170                  | 0.53%                                                        | 384.87         | 2,036,783,452                                                      | 1.32%                               |
| 2021        | 14,553,659              | 2,383,399                              | 12,170,260                  | 0.36%                                                        | 332.12         | 2,082,638,262                                                      | 0.95%                               |
| 2022        | 12,591,382              | 2,213,907                              | 10,377,475                  | 0.31%                                                        | 284.78         | 2,280,925,360                                                      | 0.76%                               |
| 2023        | 10,539,096              | 2,298,919                              | 8,240,177                   | 0.23%                                                        | 223.86         | 2,405,827,980                                                      | 0.62%                               |

Note: Details regarding the city's outstanding debt can be found in the notes to the financial statements

- (1) See the Schedule of Assessed Value and Estimated Actual Value of Taxable Property for property value data.
- (2) Population data can be found in the Schedule of Demographic and Economic Statistics
- (3) This estimated personal income number is calculated by taking the per capita personal income of Ramsey County and multiplying it by the City population.
- (4) Implementation of GASB 54 in 2011

**City of Roseville, Minnesota**  
**DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT**  
As of December 31, 2023

**Table 12**  
**(Page 1 of 1)**  
**Unaudited**

| <b>Governmental Unit</b>          | <b>Gross Debt<br/>Net of Refunding</b> | <b>Percentage<br/>Applicable<br/>to Roseville</b> | <b>Amount<br/>Applicable<br/>to Roseville</b> |
|-----------------------------------|----------------------------------------|---------------------------------------------------|-----------------------------------------------|
| Direct Debt:                      |                                        |                                                   |                                               |
| City of Roseville                 | \$ 12,643,331                          | 100%                                              | \$ 12,643,331                                 |
| Overlapping Debt*                 |                                        |                                                   |                                               |
| School District #621              | \$ 172,370,000                         | 8%                                                | \$ 13,789,600                                 |
| School District #623              | 165,640,000                            | 61%                                               | \$ 101,040,400                                |
| Special School District #916      | 69,450,000                             | 8%                                                | \$ 5,556,000                                  |
| Metropolitan Council              | 1,717,186,171                          | 1%                                                | \$ 17,171,862                                 |
| Metropolitan Airports Commission  | 1,471,225,000                          | 1%                                                | \$ 14,712,250                                 |
| Ramsey County                     | 229,647,000                            | 9%                                                | \$ 20,668,230                                 |
| Total Overlapping Debt            | 3,825,518,171                          |                                                   | 172,938,342                                   |
| Total Direct and Overlapping Debt | \$ 3,838,161,502                       |                                                   | \$ 185,581,673                                |

\*Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the city. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City of Roseville. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

|                                                                         | Fiscal Year          |                      |                      |                       |                       |
|-------------------------------------------------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|
|                                                                         | 2014                 | 2015                 | 2016                 | 2017                  | 2018                  |
| Debt Limit                                                              | \$ 114,422,484       | \$ 121,016,193       | \$ 122,012,310       | \$ 128,818,170        | \$ 136,173,648        |
| Total net debt applicable to limit                                      | 29,875,000           | 28,185,000           | 28,585,000           | 27,026,509            | 24,005,513            |
| Legal debt margin                                                       | <u>\$ 84,547,484</u> | <u>\$ 92,831,193</u> | <u>\$ 93,427,310</u> | <u>\$ 101,791,661</u> | <u>\$ 112,168,135</u> |
| Total net debt applicable to the limit<br>as a percentage of debt limit | 26.11%               | 23.29%               | 23.43%               | 20.98%                | 17.63%                |

|                                                                         | Fiscal Year           |                        |                       |                       |                       |
|-------------------------------------------------------------------------|-----------------------|------------------------|-----------------------|-----------------------|-----------------------|
|                                                                         | 2019                  | 2020                   | 2021                  | 2022                  | 2023                  |
| Debt Limit                                                              | \$ 145,830,645        | \$ 152,615,169         | \$ 163,774,434        | \$ 169,998,972        | \$ 189,878,008        |
| Total net debt applicable to limit                                      | 21,189,517            | 26,971,315             | 19,763,741            | 17,346,166            | 14,828,583            |
| Legal debt margin                                                       | <u>\$ 124,641,128</u> | <u>\$ (26,971,315)</u> | <u>\$ 144,010,693</u> | <u>\$ 152,652,806</u> | <u>\$ 175,049,425</u> |
| Total net debt applicable to the limit<br>as a percentage of debt limit | 14.53%                | 17.67%                 | 12.07%                | 10.20%                | 7.81%                 |

**Legal Debt Margin Calculation for Fiscal Year 2023**

|                                                 |                         |
|-------------------------------------------------|-------------------------|
| Estimated Market Value                          | <u>\$ 6,329,266,941</u> |
| Debt Limit (3% of total estimated market value) | 189,878,008             |
| Debt applicable to limit:                       |                         |
| Total Bonded Debt                               | 14,828,583              |
| Less:                                           |                         |
| Special Assessment Bonds                        | -                       |
| Housing Bonds                                   | -                       |
| Total net debt applicable to limit              | <u>14,828,583</u>       |
| Legal Debt Margin                               | <u>\$ 175,049,425</u>   |

*Note: Under Minnesota state law, the City of Roseville's net debt cannot exceed 3 percent of the estimated market value of property. This limit increased from 2% to 3% in calendar 2008.*

| <b>Fiscal Year</b> | <b>Population (1)</b> | <b>Estimated Personal Income (2)</b> | <b>Per Capita Personal income (3)</b> | <b>School Enrollment District #623 (4)</b> | <b>School Enrollment District #621 (4)</b> | <b>Unemployment Rate (5)</b> |
|--------------------|-----------------------|--------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------------------|------------------------------|
| 2014               | 34,476                | \$ 1,604,133,804                     | \$ 46,529                             | 7,397                                      | 10,504                                     | 3.2%                         |
| 2015               | 35,306                | 1,660,052,814                        | 47,019                                | 7,507                                      | 10,759                                     | 3.0%                         |
| 2016               | 35,244                | 1,707,818,508                        | 48,457                                | 7,580                                      | 11,145                                     | 3.0%                         |
| 2017               | 35,836                | 1,784,095,260                        | 49,785                                | 7,581                                      | 11,285                                     | 2.5%                         |
| 2018               | 35,796                | 1,871,808,636                        | 52,291                                | 7,531                                      | 11,389                                     | 2.4%                         |
| 2019               | 36,272                | 1,992,566,048                        | 54,934                                | 8,255                                      | 11,655                                     | 2.6%                         |
| 2020               | 36,644                | 2,036,783,452                        | 55,583                                | 7,276                                      | 11,715                                     | 4.1%                         |
| 2021               | 35,566                | 2,082,638,262                        | 58,557                                | 7,205                                      | 11,499                                     | 2.1%                         |
| 2022               | 36,440                | 2,280,925,360                        | 62,594                                | 7,379                                      | 11,486                                     | 2.2%                         |
| 2023               | 36,810                | 2,405,827,980                        | 65,358                                | 7,356                                      | 11,792                                     | 2.1%                         |

- (1) Population and per capita income figures, other than census year, are estimates provided by the Metropolitan Council. The last census was taken in the year 2020.
- (2) This estimated personal income number is calculated by taking the per capita personal income of Ramsey County and multiplying it by the City population. Also see note (3) regarding the Per Capita Personal Income figures.
- (3) The per capita personal income used is for that of Ramsey County, in which the city resides, the smallest region applicable to the City that this information is available for. In addition, the 2009 - 2011 figures are an estimate for the State of Minnesota provided by the Bureau of Economic Analysis as there were no other relevant estimates available at the time of this report.
- (4) The City is served by two independent school districts.  
 District #623 covers approximately 67% of the City, while District #621 covers approximately 33% of the City. Accordingly, not all students enrolled in District #621 live in the City of Roseville.  
 Information is provided by the National Center for Education Statistics School District Search.
- (5) Annual average unemployment provided by the Minnesota Department of Employment & Economic Development

| <u>Employer</u>                     | <u>2023</u>      |             |                                                    | <u>2014</u>      |             |                                                    |
|-------------------------------------|------------------|-------------|----------------------------------------------------|------------------|-------------|----------------------------------------------------|
|                                     | <u>Employees</u> | <u>Rank</u> | <u>Percentage<br/>of Total City<br/>Employment</u> | <u>Employees</u> | <u>Rank</u> | <u>Percentage<br/>of Total City<br/>Employment</u> |
| Roseville Area Schools              | 1,372            | 1           | 3.83%                                              | 897              | 1           | 2.60%                                              |
| University-Northwestern-St Pl       | 1,130            | 2           | 3.15%                                              | 700              | 2           | 2.03%                                              |
| MN Dept. of Transportation          | 800              | 3           | 2.23%                                              |                  |             |                                                    |
| Presbyterian Homes Housing          | 700              | 4           | 1.95%                                              |                  |             |                                                    |
| Old Dutch Foods                     | 600              | 5           | 1.67%                                              | 400              | 7           | 1.16%                                              |
| Hypro                               | 400              | 6           | 1.12%                                              | 375              | 9           | 1.09%                                              |
| Lunds & Byerlys                     | 377              | 7           | 1.05%                                              | 377              | 8           | 1.09%                                              |
| Pediatric Home Respiratory Service: | 339              | 8           | 0.95%                                              |                  |             |                                                    |
| Asmodee North America               | 250              | 9           | 0.70%                                              |                  |             |                                                    |
| Colder Products Company             | 137              | 10          | 0.38%                                              |                  |             |                                                    |
| Metz Baking Co                      |                  |             | 0.00%                                              | 600              | 3           | 1.74%                                              |
| Symantec Corp                       |                  |             | 0.00%                                              | 500              | 5           | 1.45%                                              |
| Minnesota Department-Education      |                  |             | 0.00%                                              | 500              | 4           | 1.45%                                              |
| Medtox Scientific                   |                  |             | 0.00%                                              | 400              | 6           | 1.16%                                              |
| Eagle Crest Retirement              |                  |             | 0.00%                                              | 330              | 10          | 0.96%                                              |
| Total                               | 6,105            |             | 17.33%                                             | 5,079            |             | 14.73%                                             |

Sources: Minnesota Department of Employment and Economic Development  
Data Axle Reference Solutions  
Written and Phone Survey



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| Function             | Fiscal Year |          |        |        |        |        |        |        |        |          |
|----------------------|-------------|----------|--------|--------|--------|--------|--------|--------|--------|----------|
|                      | 2014        | 2015 (1) | 2016   | 2017   | 2018   | 2019   | 2020   | 2021   | 2022   | 2023 (2) |
| General government   | 40.75       | 41.25    | 45.19  | 47.85  | 50.15  | 51.50  | 50.57  | 55.65  | 59.28  | 37.43    |
| Public safety        |             |          |        |        |        |        |        |        |        |          |
| Police               | 54.50       | 63.50    | 62.99  | 58.66  | 58.74  | 57.23  | 62.10  | 64.74  | 70.00  | 72.69    |
| Fire                 | 11.00       | 26.50    | 26.88  | 18.35  | 20.19  | 18.32  | 22.07  | 28.23  | 28.77  | 29.23    |
| Public Works         | 15.75       | 18.50    | 19.29  | 18.11  | 18.79  | 18.92  | 19.30  | 20.35  | 19.74  | 19.06    |
| Recreation           | 24.00       | 45.25    | 48.76  | 49.16  | 47.84  | 45.36  | 36.57  | 42.12  | 43.09  | 46.03    |
| Economic Development | 11.00       | 13.50    | 14.06  | 13.16  | 13.57  | 13.46  | 13.92  | 13.36  | 11.70  | 12.32    |
| Water                | 6.97        | 8.50     | 7.41   | 7.92   | 7.34   | 7.02   | 6.22   | 6.99   | 7.45   | 7.11     |
| Sewer                | 5.12        | 5.75     | 5.41   | 5.21   | 5.22   | 5.49   | 5.40   | 5.50   | 4.41   | 4.04     |
| Golf                 | 1.75        | 4.50     | 3.28   | 3.82   | 5.20   | 5.90   | 4.70   | 5.17   | 5.24   | 5.66     |
| Recycling            | 0.30        | 0.25     | 0.30   | 0.30   | 0.30   | 0.54   | 0.29   | 0.30   | 0.35   | 0.63     |
| Storm Drainage       | 4.87        | 4.75     | 4.90   | 4.79   | 4.31   | 4.27   | 4.70   | 4.89   | 4.98   | 4.99     |
| Total                | 176.01      | 232.25   | 238.47 | 227.33 | 231.65 | 228.01 | 225.84 | 247.30 | 255.01 | 239.19   |

- (1) In 2015 the Finance Department discovered a new method to calculate and better represent the number of full-time equivalents employed by the City. The new calculation includes temporary or seasonal employee hours that were previously difficult to account for, which explains the large increase from 2014 to 2015.
- (2) In 2023, Metro INET split off into a separate organization so they are no longer included in the General Government Function.

| Function                                      | Fiscal Year |           |           |           |           |
|-----------------------------------------------|-------------|-----------|-----------|-----------|-----------|
|                                               | 2014        | 2015      | 2016      | 2017      | 2018      |
| Police                                        |             |           |           |           |           |
| Serious offenses                              | 3,008       | 3,096     | 3,243     | 3,263     | 3,232     |
| Public Assistance Calls                       | 32,624      | 33,549    | 36,058    | 36,378    | 42,085    |
| Traffic citations                             | 9,250       | 6,138     | 4,232     | 2,459     | 5,373     |
| Fire                                          |             |           |           |           |           |
| Fire incidents                                | 4,701       | 4,746     | 4,997     | 4,793     | 4,969     |
| Fire inspections                              | 565         | 495       | 285       | 557       | 589       |
| Public Works                                  |             |           |           |           |           |
| Street patching (tons)                        | 770         | 655       | 612       | 625       | 1,150     |
| Sealcoating (miles)                           | 10          | 0         | 0         | 0         | 0         |
| Snow / ice control (miles)                    | 125         | 125       | 125       | 125       | 125       |
| Sign repair / replacements                    | 131         | 369       | 490       | 342       | 1,303     |
| Recreation                                    |             |           |           |           |           |
| Recreation and leisure participations         | 113,000     | 115,000   | 110,000   | 137,000   | 145,210   |
| Facility usage permits                        | 1,200       | 1,440     | 1,595     | 1,691     | 2,041     |
| Economic Development                          |             |           |           |           |           |
| Building permits issued                       | 1,539       | 1,874     | 1,625     | 1,370     | 1,568     |
| Number of inspections                         | 5,246       | 5,685     | 5,543     | 4,716     | 4,854     |
| Planning / zoning cases                       | 33          | 26        | 32        | 23        | 29        |
| Water                                         |             |           |           |           |           |
| Meters repaired / replaced                    | 1,100       | 5,836     | 1,000     | 780       | 620       |
| Water main breaks                             | 49          | 31        | 40        | 35        | 30        |
| Hydrants repaired / flushed                   | 1,875       | 1,875     | 1,885     | 1,885     | 1,990     |
| Annual water pumped<br>(thousands of gallons) | 1,650,069   | 1,645,610 | 1,653,881 | 1,640,606 | 1,714,346 |
| Sewer                                         |             |           |           |           |           |
| Sewer pipes repaired / replaced (linear feet) | 33,312      | 30,348    | 31,042    | 39,916    | 31,152    |
| Sewer pipes cleaned (linear feet)             | 230,923     | 282,740   | 258,564   | 241,031   | 257,350   |
| Sewer pipes televised (linear feet)           | 15,312      | 95,044    | 71,804    | 79,844    | 79,841    |
| Annual sewer flow<br>(thousands of gallons)   | 1,248,820   | 1,134,520 | 1,133,420 | 1,202,980 | 1,246,420 |
| Golf                                          |             |           |           |           |           |
| Number of rounds played                       | 25,186      | 25,663    | 25,905    | 22,500    | 20,444    |
| Recycling                                     |             |           |           |           |           |
| Materials collected (tons)                    | 3,150       | 3,305     | 3,241     | 3,261     | 3,188     |
| Storm Drainage                                |             |           |           |           |           |
| Sweeping (centerline miles)                   | 125         | 125       | 125       | 125       | 125       |
| Leaf collection (Cubic yards)                 | 20,000      | 20,000    | 0         | 0         | 0         |
| Structure inspections                         | 113         | 169       | 181       | 322       | 293       |
| Infrastructure repair / replace (linear feet) | 1,233       | 2,074     | 2,940     | 809       | 100       |

Sources: Various city departments

(1) In 2015, the leaf collection program was cancelled and not used in 2016.

(2) In 2023, the Fire Department started to inspect individual units in mulit-family units again.  
This was suspended during COVID and was restarted.

| Function                                      | Fiscal Year |           |           |           |           |
|-----------------------------------------------|-------------|-----------|-----------|-----------|-----------|
|                                               | 2019        | 2020      | 2021      | 2022      | 2023 (2)  |
| Police                                        |             |           |           |           |           |
| Serious offenses                              | 3,457       | 3,462     | 2,425     | 3,121     | 3,373     |
| Public Assistance Calls                       | 39,218      | 32,652    | 26,809    | 15,264    | 30,483    |
| Traffic citations                             | 4,123       | 1,775     | 1,824     | 183       | 226       |
| Fire                                          |             |           |           |           |           |
| Fire incidents                                | 5,540       | 5,528     | 6,245     | 6,650     | 6,907     |
| Fire inspections                              | 2,112       | 385       | 466       | 605       | 2,119     |
| Public Works                                  |             |           |           |           |           |
| Street patching (tons)                        | 1,200       | 1,422     | 1,673     | 998       | 935       |
| Sealcoating (miles)                           | -           | -         | -         | -         | -         |
| Snow / ice control (miles)                    | 125         | 125       | 125       | 125       | 125       |
| Sign repair / replacements                    | 1,200       | 100       | 75        | 575       | 57        |
| Recreation                                    |             |           |           |           |           |
| Recreation and leisure participations         | 151,290     | 103,514   | 193,974   | 214,462   | 215,321   |
| Facility usage permits                        | 2,211       | 737       | 585       | 1,341     | 2,407     |
| Economic Development                          |             |           |           |           |           |
| Building permits issued                       | 1,629       | 1,480     | 1,559     | 2,086     | 2,173     |
| Number of inspections                         | 5,266       | 4,513     | 5,238     | 5,442     | 5,788     |
| Planning / zoning cases                       | 28          | 34        | 25        | 15        | 15        |
| Water                                         |             |           |           |           |           |
| Meters repaired / replaced                    | 716         | 371       | 882       | 827       | 739       |
| Water main breaks                             | 36          | 35        | 29        | 37        | 35        |
| Hydrants repaired / flushed                   | 2,100       | 7         | 1,913     | 1,758     | 1,753     |
| Annual water pumped<br>(thousands of gallons) | 1,627,211   | 1,708,834 | 1,875,734 | 1,863,796 | 1,929,317 |
| Sewer                                         |             |           |           |           |           |
| Sewer pipes repaired / replaced (linear feet) | 34,343      | 37,846    | 37,622    | 29,146    | 357       |
| Sewer pipes cleaned (linear feet)             | 259,110     | 102,719   | 173,067   | 142,514   | 253,859   |
| Sewer pipes televised (linear feet)           | 28,213      | 35,736    | 42,280    | 33,293    | 70,130    |
| Annual sewer flow<br>(thousands of gallons)   | 1,175,780   | 1,203,420 | 1,024,525 | 956,640   | 1,015,220 |
| Golf                                          |             |           |           |           |           |
| Number of rounds played                       | 21,416      | 25,012    | 27,401    | 25,651    | 25,486    |
| Recycling                                     |             |           |           |           |           |
| Materials collected (tons)                    | 3,102       | 3,070     | 2,937     | 2,739     | 2,578     |
| Storm Drainage                                |             |           |           |           |           |
| Sweeping (centerline miles)                   | 125         | 125       | 125       | 125       | 125       |
| Leaf collection (Cubic yards) (1)             |             |           |           |           |           |
| Structure inspections                         | 300         | 200       | 200       | 564       | 161       |
| Infrastructure repair / replace (linear feet) | -           | -         | -         | -         | 9         |

| Function                                                | Fiscal Year |           |           |           |           |
|---------------------------------------------------------|-------------|-----------|-----------|-----------|-----------|
|                                                         | 2014        | 2015      | 2016      | 2017      | 2018      |
| Public Safety                                           |             |           |           |           |           |
| Police:                                                 |             |           |           |           |           |
| Stations                                                | 1           | 1         | 1         | 1         | 1         |
| Patrol Units                                            | 38          | 38        | 38        | 37        | 36        |
| Fire Stations                                           | 1           | 1         | 1         | 1         | 1         |
| Public Works                                            |             |           |           |           |           |
| Streets (miles)                                         | 125         | 125       | 125       | 125       | 125       |
| Street Lights                                           | 1,133       | 1,133     | 1,145     | 1,145     | 1,388     |
| Recreation                                              |             |           |           |           |           |
| Parks and playgrounds                                   | 30          | 30        | 32        | 32        | 32        |
| Lighted park shelters                                   | 5           | 5         | 5         | 5         | 5         |
| Parks Acreage                                           | 685         | 685       | 685       | 685       | 685       |
| Skating Rinks                                           |             |           |           |           |           |
| Outdoor                                                 | 10          | 11        | 11        | 11        | 11        |
| Indoor                                                  | 1           | 1         | 1         | 1         | 1         |
| Golf Course                                             | 1           | 1         | 1         | 1         | 1         |
| Ballfields                                              | 21          | 21        | 21        | 21        | 21        |
| Soccer/football fields                                  | 19          | 19        | 19        | 19        | 19        |
| Tennis Courts                                           | 17          | 17        | 17        | 17        | 17        |
| Volleyball Courts                                       | 5           | 5         | 5         | 5         | 5         |
| Basketball Courts                                       | 15          | 15        | 15        | 15        | 15        |
| Pickleball Courts                                       |             |           |           |           |           |
| Miles of Trails                                         | 71          | 71        | 71        | 71        | 71        |
| Water                                                   |             |           |           |           |           |
| Number of connections                                   | 10,303      | 10,311    | 10,224    | 10,278    | 10,303    |
| Water mains (miles)                                     | 166         | 166       | 166       | 166       | 166       |
| Fire Hydrants                                           | 1,711       | 1,711     | 1,711     | 1,711     | 1,784     |
| Water purchased from St. Paul<br>(thousands of gallons) | 1,650,069   | 1,645,610 | 1,653,881 | 1,640,606 | 1,714,346 |
| Sewer                                                   |             |           |           |           |           |
| Number of connections                                   | 10,130      | 10,135    | 10,159    | 10,208    | 10,230    |
| Sanitary sewers (miles)                                 | 156         | 156       | 156       | 156       | 156       |
| Storm drainage                                          |             |           |           |           |           |
| Storm sewers (miles)                                    | 145         | 145       | 145       | 145       | 145       |

Sources: Various city departments

Note: No capital asset indicators are available for the general government function

| Function                                                | Fiscal Year |           |           |           |           |
|---------------------------------------------------------|-------------|-----------|-----------|-----------|-----------|
|                                                         | 2019        | 2020      | 2021      | 2022      | 2023      |
| Public Safety                                           |             |           |           |           |           |
| Police:                                                 |             |           |           |           |           |
| Stations                                                | 1           | 1         | 1         | 1         | 1         |
| Patrol Units                                            | 36          | 36        | 38        | 42        | 41        |
| Fire Stations                                           | 1           | 1         | 1         | 1         | 1         |
| Public Works                                            |             |           |           |           |           |
| Streets (miles)                                         | 125         | 125       | 125       | 125       | 125       |
| Street Lights                                           | 1,134       | 1,134     | 1,134     | 1,134     | 1,407     |
| Recreation                                              |             |           |           |           |           |
| Parks and playgrounds                                   | 32          | 32        | 33        | 34        | 34        |
| Lighted park shelters                                   | 5           | 5         | 5         | 5         | 5         |
| Parks Acreage                                           | 685         | 685       | 686       | 688       | 688       |
| Skating Rinks                                           |             |           |           |           |           |
| Outdoor                                                 | 11          | 11        | 11        | 11        | 11        |
| Indoor                                                  | 1           | 1         | 1         | 1         | 1         |
| Golf Course                                             | 1           | 1         | 1         | 1         | 1         |
| Ballfields                                              | 21          | 21        | 21        | 21        | 21        |
| Soccer/football fields                                  | 19          | 19        | 19        | 19        | 19        |
| Tennis Courts                                           | 17          | 17        | 17        | 15        | 15        |
| Volleyball Courts                                       | 5           | 5         | 5         | 5         | 5         |
| Basketball Courts                                       | 15          | 15        | 15        | 15        | 15        |
| Pickleball Courts                                       |             |           |           | 6         | 6         |
| Miles of Trails                                         | 71          | 71        | 71        | 71        | 71        |
| Water                                                   |             |           |           |           |           |
| Number of connections                                   | 10,311      | 10,340    | 10,385    | 10,397    | 10,422    |
| Water mains (miles)                                     | 166         | 166       | 166       | 162       | 162       |
| Fire Hydrants                                           | 1,784       | 1,784     | 1,784     | 1,784     | 1,753     |
| Water purchased from St. Paul<br>(thousands of gallons) | 1,629,466   | 1,708,834 | 1,875,734 | 1,863,796 | 1,929,317 |
| Sewer                                                   |             |           |           |           |           |
| Number of connections                                   | 10,258      | 10,266    | 10,305    | 10,291    | 10,341    |
| Sanitary sewers (miles)                                 | 156         | 156       | 156       | 156       | 156       |
| Storm drainage                                          |             |           |           |           |           |
| Storm sewers (miles)                                    | 145         | 145       | 145       | 125       | 125       |

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**CITY OF ROSEVILLE, MINNESOTA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
AND INDEPENDENT AUDITOR'S REPORTS**

For The Year Ended December 31, 2023



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**CITY OF ROSEVILLE, MINNESOTA**  
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

To the Honorable Mayor and  
Members of the City Council  
Roseville, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseville, Minnesota, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City of Roseville, Minnesota's basic financial statements, and have issued our report thereon dated April 29, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City of Roseville, Minnesota's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Roseville, Minnesota's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Roseville, Minnesota's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as item 2023-001 that we consider to be a material weakness.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City of Roseville, Minnesota's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **The City of Roseville, Minnesota's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the City of Roseville, Minnesota's response to the finding identified in our audit and described in the accompanying schedule of findings and responses. The City of Roseville, Minnesota's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Roseville, Minnesota's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Roseville, Minnesota's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Redpath and Company LLC*

REDPATH AND COMPANY, LLC  
St. Paul, Minnesota

April 29, 2024

**CITY OF ROSEVILLE, MINNESOTA**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
For The Year Ended December 31, 2023

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**2023-001 Financial Statement Corrections**

*Criteria:* Material audit adjustments are considered to be a deficiency in internal control as defined by auditing standards.

*Condition:* During the audit, the following adjustment to the financial statements was made:

- Intergovernmental revenue and related expenditures were adjusted by approximately \$570,000 to reduce revenue and expenditures related to 2022, that had been recorded in 2023.

*Cause:* The City's year-end closing processes did not identify the misstatements prior to the audit. We understand that communications between the City departments may have been a contributing factor.

*Effect:* There is an increased risk that financial statement misstatements may occur and not be detected and corrected in a timely manner.

*Recommendation:* We recommend the City continue efforts to assure that all adjustments are identified during the year-end closing process.

*City Response:* The City recognizes a need for increased internal controls and will evaluate its current processes and implement additional procedures to help minimize such misstatements in the future.

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR  
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE AND REPORT  
ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY  
THE UNIFORM GUIDANCE

To the Honorable Mayor and  
Members of the City Council  
Roseville, Minnesota

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited the City of Roseville, Minnesota's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the City of Roseville, Minnesota's major federal programs for the year ended December 31, 2023. The City of Roseville, Minnesota's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City of Roseville, Minnesota complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.



We are required to be independent of the City of Roseville, Minnesota and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City of Roseville, Minnesota's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City of Roseville, Minnesota's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City of Roseville, Minnesota's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City of Roseville, Minnesota's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City of Roseville, Minnesota's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of the City of Roseville, Minnesota's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City of Roseville, Minnesota's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

## **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseville, Minnesota as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City of Roseville, Minnesota's basic financial statements. We issued our report thereon dated April 29, 2024, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Redpath and Company LLC*

REDPATH AND COMPANY, LLC  
St. Paul, Minnesota

April 29, 2024

**CITY OF ROSEVILLE, MINNESOTA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
For the Year Ended December 31, 2023

| Federal Funding Source/<br>Pass Through Agency/<br>Program Title                                                              | Federal<br>Assistance<br>Listing<br>Number | Pass-Through<br>Entity<br>Identifying<br>Number | Federal<br>Expenditures |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------|-------------------------|
| <b>U.S. Department of Housing and Urban Development:</b>                                                                      |                                            |                                                 |                         |
| Passed-through Ramsey County:<br>Community Development Block Grants/Entitlement Grants<br>(CDBG-Entitlement Grants Cluster)   | 14.218                                     | None Noted                                      | \$ 146,200              |
| <b>U.S. Department of Housing and Urban Development:</b>                                                                      |                                            |                                                 |                         |
| Passed-through Ramsey County:<br>Home Investment Partnerships Program                                                         | 14.239                                     | None Noted                                      | 87,264                  |
| Subtotal U.S. Department of Housing and Urban Development                                                                     |                                            |                                                 | 233,464                 |
| <b>U.S. Department of Justice:</b>                                                                                            |                                            |                                                 |                         |
| Direct:<br>Bulletproof Vest Partnership Program                                                                               | 16.607                                     | Not Applicable                                  | 6,348                   |
| <b>U.S. Department of Justice:</b>                                                                                            |                                            |                                                 |                         |
| Passed-through Ramsey County<br>Equitable Sharing Program                                                                     | 16.922                                     | None Noted                                      | 1,400                   |
| <b>U.S. Department of Justice:</b>                                                                                            |                                            |                                                 |                         |
| Passed-through Environmental Initiative Inc:<br>Missing Children's Assistance                                                 | 16.543                                     | None Noted                                      | -                       |
| Subtotal U.S. Department of Justice                                                                                           |                                            |                                                 | 7,748                   |
| <b>U.S. Department of Education:</b>                                                                                          |                                            |                                                 |                         |
| Passed-through MN Department of Transportation:<br>COVID-19 - Coronavirus Response and Relief Supplemental Appropriations Act | 84.425                                     | None Noted                                      | -                       |
| <b>U.S. Department of Treasury:</b>                                                                                           |                                            |                                                 |                         |
| Passed-through State of Minnesota:<br>COVID-19 - Coronavirus State and Local Fiscal Recovery Funds                            | 21.027                                     | None Noted                                      | 1,083,066               |
| <b>U.S. Department of Transportation:</b>                                                                                     |                                            |                                                 |                         |
| Passed-through State of Minnesota:<br>State and Community Highway Safety<br>(Highway Safety Cluster)                          | 20.600                                     | None Noted                                      | 3,833                   |
| <b>U.S. Department of Homeland Security/FEMA:</b>                                                                             |                                            |                                                 |                         |
| Direct:<br>Assistance to Firefighters Grant                                                                                   | 97.044                                     | Not Applicable                                  | 632,672                 |
| <b>Total Federal Expenditures</b>                                                                                             |                                            |                                                 | <b>\$ 1,960,783</b>     |

**CITY OF ROSEVILLE, MINNESOTA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**For the Year Ended December 31, 2023**

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Notes to the schedule of expenditures of federal awards

*Note 1. Basis of Presentation*

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the City of Roseville, Minnesota (City) for the year ended December 31, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the presentation of, the financial statements.

*Note 2. Summary of Significant Accounting Policies*

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized when incurred, following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

*Note 3. Indirect Cost Rate*

City of Roseville, Minnesota did not elect to use the 10% de minimis cost rate as allowed under the Uniform Guidance.

*Note 4. Subrecipients*

City of Roseville, Minnesota did not pass any federal fund to subrecipients during 2023.



## COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To the Honorable Mayor and  
Members of the City Council  
City of Roseville, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseville, Minnesota for the year ended December 31, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 29, 2024. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Matters

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Roseville, Minnesota are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2023. We noted no transactions entered into by the City of Roseville, Minnesota during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the City of Roseville, Minnesota's financial statements are the:

- estimated present value of the lease receivable
- estimated present value of the lease liability

- the estimates used to calculate the net pension liability, the pension related deferred outflows and inflows of resources, and pension expense

These estimates are based on the City of Roseville, Minnesota's estimated incremental borrowing rate, likelihood of lease renewals and actuarial studies. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. Determining sensitivity is subjective, however, we believe the disclosures most likely to be considered sensitive is Note 4C – Employee retirement systems and defined benefit pension plans.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. One of these known uncorrected misstatements of the financial statements is as follows:

- Payroll expenses related to compensated absences in the golf course fund were overstated by approximately \$21,000 in 2023 due to an understatement of accrued compensated absences in 2022.

Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the financial statements under audit.

The following material misstatement detected as a result of audit procedures was corrected by management:

- Intergovernmental revenues and related expenditures were decreased by \$572,000 related to 2022 activity that was recorded in 2023. The adjustment had a net zero impact on the fund balance and net position for 2022 and 2023.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated April 29, 2024.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City of Roseville, Minnesota's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City of Roseville, Minnesota's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the management discussion and analysis, budgetary comparison information, and schedules of OPEB and Pension information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.



We were engaged to report on combining and individual nonmajor fund financial statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory report and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

#### Other Reports

Various reports on compliance and internal controls are contained in the Other Required Reports section of the audited financial statement document.

#### Restriction on Use

This information is intended solely for the information and use of the City Council and management of the City of Roseville, Minnesota and is not intended to be, and should not be, used by anyone other than these specified parties.

*Redpath and Company LLC*

REDPATH AND COMPANY, LLC  
St. Paul, Minnesota

April 29, 2024



## MINNESOTA LEGAL COMPLIANCE REPORT

To the Honorable Mayor and  
Members of the City Council  
City of Roseville, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseville, Minnesota as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City of Roseville, Minnesota's basic financial statements, and have issued our report thereon dated April 29, 2024.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Roseville, Minnesota failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minnesota Statute § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City of Roseville, Minnesota's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

*Redpath and Company LLC*

REDPATH AND COMPANY, LLC  
St. Paul, Minnesota

April 29, 2024

# City of Roseville, Minnesota

2023 Audit Review

May 6, 2024

Rebecca M. Petersen, CPA

Director

Phone: 651.407.5826

Email: [rpetersen@redpathcpas.com](mailto:rpetersen@redpathcpas.com)

## Reports Issued by Auditor

---

- Opinion on the Fair Presentation of the Financial Statements
- Report on Internal Controls
- Report on Minnesota Legal Compliance
- Report on Federal Program Compliance
- Communication to Those Charged with Governance

# Opinion on Financial Statements

---

- What did we do?
  - Determine the financial statements are free of material misstatement and presented in accordance with established accounting principles.
- How did we do it?
  - Audit Standards
    - GAAS (AICPA)
    - GAGAS (GAO)
- What is the result?
  - An Unmodified or “clean” opinion was issued on the 2023 financial statements.

# Excellence in Financial Reporting

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Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**City of Roseville  
Minnesota**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

December 31, 2022

*Christopher P. Morrell*

Executive Director/CEO

# Report on Internal Controls

---

- What did we do?
  - We gained an understanding of internal controls in place and their effectiveness in order to design our audit procedures.
  - Deficiencies in internal control that are identified are discussed with management and reported to the City Council.
- How did we do it?
  - Obtain understanding of controls on each major class of transaction and account balance.
  - Select a sample of transactions and perform detailed tests to determine adherence to controls in place and effectiveness.
- What is the result?
  - One item noted regarding financial statement adjustments.

# Report on Minnesota Legal Compliance

---

## ■ What did we do?

- Determine the City has complied with certain Laws that pertain to financial transactions.
- Followed the audit guide published by the Office of the State Auditor. The guide consists of seven sections:
  - Conflicts of interest
  - Contracting bid laws
  - Miscellaneous provisions
  - Depositories of public funds and investments
  - Public Indebtedness
  - Claims and disbursements
  - Tax increment

## ■ How did we do it?

- Select sample of transactions to test for compliance with statutory provisions.

## ■ What is the result?

- No items of noncompliance reported



# Report on Federal Program Compliance

---

- What did we do?
  - Required when City expends greater than \$750,000 of federal award dollars (City expended approximately \$1,960,000 in 2023).
  - Determine the City has complied with various requirements of federal programs.
  - Federal programs have up to twelve areas of compliance
- How did we do it?
  - Select sample of transactions to test for compliance with federal program requirements.
- What is the result?
  - No instances of noncompliance identified and no questioned costs.

# Communication to Those Charged With Governance

---

- Accounting standards changed
  - Implementation of GASB 96 - SBITAs
- Accounting estimates in the financial statements.
  - Net Pension Liability (\$18,410,000)
  - OPEB liability (\$1,290,000)
- No disagreements with management.
- No difficulties encountered in performing the audit.
- Other matters

## 2023 Financial Summary

---

| Fund Type       | Revenues<br>and<br>Other Sources | Expenditures<br>and<br>Other Uses | Interfund<br>Transfers<br>(Net) | Change in<br>Fund<br>Balance | Fund<br>Balance<br>12/31/23 |
|-----------------|----------------------------------|-----------------------------------|---------------------------------|------------------------------|-----------------------------|
| General         | \$23,507,000                     | \$21,910,000                      | \$783,000                       | \$2,380,000                  | \$10,885,000                |
| Special Revenue | 12,789,000                       | 10,529,000                        | (1,483,000)                     | 777,000                      | 12,350,000                  |
| Debt Service    | 2,288,000                        | 2,479,000                         | 266,000                         | 75,000                       | 2,299,000                   |
| Capital Project | 10,700,000                       | 6,538,000                         | (66,000)                        | 4,096,000                    | 25,688,000                  |
| Total           | <u>\$49,284,000</u>              | <u>\$41,456,000</u>               | <u>(\$500,000)</u>              | <u>\$7,328,000</u>           | <u>\$51,222,000</u>         |

# General Fund Budget Performance

|                                    | 2023               |                     |                    |
|------------------------------------|--------------------|---------------------|--------------------|
|                                    | Budget             | Actual              | Budget<br>Variance |
| Revenues                           | \$20,879,000       | \$23,507,000        | \$2,628,000        |
| Expenditures                       | 21,901,000         | 21,911,000          | (10,000)           |
| Revenues over (under) expenditures | (1,022,000)        | 1,596,000           | 2,618,000          |
| Transfers in                       | 597,000            | 983,000             | 386,000            |
| Transfers out                      | -                  | (200,000)           | (200,000)          |
| Total transfers                    | 597,000            | 783,000             | 186,000            |
| Net change in fund balance         | <u>(\$425,000)</u> | 2,379,000           | <u>\$2,804,000</u> |
| Fund Balance - January 1           |                    | <u>8,506,000</u>    |                    |
| Fund Balance - December 31         |                    | <u>\$10,885,000</u> |                    |

# General Fund Balance

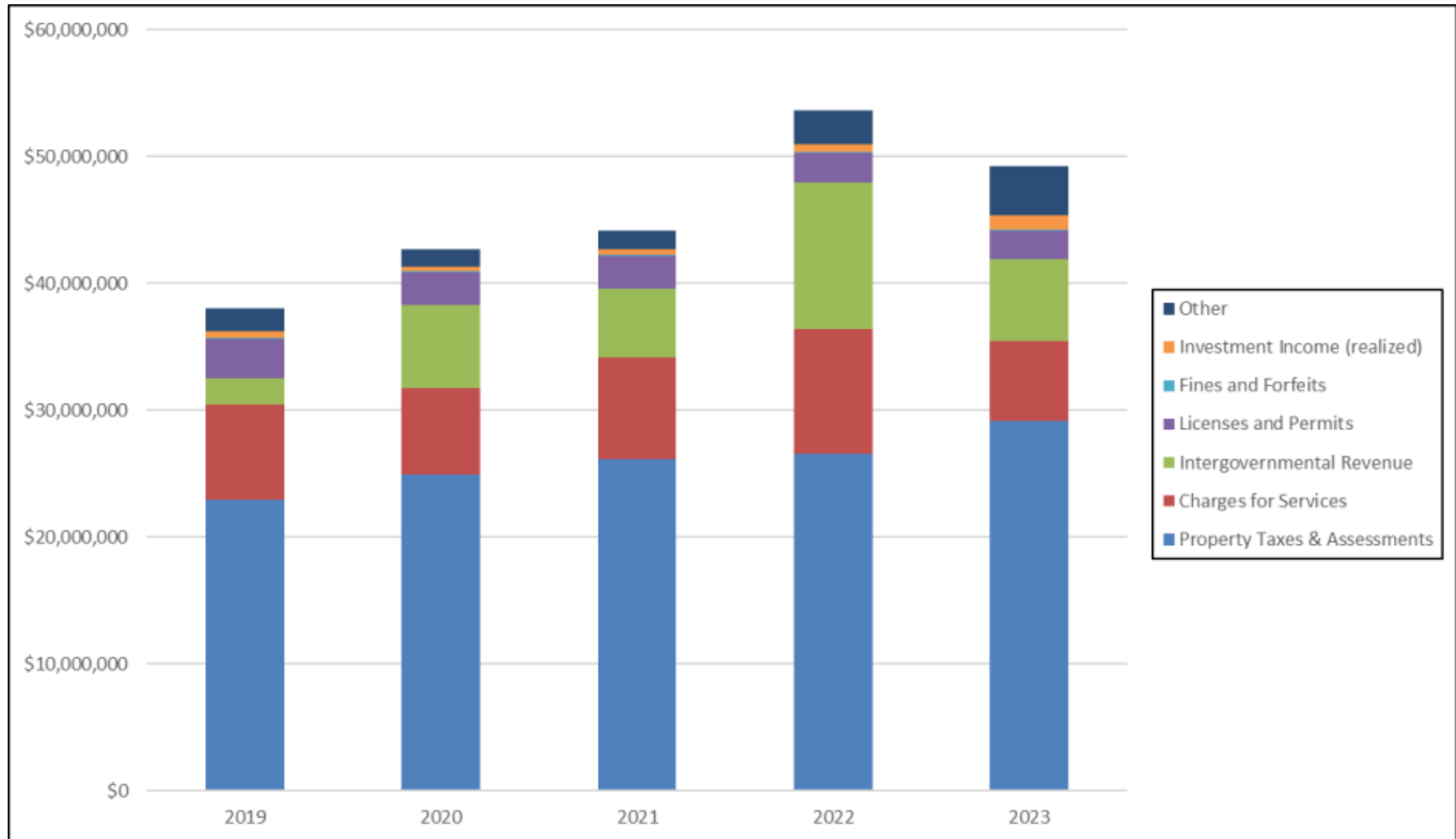
| Fund Balance Component           | 2023                       |
|----------------------------------|----------------------------|
| Nonspendable - prepaids          | \$67,195                   |
| Restricted - Law Enforcement     | 348,866                    |
| Restricted - Public safety       | 1,594,625                  |
| Assigned - general service       | 972,349                    |
| Assigned - professional services | 437,134                    |
| Unassigned - Working capital     | <u>7,464,892</u>           |
| Total fund balance               | <u><u>\$10,885,061</u></u> |

City policy is to maintain a minimum fund balance of 35% - 50% of annual expenditures for cash flow purposes:

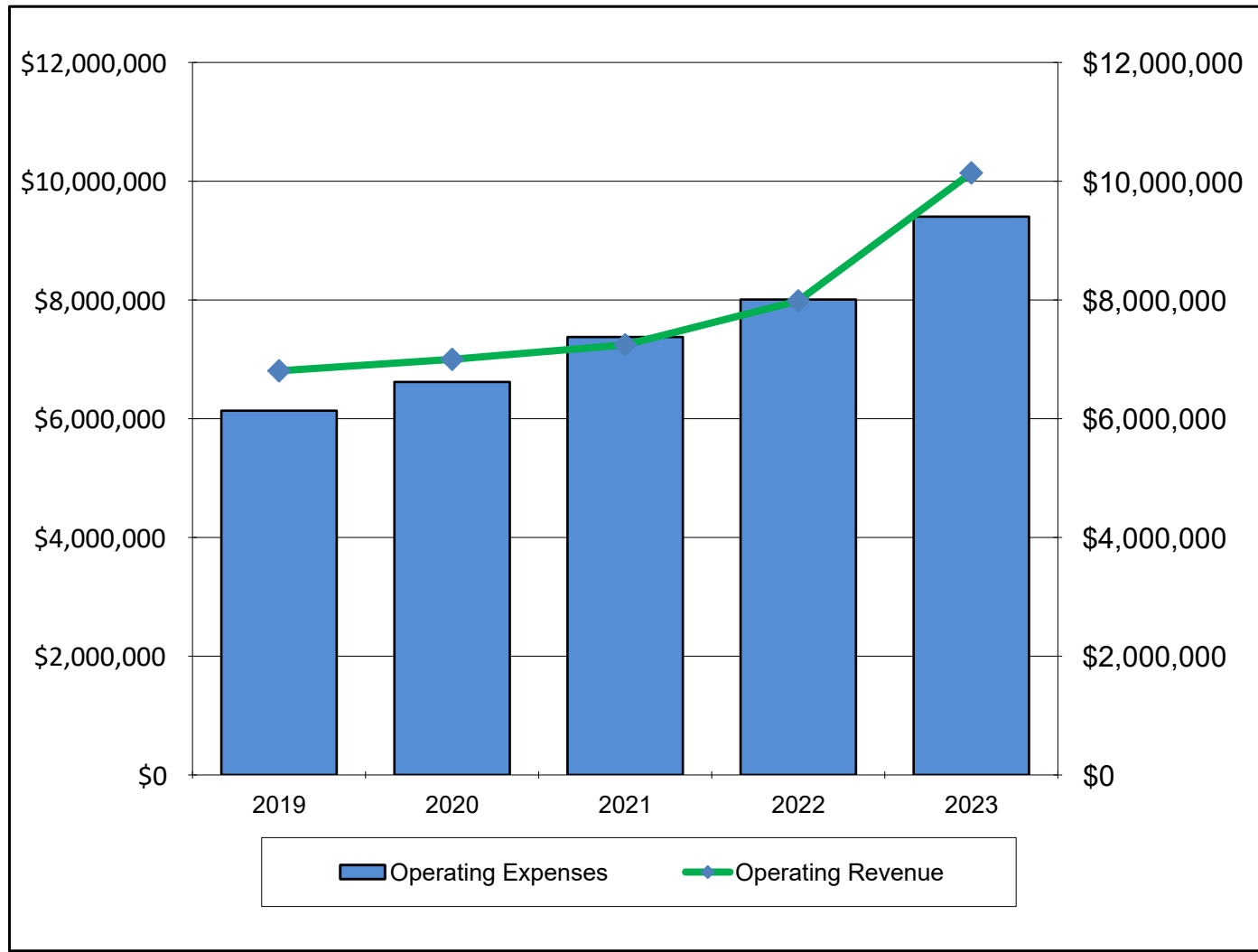
|                            |                           |
|----------------------------|---------------------------|
| 2024 budgeted expenditures | \$23,637,883              |
| Applicable percentage      | <u>37.543%</u>            |
| Working Capital amount     | <u><u>\$8,874,375</u></u> |



# Governmental Funds Revenue



# Water Utility

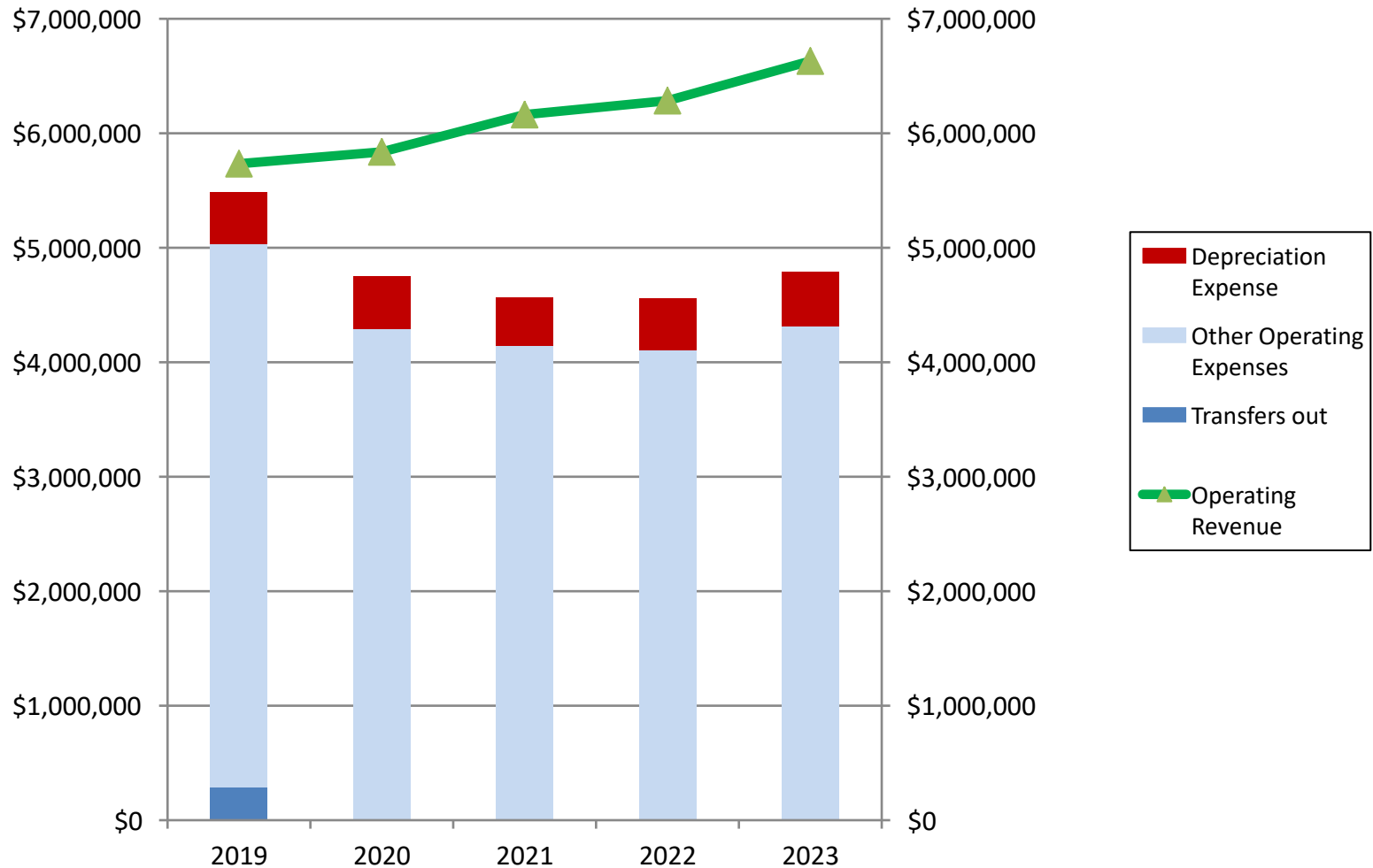


# Water Fund Cash Flows

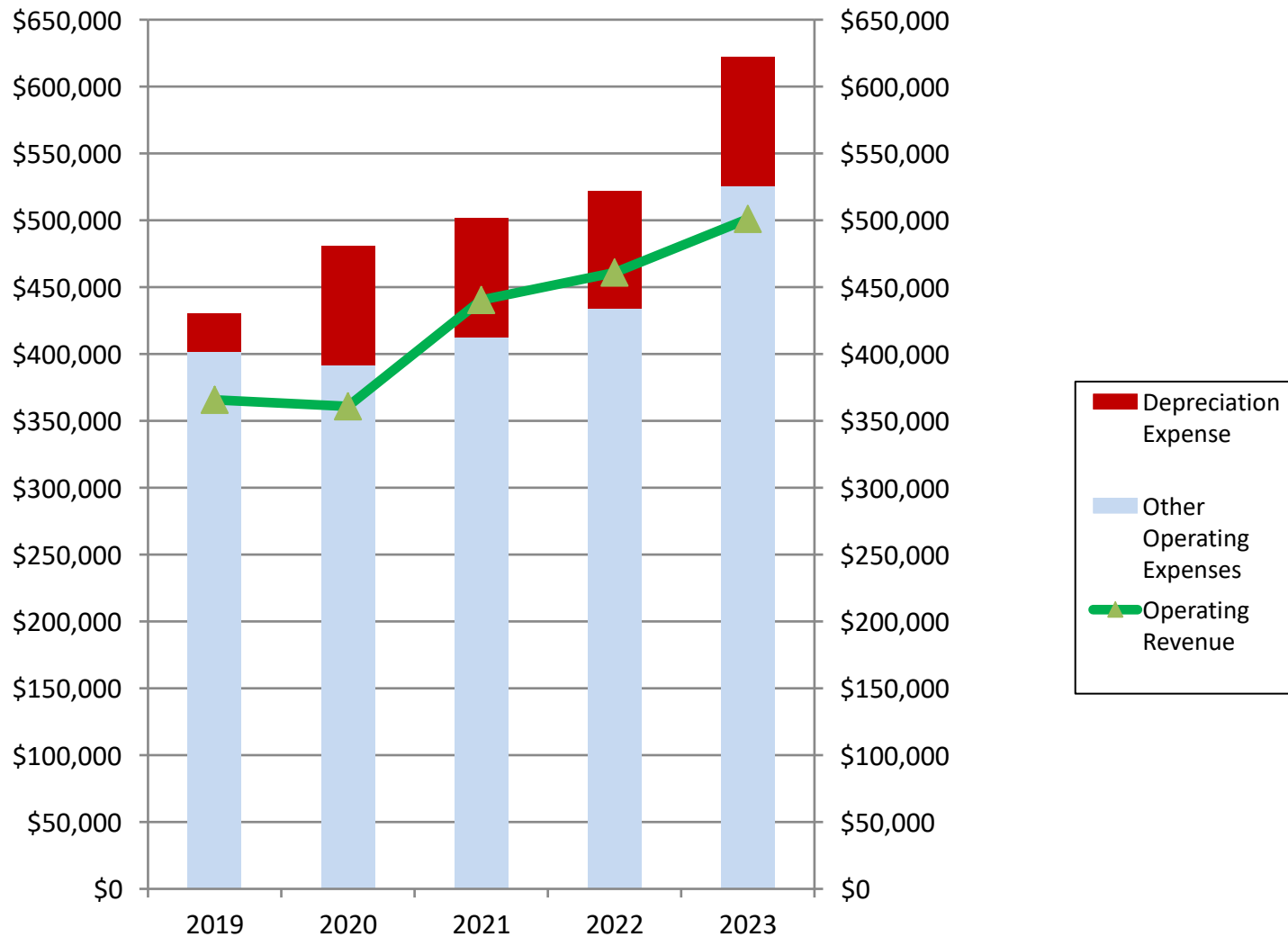
| Cash flows from:                                        | 2020               | 2021               | 2022                 | 2023               |
|---------------------------------------------------------|--------------------|--------------------|----------------------|--------------------|
| Operating activities                                    | \$937,217          | \$694,502          | (\$49,833)           | \$1,059,690        |
| Noncapital financing activities                         | (1,234,554)        | 2,108              | 341,785              | 163,759            |
| Capital and related financing activities                | 2,057,992          | (1,303,838)        | (1,457,794)          | (334,964)          |
| Investing activities                                    | -                  | (159)              | 12,574               | (50,499)           |
| Net change in cash flow                                 | 1,760,655          | (607,387)          | (1,153,268)          | 837,986            |
| Cash and cash equivalents - January 1                   | -                  | 1,760,655          | 1,153,268            | -                  |
| Cash and cash equivalents - December 31                 | <u>\$1,760,655</u> | <u>\$1,153,268</u> | <u>\$0</u>           | <u>\$837,986</u>   |
| Less:                                                   |                    |                    |                      |                    |
| Due to other funds - December 31                        | \$ -               | \$ -               | (\$347,521)          | \$ -               |
| Customer deposits payable - December 31                 | (1,456,569)        | (1,533,794)        | (1,585,300)          | (1,492,902)        |
| Cash balance available for operations/CIP - December 31 | <u>\$304,086</u>   | <u>(\$380,526)</u> | <u>(\$1,932,821)</u> | <u>(\$654,916)</u> |



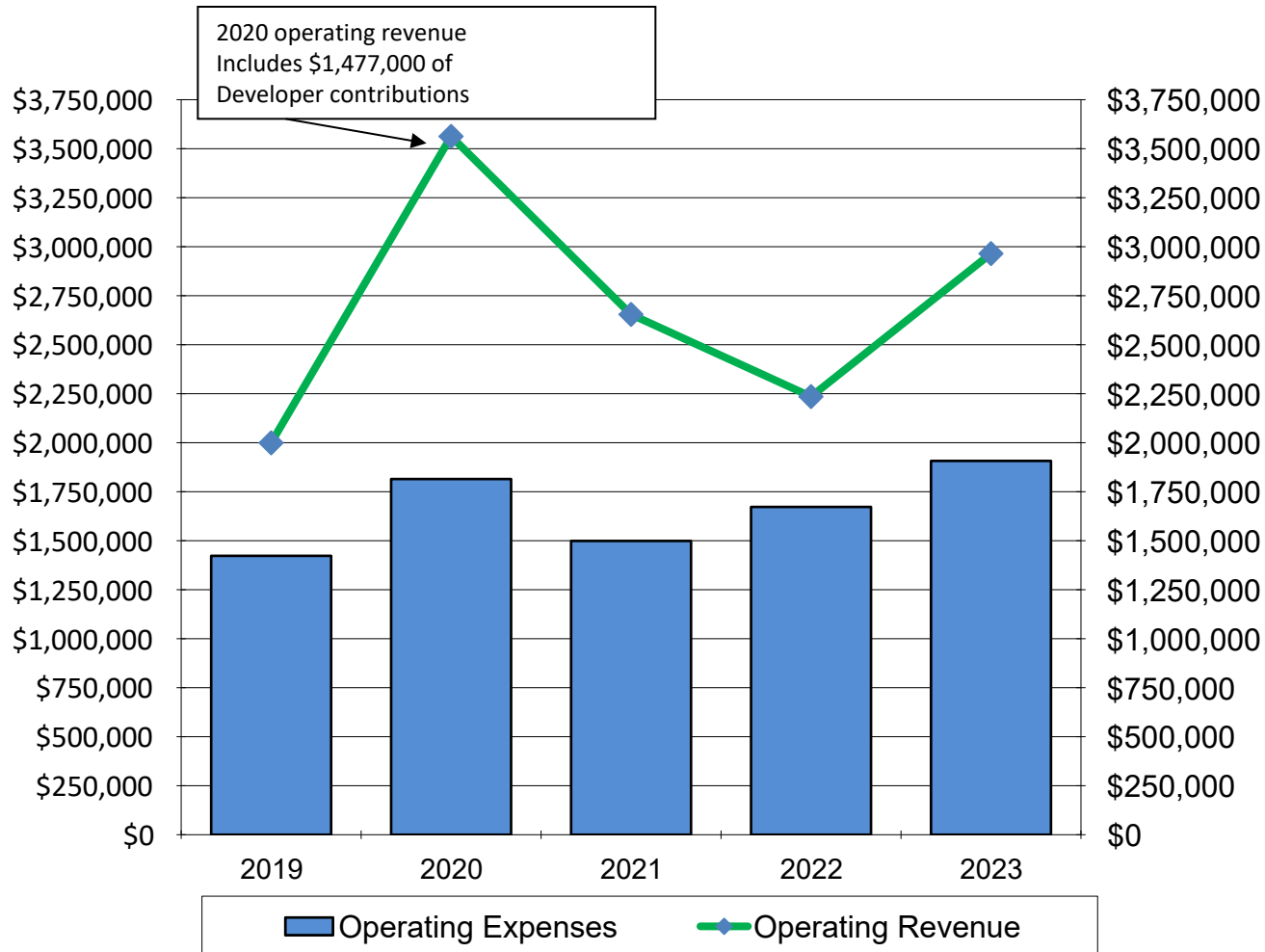
# Sanitary Sewer Utility



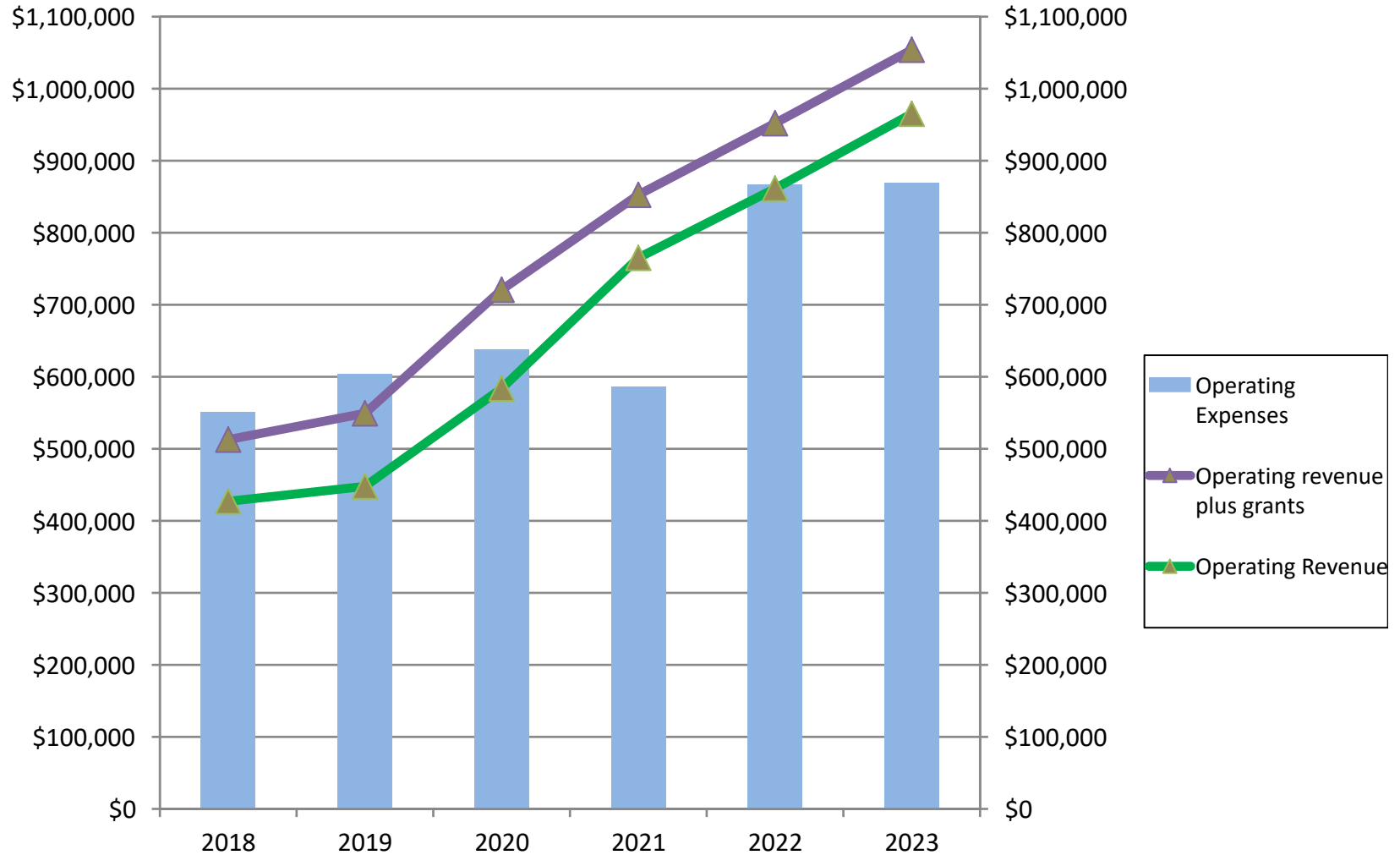
# Golf Course



# Storm Drainage



# Solid Waste Recycling



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 7.c.

Department Approval



City Manager Approval



**Item Description:** Receive First Quarter Budget Amendment and Financial Report

**Background**

The first quarter of 2024 is complete and financial results are available. The Finance Director prepared the attached first quarter financial report for Council review. This report shows budget versus actual performance for the period ending March 31, 2024.

The financial report includes those programs and services that constitute the City's core functions and for which changes in financial trends can have a near-term impact on the ability to maintain current service levels. Programs such as debt service and tax increment financing which are governed by pre-existing obligations and restricted revenues are not shown. In addition, expenditures in the City's capital improvement funds are not shown as these expenditures are specifically tied to pre-established capital reserve funds. Unlike some of the City's operating budgets, these reserve funds are not typically susceptible to year-to-year fluctuations. In these instances, annual reviews are considered sufficient. Enterprise funds do record both operations and capital within the fund as the revenues and reserves pay for operations and capital improvements.

The information is presented strictly on a cash basis which measures only the *actual* revenues that have been deposited and the *actual* expenditures that have been paid, except for the Enterprise funds (Water, Sewer, Storm and Recycling) where revenues are based on amounts billed in the first three months of the year. This is in contrast with the City's audited year-end financial report which attempts to measure revenues earned but not collected, as well as costs incurred but not yet paid.

It should be noted that some of the City's revenue streams such as property taxes and intergovernmental revenues, are non-recurring or are received intermittently throughout the year. This can result in wide revenue fluctuations from month to month. In addition, some of the City's expenditures are also non-recurring and subject to wide fluctuations. The financial report notes those areas where fluctuations occur during the year. At this point in time 25% of the year has passed and that sets the estimated benchmark for the first quarter report.

**General Fund Summary** - The General Fund includes the activities associated with the City's police, fire, streets, administration & finance, legal, and other general functions. Property tax revenue and state aid are the largest revenue sources for this fund. The general fund reserves carry the operations in this fund until property taxes are

received from Ramsey County in June. State Aids are received in May, September and October. As a result, first quarter revenues are only at 4%. Expenditures are trending below the benchmark as several cost areas are paid out in the later part of the year as footnoted on the report. However, expenditures at this point in time are consistent with the prior two years.

**Parks and Recreation Fund Summary** – Revenues are running slightly ahead of 25%, this is due to several park building rentals reserved at the beginning of the year and program participation reserved in advance of the various programs. As these programs are seasonal, the expenditures are tracking below 25% as many of the programs are operated in the summer and fall.

**Information Technology Fund Summary** – Antennae lease payments are on target for this point in time. This fund is being merged with the general fund as part of the 2024 budget process. The transfer is to the general fund based on revenues collected through March 31, 2024.

**Community Development Fund** – Revenues are currently tracking better than anticipated, however, there is some seasonality in the various permits issued by Community Development. Expenditures are tracking less than anticipated, but several expenditures occur later in the year.

**Communications Fund Summary** – Cable franchise fees are the largest revenue source for this fund. Franchise fees are received a month after the end of the quarter so there is a lag until year end when we record accruals. Expenditures are below 25% as North Suburban Cable Commission has not billed the city for their services in 2024.

**License Center Fund Summary** – The License Center revenues are on point and expenditures are tracking slightly below the benchmark. If this trend continues this fund should end the year above the approved reserve level range of 10-15%.

**Sanitary Sewer Fund Summary** – The Sanitary Sewer Fund revenues and expenditures are near expected levels. Capital expenditures and transfer out will occur later in the year. Expenditures are tracking slightly higher as we have four months of MCES charges paid through March 31. Capital expenditures and transfer out will occur later in the year.

**Water Fund Summary** – Water Fund revenues and expenditures are near expected levels. Expenditures can fluctuate during the year based on water consumption. The first quarter is historically low as this is the winter quarter where little to no external water is used. Expenditures are slightly lower due to only two months of St. Paul Regional Water invoices paid through March 31, 2024. Capital expenditures and transfer out will occur later in the year.

**Storm Sewer Fund Summary** – Storm Sewer Fund revenues and expenditures are near expected levels based on the prior two years. Capital expenditures and transfer out will occur later in the year.

**Environment Fund Summary** – The Environmental Fund revenues and expenditures are near expected levels. They are consistent with prior years.

**Golf Course Fund Summary** – The golf course activity is seasonal in nature, which impacts both the revenues and the expenditures in this fund. The revenues and expenditures are tracking consistent with the prior two years.

The City’s overall financial condition remains strong, and the Finance Department has not noted any unexpected variances in the operating funds for the first quarter of 2024. Variances that have occurred are noted and explained in the attached financial report.

**Budget Amendments** – In 2023 a classification and compensation study was done. However, final results were not available in time to update the 2024 budget when it was approved. As a result, \$500,000 was included in the approved budget as a contingency amount to cover a portion of the tax-supported cost of implementation. The 2024 department budgets already have new tax levy dollars for steps and COLA increases based on the previous compensation plan in place to cover the remaining costs to implement the classification and compensation study.

Based on implementation of the compensation plan, the contingency amount is allocated across General Fund departments and the Parks & Recreation and Communications Funds as noted in Attachment 2.

There also is an amendment to the property tax revenue in these funds based on the amended budget increases.

Budget amendments for the non-tax supported funds to cover the costs of implementing the classification and compensation study are also noted in the attachment. These increased expenses are anticipated to be covered by revenues generated in those funds or fund balances if revenues do not cover the additional expenses.

There is a second budget amendment as a result of the BCA grant received to fund a police investigator position. The City Council approved the joint powers agreement with the State of Minnesota BCA Violent Crime Reduction Unit on January 29, 2024. The budget is increased because of the grant revenue and the expenditures covered by the grant.

These budget amendments are in keeping with our expected 2024 activities and are considered normal financial practices.

## **Policy Objectives**

The information presented above satisfies the reporting requirements in the City’s Operating Budget Policy.

## **Racial Equity Impact Summary**

There is no equity impact.

## **Budget Implications**

See above.

135 **Staff Recommendations**

136 Staff recommends approval of the budget amendment resolution and acceptance of the  
137 first quarter financial report.  
138

139 **Requested Council Action**

140 The Council is asked to approve the budget amendment resolution and accept the first  
141 quarter financial report.  
142

143 **Prepared by:** Michelle Pietrick, Finance Director

**Attachments:** 1. Budget amendment Resolution  
2. Budget amendment  
3. First Quarter Financial Report

144



**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 5th day of May, 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**

**RESOLUTION AMENDING THE 2024 BUDGET  
FOR THE FISCAL YEAR OF 2024**

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

The City of Roseville is amending the 2024 budget for the implementation of the compensation study as shown on the attached schedule (Attachment 2) and the BCA grant awarded and accepted at the January 29, 2024 council meeting.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)  
                                  ) SS  
County of Ramsey)

.

38 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State  
39 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of  
40 minutes of a regular meeting of said City Council held on the 7th of June, 2021 with the original thereof  
41 on file in my office.

42  
43 WITNESS MY HAND officially as such Manager this 7th day of June, 2021.

44  
45  
46  
47 \_\_\_\_\_  
48 Patrick Trudgeon  
49 City Manager  
50

## 2024 BUDGET AMENDMENTS

## First Quarter Financial Report

|                                                           | Expense<br>Budget<br>Increase<br>(Decrease) | Revenue<br>Budget<br>Increase<br>(Decrease) |
|-----------------------------------------------------------|---------------------------------------------|---------------------------------------------|
| Comp & Class Implementation:<br>& settled union contracts |                                             |                                             |
| Tax Supported Funds:                                      |                                             |                                             |
| Administration                                            | 15,370                                      |                                             |
| Elections                                                 | 230                                         |                                             |
| Finance                                                   | 17,890                                      |                                             |
| Police                                                    | 283,525                                     |                                             |
| Fire                                                      | 43,838                                      |                                             |
| PW Administration                                         | 32,807                                      |                                             |
| Streets & Garage                                          | 10,170                                      |                                             |
| Contingency                                               | (500,000)                                   |                                             |
| General Fund                                              | (96,170)                                    |                                             |
| Parks & Recreation Fund                                   | 78,840                                      |                                             |
| Communications Fund                                       | 17,330                                      |                                             |
| General Fund Property Taxes                               |                                             | (96,170)                                    |
| Parks & Rec Property Taxes                                |                                             | 78,840                                      |
| Communications Property Taxes                             |                                             | 17,330                                      |
| Net change to tax supported funds                         | 0                                           | 0                                           |

## Non-Tax Supported Funds

|                       |         |
|-----------------------|---------|
| License Center        | 129,590 |
| Community Development | 52,853  |
| Sanitary Sewer        | 14,760  |
| Water                 | 24,680  |
| Storm Water           | 5,880   |
| Recycling             | 4,143   |
| Golf Course           | 14,630  |

Total covered by revenues or reserves 246,536

## Budget Amendment for BCA grant funded police investigator

|                        |         |         |
|------------------------|---------|---------|
| General Fund:          |         |         |
| Police budget          | 156,370 |         |
| State BCA grant-police |         | 156,370 |

| Description                               | 2024<br>Original<br>Budget | 2024<br>Amended<br>Budget | Actual thru<br>March<br>2024 | Benchmark<br>25%<br>Percent<br>of Budget |     |
|-------------------------------------------|----------------------------|---------------------------|------------------------------|------------------------------------------|-----|
| <b>GENERAL OPERATING FUND</b>             |                            |                           |                              |                                          |     |
| <b>GENERAL FUND - REVENUES</b>            |                            |                           |                              |                                          |     |
| Taxes                                     | \$ 19,007,568              | \$ 18,911,398             | \$ 1,881                     | 0.01%                                    | A   |
| Intergovernmental                         | \$ 1,860,585               | \$ 2,016,955              | \$ 331,078                   | 16.41%                                   | B   |
| Charges for Services                      | \$ 1,296,000               | \$ 1,296,000              | \$ 266,466                   | 20.56%                                   | C   |
| Licenses & Permits                        | \$ 418,002                 | \$ 418,002                | \$ 68,192                    | 16.31%                                   | C   |
| Other Revenues                            | \$ 239,208                 | \$ 239,208                | \$ 28,647                    | 11.98%                                   | C   |
| Transfers In                              | \$ 816,520                 | \$ 816,520                | \$ 154,342                   | 18.90%                                   | E   |
| <b>Total Revenues</b>                     | <b>\$ 23,637,883</b>       | <b>\$ 23,698,083</b>      | <b>\$ 850,606</b>            | <b>3.59%</b>                             |     |
| <b>GENERAL FUND - EXPENDITURES</b>        |                            |                           |                              |                                          |     |
| <b>General Government</b>                 |                            |                           |                              |                                          |     |
| City Council                              | \$ 325,187                 | \$ 325,187                | \$ 124,404                   | 38.26%                                   | I   |
| Administration                            | \$ 2,241,270               | \$ 2,256,640              | \$ 466,206                   | 20.66%                                   | H   |
| Elections                                 | \$ 105,160                 | \$ 105,390                | \$ 25,395                    | 24.10%                                   |     |
| Legal Services                            | \$ 385,000                 | \$ 385,000                | \$ 63,979                    | 16.62%                                   | G   |
| Finance                                   | \$ 877,192                 | \$ 895,082                | \$ 235,858                   | 26.35%                                   | O   |
| Central Services                          | \$ 53,500                  | \$ 53,500                 | \$ 8,224                     | 15.37%                                   | F   |
| General Insurance                         | \$ 70,000                  | \$ 70,000                 | \$ 17,500                    | 25.00%                                   |     |
| Contingency                               | \$ 500,000                 | \$ -                      |                              |                                          |     |
| <b>Total General Government</b>           | <b>\$ 4,557,309</b>        | <b>\$ 4,090,799</b>       | <b>\$ 941,566</b>            | <b>23.02%</b>                            |     |
| <b>Public Safety</b>                      |                            |                           |                              |                                          |     |
| Police                                    | \$ 11,221,924              | \$ 11,661,819             | \$ 2,524,138                 | 21.64%                                   | F   |
| Fire                                      | \$ 4,447,892               | \$ 4,491,730              | \$ 1,004,696                 | 22.37%                                   | F   |
| Fire Relief                               | \$ 46,500                  | \$ 46,500                 | \$ -                         | 0.00%                                    |     |
| <b>Total Public Safety</b>                | <b>\$ 15,716,316</b>       | <b>\$ 16,200,049</b>      | <b>\$ 3,528,834</b>          | <b>21.78%</b>                            |     |
| <b>Public Works</b>                       |                            |                           |                              |                                          |     |
| Administration                            | \$ 1,168,753               | \$ 1,201,560              | \$ 237,354                   | 19.75%                                   | H   |
| Streets                                   | \$ 1,278,550               | \$ 1,288,720              | \$ 190,085                   | 14.75%                                   | F,K |
| Central Garage                            | \$ 238,740                 | \$ 238,740                | \$ 92,438                    | 38.72%                                   | F   |
| Building Maintenance                      | \$ 453,215                 | \$ 453,215                | \$ 104,845                   | 23.13%                                   |     |
| Street Lighting                           | \$ 225,000                 | \$ 225,000                | \$ 22,447                    | 9.98%                                    | L   |
| <b>Total Public Works</b>                 | <b>\$ 3,364,258</b>        | <b>\$ 3,407,235</b>       | <b>\$ 647,169</b>            | <b>18.99%</b>                            |     |
| <b>Total Expenditures</b>                 | <b>\$ 23,637,883</b>       | <b>\$ 23,698,083</b>      | <b>\$ 5,117,569</b>          | <b>21.59%</b>                            |     |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ -</b>                | <b>\$ -</b>               | <b>\$ (4,266,963)</b>        |                                          |     |
| <b>OTHER OPERATING FUNDS</b>              |                            |                           |                              |                                          |     |
| <b>PARKS AND RECREATION FUNDS</b>         |                            |                           |                              |                                          |     |
| Taxes                                     | \$ 3,299,460               | \$ 3,378,300              |                              | 0.00%                                    | A   |
| Other Revenues                            | \$ 2,740,591               | \$ 2,740,591              | \$ 830,210                   | 30.29%                                   | J   |
| Transfers In                              | \$ 1,530                   | \$ 1,530                  |                              | 0.00%                                    |     |
| Expenditures - Operating                  | \$ 6,041,581               | \$ 6,120,421              | \$ 1,106,618                 | 18.08%                                   | J   |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ -</b>                | <b>\$ -</b>               | <b>\$ (276,408)</b>          |                                          |     |
| <b>INFORMATION TECHNOLOGY FUND</b>        |                            |                           |                              |                                          |     |
| Other Revenues                            | \$ 530,864                 | \$ 530,864                | \$ 154,342                   | 29.07%                                   |     |
| Transfers In                              | \$ 65,000                  | \$ 65,000                 |                              | 0.00%                                    | E   |
| Transfers Out                             | \$ 595,864                 | \$ 595,864                | \$ 154,342                   | 25.90%                                   | H   |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ -</b>                | <b>\$ -</b>               | <b>\$ -</b>                  |                                          |     |
| <b>COMMUNITY DEVELOPMENT FUND</b>         |                            |                           |                              |                                          |     |
| Revenues                                  | \$ 1,488,400               | \$ 1,488,400              | \$ 524,161                   | 35.22%                                   |     |
| Expenditures - Operating                  | \$ 1,913,817               | \$ 1,966,670              | \$ 428,406                   | 21.78%                                   |     |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ (425,417)</b>        | <b>\$ (478,270)</b>       | <b>\$ 95,755</b>             |                                          |     |

| Description                               | 2024<br>Original<br>Budget | 2024<br>Amended<br>Budget | Actual thru<br>March<br>2024 | Benchmark<br>25%<br>Percent<br>of Budget |   |
|-------------------------------------------|----------------------------|---------------------------|------------------------------|------------------------------------------|---|
| <b>COMMUNICATIONS FUND</b>                |                            |                           |                              |                                          |   |
| Taxes                                     | \$ 126,890                 | \$ 144,220                | \$ -                         | 0.00%                                    | A |
| Other Revenues                            | \$ 422,500                 | \$ 422,500                | \$ 23,220                    | 5.50%                                    | D |
| Expenditures - Operating                  | \$ 613,930                 | \$ 631,260                | \$ 112,402                   | 17.81%                                   |   |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ (64,540)</b>         | <b>\$ (64,540)</b>        | <b>\$ (89,182)</b>           |                                          |   |
| <b>LICENSE CENTER FUND</b>                |                            |                           |                              |                                          |   |
| Revenues                                  | \$ 2,101,000               | \$ 2,101,000              | \$ 463,253                   | 22.05%                                   |   |
| Expenditures - Operating                  | \$ 1,934,216               | \$ 2,063,806              | \$ 439,515                   | 21.30%                                   |   |
| Transfers Out                             | \$ 200,000                 | \$ 200,000                |                              | 0.00%                                    | E |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ (33,216)</b>         | <b>\$ (162,806)</b>       | <b>\$ 23,738</b>             |                                          |   |
| <b>ENTERPRISE FUNDS</b>                   |                            |                           |                              |                                          |   |
| <b>WATER UTILITY FUND</b>                 |                            |                           |                              |                                          |   |
| Operating Revenues and Grants             | \$ 9,045,000               | \$ 9,045,000              | \$ 1,167,768                 | 12.91%                                   | N |
| Transfers In                              | \$ 638,600                 | \$ 638,600                | \$ -                         | 0.00%                                    |   |
| Expenditures - Operating                  | \$ 8,502,361               | \$ 8,527,041              | \$ 1,756,178                 | 20.60%                                   | F |
| Transfers Out, Capital & Debt Service     | \$ 1,680,250               | \$ 1,680,250              | \$ 31,752                    | 1.89%                                    | H |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ (499,011)</b>        | <b>\$ (523,691)</b>       | <b>\$ (620,162)</b>          |                                          |   |
| <b>SANITARY SEWER UTILITY FUND</b>        |                            |                           |                              |                                          |   |
| Operating Revenues and Grants             | \$ 6,500,000               | \$ 6,500,000              | \$ 1,250,146                 | 19.23%                                   | N |
| Expenditures - Operating                  | \$ 4,857,581               | \$ 4,872,341              | \$ 1,066,080                 | 21.88%                                   | M |
| Transfers Out and Capital                 | \$ 1,444,000               | \$ 1,444,000              | \$ 30,440                    | 2.11%                                    | H |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ 198,419</b>          | <b>\$ 183,659</b>         | <b>\$ 153,626</b>            |                                          |   |
| <b>STORM WATER UTILITY FUND</b>           |                            |                           |                              |                                          |   |
| Operating Revenues and Grants             | \$ 3,819,593               | \$ 3,819,593              | \$ 533,898                   | 13.98%                                   | N |
| Expenditures - Operating                  | \$ 1,589,520               | \$ 1,595,400              | \$ 315,320                   | 19.76%                                   | F |
| Transfers Out and Capital                 | \$ 1,699,000               | \$ 1,699,000              | \$ 333,367                   | 19.62%                                   | H |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ 531,073</b>          | <b>\$ 525,193</b>         | <b>\$ (114,789)</b>          |                                          |   |
| <b>ENVIRONMENTAL UTILITY FUND</b>         |                            |                           |                              |                                          |   |
| Revenues                                  | \$ 1,142,008               | \$ 1,142,008              | \$ 202,796                   | 17.76%                                   | N |
| Expenditures - Operating                  | \$ 1,108,367               | \$ 1,112,510              | \$ 237,734                   | 21.37%                                   |   |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ 33,641</b>           | <b>\$ 29,498</b>          | <b>\$ (34,938)</b>           |                                          |   |
| <b>GOLF COURSE FUND</b>                   |                            |                           |                              |                                          |   |
| Revenues                                  | \$ 458,388                 | \$ 458,388                | \$ 92,995                    | 20.29%                                   | J |
| Expenditures - Operating                  | \$ 523,660                 | \$ 538,290                | \$ 77,317                    | 14.36%                                   | J |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ (65,272)</b>         | <b>\$ (79,902)</b>        | <b>\$ 15,678</b>             |                                          |   |
| <b>EDA Operating Fund</b>                 |                            |                           |                              |                                          |   |
| Taxes                                     | \$ 365,235                 | \$ 365,235                | \$ -                         | 0.00%                                    | A |
| Other Revenues                            | \$ 23,125                  | \$ 23,125                 | \$ 727                       | 3.14%                                    |   |
| Expenditures - Operating                  | \$ 388,360                 | \$ 388,360                | \$ 58,744                    | 15.13%                                   |   |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ -</b>                | <b>\$ -</b>               | <b>\$ (58,017)</b>           |                                          |   |

EDA notes: expenses are running less than 25% due to majority of expenses occurring later in the year and taxes come in later in the year.

City of Roseville  
Quarterly Financial Report  
As of March 31, 2024

Tickmark Explanations for Budget VS Actual Variances

- A. Taxes will be received in June/July and December/January
- B. State Aids and other grants are received later in the year
- C. Majority of these revenues are received later in the year
- D. Franchise fees are received quarterly at the end of the following month
- E. Majority of transfers are recorded at year end
- F. Internal allocations for Garage, Phones, copier and IT costs are done quarterly at the end of the following month
- G. Legal service invoices for two months only - this is normal
- H. Professional services, training, capital costs occur later in the year
- I. Annual NYFS contract paid in the first quarter which skews the percentage of budget.
- J. Parks & Rec is seasonal in nature - fees and building rental come in higher first quarter and then smooth out, expenditures occur more heavily in summer and fall
- K. Professional services and maintenance costs occur later in the year
- L. Based on lag in invoicing, only 2 months of electric costs paid in the 1st quarter and no repairs have yet been done this quarter.
- M. Sanitary Sewer has 4 months of MCES charges
- N. Utility revenues are based on service delivery, bills issued in Jan and Feb of 2023 are partially accrued back to the 2022 books as they are for services delivered in 2022. This is an annual occurrence. Also includes \$437,426 of under billings billed in 1st quarter.
- O. Springbrook maintenance paid for the full year which is skewing the percentage of budget.

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 7.d.

Department Approval



City Manager Approval



**Item Description:** Consider Approval of Rosedale Center Commercial Police Officer Agreement for 2024-2027

**Background**

The Roseville Police Department proposes to establish an agreement with the Rosedale Center to fund and assign two Commercial Patrol Police Officers to Rosedale Center, located at 1595 Highway 36. This arrangement aims to fulfill Rosedale's need for licensed peace officers. By providing professional services to the Rosedale Center, we aim to establish a mutually beneficial framework for both the mall and law enforcement to achieve shared objectives. Over the past five years, Rosedale Center and its affiliated stores have generated an average of 1,843 calls per year. An estimated 5% of all Roseville calls in 2023 (between the hours of 0900-2000) took place at Rosedale, significantly impacting police resources. This partnership seeks to enhance safety for Rosedale's 10 million annual visitors while diminishing the demand for traditional patrol officers to respond to mall-related incidents. This reallocation of resources will enable us to concentrate additional attention and proactive efforts on local neighborhoods and smaller businesses.

As part of the agreement, Rosedale Center has committed to constructing a police substation. Roseville Officers assigned to the Commercial Patrol will operate exclusively within the mall and exterior lots during their shifts and will be equipped with all necessary tools to fulfill their law enforcement duties effectively.

The duties of Roseville Police Department Commercial Patrol Officers encompass the following:

- Providing a visible presence to deter crime, ensuring a safe environment, and offering real-time assistance to the mall's 10 million annual visitors.
- Responding to all calls for service within the mall premises and its exterior areas.
- Conducting follow-up investigations related to retail crime occurring within the mall.
- Establishing and nurturing relationships while serving as the police department's liaison with the mall's administrative staff.
- Offering guidance and educating Rosedale's retail partners on safety and crime prevention measures.
- Collaborating with Rosedale administration to implement procedures aimed at enhancing the safety and security of the building and its surroundings.

These duties and the contract have been reviewed and approved by the City Attorney.

Entering into the agreement with Rosedale Center would increase RPDs authorized strength by two police officers, both funded by Rosedale Center. RPD anticipates assigning two experienced officers and filling the two vacant positions through an officer eligibility list. Over the three-year agreement, it is our hope the dedicated retail officers will prove a valuable resource to Rosedale Center and the

agreement and funding will be extended. The city bears no obligation to continue funding these positions beyond the agreement period. In the event that funding was not extended beyond the initial three-year period, other funding sources would be pursued or the positions would be absorbed through anticipated attrition.

## Policy Objectives

The City of Roseville aspires to be a safe and livable community for all. Crime erodes the sense of safety in our community. Addressing crimes against persons and property crimes, including retail crime, is essential to ensuring we remain a safe community, where people feel welcome.

It is also part of the mission of the Roseville Police Department to serve as guardians of our community to preserve life, maintain human rights, protect property and promote community commitment. It is essential to our mission that we work to address the economic strain and trauma associated with crime and the impact it has on our entire community, especially those who are victimized.

## Racial Equity Impact Summary

Retail crime, including theft, often results in higher prices, acutely impacting low and middle income consumers. It can also create an unsafe work environment for employees. Rosedale Center Commercial Police Officers will strive to enhance safety and reduce retail crime through building relationships and trust between law enforcement and Rosedale business owners, employees and visitors, including Roseville's historically disadvantaged community members. They will create connections between law enforcement, mental health providers and other community-based partnerships in an effort to further the City of Roseville and the Roseville Police Department's commitment to creating a safe and livable community for all.

## Budget Implications

There would be minimal budget obligations to the City of Roseville as the two Commercial Patrol Officer positions are fully funded by Rosedale Center, including salary, benefits, and miscellaneous equipment. Rosedale Center will also provide office space for both retail officers and contribute utilities as well as maintenance costs at no cost to the City (outlined in Attachment 1). There would be some minimal costs in back-filling and the onboarding of a new employee, training, uniform and equipment and squad set-up and maintenance, but those costs could be absorbed in our current budget. Additionally, there are no requirements for the city to continue to fund the positions at the end of the agreement cycle (three years).

## Staff Recommendations

Staff recommends the following:

1. The Council authorize the police department to enter into the three-year partnership with Rosedale Center as provided under the Agreement.
2. The council authorize a budget amendment reflecting the expenditures and revenue as provided for in the Agreement.

## Requested Council Action

1. Authorize the Roseville Police Department to enter into the three-year partnership with Rosedale Center as provided under the Agreement.
2. Authorize a budget amendment reflecting the expenditures and revenue as provided for in the Agreement.



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**Prepared by:** Deputy Chief Joe Adams

**Attachments:** 1. Attachment\_2024 Rosedale Center Commercial Police Officer Agreement

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**ROSEDALE CENTER  
ELEVATED LAW ENFORCEMENT PRESENCE AGREEMENT**

This Agreement (“Agreement”) is made by and between the City of Roseville, a municipal corporation (“City”), and Universal Protection Service, LLC dba Allied Universal Security Services (collectively, the “Parties”) as of the effective date below.

**Recitals**

WHEREAS, Rosedale owns and operates a regional shopping mall open to the public located within the jurisdiction the City, located at 1595 Highway 36, Roseville, Minnesota 55113 (“Mall Premises”); and

WHEREAS, the City is authorized to provide law enforcement services throughout its jurisdiction; and

WHEREAS, Malls across the nation have experienced significant and increasing criminal activity on its Mall Premises in recent years, including both property crimes and crimes against persons; and

WHEREAS, such criminal activity at Rosedale is of such a concentrated nature so as to detract from the City’s ability to provide satisfactory law enforcement services in other parts of its jurisdiction; and

WHEREAS, Rosedale seeks elevated law enforcement presence at its Mall Premises to provide additional protection for persons and property on its Mall Premises; and

WHEREAS, Rosedale wishes to contract with the City to provide dedicated law enforcement presence to assist in providing safety, security, and order at its Mall Premise in a manner that exceeds normal law enforcement presence; and

WHEREAS, the City is willing provide such services; and

WHEREAS, the Services provided by the City will be in addition to Security Services provided by Universal Protection Service, LLC d/b/a Allied Universal Security Services (“Allied”).

NOW, THEREFORE, in consideration of the promises and covenants hereinafter contained, and intending to be legally bound thereby, the City and Rosedale agree as follows:

1. **Elevated Law Enforcement Presence.** The City agrees to provide elevated law enforcement presence at the Mall Premises as follows:
  - A. On-Site Police Officers. The City will provide two (2) on-duty licensed police officers from its Police Department to be stationed at the Mall Premises (the “Assigned Officers”) during certain designated hours of operation of the Mall Premises for a minimum of 24 hours per week each, fifty-two (52) weeks per year. Assigned Officers

will not be present during all operating hours. The City will retain complete and final authority on supervision, direction, scheduling, assignment, and command and control over the Assigned Officers.

- B. The Assigned Officers will perform duties and functions customarily rendered by police officers of the City of Roseville including police patrols and general law enforcement duties at the Mall Premises (the “Services”). The Services include leaving the Mall Premises as necessary to effect arrest or perform law enforcement duties related to an event at the Mall Premises. Assigned Officers will at all times be subject to the control and direction of the City, including being called to answer calls outside the Mall Premises as may be necessary. Services will also include such activities agreed to by the Parties in collaboration with Allied, the Security Service provider.
  - C. Each Assigned Officer will dress in a law enforcement uniform issued by the City, to include all necessary and required accoutrements that would be customarily worn, such as a registered firearm, radio, vest, safety equipment, etc. The City will have sole discretion to determine the appropriate duty uniform for each Assigned Officer. Notwithstanding the foregoing, at the sole discretion of the City; for law enforcement purposes that cannot be performed in a traditional uniform, and Assigned Officers will be in plain clothes while on duty.
  - D. Rosedale will not exercise control over Assigned Officer’s enforcement of laws and Assigned Officers will not enforce any rules and regulations that are not otherwise violations of the law, as determined in the sole discretion of the Assigned Officer, and in adherence to the policies and procedures of the City.
  - E. Assigned Officers may, in their sole discretion, interrupt their provision of Services in order to discharge their public duties as law enforcement officers and attend to emergencies and other exigent circumstances outside the scope of this Agreement. Such interruption or termination of Services will not be considered a breach of this Agreement. Rosedale is not obligated to pay for and the City may not charge fees for activities performed during the time that the Assigned Officer interrupts or temporarily terminates the provision of Services. For administrative convenience, interruptions in Services for the purpose of performing law enforcement activities will be considered de minimus and may be charged to Rosedale whenever such interruption lasts less than one hour.
  - F. On-Site Police Squad Car. At all times when an Assigned Officer is providing Services, the City will provide, one (1) fully-equipped police squad car from the City’s police department fleet. Such squad car will be located at the Mall Premises, but such vehicle will otherwise be subject to City’s sole direction and control.
2. **On-Site Substation.** Rosedale agrees to provide and equip a dedicated substation within the Mall Premises as follows:

- A. Dedicated space. Prior to the Services Start Date, Rosedale will create space and obtain equipment for an on-site, permanent police substation at the Mall Premises for the use of the Assigned Officers in the performance of Services. The Parties will work cooperatively to design and configure the substation space. At a minimum, Rosedale will provide a secure space, and general office furniture including desks, chairs, and trash cans. After completion, the substation space will not be moved or altered by Rosedale without prior consultation and agreement with the City.
- B. On-Site Substation Technology and Equipment. Rosedale will equip the on-site substation with all reasonable and necessary technological capabilities and other related equipment, which must include high-speed, secure internet access. The City will provide computers and security-related equipment (such as safes). The Parties will work cooperatively to determine and identify any other reasonable and necessary technological needs of the on-site substation.
3. **Compensation for Elevated Law Enforcement Presence.** Rosedale agrees to provide to the City the following compensation, space, and equipment for the Services:
  - A. On-Site Police Officers. Rosedale will reimburse the City for all costs to the City for the Assigned Officers (the “Labor Costs”). Labor Costs include the wages to compensate the Assigned Officers for the time spent providing the Services and also the cost to the City of benefits, , training, and related expenses for two full-time officers, as itemized in **Exhibit A** attached hereto.
  - B. On-Site Substation. Rosedale will provide the substation space including design, construction, furniture, equipment, and any subsequent alterations and replacements, at its own expense and without charge to the City.
  - C. Substation Signage. The City will pay the costs of any signs, branding, and other markers on the substation and within Mall Premises consistent with Rosedale’s schedule of costs for all other tenants at its Mall Premises.
  - D. On-Site Substation Technology. Rosedale will provide dedicated internet access, and hard-wired phone, and any other reasonable and necessary on-site substation technology agreed upon by the parties as itemized **Exhibit A** attached hereto.
  - E. On-Site Police Squad Car. Rosedale will reimburse the City for all costs to procure, equip, and operate the on-site squad car (the “Vehicle Costs”) as itemized in **Exhibit A** attached hereto,
4. **Rosedale’s Right to Request Law Enforcement Activity.** Nothing in this Agreement will be construed to interfere with the rights of Rosedale or its employees as citizens to request that the City, in its capacity as a public law enforcement agency, or that Officers, in their capacity as licensed law enforcement officers, respond to requests for law enforcement assistance. The City and the Police Department shall retain sole and exclusive discretion to respond to such requests for law enforcement assistance in such manner and to such extent, as the law and their training may require.

5. **City's Right to Suspend Services.** The Parties acknowledge that the primary responsibility of the Roseville Police Department is to provide law enforcement services to the City of Roseville. In the event that the City is unable to staff the Services for any reason including that it lacks sufficient staffing to provide adequate law enforcement services to the City of Roseville, either on a short term or a long-term basis, the City has the right to suspend Services. In such a circumstance, the City will provide up to 90 days' notice, if possible, prior to such suspension. In the event that, due to circumstances beyond the City's reasonable control, the city is unable to provide 90 days' notice, the City will provide as much notice as possible which may be little or no notice at all, depending on the circumstances. Such notice will include an estimate of the length of the suspension. Such suspension will not be a breach of this Agreement, and, in the event of a suspension of services, Rosedale will not be obligated to pay for Labor Costs or Vehicle Costs related to any Services not actually received.
6. **Method of Payment.** The City will submit to Allied Universal Security Services on a monthly basis (twelve times per year) an itemized written invoice for the Labor Costs and Vehicle Costs (together the "Costs") as set forth in **Exhibit A**. Rosedale will remit payment to the City for all such invoiced Costs within thirty (30) days of receipt. In the event of untimely payment or non-payment, the City will thereafter charge an additional monthly, cumulative late fee of five percent (5%) of the outstanding invoiced amount.
7. **Term; Renewal.** This term of this Agreement related to the provision of Services will begin on [DATE] (the date that Services actually begin being the "Services Start Date", the date Services are scheduled to begin being the "Scheduled Services Start Date"). In the event that the city is unable to provide sufficient staff to provide the Services on any Scheduled Services Start Date, the City will provide at least 90 days' notice prior to the Scheduled Services Start Date that the Services Start Date will be delayed by 90 days. The term of this Agreement related to the creation of a substation place will begin ninety (90) days prior to the Services Start Date. Following the actual Services Start Date, this Agreement will thereafter automatically renew for one additional three- year term, unless earlier terminated by either party in accordance with Paragraph 8 of this Agreement.
8. **Termination.** This Agreement may be terminated at any time by either Party, with or without cause, by delivering to the other Party at the address set forth in Paragraph 18 below, a written notice at least 180 days prior to the date of such termination. The date of termination must be stated in the notice.
9. **Independent Contractor Status.** Rosedale and the City enter into this Agreement at arms' length. The City at all times will be considered an independent contractor for all purposes under this Agreement. Nothing in this Agreement will be deemed or construed to create a joint venture, partnership, or employer/employee relationship between the parties. Neither Rosedale nor the City will hold itself out as the representative or agent of the other party. Neither Rosedale nor the City has the right and neither will seek to exercise any control over the other party, its employees, its officers, or its agents. The City and its Assigned Officers will not be deemed employees or joint employees of Rosedale for any

purpose. The City retains the sole right and authority to recruit, hire, promote, discipline, demote, discharge, determine rates of pay for, establish the terms and conditions of employment of, and/or to direct and control the manner in which its employees and officers discharge their professional and work duties. The City is responsible for instructing and training its officers consistent with this Agreement. The City retains the sole right and authority to decide and direct which employees it will assign, at what times, under this Agreement. The City will be solely responsible for all employee wages, timesheets, payroll deductions, federal and state taxes, unemployment compensation contributions, social security taxes, and benefits of its employees. Neither the City nor its employees are entitled to receive any benefits, including but not limited to salary, vacation pay, sick leave, retirement benefits, social security, workers' compensation, health disability, unemployment, and stock options that Rosedale may provide to its employees. It is understood that Rosedale will not provide and will not be responsible for workers' compensation insurance for any employee of the City. When rendering services at the Mall Premises, the City's employees act solely as agents of the City.

10. **Assignment.** The Parties will not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the other Party.
11. **Compliance with Laws and Regulations.** Both Parties abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Services. The City and Rosedale, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13.
12. **Waiver.** Any waiver by either Party of a breach of any provisions of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement or either Party's ability to enforce a subsequent breach.
13. **Indemnification.** To the fullest extent permitted by law, each party agrees to defend, indemnify and hold harmless the other and their elected officials, members, board members, executive director, officers, agents, employees and representatives 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 of their own negligent or wrongful act or omission, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Services or other duties under this Agreement and against all losses resulting from their own failure to fully perform all of their respective obligations under this Agreement.
14. **Recitals.** The recitals set forth above are incorporated herein by reference and are explicitly made part of this Agreement.
15. **Governing Law.** This Agreement will be controlled by the laws of the State of Minnesota.
16. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which will be considered an original.

17. **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 will not affect the remaining provisions of this Agreement.

18. **Notices.** Any notice to be given by either party upon the other under this Agreement will be properly given: a) if delivered personally to the Chief of Police if such notice is to be given to the City, or if delivered personally to the [LOCATION FOR PERSONAL SERVICE] if such notice is to be given to Rosedale; b) if mailed to the other Party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other Party addressed as follows:

If to City:                      City of Roseville  
                                         Roseville City Hall  
                                         2660 Civic Center Drive  
                                         Roseville, MN 55113  
                                         Attn: Chief of Police

If to Rosedale:                \_\_\_\_\_  
                                         \_\_\_\_\_  
                                         \_\_\_\_\_  
                                         \_\_\_\_\_  
                                         Attn: \_\_\_\_\_

Notices will be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other Party will commence to run one business day after the date of mailing or delivery to the courier. Any Party may change its address for the service of notice by giving written notice of such change to the other Party, in any manner above specified, 10 days prior to the effective date of such change.

19. **Survival.** No termination or expiration of this Agreement will affect the rights and obligations of the Parties accruing prior to the effective date of termination or expiration.

20. **Entire Agreement.** The entire agreement of the Parties is contained in this Agreement and its Exhibits. 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 will be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City Manager

[ENTITY NAME]

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_



## **EXHIBIT A**

In exchange for Elevated Law Enforcement Presence, as reflected in this Agreement, Rosedale will pay to the City the costs of the following:

1. The annual cost to the City of the salary and benefits for two Police Officers. The per-officer cost will increase based on increases in City costs of wages and benefits. In year one, this cost is estimated at \$125,000 per Police Officer.
2. In year 1 only, \$30,000 to cover the use of one squad car.

The City will not impose costs for equipment, radio, vests, training, cell phone, handgun, and squad maintenance.

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 7.e.

Department Approval

City Manager Approval



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**Item Description:** Discuss Kids in Need Foundation State Bonding Request

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**Background**

At the April 22 meeting, the City Council received information from Kids in Need Foundation (KINF) requesting the City receive state bonding funds to allow them to relocate their operations to a building located at 1550 Commerce Street. The City Council case from that meeting and information about their request is included as Attachment 2. After discussion, the City Council felt that they needed more information regarding what the responsibilities, both short-term and long-term, would be for the City if it were to receive the state bonding funds for the KINF project.

City Attorney Tierney has provided a memo detailing the obligations of the City in receiving state bonding funds for a non-profit, which is included as Attachment 1. Ms. Tierney will be able to speak about the details of the obligations and answer any questions the City Council may have.

**Policy Objectives**

To consider helping a non-profit based in Roseville with their capital needs through the use of City resources to receive State of Minnesota funding through GO Bonds. The City does not have a history or policy of providing this level of assistance to non-profits.

**Racial Equity Impact Summary**

The Kids in Need Foundation provides assistance to teachers who work in schools where 70% or more of the student population is eligible for the National School Lunch Program (NLSP). According to information provided by KINF, there is a \$2,200 per-student public funding gap in schools where most of the students meet the NLSP criteria. The gap disproportionately falls on students of color, particularly Hispanic and Black children.

**Budget Implications**

Costs to the City are undetermined at this point.

**Staff Recommendations**

Staff recommends receiving information from the City Attorney and discuss whether to support receiving state bonding funds for Kids in Need Foundation new headquarters and facility.

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**Requested Council Action**

Receive information and make a decision regarding support for receiving state bonding funds for Kids in Need Foundation new headquarters and facility.

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

- Attachments:**
- 1. City Attorney Memo
  - 2. April 22 City Council case regarding Kids in Need Foundation request

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**RACHEL G. TIERNEY**

Attorney at Law

Direct Dial: (612) 337-9234

Email: [rtierney@kennedy-graven.com](mailto:rtierney@kennedy-graven.com)

To: Pat Trudgeon

From: Rachel G. Tierney, Attorney at Law  
KENNEDY & GRAVEN, CHARTERED

Date:

Re: City obligations for receipt of state general obligation bond funds

The Kids in Need Foundation (KINF) has asked the City Council to support their request for \$5,000,000 in state general obligation bond funds to establish a 60,000 square foot distribution center for teachers and students in Roseville (the “Facility”). The Facility will include: 1) an expended teacher resource center where teachers shop for supplies at no cost; 2) a teacher training site for workshops, continuing education, and professional development; 3) an expanded volunteer center where community members can pack school supply kits for students and teachers; and 4) increased warehouse space to support the Rural and Indigenous School Equity program. The Facility will be designed to operate a supply distribution and educator resource center in the city of Roseville to support underserved students and teachers throughout Minnesota (the “Program”).

The authority for the State of Minnesota (the “State”) to issue general obligation bonds (the “State GO Bonds”) derives from the Minnesota Constitution article XI, section 5, clause (a), which allows the State to issue public debt to appropriate or loan to any public subdivision of the State for acquisition or betterment of public land and buildings. Minnesota Statute § 16A.695 (the “Act”) and 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”) lays out the State’s requirements related to properties financed by State GO Bonds. Proceeds of State GO Bonds may only be used by KINF for costs relating to the Facility that are of a capital nature that are used to operate a governmental program, and for predesign and design activities. Grant proceeds may not be used for general operating expenses, staffing, or general master planning. Assuming that the City decides to support the Facility, it will need to do the following:

### **ENTER INTO A STATE GRANT AGREEMENT.**

All grants financed with the proceeds of State GO Bonds must be evidenced by a grant agreement. The State has created a model agreement that can be found here: <https://mn.gov/mmb/debt-management/capital-projects/grant-agreements/grant-agreements-go-bonds.jsp>. The grant agreement is a state form, and the City will likely not be allowed to make any changes except for the inclusion of project specific information. As required by the Act and the Commissioner’s Order, the grant agreement will require the City to have an “ownership interest” in the real property and the Facility constructed thereon. That ownership interest can be fee simple ownership, or a

property/facility lease for 125% of the useful life of the property (likely a term of 35-40 years). The proceeds of the grant can only be used for the purposes authorized by the legislature. Once constructed, the Facility must be used to operate the approved governmental program.

As permitted by the Act and the Commissioner's Order, the City can in turn enter into a lease and management agreement or similar document with KINF (discussed below). However, Minnesota Management and Budget ("MMB") must approve the lease and management agreement and it must comply with requirements set forth in the Act and Commissioner's Order as outlined in the grant agreement. The details of documents other than the grant agreement required are described in more detail in specific sections below.

Even though the grant will be passed through to KINF, the grant agreement will impose certain requirements on the City that cannot be delegated to KINF including a requirement that the City report to MMB annually, in a statement sworn before a notary public, that the real property and the Facility are being used for the approved governmental purposes. Further, the City will be required to annually review projected budgets to verify that projected revenues are sufficient to meet projected expenses. The City will have an obligation to reject inaccurate or unbalanced budgets. Once it approves a budget, the City will supply a certified copy of the resolution approving the budget and a copy of the budget to the State.

The grant agreement will also contain certain City obligations before and during construction. These include making sure KINF complies with design submittal requirements, managing reimbursement requests, ensuring the project is constructed as approved, and monitoring various State regulations including but not limited to the payment of prevailing wages. Many of these obligations can be met by hiring a construction manager. The costs of the construction manager can be passed along to KINF who can either pay for those costs out-of-pocket or with grant proceeds. The City should carefully draft the agreement with the construction manager (and conduct some oversight) to ensure that all state requirements are being monitored.

As required by the Commissioner's Order and the Act, the grant agreement prohibits the encumbrance or sale of the Facility unless the City determines by official action that the property is no longer usable or needed by the City to carry out the governmental program for which it was constructed. If the City determines that the property is no longer needed for the governmental program (likely because the nonprofit ceases to exist or is not meeting the requirements of the lease and management agreement as described below), any sale of the property must be approved by the Commissioner of MMB and the Property must be sold at fair market value. Net proceeds of the sale of the property must first be used to be provided to MMB and applied first to repay MMB for the grant (assuming that the State grant funds are not the only funding source for the Facility) and then to the other uses in accordance with the Act. Similarly, the bond-financed project cannot be sold, mortgaged, encumbered, or otherwise disposed of without the approval of the Commissioner of MMB.

To make sure that potential future buyers or lenders of the Facility are aware of the limitations imposed by the Act and the grant agreement, MMB requires that the City execute and deliver a Minnesota General Obligation and Bond Financed Declaration that will be recorded against the property. Under the grant agreement if the City defaults on its obligations, the State can take any actions permitted by law including to refuse to disburse grant proceeds, or to force the City to pay back bond proceeds. If the City fails to pay the State back, the State can withhold other assistance. The term of the grant agreement is for 125% of the useful life of the property.

### **ENTER INTO A LEASE AGREEMENT WITH KINF.**

In order to have a sufficient “ownership interest” in the property, the City and KINF will enter into a long-term lease (the “Long Term Lease”) in a form approved by MMB. In the Long Term Lease KINF (as landlord) will lease the real property and improvements that are to be acquired or improved with proceeds of State GO Bonds to the City (as tenant). This Long Term Lease must be for a term equal to or longer than 125% of the useful life of the property. The Long-Term Lease has to be approved by MMB (they have recommended forms that can be used as starting point). The Long-Term Lease cannot include provisions requiring the City to pay rent. MMB requires this long-term leasing arrangement to satisfy the requirement that the City have an ownership interest in the property to comply with the requirements of the Minnesota Constitution.

### **ENTER INTO A LEASE AND MANAGEMENT AGREEMENT WITH KINF.**

Next, since the City will not operate the program and in order to avoid costs related to the property, the City will enter into a “lease and management agreement” (also known as a use agreement) with KINF in a form approved by MMB. This lease and management agreement has two aspects: 1) the City (as landlord) will lease the property (the “Use Agreement”) to KINF (as tenant); and 2) KINF will agree to operate the program, including paying for all costs to operate the program and maintain the Facility. All moneys received by the City pursuant to the Use Agreement in excess of the amount needed and authorized to be used to pay operating costs of the property to which it relates must be paid to MMB. The Use Agreement must be for a term substantially less than the useful life of the property (up to 50% of the useful life) but may allow renewal beyond that term upon a determination by the City that KINF’s continued operation of the governmental program at the Facility is necessary and desirable. The Use Agreement will require KINF to provide annual reports to the City including annual program progress reports and budgets so the City can meet its obligations under the grant agreement. The Use Agreement must be terminable by the City if KINF defaults under the contract or if the governmental program is terminated or substantially changed. The expiration of the Use Agreement will likely not require the City to repay the bond proceeds so long as the Facility continues to be operated by the City, or by another nonprofit on behalf of the City for the intended governmental program.

### **COSTS TO THE CITY.**

The City will bear certain costs in order to assist KINF. First, there are several legal agreements that need to be reviewed, as reflected above. In addition, the City will have to prepare and submit checklists to the State that the Use Agreement and Long Term Lease comply with provisions of the Commissioner’s Order and the Act. Although the State has form contracts and the City could require KINF to draft initial documents, the City will still need to have an attorney review and negotiate all of the documents, and prepare the checklists required by MMB to make sure that they comply with the State’s requirements and protect the City. Therefore, the City will have legal fees to negotiate the agreements. To mitigate the City’s costs, it could request that KINF submit an escrow to cover its legal fees (although pursuant to the Commissioner’s Order and the Act, these costs cannot be paid from proceeds of the grant). Secondly, the City will need to supervise several

aspects of the construction, which can be done requiring KINF to pay for a construction manager experienced with prevailing wage and other State requirements. KINF could use proceeds of the grant to cover these costs. Finally, if the grant is provided as a construction grant instead of an end grant that is provided after the Facility is completed, the City will need to submit more than one disbursement request including information requested by the State and then make payments to disburse funds as required by the grant agreement. These costs could potentially be passed along to KINF as a one-time administrative fee charged at the beginning of the project subject to approval by MMB (pursuant to the Commissioner's Order and the Act, disbursing costs likely cannot be paid from proceeds of the grant or be included in the Use Agreement).

Following construction, the City will also have to comply with annual reporting requirements including 1) the submission of an annual sworn statement that the Facility is being used to operate the governmental program; 2) certifying approval of KINF's annual budget to MMB after conducting a review ; and 3) provide MMB with a program evaluation report. In other jurisdictions, this is managed by the finance director and costs of that work are not passed along to the nonprofit because, as discussed above, under the requirements of the Commissioner's Order and the Act, the City can only charge KINF the costs of operation and maintenance of the Facility pursuant to the Use Agreement.

Also, the City will be the grantee under the grant agreement with the State. This means that they are the party that has an agreement with the State, not KINF. As such, there likely will be other questions and items that the State needs both before, during, and after construction that may require staff time to address.

## **POTENTIAL RISK TO THE CITY**

The risk to the City falls into two categories: 1) risk prior to project completion; and 2) risk following project completion.

The risk of breach is highest prior to project completion. This risk can be mitigated both with contract terms that protect the City and also with hiring a good construction manager to make sure that the work is done according to specifications and that all State regulations are followed (such as prevailing wage and American made steel). In the event of a breach of some kind, the risk of the State clawing back the grant funds is low. Generally, these pre-completion issues are able to be resolved.

After completion, the City's risk is reduced and likely only arises if the governmental program is not being operated by the nonprofit. This could happen either because the nonprofit ceases to exist, or because they chose not to operate the Facility. If that were to happen, under the terms of the grant agreement with the State, the City would need to ensure that the governmental program continued to operate for the remainder of the term of the grant agreement. This could be done by the City or, more likely, by a similar nonprofit subject to approval by MMB. If the City were unable or unwilling to continue to operate the governmental program, and the City is unable to otherwise get relief from the State, the State could seek to "claw back" the grant funds although it is unclear whether the State will require repayment from City if the nonprofit no longer exists. The City could also try to work with the State to allow the Facility to be used for a new governmental program. To mitigate some of the risk of the State clawing back funds due to actions of KINF, the City could include a provision in the Use Agreement stating that in the event the State issues a demand, commences an action, or tries to obtain repayment of grant funds from the City, then the City may also similarly demand, commence an action, or exercise similar remedies against KINF.

Of course, if KINF is no longer operating the Facility, it may be due to the nonprofit ceasing to exist, in which case they would have no assets to pay any amounts to the City.

For further information:

<https://mn.gov/mmb-stat/debt-management/Capital%20Projects/Capital%20Grants%20Manual/CapitalGrantsManual2017.pdf>

<https://mn.gov/mmb-stat/debt-management/Capital%20Projects/After-the-Bonding-Bill/2020/After-the-Bonding-Bill%20-2020%20Final%20%28002%29.pdf>

(see local government FAQ's) <https://mn.gov/mmb/budget/capital-budget/faq.jsp>

[https://mn.gov/mmb/assets/fourth-order\\_tcm1059-127605.pdf](https://mn.gov/mmb/assets/fourth-order_tcm1059-127605.pdf)



# ROSEVILLE

## REQUEST FOR COUNCIL ACTION

Date: 4/22/2024

Item No.: 7.d.

Department Approval

City Manager Approval




---

### Item Description: Discuss Kids in Need Foundation State Bonding Request

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#### Background

Kids in Need Foundation (KINF), currently headquartered at 2719 Patton Road, Roseville, is a non-profit that provides resources to teachers and students in under-resourced schools throughout the nation. Over the past few months, KINF has been working with legislators to receive state bonding dollars to fund the purchase of the former Department of Education building (1500 West Highway 36) for its new headquarters, warehouse, and teacher resource center space. KINF estimates the total cost of the project is \$10 million, and are asking for state bonding money for half of that cost - \$5 million.

During last year's legislative session, numerous non-profits received capital dollars from the State of Minnesota. The funding for these projects came from general cash reserve funds available at the time. In this session, KINF has been told that funding on that basis would not be available due to the current level of state general fund reserves. As a result, they are asking for the state to use General Obligation (GO) bonding to fund their project.

In order for KINF (or any non-profit) to receive state bonding funds, a political subdivision must request the funds from the Legislature. A political subdivision that receives state bonding funds for a project cannot simply act as a mere fiscal agent or a pass-through of the funds. Instead, they must own the property/building where the funding will be used. The political subdivision remains responsible for operating the bond financed property and the public program associated with it, even if the non-profit abandons the project or property, through a term of at least 125% of the useful life of the project, estimated to be 40 years. The political subdivision is responsible for all spending of the state dollars, which would include processing and paying of invoices, managing the construction and remodeling to ensure compliance with the state approved plan, ensuring compliance with prevailing wage requirements, and providing regular reports on the project. Once the project is complete, the political subdivision must remain involved with the project to ensure continued compliance with the public purpose identified as a part of the bonding award.

While there are creative arrangements that can be entered into such as long-term lease backs, construction management contracts, and long-term operating agreements with the non-profit, there would still need to be a substantial commitment of staff resources and legal costs to negotiate and implement these arrangements.

It is staff's understanding that the groundwork has been laid for this project to be

considered as part of the final legislative bonding bill and KINF is awaiting Roseville City Council approval to move ahead with the approvals.

Representatives of KINF will be in attendance at the City Council meeting to describe their project and request in more detail. Attached is information about the project provided by KINF.

## **Policy Objectives**

To consider helping a non-profit based in Roseville with their capital needs through the use of City resources to receive State of Minnesota funding through GO Bonds. The City does not have a history or policy of providing this level of assistance to non-profits.

## **Racial Equity Impact Summary**

The Kids in Need Foundation provides assistance to teachers who work in schools where 70% or more of the student population is eligible for the National School Lunch Program (NLSP). According to information provided by KINF, there is a \$2,200 per-student public funding gap in schools where most of the students meet the NLSP criteria. The gap disproportionately falls on students of color, particularly Hispanic and Black children.

## **Budget Implications**

Costs to the City are undetermined at this point.

## **Staff Recommendations**

Staff does have concerns about the City of Roseville receiving state GO Bonding Funds for Kids in Need Foundation. These concerns include taking on the liability of potentially owning the KINF building and ensuring that the bonding funds are spent according to state and federal requirements. In addition, there will be a substantial use of City staff resources and costs to monitor the operations of KINF over a 40-year period to ensure compliance of the defined public purpose. Finally, depending on what arrangements could be agreed to, there will be a significant amount of legal fees incurred in negotiating and implementing real estate, operating, and construction management agreements.

## **Requested Council Action**

Receive presentation from KINF and provide direction to staff for next steps.

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

**Attachments:** 1. Kids in Need Bonding Request

**From:** Melissa Reed <melissa@parkstreetpublic.com>  
**Sent:** Wednesday, April 17, 2024 10:37 PM  
**To:** Pat Trudgeon <Pat.Trudgeon@cityofroseville.com>  
**Subject:** Re: E-mail introduction for Kids in Need Foundation bill

**Caution:** This email originated outside our organization; please use caution.

Hi Pat,

Thanks again for your time and efforts.

We would like to share these two documents and some content. Also, I am compiling some history to demonstrate the widespread practice of cities acting in this bonding role.

Attached:

- Project Space Study of former MDE building
- Kids In Need Foundation Bonding Fact Sheet

Links to the bills: [HF 5387](#)/[SF 5438](#)

KINF is the only national organization that provides free school supplies and resources to students and teachers in the most underserved schools in Minnesota and across the country, including **110,292 Minnesota students and 4,820 teachers in 351 under-resourced schools in 2023 alone**. Our teacher resource center on Patton Rd provides a free small store shopping experience for teachers to stock up on needed supplies, and we ship nationwide. Councilmembers may be most familiar with our [Thanks A Million!](#) event held at RAHS and Grace Lutheran Church during Teacher Appreciation Week each year.

Rep. Becker-Finn and is Chief Authoring legislation to provide \$5m to Kids in Need Foundation (matched by \$5m from the organization) to renovate the **old Minnesota Department of Education building** near Target into a new national headquarters for KINF. **The mixed-use facility would include a warehouse, teacher meeting/collaboration space, teacher resource center with dye-cuts, construction paper, laminators, etc. (stuff that used to be in schools), the teacher store and green space.**

**The challenge we are seeking your assistance on in the need for state general obligation bonds for the project.** The state budget forecast will not accommodate general fund cash for vital nonprofit projects, and partnering with a city on the general obligation bonds is likely the only path forward.

Kids in Need Foundation very much wants to stay in Roseville, and we cannot remain in our current renting situation. We need the City's help in taking on the general obligation bonding grant with the state, otherwise we really are out of options and will be forced to move.

As a preview, please enjoy this [video](#) featuring [2023 Minnesota Teacher of the Year, Michael Houston](#), sharing the importance of Kids in Need Foundation to advancing educational equity in Minnesota and around the country.

I'll be much more available tomorrow, thanks for your help.

Best,  
Melissa

# Kids In Need Foundation

Kids In Need Foundation (KINF) is the **only** national nonprofit focusing on the nation’s most under-resourced schools: those where 50 percent or more of the enrolled students are eligible for free or reduced-cost meals through the National School Lunch Program.



Scan to watch our video & learn more!



Kids In Need Foundation creates equitable learning spaces through the distribution of supplies and resources, investing in teachers and students in underserved schools. Promoting equity in schools is an invaluable social investment that gives children a reliable foundation and fosters a broader perspective. A quality education equips students with knowledge about themselves and the world around them and ultimately empowers them to make wise decisions for their futures.

## 2023 Report Card - Minnesota



In Minnesota in 2023, Kids In Need Foundation supported over **110,292 students** and **4,802 teachers** in approximately **351 under-resourced schools** across **20 counties**. At the schools served through our programs and initiatives, 50% or more of enrolled students are eligible for National School Lunch Program (NSLP) services.

**KINF TEACHER RESOURCE CENTER**  
Served 67,725 students/3,225 teachers

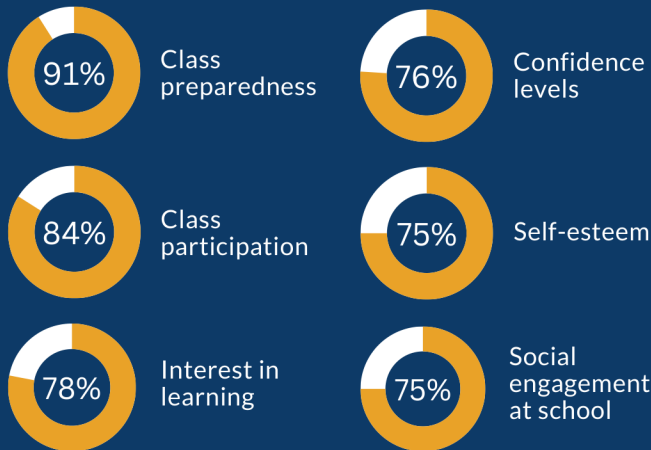
**SUPPLY A STUDENT**  
Served 16,563 students

**RISE: RURAL AND INDIGENOUS SCHOOL EQUITY**  
Served 4,810 students/447 teachers

**In 2023, there were 1,296 eligible schools in Minnesota, with 351 (27%) supported by Kids in Need Foundation (KINF).**

## IMPACT ON STUDENTS

Access to supplies profoundly impacts students' learning experiences and personal development. Teachers reported the resources they obtain from the Kids In Need Foundation Teacher Resource Centers are **"critically" or "very" important to their students'**



"I typically spend \$300 at the beginning of the school year. I have shopped at Kids in Needs Foundation teacher resource store for a few years now and have avoided that personal expense. That means a lot"

-Michael Houston, Harding High School  
2023 Teacher of the Year



# Project Summary

Kids In Need Foundation is seeking \$5 million dollars in state matching funds, to help establish a 60,000-square-foot distribution center for teachers and students in Roseville, Minnesota. The multifaceted facility will repurpose the former Minnesota Department of Education building encompassing the MN Teacher Resource Center, volunteer center, school supply warehouse, and general space. The facility not only provides Minnesota teachers with access to free resources but also supports specialized programs like RISE: Rural and Indigenous School Equity, directly addressing the unique challenges faced by these communities. The expanded infrastructure will enable KINF to offer increased support to a greater number of students and an increased number of communities across the state.



## Infrastructure Expansion:

Investment from the state will contribute to acquiring and repurposing an existing building, providing a centralized facility to address the need to reach teachers and students throughout the entire state.



## Teacher Resource Center:

Expanded facilities will increase access for more teachers to our Teacher Resource Center, a retail store setting where teachers from the most underserved schools “shop” for supplies at no cost. The center will also serve as a training site for teacher workshops, continuing education, and professional development.



## Community Engagement:

The investment will expand our volunteer center, where community members can assist hands-on by packing school supply kits for underserved students and teachers.



## RISE: Rural and Indigenous School Equity

The new facility will provide expanded space and resources, allowing Kids In Need Foundation to efficiently scale its’ warehouse operations to support the RISE program, dedicated to closing the opportunity gap in Rural and Indigenous communities.

## Key Project Details:

- Total cost of project = \$10 million
- State capital request = \$5 million
- Nonstate matching funds = Philanthropic, private financing, individual and household contributions
- 2024 is the first year KINF has pursued capital investment dollars
- This is a one-time purchase and cannot be phased
- Scope = predesign, design, construct, renovate, furnish, and equip a school supply distribution and educator resource center in the City of Roseville to support under-served students and teachers throughout Minnesota.



This Document can be made available  
in alternative formats upon request

State of Minnesota

HOUSE OF REPRESENTATIVES

NINETY-THIRD SESSION

H. F. No. 5387

04/15/2024

Authored by Becker-Finn  
The bill was read for the first time and referred to the Committee on Capital Investment

- 1.1

A bill for an act
- 1.2

relating to capital investment; appropriating money for a school supply distribution
- 1.3

and educator resource center in the city of Roseville; authorizing the sale and
- 1.4

issuance of state bonds.
- 1.5

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.6

Section 1. ROSEVILLE; SCHOOL SUPPLY DISTRIBUTION AND EDUCATOR
- 1.7

RESOURCE CENTER.
- 1.8

Subdivision 1. Appropriation. \$5,000,000 is appropriated from the bond proceeds fund
- 1.9

to the commissioner of employment and economic development for a grant to the city of
- 1.10

Roseville, to acquire property and to predesign, design, construct, renovate, furnish, and
- 1.11

equip a school supply distribution and educator resource center in the city of Roseville to
- 1.12

support underserved students and teachers throughout Minnesota. The city of Roseville may
- 1.13

enter into a lease or management agreement for operation of the center, subject to Minnesota
- 1.14

Statutes, section 16A.695. This appropriation is available after the commissioner of
- 1.15

management and budget determines that \$5,000,000 in matching funds has been committed
- 1.16

to complete the project, as required by Minnesota Statutes, section 16A.502.
- 1.17

Subd. 2. Bond sale. To provide the money appropriated in this section from the bond
- 1.18

proceeds fund, the commissioner of management and budget shall sell and issue bonds of
- 1.19

the state in an amount up to \$5,000,000 in the manner, upon the terms, and with the effect
- 1.20

prescribed by Minnesota Statutes, sections 16A.631 to 16A.675, and by the Minnesota
- 1.21

Constitution, article XI, sections 4 to 7.
- 1.22

EFFECTIVE DATE. This section is effective the day following final enactment.

SENATE  
STATE OF MINNESOTA  
NINETY-THIRD SESSION

S.F. No. 5438

(SENATE AUTHORS: CWODZINSKI, Kunesh, Marty and Oumou Verbeten)

| DATE       | D-PG  | OFFICIAL STATUS                                                  |
|------------|-------|------------------------------------------------------------------|
| 04/15/2024 | 13898 | Introduction and first reading<br>Referred to Capital Investment |

1.1A bill for an act

1.2relating to capital investment; appropriating money for a school supply distribution

1.3and educator resource center in the city of Roseville; authorizing the sale and

1.4issuance of state bonds.

1.5BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.6Section 1. ROSEVILLE; SCHOOL SUPPLY DISTRIBUTION AND EDUCATOR

1.7RESOURCE CENTER.

1.8Subdivision 1. Appropriation. \$5,000,000 is appropriated from the bond proceeds fund

1.9to the commissioner of employment and economic development for a grant to the city of

1.10Roseville, to acquire property and to predesign, design, construct, renovate, furnish, and

1.11equip a school supply distribution and educator resource center in the city of Roseville to

1.12support underserved students and teachers throughout Minnesota. The city of Roseville may

1.13enter into a lease or management agreement for operation of the center, subject to Minnesota

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1.18proceeds fund, the commissioner of management and budget shall sell and issue bonds of

1.19the state in an amount up to \$5,000,000 in the manner, upon the terms, and with the effect

1.20prescribed by Minnesota Statutes, sections 16A.631 to 16A.675, and by the Minnesota

1.21Constitution, article XI, sections 4 to 7.

1.22EFFECTIVE DATE. This section is effective the day following final enactment.



  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024  
Item No.: 7.f.

Department Approval



City Manager Approval



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**Item Description:** Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Red Lobster)

---

1  
2 **Background**

3 In 2024, all businesses with a city liquor license were provided a letter announcing two citywide alcohol  
4 compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter  
5 included information on the Roseville City Ordinance regarding the mandatory liquor licensee training  
6 program and penalties for noncompliance. The following is related to the first round of alcohol  
7 compliance checks, which occurred in March of 2024.

8  
9 On March 23, 2024, an underage compliance checker entered establishments holding a liquor license in  
10 the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple  
11 businesses failed (Attachment 2).

12  
13 **Red Lobster (CN 24010416)** - The underage checker ordered an alcoholic beverage. The server did  
14 not check for ID and provided alcohol to the underage checker. The server was issued an administrative  
15 citation, which has not been paid.

16  
17 This is Red Lobster's third violation within 36 months (previous violations occurred in July 2022 and  
18 December 2022).

19  
20 Officers met with each business in-person and advised them of the Roseville City Council hearing  
21 date. This notification was also provided in writing (Attachment 3). Red Lobster later provided the  
22 required training documentation for their staff.

23  
24 **Policy Objectives**

25 The Roseville Police Department seeks Council approval to issue and administer the presumptive  
26 penalty pursuant to City Code Section 302.15, for on-sale license holders for the third violation within  
27 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine  
28 and a fifteen (15) day suspension.

29  
30 **Racial Equity Impact Summary**

31 Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks,  
32 subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not  
33 identify a disproportionate racial equity impact.

34  
35 **Budget Implications**

36 Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two  
37 thousand dollar (\$2,000.00) fine and a fifteen (15) day suspension issued to the on-sale license holder  
38 for the third violation within thirty-six (36) months.

39  
40 **Staff Recommendations**

41 Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City  
42 Code Section 302.15, for on-sale license holders.

43  
44 **Requested Council Action**

45 The Roseville Police Department seeks Council approval to issue and administer the presumptive  
46 penalty pursuant to City Code Section 302.15, for on-sale license holders for the third violation within  
47 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine  
48 and a fifteen (15) day suspension.

49  
50 **Prepared by:** Joe Adams, Deputy Chief of Police

- Attachments:**
- 1. Attachment 1\_2024 Alcohol Compliance Checks Letter
  - 2. Attachment 2\_Red Lobster Report
  - 3. Attachment 3\_Red Lobster Hearing 2024

51

## ROSEVILLE POLICE DEPARTMENT

# Alcohol Compliance Checks

March 20, 2024



## 2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

## Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

## Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

## Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

## Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or [joe.adams@cityofroseville.com](mailto:joe.adams@cityofroseville.com). Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- [https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations\\_181231](https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231)
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider  
Chief of Police

# Roseville Police Department

Case RV24010416

Printed on April 30, 2024

|                                 |                                                   |
|---------------------------------|---------------------------------------------------|
| <b>Status</b>                   | Approved                                          |
| <b>Report Type</b>              | Incident                                          |
| <b>CIBRS Classification</b>     | Private                                           |
| <b>Primary Officer</b>          | Bryan Anderson                                    |
| <b>Investigator</b>             | None                                              |
| <b>Records Technician</b>       | Katy von Fange                                    |
| <b>Reported At</b>              | 03/23/24 11:04                                    |
| <b>Incident Date</b>            | 03/23/24 11:04 - 03/23/24 11:20                   |
| <b>Incident Code</b>            | COD : COD - Code Enforcement                      |
| <b>Location</b>                 | RED LOBSTER 2330 PRIOR AVE N, ROSEVILLE, MN 55113 |
| <b>Zone</b>                     |                                                   |
| <b>Court</b>                    | None                                              |
| <b>Location Name</b>            | RED LOBSTER                                       |
| <b>Ereferral County</b>         | None                                              |
| <br><b>Disposition</b>          | R - Report                                        |
| <b>Disposition Date/Time</b>    | 04/03/24 17:14                                    |
| <b>Review for Gang Activity</b> | None                                              |

## Asst Officers

RV26037 - Figueiredo, Jonah

## Bias Based On

Bias Targets

Bias Circumstances

## Offense Information

|                         |                        |
|-------------------------|------------------------|
| <b>Offense</b>          | Compliance Check - RPD |
| <b>Statute</b>          | 5005                   |
| <b>NIBRS Code</b>       |                        |
| <b>Counts</b>           | 1                      |
| <b>Include In NIBRS</b> | Yes                    |
| <b>Completed</b>        | Yes                    |
| <b>Bias Motivation</b>  | None (no bias)         |
| <b>Location</b>         | Restaurant             |
| <b>Entry Forced</b>     | No                     |

## Offender

**BUETOW, ANTHONY ROBERT, JR**

Male, DOB 2/8/79

5005 - 5005 - Compliance Check - RPD

1021 42 1/2 AVE NE

COLUMBIA HEIGHTS, MN 55421

(651) 278-0972 Cell

## Other

**Hollamon, Hiram Cyril Davis**

Male, DOB 2/4/00

Manager: 5005 - 5005 - Compliance Check - RPD

2735 RICE ST APT 310

ROSEVILLE, MN 55113-2251

(651) 214-6134 Cell

## **Primary Narrative By Bryan Anderson, 03/26/24 19:15**

### **Alcohol Compliance Check Fail**

On 03/23/2024 myself along with other members of the of the Community Action Team were conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

The checker entered Red Lobster, 2330 Prior Ave. The checker asked for a a Coors Light, and was not asked to show ID. The employee that served the underage checker was identified by MN DL as ANTHONY BUETOW. Once the checker was given the alcohol, they advised me of the sale. I then entered Red Lobster and asked for the manager who was identified as HIRAM HOLLAMON. I then identified myself as a police officer and showed him my Police ID and advised HOLLAMON that BUETOW had just served a person under 21. I also spoke with BUETOW who admitted that he was busy and didn't think to look at the ID.

Photos of the purchase receipt and product have been uploaded to evidence.com

I advised both that there will be information sent to them in a few week and that will include information on the fine that will need to be paid.

Nothing further.

# ROSEVILLE POLICE DEPARTMENT

## 2024 Alcohol Compliance Check



April 11, 2024

Red Lobster  
2330 Prior Avenue  
Roseville, MN 55113

Dear Red Lobster,

On Monday, May 6th, 2024, the Roseville City Council will discuss the March 23rd, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and fifteen (15) day liquor license suspension for your third violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

### Summary of Violations:

- March 23, 2024: An employee sold an underage compliance buyer alcohol. This violation was confirmed by a plain clothing police officer (ref Police Incident 24010416).
- December 17, 2022: An employee sold an underage compliance buyer a beer without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 22036922).
- July 15, 2022: An employee sold an underage compliance buyer a beer without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 22019160).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to [joe.adams@cityofroseville.com](mailto:joe.adams@cityofroseville.com). If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams  
Deputy Chief of Police

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 7.g.

Department Approval



City Manager Approval



**Item Description:** Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Portillos)

## Background

In 2024, all businesses with a city liquor license were provided a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in March of 2024.

On March 23, 2024, an underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

**Portillo's (CN 24010434)** - The underage checker ordered an alcoholic beverage. The server then checked the underage ID and provided alcohol to the underage checker. The server was issued an administrative citation, which has not been paid.

This is Portillo's second violation within 36 months (previous in November 2023).

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Portillo's later provided the required training documentation for their staff.

## Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a five (5) day suspension.

## Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

## Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a five (5) day suspension issued to the on-sale license holder for the second violation within thirty-six (36) months.

## Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

## Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a five (5) day suspension.

**Prepared by:** Joe Adams, Deputy Police Chief

**Attachments:**

1. Attachment 1\_2024 Alcohol Compliance Checks Letter
2. Attachment 2\_Portillo's Report
3. Attachment 3\_Portillo's Hearing 2024



## ROSEVILLE POLICE DEPARTMENT

# Alcohol Compliance Checks

March 20, 2024



## 2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

## Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

## Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

## Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

## Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or [joe.adams@cityofroseville.com](mailto:joe.adams@cityofroseville.com). Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- [https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations\\_181231](https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231)
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider  
Chief of Police

# Roseville Police Department

Case RV24010434

Printed on April 30, 2024

|                                 |                                                        |
|---------------------------------|--------------------------------------------------------|
| <b>Status</b>                   | Approved                                               |
| <b>Report Type</b>              | Incident                                               |
| <b>CIBRS Classification</b>     | Private                                                |
| <b>Primary Officer</b>          | Bryan Anderson                                         |
| <b>Investigator</b>             | None                                                   |
| <b>Records Technician</b>       | Katy von Fange                                         |
| <b>Reported At</b>              | 03/23/24 11:40                                         |
| <b>Incident Date</b>            | 03/23/24 11:40 - 03/23/24 11:55                        |
| <b>Incident Code</b>            | COD : COD - Code Enforcement                           |
| <b>Location</b>                 | 1800 COUNTY ROAD B2 W, ROSEVILLE, MN 55113 (PORTILLOS) |
| <b>Zone</b>                     |                                                        |
| <b>Court</b>                    | None                                                   |
| <b>Location Name</b>            | PORTILLO'S [RVL437]                                    |
| <b>Ereferral County</b>         | None                                                   |
| <b>Disposition</b>              | R - Report                                             |
| <b>Disposition Date/Time</b>    | 04/03/24 17:16                                         |
| <b>Disposition Comments</b>     | ADMIN / CAT will follow up                             |
| <b>Review for Gang Activity</b> | None                                                   |
| <b>Asst Officers</b>            | RV26037 - Figueiredo, Jonah                            |
| <b>Bias Based On</b>            |                                                        |
| <b>Bias Targets</b>             |                                                        |
| <b>Bias Circumstances</b>       |                                                        |

## Offense Information

|                         |                        |
|-------------------------|------------------------|
| <b>Offense</b>          | Compliance Check - RPD |
| <b>Statute</b>          | 5005                   |
| <b>NIBRS Code</b>       |                        |
| <b>Counts</b>           | 1                      |
| <b>Include In NIBRS</b> | Yes                    |
| <b>Completed</b>        | Yes                    |
| <b>Bias Motivation</b>  | None (no bias)         |
| <b>Location</b>         | Restaurant             |
| <b>Entry Forced</b>     | No                     |

## Offender

### POBHIRUNSOPHON, TANAPORN

Female, DOB 5/19/86

5005 - 5005 - Compliance Check - RPD

2442 RICE ST LOT 114

SAINT PAUL, MN 55113

(612) 422-1903 Cell

## Other

**ALCARAZ, BRIAN SCOTT**  
Male, DOB 8/12/86  
21166 NEWBERRY CT

Manager: 5005 - 5005 - Compliance Check - RPD

SCANDIA, MN 55073

## **Primary Narrative By Bryan Anderson, 03/26/24 19:04**

### **Alcohol Compliance Check Fail**

On 03/23/2024 myself along with other members of the of the Community Action Team were conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

The checker entered Portillo's, 1800 County Road B2. The checker asked for a beer, and was asked to show ID. The ID was looked over by the employee who was identified by MN DL as TANAPORN POBHRUNSOPHON and she didn't realized that it was an under 21 ID. Once the checker was given the alcohol, they advised me of the sale. I then entered Portillo's and asked for the manager who was identified as BRIAN ALCARAZ. I then identified myself as a police officer and showed him my Police ID and advised ALCARAZ that POBHRUNSOPHON had just served a person under 21. I also spoke with POBHRUNSOPHON who admitted to looking at the ID but was thinking the drinking age was 18 like where she was from, Taiwan.

Photos of the purchase receipt and product have been uploaded to evidence.com

I advised both that there will be information sent to them in a few week and that will include information on the fine that will need to be paid.

Nothing further.

ROSEVILLE POLICE DEPARTMENT  
**2024 Alcohol Compliance Check**



April 11, 2024

Portillo's  
 1800 County Road B2 W  
 Roseville, MN 55113

Dear Portillo's,

On Monday, May 6th, 2024, the Roseville City Council will discuss the March 23rd, 2024 alcohol compliance failure at Portillo's. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and five (5) day liquor license suspension for your second violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

- March 23, 2024: An employee sold an underage compliance buyer alcohol. This violation was confirmed by a plain clothing police officer (ref Police Incident 24010434).
- November 11, 2023: An employee sold an underage compliance buyer alcohol. This violation was confirmed by a plain clothing police officer (ref Police Incident 23031486).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to [joe.adams@cityofroseville.com](mailto:joe.adams@cityofroseville.com). If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams  
 Deputy Chief of Police

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 7.h.

Department Approval



City Manager Approval



**Item Description:** Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Shake Shack)

## Background

In 2024, all businesses with a city liquor license were provided a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in March of 2024.

On March 23, 2024, an underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

**Shake Shack (CN 24010444)** - The underage checker ordered an alcoholic beverage. The server then checked the underage ID and provided alcohol to the underage checker. The server was issued an administrative citation, which has since been paid.

This is Shake Shack's second violation within 36 months (previous in November 2023).

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Shake Shack later provided the required training documentation for their staff.

## Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a five (5) day suspension.

## Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

## Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a five (5) day suspension issued to the on-sale license holder for the second violation within thirty-six (36) months.

## Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

## Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a five (5) day suspension.

**Prepared by:** Joe Adams, Deputy Chief of Police

**Attachments:**

1. Attachment 1\_2024 Alcohol Compliance Checks Letter
2. Attachment 2\_Shake Shack Report
3. Attachment 3\_Shake Shack Hearing 2024

## ROSEVILLE POLICE DEPARTMENT

# Alcohol Compliance Checks

March 20, 2024



## 2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

## Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

## Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

## Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

## Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or [joe.adams@cityofroseville.com](mailto:joe.adams@cityofroseville.com). Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- [https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations\\_181231](https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231)
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider  
Chief of Police

# Roseville Police Department

Case RV24010444

Printed on April 30, 2024

|                             |                                                          |
|-----------------------------|----------------------------------------------------------|
| <b>Status</b>               | Approved                                                 |
| <b>Report Type</b>          | Incident                                                 |
| <b>CIBRS Classification</b> | Private                                                  |
| <b>Primary Officer</b>      | Bryan Anderson                                           |
| <b>Investigator</b>         | None                                                     |
| <b>Records Technician</b>   | Katy von Fange                                           |
| <b>Reported At</b>          | 03/23/24 12:04                                           |
| <b>Incident Date</b>        | 03/23/24 12:04 - 03/23/24 12:25                          |
| <b>Incident Code</b>        | COD : COD - Code Enforcement                             |
| <b>Location</b>             | 1630 COUNTY ROAD B2 W, ROSEVILLE, MN 55113 (SHAKE SHACK) |
| <b>Zone</b>                 |                                                          |
| <b>Court</b>                | None                                                     |
| <b>Location Name</b>        | SHAKE SHACK                                              |
| <b>Ereferral County</b>     | None                                                     |

|                                    |                |
|------------------------------------|----------------|
| <b>Disposition</b>                 | R - Report     |
| <b>Disposition Date/Time</b>       | 04/03/24 17:19 |
| <b><u>Disposition Comments</u></b> |                |
| ADMIN / CAT will follow up         |                |
| <b>Review for Gang Activity</b>    | None           |

## Asst Officers

RV26037 - Figueiredo, Jonah

**Bias Based On**  
**Bias Targets**  
**Bias Circumstances**

## Offense Information

|                         |                        |
|-------------------------|------------------------|
| <b>Offense</b>          | Compliance Check - RPD |
| <b>Statute</b>          | 5005                   |
| <b>NIBRS Code</b>       |                        |
| <b>Counts</b>           | 1                      |
| <b>Include In NIBRS</b> | Yes                    |
| <b>Completed</b>        | Yes                    |
| <b>Bias Motivation</b>  | None (no bias)         |
| <b>Location</b>         | Restaurant             |
| <b>Entry Forced</b>     | No                     |

## Offender

### BURKS-BROWN, SHAMAYAH RANAE

Female, DOB 10/22/05

5005 - 5005 - Compliance Check - RPD

418 FARRINGTON ST

ST PAUL, MN 55103

(651) 360-4306 Cell

## Other



**CHILDERS, JOHNNIA MARIE**

Female, DOB 4/7/69

2200 MOUNDS VIEW BLVD

Manager: 5005 - 5005 - Compliance Check - RPD

MOUNDS VIEW, MN 55112

(832) 732-0257 Cell

(763) 784-7350 Business

## **Primary Narrative By Bryan Anderson, 03/26/24 11:42**

### **Alcohol Compliance Check Fail**

On 03/23/2024 myself along with other members of the of the Community Action Team were conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

The checker entered Shake Shack, 1630 County Road B2. The checker asked for a Brooklyn Brewery Shackmeister Ale, and was asked to show ID. The ID was looked over by another employee who was identified by passport as SHAMAYAH RANAE BURKS-BROWN and she didn't realized that it was an under 21 ID. Once the checker was given the alcohol and a receipt, they advised me of the sale. I then entered Shake Shack and asked for the manager who was identified as JOHNNIA MARIE CHILDERS. I then identified myself as a police officer and showed her my Police ID and advised JOHNNIA MARIE CHILDERS (Manager) that BURKS-BROWN had just served a person under 21.

Photos of the purchase receipt and product have been uploaded to evidence.com

I advised both that there will be information sent to them in a few week and that will include information on the fine that will need to be paid.

Nothing further.

# ROSEVILLE POLICE DEPARTMENT

## 2024 Alcohol Compliance Check



April 11, 2024

Shake Shack  
1630 County Road B2 W  
Roseville, MN 55113

Dear Shake Shack,

On Monday, May 6th, 2024, the Roseville City Council will discuss the March 23rd, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and five (5) day liquor license suspension for your second violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

### Summary of Violation:

- March 23, 2024: An employee sold an underage compliance buyer alcohol. This violation was confirmed by a plain clothing police officer (ref Police Incident 24010444).
- November 11, 2023: An employee sold an underage compliance buyer alcohol. This violation was confirmed by a plain clothing police officer (ref Police Incident 23031485).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to [joe.adams@cityofroseville.com](mailto:joe.adams@cityofroseville.com). If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams  
Deputy Chief of Police

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 7.i.

Department Approval



City Manager Approval



**Item Description:** Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (La Tapatia)

## Background

In 2024, all businesses with a city liquor license were provided a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in March of 2024.

On March 23, 2024, an underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

**La Tapatia (CN 24010442)** - The underage checker ordered an alcoholic beverage. The server then checked the underage ID and provided alcohol to the underage checker. The server was issued an administrative citation, which has not been paid.

This is La Tapatia's first violation.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3).

As of this time, La Tapatia has not provided staff with their training records.

## Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

## Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

## Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a one (1) day suspension issued to the on-sale license holder for the first violation within thirty-six (36) months.

## Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

## Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

**Prepared by:** Joe Adams, Deputy Chief of Police

**Attachments:**

1. Attachment 1\_2024 Alcohol Compliance Checks Letter
2. Attachment 2\_La Tapatia Report
3. Attachment 3\_La Tapatia Hearing 2024

## ROSEVILLE POLICE DEPARTMENT

# Alcohol Compliance Checks

March 20, 2024



## 2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

## Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

## Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

## Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

## Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or [joe.adams@cityofroseville.com](mailto:joe.adams@cityofroseville.com). Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- [https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations\\_181231](https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231)
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider  
Chief of Police

# Roseville Police Department

Case RV24010442 - UNAPPROVED DRAFT

Printed on April 30, 2024

|                                 |                                                       |
|---------------------------------|-------------------------------------------------------|
| <b>Status</b>                   | Active                                                |
| <b>Report Type</b>              | Incident                                              |
| <b>CIBRS Classification</b>     | Private                                               |
| <b>Primary Officer</b>          | Leah Cundiff                                          |
| <b>Investigator</b>             | Sean Johnson                                          |
| <b>Records Technician</b>       | Amy Cuddihy                                           |
| <b>Reported At</b>              | 03/23/24 12:01                                        |
| <b>Incident Date</b>            | 03/23/24 12:01 - 03/23/24 12:19                       |
| <b>Incident Code</b>            | COD : COD - Code Enforcement                          |
| <b>Location</b>                 | 2730 SNELLING AVE N, ROSEVILLE, MN 55113 (LA TAPATIA) |
| <b>Zone</b>                     |                                                       |
| <b>Court</b>                    | None                                                  |
| <b>Ereferral County</b>         | None                                                  |
| <br><b>Disposition</b>          | Case Assigned                                         |
| <b>Disposition Date/Time</b>    | 03/28/24 16:40                                        |
| <b>Review for Gang Activity</b> | None                                                  |

## Asst Officers

RV19201 - Adams, Joe

## Bias Based On

Bias Targets

Bias Circumstances

## Offense Information

|                            |                                |
|----------------------------|--------------------------------|
| <b>Offense</b>             | Compliance Check - RPD         |
| <b>Statute</b>             | 5005                           |
| <b>NIBRS Code</b>          |                                |
| <b>Counts</b>              | 1                              |
| <b>Include In NIBRS</b>    | Yes                            |
| <b>Completed</b>           | Yes                            |
| <b>Details</b>             | Offender(s)<br>Used<br>Alcohol |
| <b>Bias Motivation</b>     | None (no bias)                 |
| <b>Location</b>            | Restaurant                     |
| <b>Entry Forced</b>        | No                             |
| <b>Criminal Activities</b> | Distributing/Selling           |

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| <b>Offense</b>          | Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr |
| <b>Statute</b>          | 340A.503.2(1)                                      |
| <b>NIBRS Code</b>       | 90G - Liquor Law Violations                        |
| <b>Counts</b>           | 1                                                  |
| <b>Include In NIBRS</b> | Yes                                                |
| <b>Completed</b>        | Yes                                                |
| <b>Details</b>          | Offender(s)<br>Used<br>Alcohol                     |
| <b>Bias Motivation</b>  | None (no bias)                                     |
| <b>Location</b>         | Bar/Nightclub                                      |
| <b>Entry Forced</b>     | No                                                 |

**Offender**

---

**RODRIGUEZ, JAZMIN**

Female, DOB 12/28/92

2705 HERSCHEL ST, APT B406  
ROSEVILLE, MN 55113

(763) 321-1279 Cell

340A.503.2(1) - Liquor-Purchase/Sell/Barter/Furnish/Give  
to u/21yr**Other**

---

**LA TAPATIA**2730 SNELLING AVENUE N  
ROSEVILLE, MN 55113

Business: 5005 - 5005 - Compliance Check - RPD

**RODEZNO DIAZ, SOFIA ADRIANA**

Female, DOB 3/4/00

2095 SLOAN ST  
MAPLEWOOD, MN 55117

(612) 819-6318 Cell

Manager: 5005 - 5005 - Compliance Check - RPD

**Primary Narrative By Leah Cundiff, 03/26/24 15:00****Alcohol Compliance Check**

On 3/23/24 around 1201 hours, officers with the Community Action Team were conducting Alcohol Compliance checks in the city of Roseville for liquor law violations. I conducted a alcohol compliance check at La Tapatia, 2730 Snelling Avenue N, Roseville, MN 55113. La Tapatia has a valid liquor permit through the city.

My underage checker, who has a valid license, and is under 21, went into La Tapatia, and ordered a Coors Light at the bar. The bartender, Jazmin Rodriguez, asked for the checkers ID, and then served her the beer.

The checker sent me a picture, which I attached to evidence.com, and texted me that she had been served. I told her to leave the beer and come back to the vehicle. She had not paid yet.

I went and made contact with the kitchen manager first, who is part owner, and Jazmin Rodriguez. I explained to Rodriguez she had served to a minor under 21, and showed her the ID. I explained the ID has a bold red marking saying "UNDER 21", and showed her the date of birth. The kitchen manager also explained to her in Spanish. I explained that Rodriguez would get an administrative citation, and the business would be followed up with.

The front house manager, Sophia Adriana Rodezno Diaz, who is in charge of Rodriguez arrived shortly after and I explained the process to her as well and what had happened.

It should be noted Rodriguez did ask me more about the process when she was leaving. I gave her my contact information if she had questions. Rodriguez' husband did call me and asked what the process was, which I again explained the citation. Rodriguez husband was concerned that I had gone in with a fake ID and that it was "entrapment". I explained that an underage minor, with a real ID, had gone in and Rodriguez had sold to her, which is illegal.

No BWC.

ROSEVILLE POLICE DEPARTMENT  
**2024 Alcohol Compliance Check**



April 11, 2024

La Tapatia  
 2730 Snelling Avenue  
 Roseville, MN 55113

Dear La Tapatia,

On Monday, May 6th, 2024, the Roseville City Council will discuss the March 23rd, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and one (1) day liquor license suspension for your first violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

March 23, 2024: An employee sold an underage compliance buyer alcohol. This violation was confirmed by a plain clothing police officer (ref Police Incident 24010442).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to [joe.adams@cityofroseville.com](mailto:joe.adams@cityofroseville.com). If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams  
 Deputy Chief of Police



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 7.j.

Department Approval



City Manager Approval



**Item Description:** Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Bonchon)

## Background

In 2024, all businesses with a city liquor license were provided a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in March of 2024.

On March 23, 2024, an underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

**Bonchon (CN 24010459)** - The underage checker ordered an alcoholic beverage. The server then checked the underage ID and provided alcohol to the underage checker. The server was issued an administrative citation, which has since been paid.

This is Bonchon's first violation.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3).

To date, Bonchon has not provided their training records to staff.

## Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

## Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

## Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a one (1) day suspension issued to the on-sale license holder for the first violation within thirty-six (36) months.

39  
40 **Staff Recommendations**

41 Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City  
42 Code Section 302.15, for on-sale license holders.

43  
44 **Requested Council Action**

45 The Roseville Police Department seeks Council approval to issue and administer the presumptive  
46 penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within  
47 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine  
48 and a one (1) day suspension.

49  
50 **Prepared by:** Joe Adams, Deputy Chief of Police

- Attachments:**
- 1. Attachment 1\_2024 Alcohol Compliance Checks Letter
  - 2. Attachment 2\_Bonchon Report
  - 3. Attachment 3\_Bonchon Hearing 2024

51

## ROSEVILLE POLICE DEPARTMENT

# Alcohol Compliance Checks

March 20, 2024



## 2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

## Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

## Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

## Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

## Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or [joe.adams@cityofroseville.com](mailto:joe.adams@cityofroseville.com). Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- [https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations\\_181231](https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231)
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider  
Chief of Police

# Roseville Police Department

Case RV24010459

Printed on April 30, 2024

|                             |                                                    |
|-----------------------------|----------------------------------------------------|
| <b>Status</b>               | Approved                                           |
| <b>Report Type</b>          | Incident                                           |
| <b>CIBRS Classification</b> | Private                                            |
| <b>Primary Officer</b>      | Bryan Anderson                                     |
| <b>Investigator</b>         | None                                               |
| <b>Records Technician</b>   | Katy von Fange                                     |
| <b>Reported At</b>          | 03/23/24 13:43                                     |
| <b>Incident Date</b>        | 03/23/24 13:43 - 03/23/24 14:04                    |
| <b>Incident Code</b>        | COD : COD - Code Enforcement                       |
| <b>Location</b>             | 2191 SNELLING AVE N, ROSEVILLE, MN 55113 (BONCHON) |
| <b>Zone</b>                 |                                                    |
| <b>Court</b>                | None                                               |
| <b>Ereferral County</b>     | None                                               |

|                                 |                |
|---------------------------------|----------------|
| <b>Disposition</b>              | R - Report     |
| <b>Disposition Date/Time</b>    | 04/03/24 17:17 |
| <b>Disposition Comments</b>     |                |
| ADMIN / CAT will follow up      |                |
| <b>Review for Gang Activity</b> | None           |

## Asst Officers

RV26037 - Figueiredo, Jonah

**Bias Based On**  
**Bias Targets**  
**Bias Circumstances**

## Offense Information

|                         |                        |
|-------------------------|------------------------|
| <b>Offense</b>          | Compliance Check - RPD |
| <b>Statute</b>          | 5005                   |
| <b>NIBRS Code</b>       |                        |
| <b>Counts</b>           | 1                      |
| <b>Include In NIBRS</b> | Yes                    |
| <b>Completed</b>        | Yes                    |
| <b>Bias Motivation</b>  | None (no bias)         |
| <b>Location</b>         | Restaurant             |
| <b>Entry Forced</b>     | No                     |

## Other

### CHEN, KEVIN

Male, DOB 3/1/94

Manager: 5005 - 5005 - Compliance Check - RPD

6736 COLFAX AVE N  
 BROOKLYN CENTER, MN 55430  
 (651) 728-8088 Work

## Primary Narrative By Bryan Anderson, 03/26/24 18:43

### Alcohol Compliance Check Fail

On 03/23/2024 myself along with other members of the of the Community Action Team were

conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

The checker entered Bonchon, 2191 Snelling Ave. The checker asked for a a bottle of Coors Light, and was asked to show ID. The ID was looked over by an employee who was identified by passport as ROBI KUSUMAH and he didn't realized that it was an under 21 ID. Once the checker was given the alcohol, they advised me of the sale. I then entered Bonchon and asked for the manager who was identified as KEVIN CHEN. I then identified myself as a police officer and showed him my Police ID and advised CHEN that KUSUMAH had just served a person under 21. I also spoke with KUSUMAH who admitted to looking at the ID but looked at the wrong date.

Photos of the purchase receipt and product have been uploaded to evidence.com

I advised both that there will be information sent to them in a few week and that will include information on the fine that will need to be paid.

Nothing further.

ROSEVILLE POLICE DEPARTMENT  
**2024 Alcohol Compliance Check**



April 11, 2024

Bonchon  
 2191 Snelling Avenue  
 Roseville, MN 55113

Dear Bonchon,

On Monday, May 6th, 2024, the Roseville City Council will discuss the March 23rd, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and one (1) day liquor license suspension for your first violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

March 23, 2024: An employee sold an underage compliance buyer alcohol. This violation was confirmed by a plain clothing police officer (ref Police Incident 24010459).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to [joe.adams@cityofroseville.com](mailto:joe.adams@cityofroseville.com). If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams  
 Deputy Chief of Police

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 10.a.

Department Approval



City Manager Approval



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**Item Description:** Approval of Payments

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**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    | \$127,113.34 |
| 109292 – 109382 | \$319,259.37 |
| Total           | \$446,372.71 |

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.

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32

**Prepared by:** Joshua Kent - Assistant Finance Director

**Attachments:** 1. Checks for Approval 05.06.2024

33



## Bank Reconciliation

## Board Audit

User: Joshua.Kent  
 Printed: 04/30/2024 - 10:33AM  
 Date Range: 04/17/2024 - 04/30/2024  
 Systems: 'AP'



| Check No.                                   | Vendor/Employee                      | Transaction Description                | Date       | Amount    |
|---------------------------------------------|--------------------------------------|----------------------------------------|------------|-----------|
| Fund: 100 General Fund                      |                                      |                                        |            |           |
| Department: 01 General Government           |                                      |                                        |            |           |
| 0                                           | Amazon.com- CC                       | Toner Cartridge                        | 04/22/2024 | 182.87    |
| 0                                           | Best Buy-CC                          | Wireless mice                          | 04/22/2024 | 21.65     |
| 0                                           | DG Minnesota CS 2021, LLC            | Solar Production - March 2024          | 04/24/2024 | 2,840.34  |
| 0                                           | Erickson, Bell, Beckman & Quinn P.A. | Professional Serfvices rendered throug | 04/24/2024 | 14,740.00 |
| 0                                           | GFOA- CC                             | Full Conference Registration - J. Kent | 04/22/2024 | 515.00    |
| 0                                           | Innovative Office Solutions          | Office Supplies                        | 04/24/2024 | 1,208.81  |
| 0                                           | League of MN Cities-CC               | 2024 City Day on the Hill - R. Schroe  | 04/22/2024 | 250.00    |
| 0                                           | Lunds & Byerlys-CC                   | Cookies for Commission Interviews      | 04/22/2024 | 7.99      |
| 0                                           | McGough Property Management, LLC     | 3/2023 Expenses                        | 04/17/2024 | 2,757.50  |
| 0                                           | McGough Property Management, LLC     | Management Fee                         | 04/24/2024 | 3,700.00  |
| 0                                           | MN GFOA-CC                           | Membership Renewal - M. Pietrick       | 04/22/2024 | 210.00    |
| 0                                           | Office Depot- CC                     | Office Supplies                        | 04/22/2024 | 60.08     |
| 0                                           | SHI International Corp               | Smart Buy USB-C G5 Essentialdock       | 04/17/2024 | 186.91    |
| 0                                           | T Mobile-CC                          | R. Boggs Cell Phone                    | 04/22/2024 | 29.37     |
| 0                                           | TimeSaver Off Site Secretarial, Inc. | Finance Commission Meeting             | 04/24/2024 | 827.00    |
| 0                                           | Walmart-CC                           | Tide                                   | 04/22/2024 | 36.20     |
| 0                                           | Xcel Energy                          | Xcel April Billings                    | 04/17/2024 | 7,360.96  |
| 109293                                      | American Mailing Machines            | Ink Cartridge                          | 04/17/2024 | 354.64    |
| 109294                                      | Anchor Solar Investments, LLC        | Solar Lease                            | 04/17/2024 | 1,715.13  |
| 109310                                      | Linn Building Maintenance            | General cleaning for April 2024        | 04/17/2024 | 7,817.70  |
| 109312                                      | Metropolitan Courier Corp.           | Services for March 2024                | 04/17/2024 | 791.39    |
| 109317                                      | Red Clover Clinic, Inc               | Overpayment for Massage Therapy Es     | 04/17/2024 | 25.00     |
| 109332                                      | American Mailing Machines            | Sealing Solution                       | 04/24/2024 | 50.72     |
| 109333                                      | ARAMARK Services                     | Coffee                                 | 04/24/2024 | 103.13    |
| 109352                                      | ICMA Membership Renewals             | Membership Renewal - Rebecca Olsor     | 04/24/2024 | 1,087.68  |
| 109356                                      | Kennedy & Graven, Chartered          | RS160 General and Expenses through     | 04/24/2024 | 16,679.78 |
| 109361                                      | NFP Insurance Services, Inc.         | Bswift Fee, ACA Fee, EDI Programmi     | 04/24/2024 | 1,700.40  |
| 109366                                      | Ramsey County                        | 2024 Election Services, 2nd Qtr        | 04/24/2024 | 24,269.00 |
| 109370                                      | Shred-N-Go, Inc.                     | Shredding Services                     | 04/24/2024 | 78.93     |
| 109373                                      | St. Paul Pioneer Press               | Advertising, Acct #572528              | 04/24/2024 | 466.96    |
| Total for Department: 01 General Government |                                      |                                        |            | 90,075.14 |
| Department: 02 Public Safety                |                                      |                                        |            |           |
| 0                                           | 5 Guys-CC                            | Training Meal                          | 04/22/2024 | 17.21     |
| 0                                           | Amazon.com- CC                       | Tide Pods/phone protector screen       | 04/22/2024 | 430.28    |
| 0                                           | BCA-CC                               | Training - A. Warsame                  | 04/22/2024 | 325.00    |
| 0                                           | Costco-CC                            | Station Supplies                       | 04/22/2024 | 134.05    |
| 0                                           | Eagle Engraving-CC                   | Engraved Axe                           | 04/22/2024 | 264.95    |
| 0                                           | FBI National Academy-CC              | Dues                                   | 04/22/2024 | 125.00    |
| 0                                           | Greenhaven Printing                  | Business cards - C. Thornberg          | 04/24/2024 | 107.85    |
| 0                                           | HCMC-CC                              | EMS Update Conference                  | 04/22/2024 | 25.00     |
| 0                                           | Holiday-CC                           | Training Beverages                     | 04/22/2024 | 16.47     |
| 0                                           | IAAI-CC                              | Membership - C. Dubay                  | 04/22/2024 | 103.00    |
| 0                                           | Instacart-CC                         | Membership                             | 04/22/2024 | 79.00     |
| 0                                           | Jimmy John's- CC                     | Training meal                          | 04/22/2024 | 242.48    |
| 0                                           | Keys Cafe & Bakery-CC                | Training Meal                          | 04/22/2024 | 341.93    |
| 0                                           | Marie Ridgeway-CC                    | training - E. Reski                    | 04/22/2024 | 450.00    |
| 0                                           | MN Chiefs of Police-CC               | Membership renewal - associate         | 04/22/2024 | 212.00    |

| Check No.                              | Vendor/Employee                         | Transaction Description                | Date       | Amount     |
|----------------------------------------|-----------------------------------------|----------------------------------------|------------|------------|
| 0                                      | Mn Law Enforcement-CC                   | Explorers Association Annual Dues      | 04/22/2024 | 150.00     |
| 0                                      | MPPOA-CC                                | 2024 Dues                              | 04/22/2024 | 72.40      |
| 0                                      | National Tactical Officers Assn-CC      | Training Course - M. Dickens           | 04/22/2024 | 779.00     |
| 0                                      | Natl Registry of EMT's-CC               | Paramedic Recertification              | 04/22/2024 | 57.00      |
| 0                                      | Onsite Apparel-CC                       | Inv Uniform                            | 04/22/2024 | 1,054.84   |
| 0                                      | Pioneer Press-CC                        | Monthly subscription                   | 04/22/2024 | 14.00      |
| 0                                      | Royal Canin-CC                          | K9 dog food                            | 04/22/2024 | 287.67     |
| 0                                      | Suburban Ace Hardware-CC                | Operating Supplies                     | 04/22/2024 | 15.58      |
| 0                                      | Sun Control Of MN- CC                   | Window film                            | 04/22/2024 | 319.30     |
| 0                                      | Task Force 1-CC                         | Training Registration                  | 04/22/2024 | 18.00      |
| 0                                      | Taylors Tins-CC                         | Locker Tags                            | 04/22/2024 | 38.00      |
| 0                                      | UPS Store- CC                           |                                        | 04/22/2024 | 24.96      |
| 0                                      | Xcel Energy                             | Xcel Billings - April                  | 04/24/2024 | 3,484.52   |
| 109294                                 | Anchor Solar Investments, LLC           | Solar Lease                            | 04/17/2024 | 371.91     |
| 109295                                 | Aspen Mills Inc.                        | Nametag - A. Oursam                    | 04/17/2024 | 29.70      |
| 109305                                 | Group Health Non-Patient A/R            | Q1 2024 Supply Charges - Pharmacy &    | 04/17/2024 | 1,100.12   |
| 109310                                 | Linn Building Maintenance               | General cleaning for April 2024        | 04/17/2024 | 568.56     |
| 109311                                 | McKesson Medical-Surgical               | Gloves/Bandages/Compress               | 04/17/2024 | 256.10     |
| 109320                                 | The Sherwin-Williams Company            | Invoice replaces Inv 8987-3 from acct  | 04/17/2024 | 196.99     |
| 109326                                 | US Bank                                 | Petty Cash Reimbursement -Alias Cre    | 04/17/2024 | 138.00     |
| 109334                                 | Aspen Mills Inc.                        | Uniform - A. Churchill                 | 04/24/2024 | 159.98     |
| 109345                                 | Comcast                                 | Acct 8772 10 529 0123708, Services 4   | 04/24/2024 | 111.42     |
| 109349                                 | Grainger Inc                            | Ear Plug Dispensing System             | 04/24/2024 | 386.25     |
| 109350                                 | Group Health Non-Patient A/R            | Thomas ET Tube Holders                 | 04/24/2024 | 24.15      |
| 109351                                 | Henry Schein, Inc.                      | Stretcher Transport                    | 04/24/2024 | 302.45     |
| 109358                                 | McKesson Medical-Surgical               | Narcan                                 | 04/24/2024 | 1,837.75   |
| 109368                                 | Rosenbauer Minnesota, LLC               | Fore/Aft Motor Repair Kit, Bottom Cu   | 04/24/2024 | 819.17     |
| Total for Department: 02 Public Safety |                                         |                                        |            | 15,492.04  |
| Department: 03 Public Works            |                                         |                                        |            |            |
| 0                                      | Amazon.com- CC                          | Headset                                | 04/22/2024 | 56.45      |
| 0                                      | Apple-CC                                | iCloud Storage                         | 04/22/2024 | 0.99       |
| 0                                      | Corporate Connection, Inc.              | Clothing - R. Johnson                  | 04/17/2024 | 50.00      |
| 0                                      | Factory Motor Parts, Co.                | Vapor Canister                         | 04/24/2024 | 141.89     |
| 0                                      | Innovative Office Solutions             | Office Supplies                        | 04/24/2024 | 93.31      |
| 0                                      | Kath Fuel Oil Service, Inc.             | Citgo A/W Hyd 32 Bulk                  | 04/24/2024 | 556.00     |
| 0                                      | Menards-CC                              | Gloves, Recip Blades                   | 04/22/2024 | 56.65      |
| 0                                      | Napa Auto Parts                         | Batteries                              | 04/24/2024 | 555.33     |
| 0                                      | Snap On-CC                              | Sure Grip Trim Clipper                 | 04/22/2024 | 48.00      |
| 0                                      | Steve Zweber                            | Mileage Reimbursement 12/30/23 - 3/    | 04/17/2024 | 101.84     |
| 0                                      | Suburban Ace Hardware-CC                | Gorilla Tape                           | 04/22/2024 | 17.97      |
| 0                                      | T Mobile-CC                             | Engineering/PW Phones                  | 04/22/2024 | 493.97     |
| 109329                                 | 1st Ayd Corporation                     | Brake 7 Metal Parts Cleaner            | 04/24/2024 | 163.45     |
| 109331                                 | Allstate Peterbilt of South St. Paul    | Air Filter                             | 04/24/2024 | 15.82      |
| 109335                                 | Astleford International                 | Credit - Gasket Oil Pan                | 04/24/2024 | 1,021.75   |
| 109343                                 | Cintas Corporation                      | Clothing                               | 04/24/2024 | 44.11      |
| 109347                                 | Fra-Dor Inc.                            | Brick, Concrete, Black Dirt            | 04/24/2024 | 301.25     |
| 109349                                 | Grainger Inc                            | Operating Supplies                     | 04/24/2024 | 311.70     |
| 109355                                 | Jeff Belzers Roseville Chrysler Dodge . | Pad Kits                               | 04/24/2024 | 5,021.73   |
| 109356                                 | Kennedy & Graven, Chartered             | RS160-00004 Cellular Leases through    | 04/24/2024 | 707.50     |
| 109357                                 | LTG Power Equipment                     | Echo Blower                            | 04/24/2024 | 687.84     |
| 109364                                 | Powerplan BF                            | Fuel Filter/ Filter Element            | 04/24/2024 | 149.34     |
| 109366                                 | Ramsey County                           | Bridge Inspections 2023                | 04/24/2024 | 380.00     |
| 109374                                 | Suburban Tire Wholesale, Inc.           | Tires                                  | 04/24/2024 | 376.00     |
| 109376                                 | Transwest                               | Vehicle Repairs - 2016 Freightliner 11 | 04/24/2024 | 1,948.59   |
| 109379                                 | U.S. CAD Holdings LLC                   | On-site Civil 3D Training              | 04/24/2024 | 7,795.73   |
| Total for Department: 03 Public Works  |                                         |                                        |            | 21,097.21  |
| Total for Fund:100 General Fund        |                                         |                                        |            | 126,664.39 |

| Check No.                                 | Vendor/Employee               | Transaction Description             | Date       | Amount |
|-------------------------------------------|-------------------------------|-------------------------------------|------------|--------|
| Fund: 101 General Fund Donations          |                               |                                     |            |        |
| Department: 02 Public Safety              |                               |                                     |            |        |
| 0                                         | Amazon.com- CC                | Dog Leash                           | 04/22/2024 | 216.56 |
| 0                                         | Chuck & Dons-CC               | Dog food                            | 04/22/2024 | 56.34  |
| 0                                         | Clays Bar & Grill-CC          | Training meal                       | 04/22/2024 | 49.48  |
| 0                                         | Five Below-CC                 | Outreach - supplies                 | 04/22/2024 | 6.50   |
| 0                                         | JoAnn Fabrics-CC              | Fabric for training equipment - dog | 04/22/2024 | 14.85  |
| 0                                         | Metro Transit-CC              | Transit card - outreach             | 04/22/2024 | 20.00  |
| 0                                         | Motel 6 - CC                  | Outreach - Room                     | 04/22/2024 | 197.86 |
| 0                                         | Target- CC                    | Outreach - Supplies                 | 04/22/2024 | 234.62 |
| 0                                         | The Spot Training Facility-CC | Dog Food                            | 04/22/2024 | 111.15 |
| Total for Department: 02 Public Safety    |                               |                                     |            | 907.36 |
| Total for Fund:101 General Fund Donations |                               |                                     |            | 907.36 |

| Check No.                                      | Vendor/Employee                     | Transaction Description               | Date       | Amount    |
|------------------------------------------------|-------------------------------------|---------------------------------------|------------|-----------|
| Fund: 103 Contracted Engineering Svcs          |                                     |                                       |            |           |
| Department: 00 General Function                |                                     |                                       |            |           |
| 109303                                         | General Dynamics Information Techno | Return Cellular Tower Escrow          | 04/17/2024 | 1,802.34  |
| 109315                                         | Plante Consulting, Inc              | Return Cellular Tower Escrow          | 04/17/2024 | 550.00    |
| 109321                                         | Smartlink, LLC                      | Return Cellular Tower Escrow          | 04/17/2024 | 3,819.15  |
| 109353                                         | Integrity Land Development, Inc.    | Erosion Control Escrow Partial Refund | 04/24/2024 | 2,000.00  |
| Total for Department: 00 General Function      |                                     |                                       |            | 8,171.49  |
| Department: 03 Public Works                    |                                     |                                       |            |           |
| 0                                              | SRF Consulting Group, Inc.          | Cty Road B and Snelling Pedestrian St | 04/17/2024 | 11,333.75 |
| 0                                              | T Mobile-CC                         | Engineering/PW Phones                 | 04/22/2024 | 7.65      |
| Total for Department: 03 Public Works          |                                     |                                       |            | 11,341.40 |
| Total for Fund:103 Contracted Engineering Svcs |                                     |                                       |            | 19,512.89 |

| Check No.                                   | Vendor/Employee  | Transaction Description           | Date       | Amount |
|---------------------------------------------|------------------|-----------------------------------|------------|--------|
| Fund: 110 Telecommunications                |                  |                                   |            |        |
| Department: 01 General Government           |                  |                                   |            |        |
| 0                                           | Adobe System-CC  | Adobe stock - 10 assets per month | 04/22/2024 | 29.99  |
| 0                                           | Pioneer Press-CC | Subscription                      | 04/22/2024 | 22.55  |
|                                             |                  |                                   |            |        |
| Total for Department: 01 General Government |                  |                                   |            | 52.54  |
|                                             |                  |                                   |            |        |
| Total for Fund:110 Telecommunications       |                  |                                   |            | 52.54  |

| Check No.                           | Vendor/Employee                     | Transaction Description         | Date       | Amount    |
|-------------------------------------|-------------------------------------|---------------------------------|------------|-----------|
| Fund: 200 Recreation Fund           |                                     |                                 |            |           |
| Department: 04 Recreation           |                                     |                                 |            |           |
| 0                                   | Amazon.com- CC                      | Projectors for Banquet Rooms    | 04/22/2024 | 432.55    |
| 0                                   | Comcast-CC                          | Services - Autumn Grove Park    | 04/22/2024 | 304.29    |
| 0                                   | Costco-CC                           | Snacks - sweetheart dance       | 04/22/2024 | 172.51    |
| 0                                   | Cub Foods- CC                       | water                           | 04/22/2024 | 22.15     |
| 0                                   | DG Minnesota CS 2021, LLC           | Solar Production - March 2024   | 04/24/2024 | 840.72    |
| 0                                   | Fikes, Inc.                         | Restroom Supplies               | 04/24/2024 | 486.41    |
| 0                                   | Fleet Farm-CC                       | Tape Measure                    | 04/22/2024 | 41.50     |
| 0                                   | Lunds & Byerlys-CC                  | Turtle food                     | 04/22/2024 | 8.32      |
| 0                                   | Menards-CC                          | Rags                            | 04/22/2024 | 42.89     |
| 0                                   | Metro Volleyball Officials          | Winter Volleyball Weeks 10-12   | 04/24/2024 | 4,964.00  |
| 0                                   | MRPA-CC                             | Registration                    | 04/22/2024 | 30.00     |
| 0                                   | Office Depot- CC                    | Printable postcards             | 04/22/2024 | 64.67     |
| 0                                   | Party City-CC                       | Table Cloths                    | 04/22/2024 | 32.51     |
| 0                                   | Pioneer Press-CC                    | Advertising                     | 04/22/2024 | 70.00     |
| 0                                   | R & R Specialties of Wisconsin, Inc | Squeegee, Spreader              | 04/24/2024 | 238.40    |
| 0                                   | Sling-CC                            | Monthly Premium                 | 04/22/2024 | 67.12     |
| 0                                   | SSI Solutions-CC                    | Storage Unit                    | 04/22/2024 | 182.08    |
| 0                                   | Walmart-CC                          | Cleaning supplies               | 04/22/2024 | 59.94     |
| 0                                   | Weissman's Design-CC                | Dance Costumes                  | 04/22/2024 | 56.22     |
| 0                                   | When I Work-CC                      | Small business plan             | 04/22/2024 | 90.00     |
| 0                                   | Xcel Energy                         | Xcel April Billings             | 04/17/2024 | 717.21    |
| 0                                   | Xcel Energy                         | Xcel Billings - April           | 04/24/2024 | 21,967.43 |
| 109310                              | Linn Building Maintenance           | General cleaning for April 2024 | 04/17/2024 | 4,433.12  |
| 109319                              | Sandra Sherbarth-Lynch              | January 2024 Pickleball Session | 04/17/2024 | 1,798.40  |
| 109339                              | Burrows Refrigeration               | Refrigerator Repairs            | 04/24/2024 | 413.50    |
| 109346                              | Wendy Erickson                      | Refund for Ice Show Costume     | 04/24/2024 | 60.00     |
| 109349                              | Grainger Inc                        | Brackets, headrails, partitions | 04/24/2024 | 1,611.06  |
| 109354                              | International Chemtex Corp          | LaMotte Molybdate Kit           | 04/24/2024 | 922.95    |
| 109360                              | MR Cutting Edge                     | Ice Scraper Blade Sharpen       | 04/24/2024 | 286.00    |
| 109362                              | On Site Companies-OSSTC             | Portables                       | 04/24/2024 | 1,957.41  |
| 109369                              | The Sherwin-Williams Company        | Paint                           | 04/24/2024 | 501.28    |
| 109375                              | Total Mechanical Services, Inc.     | Repairs                         | 04/24/2024 | 7,717.95  |
| 109378                              | Twin City Filter Service, Inc.      | Filters                         | 04/24/2024 | 936.52    |
| Total for Department: 04 Recreation |                                     |                                 |            | 51,529.11 |
| Total for Fund:200 Recreation Fund  |                                     |                                 |            | 51,529.11 |

| Check No.                                     | Vendor/Employee                | Transaction Description           | Date       | Amount    |
|-----------------------------------------------|--------------------------------|-----------------------------------|------------|-----------|
| Fund: 204 P & R Contract Maintenance          |                                |                                   |            |           |
| Department: 04 Recreation                     |                                |                                   |            |           |
| 0                                             | Amazon.com- CC                 | Towing Mirrors                    | 04/22/2024 | 349.01    |
| 0                                             | Bachman's-CC                   | Seed packets                      | 04/22/2024 | 44.62     |
| 0                                             | Beisswenger's Hardware-CC      | Gloves/sanding disk               | 04/22/2024 | 27.08     |
| 0                                             | Fikes, Inc.                    | Restroom/Safety Supplies          | 04/24/2024 | 456.88    |
| 0                                             | Fleet Farm-CC                  | Hardware/ Drill bits              | 04/22/2024 | 48.45     |
| 0                                             | Frattallones-CC                | Brush Wire                        | 04/22/2024 | 5.79      |
| 0                                             | Harbor Freight Tools-CC        | Supplies                          | 04/22/2024 | 54.17     |
| 0                                             | Home Depot- CC                 | Lumber                            | 04/22/2024 | 123.44    |
| 0                                             | MDF - CC                       | Sanimatic Inground Assembly       | 04/22/2024 | 534.99    |
| 0                                             | Menards-CC                     | Bolts                             | 04/22/2024 | 26.89     |
| 0                                             | Metal Supermarkets-CC          | Steel square tube, HR Bar Channel | 04/22/2024 | 152.47    |
| 0                                             | Northern Tool & Equip- CC      | Gloves                            | 04/22/2024 | 10.82     |
| 0                                             | Sherwin Williams - CC          | Paint for Park Benches            | 04/22/2024 | 165.75    |
| 0                                             | Suburban Ace Hardware-CC       | Fasteners, Hole Saw               | 04/22/2024 | 120.32    |
| 0                                             | SuperBreakers-CC               | Electric Push Button Operator     | 04/22/2024 | 119.60    |
| 0                                             | Uline-CC                       | Rustolium                         | 04/22/2024 | 132.95    |
| 0                                             | Voss Lighting                  | Operating Supplies                | 04/24/2024 | 33.96     |
| 109310                                        | Linn Building Maintenance      | General cleaning for April 2024   | 04/17/2024 | 561.35    |
| 109343                                        | Cintas Corporation             | Clothing                          | 04/24/2024 | 5.46      |
| 109365                                        | Precision Landscape & Tree,Inc | Tree Removal                      | 04/24/2024 | 8,328.00  |
| Total for Department: 04 Recreation           |                                |                                   |            | 11,302.00 |
| Total for Fund:204 P & R Contract Maintenance |                                |                                   |            | 11,302.00 |

| Check No.                                   | Vendor/Employee    | Transaction Description           | Date       | Amount |
|---------------------------------------------|--------------------|-----------------------------------|------------|--------|
| Fund: 220 Municipal Community Band          |                    |                                   |            |        |
| Department: 04 Recreation                   |                    |                                   |            |        |
| 109336                                      | Richard Baldinelli | Community Band Bowties            | 04/24/2024 | 50.00  |
| 109338                                      | Olive Bjorklund    | Community Band Scholarship Winner | 04/24/2024 | 500.00 |
|                                             |                    |                                   |            |        |
| Total for Department: 04 Recreation         |                    |                                   |            | 550.00 |
|                                             |                    |                                   |            |        |
| Total for Fund:220 Municipal Community Band |                    |                                   |            | 550.00 |



| Check No.                                      | Vendor/Employee             | Transaction Description              | Date       | Amount   |
|------------------------------------------------|-----------------------------|--------------------------------------|------------|----------|
| Fund: 260 Community Development                |                             |                                      |            |          |
| Department: 00 General Function                |                             |                                      |            |          |
| 109381                                         | Woodhill Townhomes          | Construction Deposit Refund - 1095 W | 04/24/2024 | 1,000.00 |
| Total for Department: 00 General Function      |                             |                                      |            | 1,000.00 |
| Department: 02 Public Safety                   |                             |                                      |            |          |
| 0                                              | Innovative Office Solutions | Office Supplies                      | 04/24/2024 | 9.34     |
| 0                                              | League of MN Cities-CC      | Training Class - S. Johnson          | 04/22/2024 | 40.00    |
| 0                                              | Minuteman Press-CC          | Laminate Plans                       | 04/22/2024 | 245.00   |
| 0                                              | Vista Outdoor Operations-CC | Safety Supplies                      | 04/22/2024 | 90.60    |
| Total for Department: 02 Public Safety         |                             |                                      |            | 384.94   |
| Department: 10 Community Development           |                             |                                      |            |          |
| 0                                              | Innovative Office Solutions | Office Supplies                      | 04/24/2024 | 43.23    |
| 109373                                         | St. Paul Pioneer Press      | Advertising, Acct #572528            | 04/24/2024 | 68.64    |
| Total for Department: 10 Community Development |                             |                                      |            | 111.87   |
| Total for Fund:260 Community Development       |                             |                                      |            | 1,496.81 |

| Check No.                                   | Vendor/Employee             | Transaction Description               | Date       | Amount   |
|---------------------------------------------|-----------------------------|---------------------------------------|------------|----------|
| Fund: 265 License Center                    |                             |                                       |            |          |
| Department: 01 General Government           |                             |                                       |            |          |
| 0                                           | Alex Frederick              | Mileage Reimbursement 3/11 - 4/9/24   | 04/17/2024 | 91.12    |
| 0                                           | Amazon.com- CC              | Organizing bins                       | 04/22/2024 | 125.22   |
| 0                                           | Innovative Office Solutions | Office Supplies                       | 04/24/2024 | 764.27   |
| 0                                           | Mary Dracy                  | Mileage Reimbursement 3/20 - 4/12/24  | 04/17/2024 | 226.46   |
| 0                                           | SPS Works-CC                | Daily Rental Stamps                   | 04/22/2024 | 49.23    |
| 0                                           | USPS-CC                     | Postage                               | 04/22/2024 | 1,054.31 |
| 0                                           | Xcel Energy                 | Xcel April Billings                   | 04/17/2024 | 1,220.65 |
| 109296                                      | BCA                         | Background Check for New Employee     | 04/17/2024 | 33.25    |
| 109298                                      | CenturyLink                 | Account 333775723                     | 04/17/2024 | 116.28   |
| 109310                                      | Linn Building Maintenance   | General cleaning for April 2024       | 04/17/2024 | 1,421.40 |
| 109337                                      | BCA                         | Background Check for New Employee     | 04/24/2024 | 33.25    |
| 109341                                      | CenturyLink                 | Service 4/10 - 5/9/24, Acct 333531455 | 04/24/2024 | 50.49    |
| Total for Department: 01 General Government |                             |                                       |            | 5,185.93 |
| Total for Fund:265 License Center           |                             |                                       |            | 5,185.93 |

| Check No.                                   | Vendor/Employee | Transaction Description | Date       | Amount |
|---------------------------------------------|-----------------|-------------------------|------------|--------|
| Fund: 400 Police Vehicle Revolving          |                 |                         |            |        |
| Department: 02 Public Safety                |                 |                         |            |        |
| 0                                           | Armadillo-CC    | Door Stops              | 04/22/2024 | 300.00 |
| Total for Department: 02 Public Safety      |                 |                         |            | 300.00 |
| Total for Fund:400 Police Vehicle Revolving |                 |                         |            | 300.00 |

| Check No.                                  | Vendor/Employee                     | Transaction Description             | Date       | Amount    |
|--------------------------------------------|-------------------------------------|-------------------------------------|------------|-----------|
| Fund: 401 Fire Vehicles Revolving          |                                     |                                     |            |           |
| Department: 02 Public Safety               |                                     |                                     |            |           |
| 0                                          | MacQueen Equipment                  | PPE Equipment                       | 04/17/2024 | 505.29    |
| 0                                          | Municipal Emergency Services Deposi | Gloves                              | 04/24/2024 | 1,002.61  |
| 0                                          | Webstaurant Store-CC                | Bar Stool Chairs                    | 04/22/2024 | 365.10    |
| 109318                                     | Rosenbauer Minnesota, LLC           | Down Payment for RTX Electric Trucl | 04/17/2024 | 50,000.00 |
| Total for Department: 02 Public Safety     |                                     |                                     |            | 51,873.00 |
| Total for Fund:401 Fire Vehicles Revolving |                                     |                                     |            | 51,873.00 |

| Check No.                                         | Vendor/Employee | Transaction Description             | Date       | Amount    |
|---------------------------------------------------|-----------------|-------------------------------------|------------|-----------|
| Fund: 403 Public Works Vehicle Revolving          |                 |                                     |            |           |
| Department: 03 Public Works                       |                 |                                     |            |           |
| 109376                                            | Transwest       | 2024 F550 4x4 Regular Cab Chassis E | 04/24/2024 | 53,864.86 |
| Total for Department: 03 Public Works             |                 |                                     |            | 53,864.86 |
| Total for Fund:403 Public Works Vehicle Revolving |                 |                                     |            | 53,864.86 |

| Check No.                                       | Vendor/Employee                 | Transaction Description | Date       | Amount |
|-------------------------------------------------|---------------------------------|-------------------------|------------|--------|
| Fund: 409 Central Svcs Equip Revolving          |                                 |                         |            |        |
| Department: 01 General Government               |                                 |                         |            |        |
| 109304                                          | GreatAmerica Financial Services | Copier Rental           | 04/17/2024 | 332.00 |
| Total for Department: 01 General Government     |                                 |                         |            | 332.00 |
| Total for Fund:409 Central Svcs Equip Revolving |                                 |                         |            | 332.00 |

| Check No.                                   | Vendor/Employee | Transaction Description    | Date       | Amount |
|---------------------------------------------|-----------------|----------------------------|------------|--------|
| Fund: 410 Building Improvements             |                 |                            |            |        |
| Department: 01 General Government           |                 |                            |            |        |
| 0                                           | Amazon.com- CC  | Computer monitor and mount | 04/22/2024 | 179.98 |
| 0                                           | B & H Photo-CC  | Ergotron Arm Extension     | 04/22/2024 | 205.00 |
| 0                                           | Best Buy-CC     | Battery Kit for Camera     | 04/22/2024 | 37.92  |
| Total for Department: 01 General Government |                 |                            |            | 422.90 |
| Total for Fund:410 Building Improvements    |                 |                            |            | 422.90 |

| Check No.                                  | Vendor/Employee | Transaction Description              | Date       | Amount    |
|--------------------------------------------|-----------------|--------------------------------------|------------|-----------|
| Fund: 411 Recreation Improvements          |                 |                                      |            |           |
| Department: 04 Recreation                  |                 |                                      |            |           |
| 109323                                     | Tree Trust      | Tree removals, plantings, treatments | 04/17/2024 | 26,700.12 |
| Total for Department: 04 Recreation        |                 |                                      |            | 26,700.12 |
| Total for Fund:411 Recreation Improvements |                 |                                      |            | 26,700.12 |



| Check No.                               | Vendor/Employee                 | Transaction Description               | Date       | Amount    |
|-----------------------------------------|---------------------------------|---------------------------------------|------------|-----------|
| Fund: 600 Sanitary Sewer                |                                 |                                       |            |           |
| Department: 05 Sanitary Sewer           |                                 |                                       |            |           |
| 0                                       | General Industrial Supply Co.   | Constr. Marking Paint                 | 04/24/2024 | 94.67     |
| 0                                       | Metropolitan Council            | Permit Fee                            | 04/24/2024 | 450.00    |
| 0                                       | MN Rural Water Association-CC   | Conference Registration               | 04/22/2024 | 275.00    |
| 0                                       | T Mobile-CC                     | Engineering/PW Phones                 | 04/22/2024 | 166.56    |
| 0                                       | Verizon-CC                      | Engineering/PW Phones                 | 04/22/2024 | 160.06    |
| 0                                       | Xcel Energy                     | Xcel Billings - April                 | 04/24/2024 | 1,350.90  |
| 109292                                  | 2277 Roseville West, LLC        | PW Storage Lease Payment May 2024     | 04/17/2024 | 1,722.43  |
| 109297                                  | Bolton & Menk, Inc.             | Dale/Owasso Lift Station Services 2/1 | 04/17/2024 | 15,738.50 |
| 109302                                  | Erickson Electric Company, Inc. | Labor/Mileage - Wire Pump for Lift St | 04/17/2024 | 526.00    |
| 109316                                  | Ramsey County                   | Special Assessment Billing: Pay 2024  | 04/17/2024 | 5,882.50  |
| 109348                                  | Frontier Precision, Inc.        | Terra Flex Advanced subscription and  | 04/24/2024 | 448.50    |
| Total for Department: 05 Sanitary Sewer |                                 |                                       |            | 26,815.12 |
| Total for Fund:600 Sanitary Sewer       |                                 |                                       |            | 26,815.12 |

| Check No.                                 | Vendor/Employee                      | Transaction Description              | Date       | Amount    |
|-------------------------------------------|--------------------------------------|--------------------------------------|------------|-----------|
| Fund: 610 Water Fund                      |                                      |                                      |            |           |
| Department: 00 General Function           |                                      |                                      |            |           |
| 109299                                    | JASON DAYTON                         | Refund Check 021346-000, 255 W CC    | 04/17/2024 | 231.16    |
| 109300                                    | DEB DEBRUIN                          | Refund Check 018453-000, 1441 BUI    | 04/17/2024 | 228.31    |
| 109306                                    | JOANNA & GARRIO HARRISON             | Refund Check 022107-000, 355 GRA     | 04/17/2024 | 171.43    |
| 109307                                    | GERALD HOLLY                         | Refund Check 002206-000, 2193 COI    | 04/17/2024 | 70.15     |
| 109308                                    | AARON KELLEY                         | Refund Check 010060-000, 2615 WE     | 04/17/2024 | 18.43     |
| 109314                                    | DOROTHY PELTIER                      | Refund Check 009113-000, 758 TERI    | 04/17/2024 | 45.78     |
| 109322                                    | CASEY SORENSEN                       | Refund Check 017111-000, 2194 W H    | 04/17/2024 | 106.50    |
| 109324                                    | TWIN CITIES HABITAT FOR HUMA         | Refund Check 025832-000, 2857 CHI    | 04/17/2024 | 128.71    |
| 109327                                    | CASSIE YENTES                        | Refund Check 015941-000, 1725 STA    | 04/17/2024 | 392.17    |
| 109359                                    | MN Dept of Health-Drinking Water Pro | Water Supply Service Connection Fee  | 04/24/2024 | 25,259.85 |
| 109363                                    | OVATION HOMES LLC                    | Refund Check 025528-000, 233 MCC     | 04/24/2024 | 11.15     |
| 109377                                    | TERRI TREMMEL                        | Refund Check 026275-000, 707 WHE     | 04/24/2024 | 314.46    |
| Total for Department: 00 General Function |                                      |                                      |            | 26,978.10 |
| Department: 06 Water Fund                 |                                      |                                      |            |           |
| 0                                         | Amazon.com- CC                       | Three ring binders                   | 04/22/2024 | 32.79     |
| 0                                         | Ferguson Waterworks #2518            | Ring Gasket                          | 04/17/2024 | 18.48     |
| 0                                         | Ferguson Waterworks #2518            | Operating Supplies                   | 04/24/2024 | 8,778.95  |
| 0                                         | General Industrial Supply Co.        | Constr. Marking Paint                | 04/24/2024 | 94.67     |
| 0                                         | Innovative Office Solutions          | Office Supplies                      | 04/24/2024 | 139.90    |
| 0                                         | Menards-CC                           | Paint                                | 04/22/2024 | 181.83    |
| 0                                         | T Mobile-CC                          | Engineering/PW Phones                | 04/22/2024 | 193.47    |
| 0                                         | Verizon-CC                           | Engineering/PW Phones                | 04/22/2024 | 195.19    |
| 109292                                    | 2277 Roseville West, LLC             | PW Storage Lease Payment May 2024    | 04/17/2024 | 1,722.43  |
| 109325                                    | Twin City Water Clinic, Inc.         | March Distribution Samples           | 04/17/2024 | 680.00    |
| 109328                                    | MN Dept of Health-Drinking Water Pro | Class D Water Exam - Thomas Struntz  | 04/24/2024 | 32.00     |
| 109330                                    | Advanced Engineering & Environment   | 2024-2026 SCADA Services - March 2   | 04/24/2024 | 4,506.50  |
| 109348                                    | Frontier Precision, Inc.             | Terra Flex Advanced subscription and | 04/24/2024 | 448.50    |
| Total for Department: 06 Water Fund       |                                      |                                      |            | 17,024.71 |
| Total for Fund:610 Water Fund             |                                      |                                      |            | 44,002.81 |

| Check No.                                 | Vendor/Employee          | Transaction Description              | Date       | Amount   |
|-------------------------------------------|--------------------------|--------------------------------------|------------|----------|
| Fund: 620 Golf Course                     |                          |                                      |            |          |
| Department: 00 General Function           |                          |                                      |            |          |
| 0                                         | Xcel Energy              | Xcel Billings - April                | 04/24/2024 | -67.51   |
| Total for Department: 00 General Function |                          |                                      |            | -67.51   |
| Department: 07 Golf Course                |                          |                                      |            |          |
| 0                                         | Napa Auto Parts          | 10w30 Oil                            | 04/24/2024 | 97.46    |
| 0                                         | Suburban Ace Hardware-CC | Labor                                | 04/22/2024 | 60.00    |
| 0                                         | Tri State Bobcat-CC      | Chain                                | 04/22/2024 | 40.00    |
| 0                                         | Uline                    | 6.5 Gal Bucket Universal Spill       | 04/17/2024 | 138.26   |
| 0                                         | Xcel Energy              | Xcel Billings - April                | 04/24/2024 | 1,049.44 |
| 109340                                    | Callaway Golf Company    | Visors                               | 04/24/2024 | 862.18   |
| 109342                                    | Barb Chapman             | Medical Refund for Ladies Golf Leagu | 04/24/2024 | 52.00    |
| 109344                                    | Coffee Mill, Inc.        | Coffee/Supplies                      | 04/24/2024 | 1,008.00 |
| 109362                                    | On Site Companies-OSSTC  | Portables                            | 04/24/2024 | 113.61   |
| 109367                                    | Reinders Inc.            | Golf Supplies                        | 04/24/2024 | 481.71   |
| 109372                                    | Small Lot MN             | Beverages for Sale                   | 04/24/2024 | 663.84   |
| 109382                                    | Jean Young               | Medical Refund for Ladies Golf Leagu | 04/24/2024 | 26.00    |
| Total for Department: 07 Golf Course      |                          |                                      |            | 4,592.50 |
| Total for Fund:620 Golf Course            |                          |                                      |            | 4,524.99 |

| Check No.                            | Vendor/Employee                | Transaction Description               | Date       | Amount    |
|--------------------------------------|--------------------------------|---------------------------------------|------------|-----------|
| Fund: 640 Storm Drainage             |                                |                                       |            |           |
| Department: 08 Storm Water           |                                |                                       |            |           |
| 0                                    | General Industrial Supply Co.  | Constr. Marking Paint                 | 04/24/2024 | 94.66     |
| 0                                    | Sandstrom Land Management, LLC | Repair of Cedarholm Pavers            | 04/17/2024 | 8,905.53  |
| 0                                    | T Mobile-CC                    | Engineering/PW Phones                 | 04/22/2024 | 66.97     |
| 0                                    | Verizon-CC                     | Engineering/PW Phones                 | 04/22/2024 | 16.62     |
| 0                                    | WSB & Associates, Inc.         | Twin Lakes Trail-Final Design North 1 | 04/24/2024 | 5,611.25  |
| 109292                               | 2277 Roseville West, LLC       | PW Storage Lease Payment May 2024     | 04/17/2024 | 1,722.43  |
| 109348                               | Frontier Precision, Inc.       | Terra Flex Advanced subscription and  | 04/24/2024 | 448.50    |
| 109380                               | WM Corporate Services, Inc.    | Customer ID 16-73757-83001            | 04/24/2024 | 302.94    |
| Total for Department: 08 Storm Water |                                |                                       |            | 17,168.90 |
| Total for Fund:640 Storm Drainage    |                                |                                       |            | 17,168.90 |

| Check No.                        | Vendor/Employee | Transaction Description        | Date       | Amount   |
|----------------------------------|-----------------|--------------------------------|------------|----------|
| Fund: 650 Environmental          |                 |                                |            |          |
| Department: 09 Recycle           |                 |                                |            |          |
| 109371                           | Signarama       | Double Sided Yard Signs/Stakes | 04/24/2024 | 1,118.96 |
| Total for Department: 09 Recycle |                 |                                |            | 1,118.96 |
| Total for Fund:650 Environmental |                 |                                |            | 1,118.96 |

| Check No.                                 | Vendor/Employee                   | Transaction Description            | Date       | Amount |
|-------------------------------------------|-----------------------------------|------------------------------------|------------|--------|
| Fund: 710 Risk Management                 |                                   |                                    |            |        |
| Department: 00 General Function           |                                   |                                    |            |        |
| 109309                                    | League of MN Cities Ins Trust P&C | Claim # LMC GL 000000325100        | 04/17/2024 | 463.64 |
| 109313                                    | OECS - 170064                     | Safety Services for Upcoming Month | 04/17/2024 | 525.00 |
| Total for Department: 00 General Function |                                   |                                    |            | 988.64 |
| Total for Fund:710 Risk Management        |                                   |                                    |            | 988.64 |

| Check No.                             | Vendor/Employee                   | Transaction Description               | Date       | Amount   |
|---------------------------------------|-----------------------------------|---------------------------------------|------------|----------|
| Fund: 725 EDA Operating Fund          |                                   |                                       |            |          |
| Department: 00                        |                                   |                                       |            |          |
| 0                                     | Center for Energy and Environment | Admin Fees, PI/RAV: Christiansen, Ki  | 04/24/2024 | 500.00   |
| 0                                     | SpotHero-CC                       | Parking                               | 04/22/2024 | 16.88    |
| 109301                                | Ehlers & Associates, Inc.         | General Consulting Services through 3 | 04/17/2024 | 542.50   |
| Total for Department: 00              |                                   |                                       |            | 1,059.38 |
| Total for Fund:725 EDA Operating Fund |                                   |                                       |            | 1,059.38 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount     |
|-----------|-----------------|-------------------------|------|------------|
|           |                 |                         |      |            |
|           |                 |                         |      |            |
|           |                 | Grand Total             |      | 446,372.71 |
|           |                 |                         |      |            |



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 10.b.

Department Approval



City Manager Approval



**Item Description:** Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

## Background

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of \$10,000 be separately approved by the City Council, independent of the budget process or other statutory purchasing requirements. In addition, State Statutes generally require the Council to authorize the sale of surplus vehicles and equipment. *Attachment 1* includes a list of items submitted for Council review and approval.

Staff will note that, unless noted otherwise, all items contained in this report were previously identified and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review during the most recent budget cycle. This information package included a CIP Project/Initiative summary which identified the type of purchase, estimated cost, funding source, and other supporting narrative. Where applicable, these project/initiative summaries are included with Attachment 2.

## Policy Objectives

Required under City Code 103.05.

## Racial Equity Impact Summary

Not applicable.

## Budget Implications

Funding for all items is provided for in the current budget or through pre-funded capital replacement funds.

## Staff Recommendations

Staff recommends the City Council approve the submitted purchases or contracts for service and, where applicable, authorize the sale/trade-in of surplus items.

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General Purchases or Contracts

| Division                                           | Vendor                    | Description                                      | Key | Budget Amount | P.O. Amount | Budget / CIP |
|----------------------------------------------------|---------------------------|--------------------------------------------------|-----|---------------|-------------|--------------|
| Parks & Recreation<br>(Skating Center/Golf Course) | Dodge of Burnsville       | Dodge Ram 2500 Reg Cab V8 4x4                    | (a) | \$ 60,000     | \$ 43,173   | 2024 CIP     |
| Parks & Recreation (Skating Center)                | Crysteel Truck Equipment  | Front Snow Plow Straight Blade and Light Adapter | (b) | \$ 16,827     | \$ 10,696   | 2024 CIP     |
| Parks & Recreation (Skating Center)                | Crysteel Truck Equipment  | Camera/Sensor/Winter Grade Hydraulic Setup       | (c) | \$ 6,131      | \$ 5,033    | 2024 CIP     |
| Parks & Recreation (Skating Center)                | Webstaurant Store, LLC    | Chairs for RSC Conference Rooms                  | (d) | \$ 20,000     | \$ 18,487   | 2024 CIP     |
| Public Works (Streets / Pathways)                  | GoodPointe Technology     | Pavement Condition Survey                        | (e) | \$ 15,500     | \$ 14,450   | 2024 Budget  |
| Public Works (Streets)                             | Konrad Material Sales LLC | Crack Sealing of 15-20 Miles of City Streets     | (f) | \$ 265,678    | \$ 32,000   | 2024 Budget  |
| Public Works (Streets)                             | RCM Equipment Company     | Spray Patch Machine Rental                       | (g) | \$ 22,000     | \$ 15,000   | 2024 Budget  |

Key

- (a) This is a scheduled replacement of the 2012 Ford F350 Super Duty Pick-up used at the Skating Center in the winter and the Golf Course in the summer. This vehicle will be used to plow all winter, and pull trailers in the summer. This purchase is being made of off State Contract #169667. The current 2012 Ford F350 will be sold at auction with the the proceeds from the sale being split evenly between the Parks and Recreation Vehicle & Equipment Fund and the Golf Course.
- (b) The front snow plow is the what would be fitted and attached to the new Dodge Ram 2500 Reg Cab V8 4x4, shown in the previous line. This plow would be purchased using State Contract #216663 and is budgeted in the 2024 CIP as part of the 2012 Ford F350 replacement.
- (c) To complete the setup of the Dodge Ram 2500 Reg Cab V8 4x4, cameras, sensors and winter grade hydraulics are to be installed for intended use of the vehicle. This has all been included within the approved 2024 CIP.
- (d) The current chairs at the banquet facility were purchased in 2013. With more than 200 room rentals per year, thousands of people have used the current chairs. With this amount of usage, chairs should be replaced every six to eight years. These chairs have surpassed that estimated life expectancy and will be 11 years old in 2024. The current chairs are in need of replacement due to wear and tear. Specifically, they are showing many defects including stains, tears and broken sliders. In order to continue to provide a space as versatile as ours, we need to have chairs that are not only durable but aesthetically pleasing to the customers.
- (e) Annually the City contracts with GoodPointe Technology to conduct a survey of a certain amount of centerline mileage of the City's streets. They are also used to survey of pathways every four years with half of bituminous pathways done in year 1 and the remaining in year 2, then half of the concrete sidewalks done in year 3 and the other half in year 4. For 2024 the plan is to have them inspect 19.0 miles of roadway and 24 miles of concrete sidewalk. This cost will be split from approved 2024 budgets in the amount of \$13,000 from Streets and \$2,500 from Pathways.
- (f) It is being requested that the Council approves the lowest bid of Konrad Material Sales LLC at \$32,000 to complete the annual crack sealing of 15-20 miles of city streets. Crack sealing, along with various other maintenance patching practices extends the life of our pavements. The \$32,000 relfects the portion of the remaining \$265,678 operating supplies budgeted in the 2024 Public Works Streets operating budget.
- (g) They City of Roseville along with many other cities in the metro area and around Minnesota and Wisconsin are experiencing an accelerated deterioration of the top layer of bituminous pavement. Because of this, the City has been using various maintenance prectices to address this deterioration, with spray patching being a standard maintenance treatment. RCM Equipment Company has a truck mounted single operator Roadpatcher on current Minnesota State Bid Contract #701(5) for rent at \$15,000 per month. This expense would be covered by the approved 2024 Streets budget in the amount of \$22,000.



**2024 Capital Improvement Plan**  
Project/Initiative Summary

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

**Project/Initiative Description:**

This is for the replacement of a 2012 Ford 350 Super Duty Pick-up used at the Skating Center in the winter and Golf Course in the summer. We will be replacing it with a new pick-up. We will be trading in or selling the current vehicle at auction. This is our extended cab pick-up that plows all winter and pulls trailers in the summer. This price included the build out with all aftermarket items

**Location:**

The truck will be stored at the Golf Course in the summer and Roseville Skating Center in the Winter.

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

**Project/Initiative Description:**

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

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

**Location:**

Banquet Facilities

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 10.c.

Department Approval



City Manager Approval



**Item Description:** Approve 2 Massage Therapy Establishment Licenses

**Background**

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

**Massage Therapy Establishment License**

Clarity Massage and Wellness  
2353 Rice St. #130  
Roseville, MN 55113

Mary Yang has submitted an application as the sole owner of a Massage Therapy Establishment located at 2353 Rice St.

Zen Healing  
1789 Lexington Ave.  
Roseville, MN 55113

Zhou Ge has submitted an application as an individual owner of a Massage Therapy Establishment located at 1789 Lexington Ave.

**Policy Objectives**

Required by City Code

**Racial Equity Impact Summary**

There is no anticipated racial equity impact.

**Budget Implications**

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

**Staff Recommendations**

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

**Requested Council Action**

Motion to approve the Massage Therapy Establishment License for Clarity Massage & Wellness and Zen Healing

**Prepared by:** Katie Bruno

- Attachments:**
- 1. Application, Clarity Massage
  - 2. Application, Zen Healing



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: Mary Yang

Business Name (dba) Clarity Massage and Wellness

Business Address 2353 Rice St, Ste 130, Roseville, MN, 55113

Business Phone 586-298-7231

Email Address MassageWellnessClarity@gmail.com

MN Tax ID 9169368

Federal Tax ID 93-4618555

*Proof of Minnesota Tax Identification form*

Applicant's Social Security Number [REDACTED]

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.

X Name Mary Yang N/A N/A  
First Last Middle Maiden

Residence Address [REDACTED]

Residence/mobile phone [REDACTED] Business Phone 586-298-7231

Email address MassageWellnessClarity@gmail.com



**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 Mary Yana Last Name \_\_\_\_\_ Middle Name M/A  
Street address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Residence/mobile phone \_\_\_\_\_ Business phone 586-298-7231

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

### Section C: History

#### Complete separate form for each owner

Have you, your spouse, parent, brother, sister, or the child of either you or your spouse, ever been engaged as an employee or operated a spa, salon or other business which offered massage? ☒ Yes ☐ No

If yes, give dates and places.

12/2022 - 4/2023 Spavia day spa, Maple Grove, MN  
11732 Elm Creek Blvd N, maple grove, MN, 55369  
11/23 - 4/24 Accident Care Chiropractic and massage  
891 Arcade st, Saint Paul, MN, 55106

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.

HeavenTree Massage 2353 Rice St, Ste 130  
Roseville, MN, 55113

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.

I previously held a massage license in maple grove, MN. But I decided not to renew my license because I no longer planned to work in that city.

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?

I will have invested about 2K in products/materials I need to perform a massage. My source of investment comes from my savings.

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 Mary Jones  
Date 4/24/24

Title Massage Therapist



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: Zhou Ge

Business Name (dba) Zen Healing

Business Address 1789 Lexington Ave N Roseville MN 65113

Business Phone 612-865-0333

Email Address gezhou2020@gmail.com

MN Tax ID \_\_\_\_\_

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 Zhou Ge  
First Last Middle Maiden

Residence Address \_\_\_\_\_  
Street Address City County State Zip

Residence/mobile phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Email address gezhou2020@gmail.com

**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 Zhou Last Name Ge Middle Name \_\_\_\_\_  
Street address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Residence/mobile 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

If yes, give dates and places.

Self, Relaxing massage, Mall of America 5/2023 to 10/23  
L3L Deep pressure massage Edina 10/23 to 12/2023

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?

\$50,000, Parent - Mother helping fund

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 ZHOA GE Title Owner

Date 4.22.24

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 10.d.

Department Approval



City Manager Approval



**Item Description:** Approve Professional Services Agreement for 2024 Construction Projects Materials Testing

**Background**

Several construction projects this season require materials testing to ensure materials are supplied and placed according to specifications. Traditionally, the City has used American Engineering Testing, Inc. (AET) to perform the testing and deliver reports. AET has submitted proposals to provide these services for each of the 2024 construction projects. Staff finds the costs for the work proposed by AET in-line with expected industry costs. The projects are as follows:

1. The County Road B Reconstruction (24-02) and 2024 Pavement Management Project (24-04) were bid together and awarded on April 8, 2024.
2. The 2024 Pathway Project (24-03) is in design and will be bid later this summer and includes construction of pathways along Lexington Avenue from County Road B to Highway 36, the Tamarak Phase 2 Pathway, and the Wagner/Western Pathway to connect the cul-de-sacs.
3. The Hamline Watermain Project (24-01) from Josephine Road into Arden Hills is in design and will be bid later this year.

AET's work will be covered under one Professional Services Agreement. The City Attorney has reviewed the agreement, terms and conditions.

**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 agreement.

**Budget Implications**

The estimated combined cost of the proposals by AET is \$82,769 and will be funded using the Street Replacement funds, the Water funds, and the Pathway funds identified for the projects in the approved budget.

**Staff Recommendations**



Staff recommends the Council approve the Professional Services Agreement for 2024 Construction Projects Materials Testing by American Engineering Testing, Inc.

### **Requested Council Action**

Motion to approve the Professional Services Agreement for 2024 Construction Projects Materials Testing by American Engineering Testing, Inc.

**Prepared by:** Jennifer Lowry, Assistant Public Works Director/City Engineer

**Attachments:** 1. Agreement

**ACITY OF ROSEVILLE  
PROFESSIONAL SERVICES AGREEMENT  
2024 CONSTRUCTION PROJECTS MATERIAL TESTING**

This Professional Services Agreement (“Agreement”) is made on the 6<sup>th</sup> day of May, 2024, between the City of Roseville, a Minnesota municipal corporation (the “City”), and American Engineering Testing, Inc., a corporation (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 the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

**2. Term and Termination.** The term of this Agreement will commence on May 5, 2024. Unless extended by written agreement of the Parties, this Agreement will terminate no later than June 30, 2025, or upon completion of the Work, whichever occurs first. Such extension may be approved by the Public Works Director, or their designee. This Agreement may be terminated earlier by the City with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to Contractor. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered and eligible reimbursable expenses incurred by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.

**3. Compensation for Work.** The City agrees to compensate Contractor the in accordance with **Exhibit A** attached hereto 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.

**4. Method of Payment.** Following the conclusion of each calendar month, Contractor must submit an itemized invoice detailing actual hours worked and actual expenses incurred for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses an itemized listing including, as applicable, receipts for such expenses.

b. Upon request of the City, Contractor must also provide the City’s project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement.

**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: Jennifer Lowry – City Engineer

**To Contractor:**

American Engineering Testing, Inc.  
550 Cleveland Avenue North  
Saint Paul, MN 55114  
Attn: Andrew T. Schmid

**6. Assignment or Subcontracting.** Unless noted otherwise in Exhibit A, the Contractor shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City. If subcontracts are approved and entered into, the Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Contractor shall otherwise comply with, the State Prompt Payment Act.

**7. 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.

**8. Annual Review.** Following the anniversary date of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Contractor under this Agreement. The Contractor agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the Parties shall, if requested by the City, meet and discuss the performance of the Contractor relative to the remaining Work to be performed by the Contractor under this Agreement.

**9. 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.

**10. 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.

**11. 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.

**12. 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.

**13. 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 negligent or wrongful 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.

**14. 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. Professional/Technical (Errors and Omissions) Liability Insurance

For contractors providing professional services as determined by the City, the Contractor is required to maintain Professional Liability (Errors and Omissions) Insurance that provides coverage for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or

omission related to the Contractor's professional services required under the contract.

The Contractor is required to carry the following minimum limits:

- \$2,000,000 – per occurrence
- \$2,000,000 – annual aggregate

The retroactive or prior acts date of such coverage shall not be after the effective date of the contract and the Contractor shall maintain such insurance for a period of at least two (2) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by the Contractor to fulfill this requirement.

- c. 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:

- \$1,500,000 – per occurrence
- \$2,000,000 – annual aggregate
- \$2,000,000 – 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

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.

- d. 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.
- e. 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 Certificate 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.

**15. 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.

**16. 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.

**17. 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.

**18. 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.

**19. Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

**20. 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.

**21. 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. Any modification of this agreement may be approved in writing by the Public Works Director, or their designee.

(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

AMERICAN ENGINEERING TESTING, INC.

By: \_\_\_\_\_  
Daniel J. Roe, Mayor

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Patrick Trudgeon, City Manager

By: \_\_\_\_\_  
Its: \_\_\_\_\_

April 19, 2024

City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113



Attn: Jennifer Lowry, PE – City Engineer & Assistant Public Works Director  
Jennifer.Lowry@cityofroseville.com

RE: Quality Assurance Testing Proposal  
2024 Pavement Management Project and County Road B Reconstruction  
S.A.P. 124-103-007, 160-243-007, & 160-263-001  
City Project No. 24-02 & 24-04  
Roseville, Minnesota  
AET Proposal No. P-0033003

Dear Ms. Lowry:

Thank you for the opportunity to provide a proposal to perform testing services on the referenced project. This proposal has been prepared in response to your email request on April 18, 2024, and describes our understanding of the project, our anticipated scope of services, our unit rates, and an estimated total fee to perform these services.

## PROJECT INFORMATION

The City of Roseville (the City) will be performing a street and utility improvements and reconstruction project during the 2024 construction season. Construction is anticipated to begin Spring 2024 and be completed by October 15, 2024. The project area will include St. Stephens St., Fulahm St., CR B, St. Croix St., HWY 36 Service Dr, Cleveland Service Dr., Acorn Rd., Midland View Ct., Eustis St., Midland Grove Rd., Fairways Ln., Roselawn Ave., Burke Ave., Woodbridge St., Skillman St., Albermarle St., Giesman St., William St., Marion St., and Rose Pl. The project will be with a mix of state aid and municipal funds.

Plans and Specifications were prepared by the City. We understand Construction Inspection and Contract Management of the project will be performed by the City.

## GEOTECHNICAL INFORMATION

A geotechnical exploration and analysis was performed for this project by AET. The results were presented in our Report of Geotechnical Exploration and Review, dated January 15, 2024 (AET Project No. P-0006685). In the report, the site soil profile is generalized as fill underlain by fine

**550 Cleveland Avenue North | Saint Paul, MN 55114**

**Phone (651) 659-9001 | (800) 972-6364 | Fax (651) 659-1379 | [teamAET.com](http://teamAET.com) | AA/EEO**

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alluvium and/or till. Reference should be made to that report for more details regarding site conditions and recommendations.

## PROJECT APPROACH

During the construction improvements, AET will provide experienced MnDOT certified Engineering Technicians to perform sampling and material testing services in accordance with the 2023 State Aid for Local Transportation Schedule of Materials Control (2023 SALT SMC) and project specific testing requirements referenced in the Project Manual. For this project, Ryan Schaefer will be AET's contact. He can be reached at 651-603-6639 (office). AET requires a minimum of 24 hours' notice of the need for Services.

We assume that the City will contract with MnDOT Metro Inspections for bituminous and concrete plant monitoring.

## SCOPE OF SERVICES

Based on our review of the available plans and our experience with the City on similar projects, our anticipated scope of services is outlined below. These services will be provided on an on-call basis coordinated through authorized City field personnel.

### Soils Sampling and Testing

Our estimate of the sampling and testing to be performed on the grading and base items is based on the requirements of MnDOT's "Specified Density Method" and in accordance with the 2023 SALT SMC. AET will perform MnDOT Relative Density testing (Proctor) as well as in-place density and moisture testing on the following materials:

- Utility Trench Backfill
- Subgrade Preparation

The MnDOT Dynamic Cone Penetrometer will be used to test compaction on the Class 5 Aggregate Base sections of the project following the MnDOT Penetration Index procedures in accordance with the 2023 SALT SMC.

AET will perform the sampling of the soils and Class 5 Aggregate Base materials and transport the samples to our St. Paul, Minnesota laboratory. City personnel will update AET on the schedule of material placement, material sources (including changes in source), and changes in quantities.

## **Full Depth Reclamation (FDR)**

AET will perform dynamic cone penetrometer (DCP) testing and moisture content testing of the full depth reclamation material along with up to 3 gradations in accordance with the 2023 SALT SMC. The frequency of these gradations for an FDR project are at the discretion of the Engineer. We assume the City's Inspector will perform depth checks of the FDR material.

## **Precast Modular Block Retaining Wall Soil Testing**

During placement of fill behind the retaining wall and lift station backfill, a Technician II will visit the site on an on-call basis to test the compaction of the fill. The technician will perform the following services:

- In-place field density tests to evaluate the compaction of the fill soils using a nuclear density gauge.
- Standard Proctor tests for each different type of fill encountered at the test locations.
- Obtain samples of sand fill and/or aggregate base materials for sieve analysis tests and direct shear test (if requested).

## **Bituminous Pavement Sampling and Testing**

As bituminous paving is being completed, AET personnel will pick up companion samples provided by the contractor, during each day of paving, and transport the samples to our St. Paul, Minnesota laboratory. Samples will be tested in our laboratory for MnDOT Gyratory Mix Properties as follows:

- Gyratory Density (AASHTO T 312) MnDOT Modified
- Rice Specific Gravity (ASTM D2041)
- Asphalt Extraction and Aggregate Gradation (ASTM D2172 Method E-11) MnDOT Modified C137 and C117
- Fine Aggregate Angularity (AASHTO T 304, Method A, MnDOT 1206.5)
- Coarse Aggregate Angularity, One Face (ASTM D5821)

AET assumes that the City will utilize the MnDOT program to determine random core locations of bituminous based on information regarding tonnage (lot sizes) and pavement placement patterns. We also assume City personnel will mark the core locations in the field. This proposal does not incorporate the time and cost to mark the core locations or to determine random core locations. These services can be provided at your request. The City will coordinate the removal of both the contractor and companion cores with the contractor.

After the completion of the coring, AET will retrieve companion core samples from the project contractor for laboratory testing. This testing will include the following:

- The thickness of each layer of the core sample
- The density of each layer of the core sample

## Concrete Sampling and Testing

During the placement of concrete, AET will perform field testing consisting of slump, air content, temperature of the plastic concrete, and casting of cylinders for compression testing. The 2023 SALT SMC requires field testing for slump, air content, and temperature per every 100 cubic yards of each type of concrete placed each day. Compressive strength cylinders (1 set of 3 cylinders) are required once per every 300 cubic yards of each type of concrete placed each day; the cylinders will be retrieved the following day for curing and testing in our laboratory. The 3 cylinders are to be tested at 28-days. We are proposing to cast sets of 5 cylinders, with compressive strength testing as follows: 1 at 7 days, 3 at 28 days, and the 5th cylinder will be held in reserve for future testing if the 28-day strength requirement is not met.

We have assumed City personnel will be compiling the concrete batch tickets, certificates of compliance, and AET's field test results of the plastic concrete, which we will provide each day we are on-site performing testing services.

## REPORTING

AET staff will prepare reports for the City to review. These reports will include the results of our field and laboratory testing as performed per the 2023 SALT SMC and testing frequencies referenced in the project documents. AET will complete the Preliminary Grading and Base Report and the Final Grading and Base Report, once provided with final project quantities. Daily field reports will also be prepared and made available upon request.

## ESTIMATED FEES

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Materials Testing Estimate. Our invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates. The rates are from the annual fee schedule for 2024 projects.

We have estimated a "minimum required estimate" for the project which estimates the tests needed to satisfy the requirements as defined in the 2023 SALT SMC and the project documents. The "likely needed estimate" is the cost that we anticipate will be required to



complete the previously described testing services, based on our experience, and assumed scheduling of the project. Therefore, we propose a budget cost estimate using the “likely needed” estimate for the scope of services for the project as outlined in this proposal. Our “likely needed” estimated fee is **\$54,440.00**. We refer you to the attached Materials Testing Estimate as reference to how we arrived at this estimated cost.

We caution that this is only an estimated cost. Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor’s schedule, unforeseen conditions, or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services. If less time or tests are needed, a cost savings will be realized. We will not, however, exceed the estimated total cost for the project without first obtaining your authorization.

## TERMS AND CONDITIONS

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Construction Service Agreement—Terms and Conditions, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers, and third-party beneficiaries. Please be advised that additional insured status is granted only upon written acceptance of the proposal.

## ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions: 1) issuing an authorizing purchase order for any of the Services described in this proposal, 2) authorizing AET’s presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

## GENERAL REMARKS

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have any questions or need additional information, please contact me.



Sincerely,  
**American Engineering Testing**

A handwritten signature in black ink, appearing to read 'Ryan S. Schaefer'.

Ryan S. Schaefer  
Geologist I/Project Manager  
rschaefer@teamAET.com  
612-618-8066

A handwritten signature in purple ink, appearing to read 'Andrew T. Schmid'.

Andrew T. Schmid, PE  
Principal Engineer  
aschmid@teamAET.com  
651-523-1274

**ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0033003**

SIGNATURE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER AND EMAIL: \_\_\_\_\_  
DATE: \_\_\_\_\_

**INVOICING INFORMATION (Provide Company AP Department Information, if present.)**

AP CONTACT NAME: \_\_\_\_\_  
BILLING/MAILING ADDRESS: \_\_\_\_\_  
AP PHONE NUMBER AND INVOICE EMAIL: \_\_\_\_\_  
P.O. NO./ PROJECT NO.: \_\_\_\_\_

Attachments: Materials Testing Estimate  
Construction Service Agreement – Terms and Conditions  
Certificate of Insurance  
W9



**Materials Testing Estimate for 2024 Pavement Management and CR B Reconstruction Projects – 2023 SALT SMC**  
**SAP 124-103-007, 160-243-007, 160-263-001; Roseville, Minnesota**

| Material                                                                   | Units | Quantity     | Trips  | Hours | Agency Testing & Frequency                                                                     | # of Tests |        | Cost per Test (\$) | Cost (\$) |           |
|----------------------------------------------------------------------------|-------|--------------|--------|-------|------------------------------------------------------------------------------------------------|------------|--------|--------------------|-----------|-----------|
|                                                                            |       |              |        |       |                                                                                                | Minimum    | Likely |                    | Minimum   | Likely    |
| Storm Sewer                                                                | LF    | 2,426        | 17     | 34    | Proctor (1/soil type)                                                                          | 1          | 6      | 184.00             | 184.00    | 1,104.00  |
|                                                                            |       |              |        |       | Longitudinal Trenches, Specified Density Nuclear Gauge (1/500'/2' fill/)                       | 34         | 50     | 42.00              | 1,428.00  | 2,100.00  |
|                                                                            |       |              |        |       | Relative Moisture (1/10,000 CY, 10 max)                                                        | 1          | 1      | 53.00              | 53.00     | 53.00     |
| Select Granular Embankment, <b>Note 1</b>                                  | CY    | 180          | 0      | 0     | Gradation (1/40,000 CY)                                                                        | 0          | 0      | 135.00             | 0.00      | 0.00      |
|                                                                            |       |              |        |       | Penetration Index DCP (1/2,000 CY)                                                             | 0          | 0      | 63.00              | 0.00      | 0.00      |
|                                                                            |       |              |        |       | Relative Moisture (1/10,000 CY, 10 max)                                                        | 0          | 0      | 53.00              | 0.00      | 0.00      |
| Aggregate Base Class 5                                                     | CY    | 2,900        | 3      | 8     | Gradation (2 per lot, 1 lot ≤ 2,000 CY)                                                        | 4          | 4      | 135.00             | 540.00    | 540.00    |
|                                                                            |       |              |        |       | Road, Penetration Index DCP (1/500 CY)                                                         | 6          | 8      | 63.00              | 378.00    | 504.00    |
|                                                                            |       |              |        |       | Walks and Trails, DCP (1/500 feet)                                                             | 4          | 6      | 63.00              | 252.00    | 378.00    |
|                                                                            |       |              |        |       | Relative Moisture (1/1,000 CY, 10 max)                                                         | 3          | 3      | 53.00              | 159.00    | 159.00    |
|                                                                            |       |              |        |       | Percent Crushed (1/source, if required)                                                        |            |        | 214.00             | 0.00      | 0.00      |
|                                                                            |       |              |        |       | LAR (1/source, if required)                                                                    |            |        | 184.00             | 0.00      | 0.00      |
|                                                                            |       |              |        |       | Insoluble Residue (1/source, if required)                                                      |            |        | 610.00             | 0.00      | 0.00      |
|                                                                            |       |              |        |       | Litho Exam & Shale Float Test (1/source, if required)                                          |            |        | 468.00             | 0.00      | 0.00      |
| Bitumen Content (Engineer's discretion)                                    |       |              | 289.00 | 0.00  | 0.00                                                                                           |            |        |                    |           |           |
| Subgrade Preparation                                                       | STA   | 100 SY       | 1      | 2     | Proctor (1/soil type)                                                                          | 1          | 1      | 184.00             | 184.00    | 184.00    |
|                                                                            |       |              |        |       | Specified Density Nuclear Gauge (1/25 STA)                                                     | 1          | 3      | 42.00              | 42.00     | 126.00    |
|                                                                            |       |              |        |       | Relative Moisture (1/25 STA)                                                                   | 1          | 1      | 53.00              | 53.00     | 53.00     |
| Modular Block Retaining Wall (testing of Granular Backfill), <b>Note 1</b> | SF    | 360 (200 CY) | 2      | 4     | Proctor (1/soil type)                                                                          | 1          | 1      | 184.00             | 184.00    | 184.00    |
|                                                                            |       |              |        |       | Gradation (1/40,000 CY) - Select Granular Modified Material                                    | 1          | 1      | 135.00             | 135.00    | 135.00    |
|                                                                            |       |              |        |       | Specified Density Nuclear Gauge (1/500'/2' fill)                                               | 4          | 6      | 42.00              | 168.00    | 252.00    |
|                                                                            |       |              |        |       | Direct Shear Test, granular soil (if requested; proctor requir                                 | 0          | 0      | 583.00             | 0.00      | 0.00      |
| Full Depth Reclamation (FDR)                                               | SY    | 12,040       | 3      | 5     | Gradation (Engineer's discretion)                                                              | 0          | 3      | 135.00             | 0.00      | 405.00    |
|                                                                            |       |              |        |       | Penetration Index DCP (1/10,000 SY, test rolled)                                               | 2          | 6      | 63.00              | 126.00    | 378.00    |
|                                                                            |       |              |        |       | Relative Moisture (1/20,000 CY)                                                                | 1          | 1      | 53.00              | 53.00     | 53.00     |
| Bituminous - SP WE/NW                                                      | TON   | 9,444        | 14     | 28    | MnDOT Gyrotory Mix Properties (1/day/mix type)                                                 | 8          | 14     | 625.00             | 5,000.00  | 8,750.00  |
|                                                                            |       |              |        |       | Companion Core Density & Thickness                                                             | 48         | 56     | 56.00              | 2,688.00  | 3,136.00  |
| Bituminous - 3" Trail                                                      | TON   | 764          | 2      | 4     | MnDOT Gyrotory Mix Properties (1/day/mix type)                                                 | 1          | 2      | 625.00             | 625.00    | 1,250.00  |
| Coarse Filter Aggregate, <b>Note 1</b>                                     | CY    | 162          | 0      | 0     | Gradation (1/source) - for Coarse Filter Aggregate                                             | 0          | 0      | 135.00             | 0.00      | 0.00      |
| Concrete - Sidewalk, Pedestrian Ramps, Curb & Gutter, Driveway             | CY    | 859          | 29     | 87    | Plastic Concrete Testing (1 set of tests/100 CY) - Included in hourly rate see below           |            |        |                    |           |           |
|                                                                            |       |              |        |       | Concrete Compressive Strength, Curing, & Handling 4x8 Cylinders (includes mold) (5 cys/300 CY) | 75         | 145    | 42.00              | 3,150.00  | 6,090.00  |
|                                                                            |       |              |        |       | Concrete sample pick up from job site                                                          | 15         | 25     | 100.00             | 1,500.00  | 2,500.00  |
|                                                                            |       |              |        |       |                                                                                                |            |        |                    |           |           |
|                                                                            |       |              |        |       |                                                                                                |            |        | Subtotal =         | 16,902.00 | 28,334.00 |

**Notes:**

1. For grading and base materials, per the 2023 SALT SMC, less than 500 tons (250 CY) may be accepted by the Engineer without testing.
2. Material quantities are estimated based upon Statement of Estimated Quantities, conversions, and plans.
3. Number of "Likely" bituminous samples, cores, and trips assumes 6 days of paving (1300 to 1500 tons of bituminous per day). Assumes testing of all companion cores and no longitudinal density cores.
4. We have **not** included time for marking bituminous core locations or for determining the random bituminous core locations.

| Time and Mileage                                | Unit | Rate (\$) | Minimum Quantity | Likely Quantity | Minimum Cost     | Likely Cost      |
|-------------------------------------------------|------|-----------|------------------|-----------------|------------------|------------------|
| Mileage, Personal Automobile/Truck              | Mile | 1.30      | 1,420            | 1,420           | 1,846.00         | 1,846.00         |
| Technician II                                   | Hour | 115.00    | 172              | 172             | 19,780.00        | 19,780.00        |
| Engineer II, Project Management & Final Summary | Hour | 190.00    | 14               | 20              | 2,660.00         | 3,800.00         |
| Project Administrator                           | Hour | 85.00     | 8                | 8               | 680.00           | 680.00           |
| <b>Subtotal =</b>                               |      |           |                  |                 | <b>24,966.00</b> | <b>26,106.00</b> |

Estimate prepared by: **Ryan Schaefer**

| <b>Total Cost Estimate =</b> | Minimum          | Likely           |
|------------------------------|------------------|------------------|
|                              | <b>41,868.00</b> | <b>54,440.00</b> |



April 25, 2024

City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113



Attn: Jennifer Lowry, PE – City Engineer & Assistant Public Works Director  
Jennifer.Lowry@cityofroseville.com

RE: Quality Assurance Testing and Geotechnical Exploration Services Proposal  
2024 Hamline Watermain Project  
City Project No. 24-01  
Roseville, Minnesota  
AET Proposal No. P-0033004

Dear Ms. Lowry:

Thank you for the opportunity to provide a proposal to perform testing services on the referenced project. This proposal has been prepared in response to your email request on April 18, 2024, and describes our understanding of the project, our anticipated scope of services, our unit rates, and an estimated total fee to perform these services.

## PROJECT INFORMATION

The City of Roseville (the City) will be performing a utility improvements project on Hamline Avenue in Roseville, Minnesota during the 2024 construction season. Construction is anticipated to begin Spring, 2024, and be completed by Fall 2024. The project is anticipated to be funded with municipal funds.

Based on discussions with the Client, our anticipated scope of services is outlined below. AET did not have plans and specifications available to us for review at the time this proposal was authored. All tests and hours are based on assumptions and experience with similar projects. We assume this project will incorporate the 2023 MnDOT State Aid for Local Transportation (SALT) Schedule of Materials Control in the project specifications to determine the minimum testing rates for the project. We understand Construction Inspection and Contract Management of the project will be performed by the City.

## GEOTECHNICAL INFORMATION

To our knowledge, a preliminary geotechnical exploration program has not been conducted for this project. Because of this, we cannot comment on the soil conditions at depth. Our judgments will be based only on those soils which we observe in the excavations and those present to the depths explored at our shallow hand auger boring and hand cone penetrometer probe locations. To further explore the soil conditions below these depths, deeper penetration test borings are needed.

## PROJECT APPROACH

During the construction improvements, AET will provide experienced MnDOT certified Engineering Technicians to perform sampling and material testing services in accordance with the 2023 State Aid for Local Transportation Schedule of Materials Control (2023 SALT SMC) and project specific testing requirements referenced in the Project Manual. For this project, Ryan Schaefer will be AET's contact. He can be reached at 651-603-6639 (office). AET requires a minimum of 24 hours' notice of the need for Services. In addition, AET will provide subsurface exploration soil borings at locations selected by the City to provide subsurface soil and groundwater information for use by the utility contractors.

## SCOPE OF SERVICES

Based on our review of the available plans and our experience with the City on similar projects, our anticipated scope of services is outlined below. These services will be provided on an on-call basis coordinated through authorized City field personnel.

### **Soils Sampling and Testing**

Our estimate of the sampling and testing to be performed on the grading and base items is based on the requirements of MnDOT's "Specified Density Method" and in accordance with the 2023 SALT SMC. AET will perform MnDOT Relative Density testing (Proctor) as well as in-place density and moisture testing on the utility trench backfill.

The MnDOT Dynamic Cone Penetrometer will be used to test compaction on the granular sections, including the Class 5 Aggregate Base sections of the project following the MnDOT Penetration Index procedures in accordance with the 2023 SALT SMC.

AET will perform the sampling of the soils and Class 5 Aggregate Base materials and transport the samples to our St. Paul, Minnesota laboratory. City personnel will update AET on the schedule of material placement, material sources (including changes in source), and changes in quantities.

## **Bituminous Pavement Sampling and Testing**

As bituminous paving is being completed, AET personnel will pick up companion samples provided by the contractor, during each day of paving, and transport the samples to our St. Paul, Minnesota laboratory. Samples will be tested in our laboratory for MnDOT Gyratory Mix Properties as follows:

- Gyratory Density (AASHTO T 312) MnDOT Modified
- Rice Specific Gravity (ASTM D2041)
- Asphalt Extraction and Aggregate Gradation (ASTM D2172 Method E-11) MnDOT Modified C137 and C117
- Fine Aggregate Angularity (AASHTO T 304, Method A, MnDOT 1206.5)
- Coarse Aggregate Angularity, One Face (ASTM D5821)

At this time, there has not been an indication that bituminous cores will be required and tested for density and thickness.

## **Concrete Sampling and Testing**

Since no plans were available at the time of this proposal, we do not know if concrete will be placed on this project. However, in the event that concrete is utilized, AET will perform field testing consisting of slump, air content, temperature of the plastic concrete, and casting of cylinders for compression testing. The 2023 SALT SMC requires field testing for slump, air content, and temperature per every 100 cubic yards of each type of concrete placed each day. Compressive strength cylinders (1 set of 3 cylinders) are required once per every 300 cubic yards of each type of concrete placed each day; the cylinders will be retrieved the following day for curing and testing in our laboratory. The 3 cylinders are to be tested at 28-days. We are proposing to cast sets of 5 cylinders, with compressive strength testing as follows: 1 at 7 days, 3 at 28 days, and the 5th cylinder will be held in reserve for future testing if the 28-day strength requirement is not met.

We have assumed City personnel will be compiling the concrete batch tickets, certificates of compliance, and AET's field test results of the plastic concrete, which we will provide each day we are on-site performing testing services.

## **Geotechnical Exploration Services**

### ***Field Exploration***

Based on your request, a proposed soil boring location plan was developed by AET (see attached plan), our exploration will include the following scope of service.

- Arrange clearance of underground public. The marking of private utilities must be contracted through a private utility locate service. See our discussion later in this proposal regarding private utilities.
- Perform 3 standard penetration test (SPT) borings to a nominal depths of 12 feet each using a truck-mounted drill rig. The proposed boring locations are shown on the attached Figure 1.
- Determine surface elevations and boring location for each boring using a GPS device with sub-meter accuracy.

The borings will be drilled using hollow stem augers or by rotary mud drilling, and sampling conducted by the split-barrel method (ASTM D1586). Our crew will keep field logs noting the methods of drilling and sampling, the Standard Penetration Values (N-values, “blows per foot”), preliminary soil classification, and observed groundwater levels. We will collect samples at 2½-foot intervals to the planned termination depths. Representative portions of recovered samples will be sealed in jars to prevent moisture loss and submitted to our laboratory for review, testing and final classification.

We will backfill the boreholes to comply with State requirements. Even after backfilling, some sloughing of the backfill may occur, resulting in a potential tripping hazard to pedestrians. We assume that Circle K will arrange for backfill and repair of any boreholes that may slough after our exploration is complete. AET cannot accept any liability associated with pedestrian injury. We assume that the site is readily accessible for our truck-mounted drill rig. We have not included a budget for site clearing to access the boring locations.

### ***Underground Utilities***

Before we drill, we will contact Gopher State One Call to locate public underground utilities. Gopher State One Call does not currently charge for this service, but they will not locate private underground utilities or structures. Examples of private utilities include, but are not limited to, propane lines, sewer laterals, sprinkler systems, site lighting, and electric and data lines between buildings. Gopher State One Call indicates that the property owner is responsible for locating all private underground utilities and structures. Please provide us with any maps, plans, and records showing the location of all private utilities and structures.

AET shall be entitled to rely upon the accuracy of all location information supplied by any source. We will not be responsible for any damage to underground utilities or structures not located or incorrectly identified by the property owner, any maps, plans or records, or public or private utility locator providers.

### ***Laboratory Testing***

We will initiate routine laboratory testing by reviewing each recovered soil sample to assess the major and minor soil components, while also noting the color, degree of saturation, and lenses or seams in the samples. If we encounter cohesive soil, we will test selected samples for moisture content.

On completion of testing, we will visually/manually classify each sample on the basis of texture and plasticity in accordance with the Unified Soil Classification System and prepare the boring logs.

### ***Geotechnical Report***

We will prepare a report in which we will present a location plan of the test borings, logs of the test borings, and laboratory test results.

### ***Performance Schedule***

Based on our current backlog, we anticipate the fieldwork can begin within four to six weeks after receiving authorization to proceed. We can provide you with verbal results of the drilling activities shortly after completion of the drilling. We anticipate the geotechnical report can be prepared within about two to three weeks after completion of the field work.

### ***Environmental Concerns***

This proposal is presented for engineering services to evaluate the structural properties of the soil at the specified site. This proposal does not cover an environmental assessment of the site or environmental testing of the soil or groundwater. If you wish to have us provide these additional services, please contact us.

## **REPORTING**

AET staff will prepare reports for the City to review. These reports will include the results of our field and laboratory testing as performed per the 2023 SALT SMC and testing frequencies referenced in the project documents. Daily field reports will also be prepared and made available upon request.

## ESTIMATED FEES

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Materials Testing Estimate. Our invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates. The rates are from the annual fee schedule for 2024 projects.

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Fee Schedule tabulation. Our monthly invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates. We have also estimated a total cost which we anticipate will be required to complete the previously described observations and testing services. This estimated total cost is based on our experience with similar projects. Our estimated cost is **\$10,128.00 for the Material Testing Services and \$4,250.00 for the Geotechnical Exploration Services for a total cost of \$14,378.00**. We refer you to the attached Fee Schedule for an itemization of how we arrived at this estimated cost. **We reserve the right to review our estimate after reviewing the final project plans and specifications.**

We caution that this is only an estimated cost. Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor's schedule, unforeseen conditions, or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services. If less time or tests are needed, a cost savings will be realized. We will not, however, exceed the estimated total cost for the project without first obtaining your authorization.

## TERMS AND CONDITIONS

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Construction Service Agreement—Terms and Conditions, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers and third-party beneficiaries. Please be advised that additional insured status is granted only upon written acceptance of the proposal.



## ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions: 1) issuing an authorizing purchase order for any of the Services described in this proposal, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

## GENERAL REMARKS

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have any questions or need additional information, please contact me.

Sincerely,

**American Engineering Testing**

A handwritten signature in blue ink, appearing to read 'Ryan S. Schaefer'.

Ryan S. Schaefer  
Geologist I/Project Manager  
rschaefer@teamAET.com  
612-618-8066

A handwritten signature in blue ink, appearing to read 'Andrew T. Schmid'.

Andrew T. Schmid, PE  
Principal Engineer  
aschmid@teamAET.com  
651-523-1274

### ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0033004

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER AND EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_



**INVOICING INFORMATION (Provide Company AP Department Information, if present.)**

AP CONTACT NAME: \_\_\_\_\_

BILLING/MAILING ADDRESS: \_\_\_\_\_

AP PHONE NUMBER AND INVOICE EMAIL: \_\_\_\_\_

P.O. NO./ PROJECT NO.: \_\_\_\_\_

Attachments: Soil Boring Location Plan  
Materials Testing Estimate  
Service Agreement – Terms and Conditions  
Certificate of Insurance  
W9



# Hamline Watermain Project

Soil Boring Locations

## Legend

 Johanna Marsh Park

Hall Parking Lot

Nazareth Chapel

Center

Billy Graham Community Life Commons

Riley Hall

oyer Hall

Field

Western - St. Paul

Google Earth

Johanna Marsh Park

Glenhill Rd

Ridgewood Rd

Shelling Ave

Glenhill Rd

Woodynn Ave

In My Father's House

Clarmar Ave W

Clarmar Ave W

Brenner Ave

Arona St

Lydia Ave W

Pascal St

Autumn Grove Park

Advent Lutheran Church Augustana Synod

Josephine Rd

Ingerson Rd

Hamline Ave N

Lake Josephine

51

51

50

1000 ft

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**PROJECT TESTING SERVICES FEE SCHEDULE  
HAMLINE WATERMAIN PROJECT  
CP 24-01  
ROSEVILLE, MINNESOTA  
AET PROPOSAL No. P-0033004**



| SERVICE DESCRIPTION                                                                                                                                                              | PROJECT BUDGET   |           |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|---------------|
|                                                                                                                                                                                  | ESTIMATED UNITS  | UNIT RATE | BUDGET AMOUNT |
| Compaction Testing                                                                                                                                                               |                  |           |               |
| MnDOT Soil Density Testing - Technician II for soil compaction testing and reporting (assumes 10 trips to the jobsite).                                                          | 26 Hours         | \$115.00  | \$2,990.00    |
| Personal or company vehicle mileage.                                                                                                                                             | 200 Miles        | \$1.30    | \$260.00      |
| Nuclear Density Test                                                                                                                                                             | 15 Tests         | \$42.00   | \$630.00      |
| Dynamic Cone Penetrometer (MnDOT)                                                                                                                                                | 15 Tests         | \$63.00   | \$945.00      |
| ASTM D698 Standard Proctor                                                                                                                                                       | 2 Tests          | \$184.00  | \$368.00      |
| ASTM C136 Sieve Analysis of Aggregate (Coarse and Fine)                                                                                                                          | 2 Tests          | \$135.00  | \$270.00      |
| Section Subtotal:                                                                                                                                                                |                  |           | \$5,463.00    |
| Concrete Testing                                                                                                                                                                 |                  |           |               |
| MnDOT Concrete Testing - Technician II for testing of concrete only - NO OBSERVATIONS OF REINFORCING STEEL (assumes 3 trips to the jobsite).                                     | 8 Hours          | \$115.00  | \$920.00      |
| Personal or company vehicle mileage.                                                                                                                                             | 60 Miles         | \$1.30    | \$78.00       |
| Sample Pickup - service from jobsite.                                                                                                                                            | 3 Eachs          | \$100.00  | \$300.00      |
| ASTM C39 Concrete Compressive Strength - Curing, handling and testing of 4" x 8" concrete test cylinders (includes handling of non-tested cylinders).                            | 15 Tests         | \$42.00   | \$630.00      |
| Section Subtotal:                                                                                                                                                                |                  |           | \$1,928.00    |
| Bituminous Observations & Testing                                                                                                                                                |                  |           |               |
| MnDOT Bituminous Sampling - Technician II for obtaining samples for laboratory testing (assumes 2 trips to the jobsite).                                                         | 2 Hours          | \$115.00  | \$230.00      |
| Personal or company vehicle mileage.                                                                                                                                             | 40 Miles         | \$1.30    | \$52.00       |
| Gyratory Mix Properties (MnDOT Suite of Tests) of bituminous; including Asphalt Extraction and Aggregate Gradation tests, Rice Specific Gravity test, and Gyratory Density test. | 2 Tests          | \$625.00  | \$1,250.00    |
| Section Subtotal:                                                                                                                                                                |                  |           | \$1,532.00    |
| Project Management & Coordination                                                                                                                                                |                  |           |               |
| Project Management - Engineer II/Project Manager for coordination of AET personnel and activities, attending meetings (if requested), consultation and report preparation.       | 5 Hours          | \$190.00  | \$950.00      |
| Project Administrator for report preparation, review, invoicing.                                                                                                                 | 3 Hours          | \$85.00   | \$255.00      |
| Section Subtotal:                                                                                                                                                                |                  |           | \$1,205.00    |
|                                                                                                                                                                                  | ESTIMATED BUDGET |           | \$10,128.00   |

April 26, 2024

City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113



Attn: Jennifer Lowry, PE – City Engineer & Assistant Public Works Director  
Jennifer.Lowry@cityofroseville.com

RE: Quality Assurance Testing Proposal  
2024 Pathways Project  
S.A.P. TBD  
City Project No. 24-06  
Roseville, Minnesota  
AET Proposal No. P-0033003

Dear Ms. Lowry:

Thank you for the opportunity to provide a proposal to perform testing services on the referenced project. This proposal has been prepared in response to your email request on April 18, 2024, the additional project information supplied by you on April 25, 2024, and describes our understanding of the project, our anticipated scope of services, our unit rates, and an estimated total fee to perform these services.

## PROJECT INFORMATION

The City of Roseville (the City) will be performing a trail improvements project during the 2024 construction season. Construction is anticipated to begin Spring, 2024, and be completed by Fall 2024. The project is anticipated to be funded with a mix of State Aid and municipal funds.

Based on discussions with the Client, our anticipated scope of services is outlined below. AET did have a portion of the plans and specifications available to us for review at the time this proposal was authored. All tests and hours are based on assumptions and experience with similar projects. We assume this project will incorporate the 2023 MnDOT State Aid for Local Transportation (SALT) Schedule of Materials Control in the project specifications to determine the minimum testing rates for the project. We understand Construction Inspection and Contract Management of the project will be performed by the City.

## GEOTECHNICAL INFORMATION

To our knowledge, a preliminary geotechnical exploration program has not been conducted for this project. Because of this, we cannot comment on the soil conditions at depth. Our judgments will be based only on those soils which we observe in the excavations and those present to the depths explored at our shallow hand auger boring and hand cone penetrometer probe locations. To further explore the soil conditions below these depths, deeper penetration test borings are needed.

## PROJECT APPROACH

During the construction improvements, AET will provide experienced MnDOT Certified Engineering Technicians to perform sampling and material testing services in accordance with the 2023 State Aid for Local Transportation Schedule of Materials Control (2023 SALT SMC) and project specific testing requirements referenced in the Project Manual. For this project, Ryan Schaefer will be AET's contact. He can be reached at 651-603-6639 (office). AET requires a minimum of 24 hours' notice of the need for Services.

## SCOPE OF SERVICES

Based on our review of the available plans and our experience with the City on similar projects, our anticipated scope of services is outlined below. These services will be provided on an on-call basis coordinated through authorized City field personnel.

### **Soils Sampling and Testing**

Our estimate of the sampling and testing to be performed on the grading and base items is based on the requirements of MnDOT's "Specified Density Method" and in accordance with the 2023 SALT SMC. AET will perform MnDOT Relative Density testing (Proctor) as well as in-place density and moisture testing on the subgrade preparation.

The MnDOT Dynamic Cone Penetrometer will be used to test compaction on the granular sections, including the Class 5 Aggregate Base sections of the project following the MnDOT Penetration Index procedures in accordance with the 2023 SALT SMC.

AET will perform the sampling of the soils and Class 5 Aggregate Base materials and transport the samples to our St. Paul, Minnesota laboratory. City personnel will update AET on the schedule of material placement, material sources (including changes in source), and changes in quantities.

## Bituminous Pavement Sampling and Testing

As bituminous paving is being completed, AET personnel will pick up companion samples provided by the contractor, during each day of paving, and transport the samples to our St. Paul, Minnesota laboratory. Samples will be tested in our laboratory for MnDOT Gyratory Mix Properties as follows:

- Gyratory Density (AASHTO T 312) MnDOT Modified
- Rice Specific Gravity (ASTM D2041)
- Asphalt Extraction and Aggregate Gradation (ASTM D2172 Method E-11) MnDOT Modified C137 and C117
- Fine Aggregate Angularity (AASHTO T 304, Method A, MnDOT 1206.5)
- Coarse Aggregate Angularity, One Face (ASTM D5821)

At this time, there has not been an indication that bituminous cores will be required and tested for density and thickness.

## Concrete Sampling and Testing

AET will perform field testing consisting of slump, air content, temperature of the plastic concrete, and casting of cylinders for compression testing. The 2023 SALT SMC requires field testing for slump, air content, and temperature per every 100 cubic yards of each type of concrete placed each day. Compressive strength cylinders (1 set of 3 cylinders) are required once per every 300 cubic yards of each type of concrete placed each day; the cylinders will be retrieved the following day for curing and testing in our laboratory. The 3 cylinders are to be tested at 28-days. We are proposing to cast sets of 5 cylinders, with compressive strength testing as follows: 1 at 7 days, 3 at 28 days, and the 5th cylinder will be held in reserve for future testing if the 28-day strength requirement is not met.

We have assumed City personnel will be compiling the concrete batch tickets, certificates of compliance, and AET's field test results of the plastic concrete, which we will provide each day we are on-site performing testing services.

## REPORTING

AET staff will prepare reports for the City to review. These reports will include the results of our field and laboratory testing as performed per the 2023 SALT SMC and testing frequencies referenced in the project documents. Daily field reports will also be prepared and made available upon request.

## ESTIMATED FEES

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Materials Testing Estimate. Our invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates. The rates are from the annual fee schedule for 2024 projects.

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Fee Schedule tabulation. Our monthly invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates. We have also estimated a total cost which we anticipate will be required to complete the previously described observations and testing services. This estimated total cost is based on our experience with similar projects. Our estimated total cost is **\$13,991.00**. We refer you to the attached Fee Schedule for an itemization of how we arrived at this estimated cost. **We reserve the right to review our estimate after reviewing the final project plans and specifications.**

We caution that this is only an estimated cost. Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor's schedule, unforeseen conditions, or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services. If less time or tests are needed, a cost savings will be realized. We will not, however, exceed the estimated total cost for the project without first obtaining your authorization.

## TERMS AND CONDITIONS

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Construction Service Agreement—Terms and Conditions, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers and third-party beneficiaries. Please be advised that additional insured status is granted only upon written acceptance of the proposal.

## ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions: 1) issuing an authorizing purchase order for any of the Services described in this proposal, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET



to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

## GENERAL REMARKS

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have any questions or need additional information, please contact me.

Sincerely,

**American Engineering Testing**

A handwritten signature in blue ink, appearing to read 'Ryan S. Schaefer'.

Ryan S. Schaefer  
Geologist I/Project Manager  
rschaefer@teamAET.com  
612-618-8066

A handwritten signature in blue ink, appearing to read 'Andrew T. Schmid'.

Andrew T. Schmid, PE  
Principal Engineer  
aschmid@teamAET.com  
651-523-1274



**ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0033013**

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER AND EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

**INVOICING INFORMATION (Provide Company AP Department Information, if present.)**

AP CONTACT NAME: \_\_\_\_\_

BILLING/MAILING ADDRESS: \_\_\_\_\_

AP PHONE NUMBER AND INVOICE EMAIL: \_\_\_\_\_

P.O. NO./ PROJECT NO.: \_\_\_\_\_

Attachments: Materials Testing Estimate  
Construction Service Agreement – Terms and Conditions  
Certificate of Insurance  
W9



**PROJECT TESTING SERVICES FEE SCHEDULE**  
**2024 PATHWAYS PROJECT**  
**CP 24-06**  
**ROSEVILLE, MINNESOTA**  
**AET PROPOSAL No. P-0033013**



| SERVICE DESCRIPTION                                                                                                                                                               | PROJECT BUDGET  |           |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|--------------------|
|                                                                                                                                                                                   | ESTIMATED UNITS | UNIT RATE | BUDGET AMOUNT      |
| <b>Compaction Testing</b>                                                                                                                                                         |                 |           |                    |
| <b>MnDOT Soil Density Testing - Technician II</b> for soil compaction testing and reporting (assumes 10 trips to the jobsite).                                                    | 26 Hour         | \$115.00  | \$2,990.00         |
| Personal or company vehicle mileage.                                                                                                                                              | 200 Miles       | \$1.30    | \$260.00           |
| Nuclear Density Test                                                                                                                                                              | 15 Tests        | \$42.00   | \$630.00           |
| Dynamic Cone Penetrometer (MnDOT)                                                                                                                                                 | 15 Tests        | \$63.00   | \$945.00           |
| MnDOT Proctor (AASHTO T 99)                                                                                                                                                       | 2 Tests         | \$184.00  | \$368.00           |
| MnDOT Relative Moisture Test                                                                                                                                                      | 1 Test          | \$53.00   | \$53.00            |
| ASTM C136 Sieve Analysis of Aggregate (Coarse and Fine)                                                                                                                           | 2 Tests         | \$135.00  | \$270.00           |
| <b>Section Subtotal:</b>                                                                                                                                                          |                 |           | <b>\$5,516.00</b>  |
| <b>Concrete Testing</b>                                                                                                                                                           |                 |           |                    |
| <b>MnDOT Concrete Testing - Technician II</b> for testing of concrete only (assumes 8 trips to the jobsite).                                                                      | 20 Hours        | \$115.00  | \$2,300.00         |
| Personal or company vehicle mileage.                                                                                                                                              | 160 Miles       | \$1.30    | \$208.00           |
| Sample Pickup - service from jobsite.                                                                                                                                             | 6 Each          | \$100.00  | \$600.00           |
| ASTM C39 Concrete Compressive Strength - Curing, handling and testing of 4" x 8" concrete test cylinders (includes handling of non-tested cylinders).                             | 40 Tests        | \$42.00   | \$1,680.00         |
| <b>Section Subtotal:</b>                                                                                                                                                          |                 |           | <b>\$4,788.00</b>  |
| <b>Bituminous Observations &amp; Testing</b>                                                                                                                                      |                 |           |                    |
| <b>MnDOT Bituminous Sampling - Technician II</b> for obtaining samples for laboratory testing (assumes 2 trips to the jobsite).                                                   | 2 Hours         | \$115.00  | \$230.00           |
| Personal or company vehicle mileage.                                                                                                                                              | 40 Miles        | \$1.30    | \$52.00            |
| Gyratory Mix Properties (MnDOT Suite of Tests) of bituminous; including Asphalt Extraction and Aggregate Gradation tests, Rice Specific Gravity test, and Gyratory Density test.  | 2 Tests         | \$625.00  | \$1,250.00         |
| <b>Section Subtotal:</b>                                                                                                                                                          |                 |           | <b>\$1,532.00</b>  |
| <b>Project Management &amp; Coordination</b>                                                                                                                                      |                 |           |                    |
| <b>Project Management - Engineer II/Project Manager</b> for coordination of AET personnel and activities, attending meetings (if requested), consultation and report preparation. | 10 Hours        | \$190.00  | \$1,900.00         |
| <b>Project Administrator</b> for report preparation, review, invoicing.                                                                                                           | 3 Hours         | \$85.00   | \$255.00           |
| <b>Section Subtotal:</b>                                                                                                                                                          |                 |           | <b>\$2,155.00</b>  |
| <b>ESTIMATED BUDGET</b>                                                                                                                                                           |                 |           | <b>\$13,991.00</b> |

**SECTION 1 - RESPONSIBILITIES**

**1.1** – This Service Agreement – Terms and Conditions (“terms and conditions”) is applicable to all services (“Services”) provided by American Engineering Testing, Inc. (AET). As used herein “Services” refer to the scope of Services described in the proposal submitted by AET to Client. The proposal, these terms and conditions and any appendices attached hereto shall comprise the agreement (“Agreement”) between AET and Client for Services described in the proposal and are binding upon the Client, its successors, assignees, joint ventures and third-party beneficiaries. **Issuance of a purchase order, task order or service order by Client which contains separate terms and conditions will not take precedence or modify the terms and conditions contained in this Service Agreement AND THE TERMS AND CONDITIONS OF THIS SERVICE AGREEMENT AND ANY CORRESPONDING PROPOSAL ISSUED BY AET SHALL GOVERN UNLESS AUTHORIZED IN WRITING IN ADVANCE BY AET.**

**1.2** – Prior to AET performing Services, Client will provide AET with all information that may affect the cost, progress, safety and performance of the Services. This includes, but is not limited to, information on proposed and existing construction, all pertinent sections of contracts between Client and their client and/or Owner which contain flow-down provisions to AET, if they are included, site safety plans or other documents which may control or affect AET's Services. If new information becomes available or changes are made during AET's Services, Client will provide such information to AET in a timely manner. Failure of Client to timely notify AET of changes to the project including, but not limited to, location, elevation, loading, or configuration of the structure or improvement will constitute a release of any liability of AET. Client will provide a representative for timely answers to project-related questions by AET.

**1.3** – AET observes and tests earthwork and other construction operations and materials, and may provide opinions, conclusions and recommendations regarding the same. However, AET's Services do not relieve the contractors of their contractual responsibility to perform their work in accordance with approved plans, specifications and building code requirements.

**1.4** – AET personnel do not have authority to accept, reject, direct or otherwise approve the work of the contractor. AET cannot stop work or waive or alter the requirements of the project documents. Any authority given to AET by Client must be in writing prior to the start of Services.

**1.5** – AET does not perform construction management, general contracting or surveying services and our involvement with the project does not constitute any assumption of those responsibilities.

**1.6** – Services performed by AET often include sampling at specific locations. Client acknowledges the limitations inherent in sampling. Variations in conditions occur between and beyond sampled/tested locations. The passage of time, natural occurrences and direct or indirect human activities at the site or distant from it may alter the actual conditions. Client assumes all risks associated with such variations.

**1.7** – AET is not responsible for interpretations or modifications of AET's recommendations by other persons.

**1.8** – Should change in conditions be alleged, Client agrees to notify AET before evidence of alleged change is no longer accessible for evaluation.

**1.9** – Test borings and/or cone penetration test soundings to a proper depth below foundation grade and the base of suitable bearing soils are recommended to explore the deeper unseen soil and ground water conditions. Judgments made by AET personnel regarding the suitability of materials and ground water conditions below the bottom of an excavation are limited if sufficiently deep test borings/soundings are not provided by the Client prior to our observations and judgments. AET's opinions, conclusions and recommendations are qualified to that extent.

**1.10** – Pricing in the proposal assumes use of these terms and conditions. AET reserves the right to amend pricing if Client requests modifications to the Agreement or use of Client's alternate contract format. Any contract amendments made after Client has authorized the Services shall be applicable only to Services performed after the effective date of such amendment. The proposal and these terms and conditions, including terms of payment, shall apply to all Services performed prior to the effective date of such amendment.

**1.11** – The AET proposal accompanying these terms and conditions is valid for thirty (30) days after the proposal issuance date to the Client. Any attempt to authorize Services after the expiration date is subject to AET's right to revise the proposal as necessary.

**SECTION 2 – ON CALL SERVICES**

**2.1** – If AET's Services are performed on an on-call basis at the direction of the Client or its authorized representatives, Client acknowledges the inherent limitations associated with performing engineering judgments and testing Services on an on-call basis, including without limitation, the inability to completely evaluate, document or judge work and conditions not directly observed or tested by AET. AET's opinions, conclusions, and recommendations are qualified to the extent of those limitations.

**2.2** – Density tests of fill soils represent conditions only at the locations and elevations tested and do not necessarily represent conditions laterally, above or below. AET can only provide judgments regarding the engineered fill system to adequately support the design construction loadings by monitoring the filling process on a continuous basis for consistency of soil type, moisture content, lift thickness, and compaction effort.

**2.3** – AET requires a minimum of 24 hours' notice of the need for Services. AET will not be liable for claims, damages, or delays related to failure of Client to provide adequate advance notice to AET.

**SECTION 3 - SITE ACCESS, UNDERGROUND FACILITIES AND CONSTRUCTION STAKING**

**3.1** – Client will furnish AET safe and legal site access.

**3.2** – With the exception of public utilities which AET will contact state “call before you dig” notification centers (e.g. Gopher State One call in Minnesota), Client will mark or cause to be marked the location of all other underground utilities and structures (Facilities) that service or are located on the site. AET shall be entitled to rely upon the accuracy of all location information supplied by any source.

**3.3** – Client shall hold harmless, indemnify and defend AET from all claims, damages, losses, fines, penalties and expenses (including attorney's fees) arising out of or related to the following: a) Facilities that are not shown or vary from the locations shown on any plans or drawings, b) Facilities that are not located by or vary from the locations marked by Client, governmental or quasi-governmental locator programs, or private utility locating services, or c) any other Facilities that are not disclosed or vary from locations provided by the Client. The obligation to defend AET shall be independent of the obligation to indemnify and hold harmless AET and shall be with independent counsel acceptable to AET.

**3.4** – The location and elevation of a proposed structure or facility shall be staked (with offsets) and controlled by surveying or GPS equipment by others. AET's measurements are made in relation to that information. The reliability of any opinions, conclusions, and recommendations based on those measurements is strictly dependent on the accuracy of the staking or GPS information provided by others.

**3.5** - During construction, observations and testing Services are based on the positioning of the formwork by the contractor or its subcontractor. AET will not be responsible for any errors or damages resulting from improper location or positioning of the formwork.

#### **SECTION 4 - SAFETY**

**4.1** - Client shall inform AET of any known or suspected hazardous materials or unsafe conditions at the site. Client or its authorized representative(s) is responsible for the safety of the jobsite. If, during the course of AET's Services, such materials or conditions are discovered, AET reserves the right to take measures to protect AET personnel and equipment or to immediately terminate Services. Client shall be responsible for payment of such additional protection costs.

**4.2** - AET shall only be responsible for safety of AET employees at the site; the safety of all others shall be Client's or other persons' responsibility.

#### **SECTION 5 - SAMPLES**

**5.1** - Client shall inform AET of any known or suspected hazardous materials prior to submittal to AET. All samples obtained by or submitted to AET remain the property of the Client during and after the Services. Any known or suspected hazardous material samples will be returned to the Client at AET's discretion.

**5.2** - Non-hazardous samples will be held for thirty (30) days and then discarded unless, within thirty (30) days of the report date, the Client requests in writing that AET store or ship the samples. Storage and shipping costs shall be borne solely by Client.

#### **SECTION 6 - PROJECT RECORDS**

All plans, diagrams, analysis, reports, and information generated in connection with the performance of this Agreement (the "Information") shall become the property of Client, but AET may retain copies of such documents as records of the services provided. Client may use the Information for any reasons it deems appropriate without being liable to AET for such use.

Under Minn. Stat. § 16C.05, subd. 5, AET'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 Client and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Agreement.

#### **SECTION 7 - STANDARD OF CARE**

AET performs its Services consistent with the level of care and skill normally performed by other firms in the profession at the time of this service and in this geographic area, under similar budgetary constraints.

#### **SECTION 8 - INSURANCE**

AET maintains insurance with coverage and minimum limits shown below. AET will furnish certificates of insurance to Client upon request.

##### **8.1** –

|                                            |                                 |
|--------------------------------------------|---------------------------------|
| Workers' Compensation                      | Statutory Limits                |
| Employer's Liability                       | \$100,000 each accident         |
|                                            | \$500,000 disease policy limit  |
|                                            | \$100,000 disease each employee |
| Commercial General Liability               | \$1,500,000 each occurrence     |
|                                            | \$1,500,000 aggregate           |
| Automobile Liability                       | \$1,000,000 each accident       |
| Professional/Pollution Liability Insurance | \$1,500,000 per claim           |
|                                            | \$1,500,000 aggregate           |

**8.2** - Commercial General Liability insurance will include coverage for Products/Completed Operations extending one (1) year after completion of AET's Services as outlined in our proposal, Property Damage, Personal Injury, and Contractual Liability coverage applicable to AET's indemnity obligations under this Agreement.

**8.3** - Automobile Liability insurance shall include coverage for all owned, hired and non-owned automobiles.

**8.4** - Professional/Pollution Liability Insurance is written on a claims-made basis and coverage will be maintained for one (1) year after completion of AET's Services as outlined in our proposal. Renewal policies during this period shall maintain the same retroactive date.

**8.5** - To the extent permitted by applicable state law, and upon Client's signing of the proposal, which includes these Terms and Conditions, and return of the same to AET, or Client provided forms of acceptance as defined in Section 1.1; Client and Owner shall be named an "additional insured" on AET's Commercial General Liability Policy (Form CG D4 14, which includes blanket coverage for the Additional Insured on a Primary and Non-Contributory basis). Client and Owner shall also be named an "additional insured" on a Primary and Non-contributory basis on AET's Automobile Liability Policy (Form CA T4 74). Any other endorsement, coverage or policy requirement may result in additional charges.

**8.6** - AET will maintain insurance coverage required by this Agreement at its sole expense, provided such insurance is reasonably available, with insurance carriers licensed to do business in the state in which the project is located and having a current A.M. Best rating of no less than A minus (A-). Such insurance shall provide for thirty (30) days prior written notice to Client for notice of cancellation or material limitations for the policy or ten (10) days' notice for non-payment of premium.

**8.7** - AET reserves the right to charge Client for AET's costs for additional coverage requirements unknown on the date of the proposal, e.g., coverage limits or policy modification including waiver of subrogation, additional insured endorsements and other project specific requirements.

#### **SECTION 9 - DELAYS**

If delays to AET's Services are caused by Client or Owner, other parties, strikes, natural causes, pandemic, weather, or other items beyond AET's control, a reasonable time extension for performance of the Services shall be granted.

#### **SECTION 10 - PAYMENT, INTEREST AND BREACH**

**10.1** - Invoices are due net thirty (30) days from the date of receipt of an undisputed invoice. Invoices will be paid without reductions for bond or retention. Client will inform AET of invoice questions or disagreements within fifteen (15) days of invoice date; unless so informed, invoices are deemed correct.

**10.2** - Invoices remaining unpaid for sixty (60) days shall constitute a material breach of this Agreement, permitting AET, in its sole discretion and without limiting any other legal or equitable remedies for such breach, to terminate performance of this Agreement and be relieved of any associated duties to the Client or other persons.

**10.3** - AET reserves the right to pursue any unpaid invoice utilizing available remedies at law. Client is responsible for paying AET expenses and attorney fees related to collection of past due invoices.

**10.4** - AET reserves the right to charge a 2.5% fee on any payment made using a credit card or debit card.

#### **SECTION 11 - CHANGE ORDERS**

AET's proposal associated with this project may provide an estimated cost for the work. If the proposal amount is a time and material estimate, or if changes occur affecting the project scope, estimated quantities, project schedule or other unforeseen conditions, AET will communicate with Client and request a change order. However, nothing in this agreement shall be construed in any way as a waiver of payment by Client to AET for Services authorized under this agreement. Approval of a change order may be in writing, by electronic communication, or any directive for additional Services.

#### **SECTION 12 - MEDIATION**

**12.1** - Except for enforcement of AET's rights to payment for Services rendered or to assert and/or enforce its lien rights, i, Client and AET agree that any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party; provided however that if either party fails to respond to a request for mediation within sixty (60) days, the party requesting mediation may without further notice, proceed to the institution of legal or equitable proceedings.

**12.2** - Mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. Request for mediation shall be in writing and the parties shall share the mediator's fee and any filing fees equally and each party shall pay their own legal fees. The mediator shall be acceptable to both parties and shall have experience in commercial construction matters.

#### **SECTION 13 - LITIGATION REIMBURSEMENT**

Except for matters relating to non-payment of fees, which is governed by Section 10 hereof, payment of attorney's fees and costs associated with lawsuits of disputes between AET and Client, which are dismissed or are judged substantially in either party's favor, shall be paid by the non-prevailing party. Applicable costs include, but are not limited to, attorney and expert witness fees, court costs, and other direct costs.

#### **SECTION 14 - MUTUAL INDEMNIFICATION**

**14.1** - Subject to the limitations contained in Sections 14 and 17, AET agrees to indemnify Client from and against damages and costs to the extent caused by AET's negligent performance of the Services.

**14.2** - Client agrees to indemnify AET from and against damages and costs to the extent caused by the intentional acts or negligence of the Client, Owner, Client's contractors and subcontractors.

**14.3** - Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to Client under Minnesota Statutes, Chapter 466, or other law.

**14.4** - AET's indemnification to the Client, including any indemnity required or implied by law, is limited solely to losses or damages caused by its failure to meet the standard of care and only to the extent of its negligence.

#### **SECTION 15 - NON-SOLICITATION**

Each party to this Agreement (a "Party") agrees that it will not encourage, induce, or actively solicit any employee of the other party to leave their employment for any reason, provided that neither Party is precluded from (a) hiring any such employee who has been terminated by a Party or its subsidiaries prior to commencement of employment discussions between a Party and such employee, or (b) soliciting any such employee by means of a general advertisement or through an employment agency that does not specifically pursue the employee, or (c) hiring employees or former employees of the other Party who contact the Party on its own accord. This Non-Solicitation provision shall be effective and enforceable for six (6) months following termination of this Agreement.

#### **SECTION 16- MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES**

Except as specifically set forth herein and to the extent permitted by applicable law, Client and AET waive against each other, and each other's officers, directors, members, subcontractor, agents, assigns, successors, partners, and employees any and all claims for or entitlement to special, incidental, indirect, punitive, or consequential damages arising out of, resulting from, or in any way related to the Services provided by AET under this Agreement. This mutual waiver of consequential damages includes, but is not limited to, the following: loss of profits; loss of revenue; rental costs/expenses incurred; loss of income; loss of use of property, equipment, materials or services; loss of opportunity; loss of rent; loss of good will; loss of financing; loss of credit; diminution of value; loss of business and reputation; loss of management or employee productivity or the services of such persons; increased financing costs; cost of substitute facilities; cost of substitute goods/property/equipment; cost of substitute services; and/or cost of capital. This mutual waiver is applicable, without limitation,

to all consequential damages due to either party's termination of this Agreement in accordance with the provisions of the Agreement and related documents

and shall survive any such termination.

#### **SECTION 17 - LIMITATION OF LIABILITY**

To the fullest extent permitted by applicable law, the total aggregate liability of AET and its officers, directors, partners, employees, subcontractors, agents, and sub-consultants, to Client and/or Client's employees, officers, directors, members, agents, assigns, successors, or partners, or anyone claiming through Client, for any and all injuries, damages, claims, losses, or expenses (including attorney's fees and costs) arising out of, resulting from or in any way related to Services provided by AET from any cause or causes, including, but not limited to, its negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty shall not exceed the total amount of insurance required by this Agreement.. The limitation of liability set forth herein does not apply to claims arising solely out of or related to the willful or intentional acts of AET.

#### **SECTION 18 - POSTING OF NOTICES ON EMPLOYEE RIGHTS**

Effective June 21, 2010, prime contracts with a value of \$100,000 or more and signed by federal contractors on projects with any agency of the United States government must comply with 29 CFR Part 471, which requires physical posting of a notice to employees of their rights under Federal labor laws. The required notice may be found at 29 Code of Federal Regulations Part 471, Appendix A to Subpart A. The regulation also has a "flow-down" requirement for subcontractors under the prime agreement for subcontracts with a value of \$10,000 or more. AET requires strict compliance of its subcontractors working on federal contracts subject to this regulation. The regulation has specific requirements for location of posting and language(s) for the poster.

#### **SECTION 19 - TERMINATION**

After 7 days' written notice, either party may elect to terminate work for justifiable reasons. In this event, the Client shall pay AET for all Services performed, including demobilization and reporting costs to complete the Services.

#### **SECTION 20 - SEVERABILITY**

Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, Client and AET will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.

#### **SECTION 21 - GOVERNING LAW**

This Agreement shall be construed in accordance with the Laws of the State of Minnesota without regard to its conflicts of law provisions.

During the performance of this Agreement, AET 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. AET 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.

AET acknowledges that, pursuant to Minn. Stat. § 13.05, Subd. 11, 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 AET must comply with the Act as if it were a government entity. AET will immediately report to Client any requests from third Parties for information relating to this Agreement.

#### **SECTION 22 - ENTIRE AGREEMENT**

This Agreement, including these terms and conditions and attached proposal and appendices, is the entire agreement between AET and Client. Regardless of method of acceptance of this Agreement by the Client, this Agreement supersedes any written or oral agreements, including purchase/work orders or other Client agreements submitted to AET after the start of our Services. Any modifications to this Agreement must be mutually acceptable to both parties and accepted in writing. No considerations will be given to revisions to AET's terms and conditions or alternate contract format submitted by the Client as a condition for payment of AET's accrued Services.

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 10.e.

Department Approval



City Manager Approval



**Item Description:** Approve 1415 County Road B West Revised Pathway Easement Agreement

**Background**

As part of the Roseville Apartments Redevelopment, located at 1415 County Road B West, the developer, Apartments Roseville, LLC, worked with the City to develop a project agreement and establish a pathway easement, both which were approved by Council on July 10, 2023. The proposed 6-foot wide concrete public pathway on the west side of Albert Street will be owned and maintained by the City indefinitely. To be able to maintain the pathway, the City requested a pathway easement.

An error has been found in the pathway easement description after being filed with Ramsey County and staff has worked with the Developer, Ramsey County, and the City Attorney to find a process to get the easement corrected. Ramsey County requires a newly signed agreement with the new description to be recorded. After the revised easement agreement is recorded with the County, the Developer has requested that the City then record a Release of Easement Agreement for the prior easement.

The public improvements are planned to be completed by December 1, 2024.

The City Attorney has reviewed the agreement.

**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 agreement.

**Budget Implications**

The developer's existing escrow will cover any City legal fees associated with the revised agreement and filing of the release document.

**Staff Recommendations**

Staff recommends the City Council approve the 1415 County Road B West Revised

Pathway Easement Agreement and authorize staff to execute the release document once the revised agreement is recorded.

## Requested Council Action

Motion to approve the 1415 County Road B West Revised Pathway Easement Agreement and authorize staff to execute the release document once the revised agreement is recorded.

**Prepared by:** Jennifer Lowry, Assistant Public Works Director/City Engineer

**Attachments:**

1. Pathway Easement Agreement
2. Release of Easement Agreement

**PATHWAY EASEMENT AGREEMENT**  
**1415 County Road B West (revised)**

THIS PATHWAY EASEMENT AGREEMENT dated May 6, 2024 (this “Agreement”), is made by and between Apartments Roseville, LLC, a Minnesota limited liability company, Grantor and the City of Roseville, Minnesota, a municipal corporation under the laws of the State of Minnesota, Grantee (the “City”).

Recitals

- A. Grantor is the fee owner of the property located in Ramsey County, Minnesota (the “Property”) and legally described on Exhibit A attached hereto.
- B. The City has requested a pathway easement for the purpose of a public trail or sidewalk and Grantor desires to grant to the City a pathway easement, according to the terms and conditions contained herein.

Terms of Easement

1. Incorporation. The above recitals and attached exhibits are hereby incorporated and made part of this Agreement.
2. Grant of Easement. For good and valuable consideration, receipt of which is acknowledged by Grantor, Grantor grants and conveys to the City a perpetual, non-exclusive pathway easement for public trail and sidewalk purposes over, under, and across the portion of the Property legally described on Exhibit B and depicted on Exhibit C attached hereto (the “Easement Area”).
3. Scope of Easement. The perpetual non-exclusive pathway easement granted herein includes the right of the City, its contractors, agents, and employees to enter the premises at all reasonable times for the purpose of reconstructing, operating, maintaining, inspecting, altering and repairing public trail and sidewalk facilities and other public utilities or improvements that are not inconsistent with a public right-of-way use in the described Easement Area. Such use of the Easement Area shall not unreasonably interfere with Grantor’s use and enjoyment of the Property, including the Easement Area.

The easement granted herein also includes the right to cut, trim, or remove from the Easement Area such improvements, trees, shrubs, or other vegetation and to prohibit obstructions and grading alterations as in the City’s judgment unreasonably interfere with the easement or the function of facilities located therein.

4. Construction of Improvements. Grantor shall be responsible for constructing the pathway on the Property. After initial construction of the pathway by Grantor, acceptance of the pathway by the City, and expiration of the warranty period for the pathway, any and all costs related to the reconstructing, operating, maintaining, inspecting, altering, and repairing of the public trail or sidewalk and any other City facilities within the Easement Area shall be paid by the City. The City shall indemnify, defend, and hold Grantor harmless from any and all costs, expenses, and



claims relating to the reconstructing, operating, maintaining, inspecting, altering, and repairing of the public trail or sidewalk and any other City facilities in the Easement Area, including, but not limited to, those costs and expenses resulting from any mechanics' liens.

5. Property Damage. The City shall repair all damage to the Property outside of the Easement Area that is caused by the City's maintenance of the public trail and sidewalk and other City facilities within the Easement Area. This agreement to repair excludes the repair of any damage caused by members of the public and their use of the Easement Area.

6. Indemnification. Pursuant to Minnesota Statutes Sections 604A.21-27, Grantor and any subsequent owners of the Property are protected from liability with respect to accidents occurring on the sidewalk/trail facilities. Without waiving any statutory limits on liability and except to the extent caused by the negligence or willful misconduct of Grantor, the City agrees to indemnify, defend, and hold Grantor harmless from and against any claims, losses, costs, or liabilities suffered or incurred by reason of claims brought by third parties against Grantor by reason of any claims based on the maintenance or use of the City facilities within the Easement Area.

7. Warranty of Title. Grantor warrants Grantor is the owner of the Property and has the right, title, and capacity to convey to the City the easement herein.

8. Environmental Matters. The City shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorneys' fees, or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the Easement Area or the Property prior to the date of this instrument. Grantor shall not be responsible for any release of hazardous substances, pollutants, or contaminants resulting from the City's use of the Easement Area.

9. Binding Effect. The terms and conditions of this Agreement shall run with the land and be binding on Grantor and the City and their successors and assigns.

STATE DEED TAX DUE HEREON: NONE

**GRANTOR**

**Apartments Roseville, LLC**

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MINNESOTA            )  
                                                  ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_, the \_\_\_\_\_ of Apartments Roseville, LLC, a Minnesota limited liability company on behalf of the company, Grantor.

\_\_\_\_\_  
Notary Public

NOTARY STAMP OR SEAL

**CITY OF ROSEVILLE**

By: \_\_\_\_\_  
Daniel J. Roe  
Its: Mayor

By: \_\_\_\_\_  
Patrick Trudgeon  
Its: City Manager

STATE OF MINNESOTA            )  
                                          ) ss.  
COUNTY OF RAMSEY            )

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of May, 2024, by Daniel J. Roe and Patrick Trudgeon, the Mayor and City Manager, respectively of the City of Roseville, a Minnesota municipal corporation on behalf of the City.

\_\_\_\_\_  
Notary Public

NOTARY STAMP OR SEAL

THIS INSTRUMENT DRAFTED BY:

Kennedy & Graven, Chartered (SJS)  
Fifth Street Towers, Suite 700  
150 South Fifth Street  
Minneapolis, MN 55402  
(612) 337-9300

**EXHIBIT A TO  
PATHWAY EASEMENT**

Legal Description of the Property

That part of the Southwest quarter of the Southeast quarter of the Southwest quarter of Section 10, Township 29, Range 23, Ramsey County, Minnesota, described as follows: Beginning at the intersection of the South line of said quarter quarter quarter Section with a line parallel with and 60 feet West of the East line of said quarter quarter quarter Section; thence north along said 60 foot line, a distance of 357.0 feet to an iron monument and the beginning of a curve bearing Northwesterly; thence Northwesterly along a curve with its tangent parallel to County Road B and a radius of 357.20 feet, a distance of 185.0 feet; thence Southwesterly 194.80 feet to the intersection of a line 340.0 feet West of and parallel with the East line of said quarter quarter quarter Section at a point 239.0 feet North of the South line of said quarter quarter quarter Section; thence South along said parallel line 239.0 feet; thence East 280 feet to the point of beginning. Subject to County Road B.

Torrens Property; Certificate No. 361221

Ramsey County, Minnesota PID 102923340006

**EXHIBIT B TO  
PATHWAY EASEMENT**

Legal Description of the Easement Area

A pathway easement for public trail and sidewalk purposes over, under, across, and through that part of the following described property:

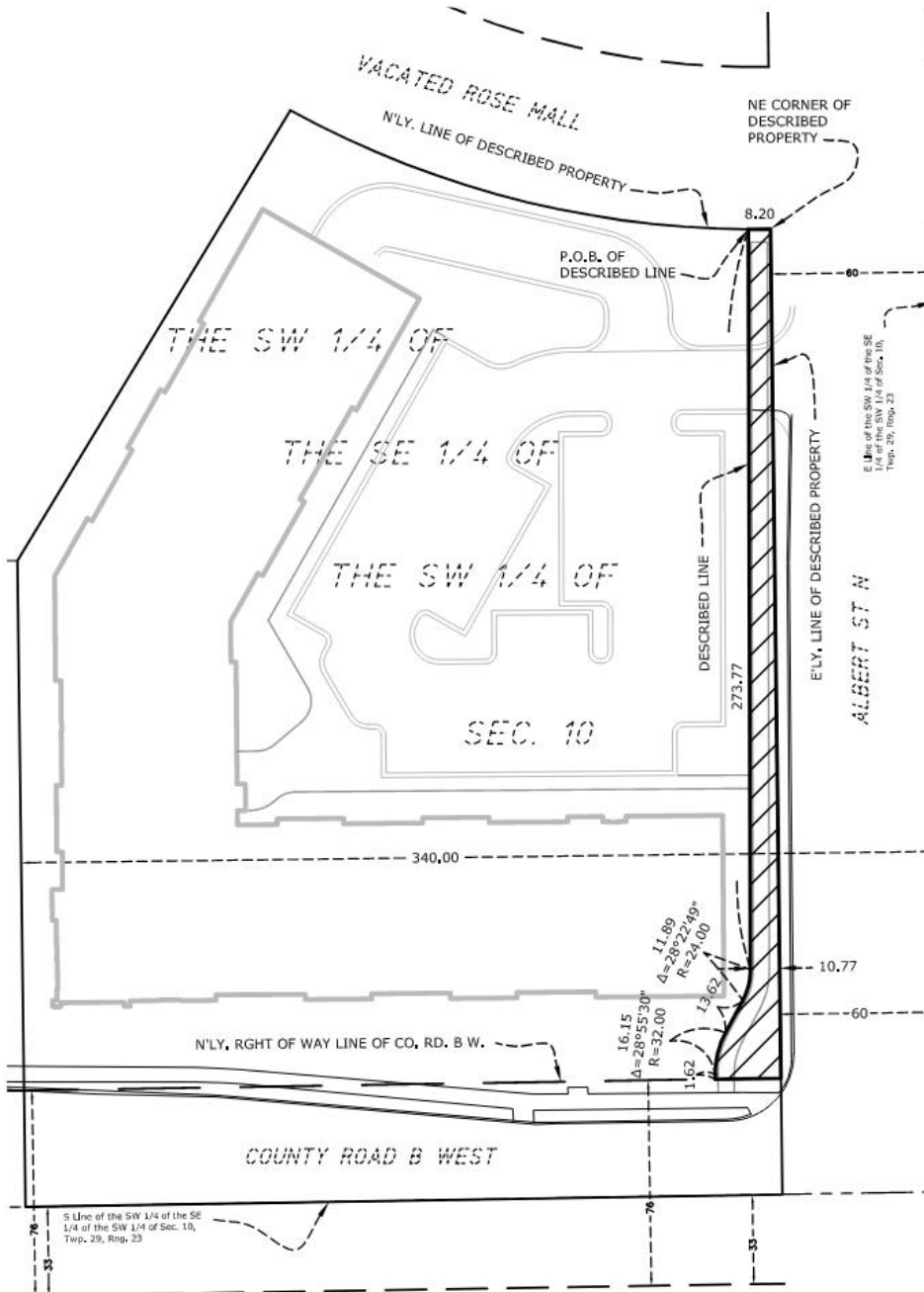
That part of the Southwest quarter of the Southeast quarter of the Southwest quarter of Section 10, Township 29, Range 23, Ramsey County, Minnesota, described as follows: Beginning at the intersection of the South line of said quarter quarter quarter Section with a line parallel with and 60 feet West of the East line of said quarter quarter quarter Section; thence north along said 60 foot line, a distance of 357.0 feet to an iron monument and the beginning of a curve bearing Northwesterly; thence Northwesterly along a curve with its tangent parallel to County Road B and a radius of 357.20 feet, a distance of 185.0 feet; thence Southwesterly 194.80 feet to the intersection of a line 340.0 feet West of and parallel with the East line of said quarter quarter quarter Section at a point 239.0 feet North of the South line of said quarter quarter quarter Section; thence South along said parallel line 239.0 feet; thence East 280 feet to the point of beginning. Subject to County Road B.

Said easement lies northerly of the northerly right of way line of said County Road B and easterly of the following described line:

Beginning at a point on the northerly line of the above described property, 8.20 feet westerly from the northeast corner thereof; as measured along said northerly line; thence southerly for 273.77 feet to a point 10.77 feet westerly from the easterly line of said property, as measured at right angles to said easterly line; thence southerly for 11.89 feet along a tangential curve, concave to the west, having a radius of 24.00 feet and a central angle of 28 degrees 22 minutes 49 seconds; thence southerly along tangent for 13.62 feet; thence southerly for 16.15 feet along a tangential curve, concave to the east, having a radius of 32.00 feet and a central angle of 28 degrees 55 minutes 30 seconds; thence southerly along tangent for 1.62 feet to said northerly right of way line, and there terminating.

EXHIBIT C TO  
PATHWAY EASEMENT  
Depiction of the Easement Area

PUBLIC SIDEWALK EASEMENT EXHIBIT  
SW  $\frac{1}{4}$ , SE  $\frac{1}{4}$ , SW  $\frac{1}{4}$ , Section 10 Township 29 Range 23  
City of Roseville, Ramsey County, Minnesota



DESCRIPTION

An easement for public sidewalk purposes over and across that part of the following described property:

That part of the Southwest quarter of the Southeast quarter of the Southwest quarter of Section 10, Township 29, Range 23, Ramsey County, Minnesota, described as follows: Beginning at the Intersection of the South line of said quarter quarter quarter Section with a line parallel with and 60 feet West of the East line of said quarter quarter quarter Section; thence north along said 60 foot line, a distance of 357.0 feet to an Iron monument and the beginning of a curve bearing Northwesterly; thence Northwesterly along a curve with its tangent parallel to County Road B and a radius of 357.20 feet, a distance of 185.0 feet; thence Southwesterly 194.80 feet to the Intersection of a line 340.0 feet West of and parallel with the East line of said quarter quarter quarter Section at a point 239.0 feet North of the South line of said quarter quarter quarter Section; thence South along said parallel line 239.0 feet; thence East 280 feet to the point of beginning. Subject to County Road B.

Said easement lies northerly of the northerly right of way line of said County Road B and easterly of the following described line:

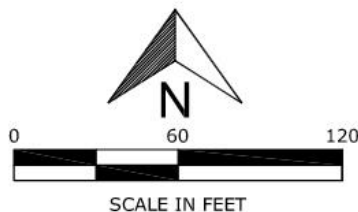
Beginning at a point on the northerly line of the above described property, 8.20 feet westerly from the northeast corner thereof, as measured along said northerly line; thence southerly for 273.77 feet to a point 10.77 feet westerly from the easterly line of said property, as measured at right angles to said easterly line; thence southerly for 11.89 feet along a tangential curve, concave to the west, having a radius of 24.00 feet and a central angle of 28 degrees 22 minutes 49 seconds; thence southerly along tangent for 13.62 feet; thence southerly for 16.15 feet along a tangential curve, concave to the east, having a radius of 32.00 feet and a central angle of 28 degrees 55 minutes 30 seconds; thence southerly along tangent for 1.62 feet to said northerly right of way line, and there terminating.

MINNESOTA CERTIFICATION

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 26th day of November, 2023

  
Rory L. Synsteden Minnesota License No. 44565



**CivilSite**  
GROUP

5000 GLENWOOD AVENUE  
GOLDEN VALLEY, MN 55422  
CivilSiteGroup.com

Drawn By: TH  
Project No. 22118.00 SHEET 1 OF 1

## RELEASE OF EASEMENT AGREEMENT

**THIS AGREEMENT**, dated \_\_\_\_\_, 2024, is by and between the City of Roseville, a Minnesota municipal corporation (the “City”) and Apartments Roseville, LLC, a Minnesota limited liability company (“Grantor”).

### Recitals

A. On July 10, 2023, the City and the Grantor entered into a Pathway Easement Agreement for 1415 County Road B West recorded as Document No. T02762895 in the Office of the Ramsey County Registrar of Titles on October 16, 2023 (the “Pathway Easement”) that affects the property legally described on the attached Exhibit A; and

B. It was later determined that there is an error in the legal description of the Pathway Easement; and

C. A revised Pathway Easement has been recorded by the parties as Document No. \_\_\_\_\_ in the Office of the Ramsey County Registrar of Titles; and

D. Because a revised Pathway Easement has been recorded, the Grantor has requested and the City has agreed to release the original Pathway Easement from the Property.

### AGREEMENT

**NOW, THEREFORE**, the parties hereto agree as follows:

1. The City hereby releases the Pathway Easement for 1415 County Road B West dated July 10, 2023, recorded October 16, 2023, in the office of the Ramsey County Registrar of Titles as Document No. T02762895.
2. The City agrees that it does not claim any greater rights under the original Pathway Easement than are described by the revised Pathway Easement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date and year written above.

**CITY OF ROSEVILLE**

By: \_\_\_\_\_

Daniel J. Roe

Its: Mayor

By: \_\_\_\_\_

Patrick Trudgeon

Its: City Manager

STATE OF MINNESOTA    )  
                                          ) ss.  
COUNTY OF RAMSEY     )

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024, by Daniel J. Roe and Patrick Trudgeon, the Mayor and City Manager, respectively of the City of Roseville, a Minnesota municipal corporation, on behalf of the City.

\_\_\_\_\_  
Notary Public

NOTARY STAMP OR SEAL



**GRANTOR:**

Apartments Roseville, LLC

By: \_\_\_\_\_

Its: Manager

STATE OF MINNESOTA

} ss.

COUNTY OF \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_, the Manager of Apartments Roseville, LLC, a Minnesota limited liability company.

\_\_\_\_\_  
Notary Public

NOTARY STAMP OR SEAL

This document was drafted by:

Kennedy & Graven Chartered (SJS)  
Fifth Street Towers, Suite 700  
150 South Fifth Street  
Minneapolis, MN 55402  
(612) 337-9300

## **EXHIBIT A**

### **Legal Description of the Property**

That part of the Southwest quarter of the Southeast quarter of the Southwest quarter of Section 10, Township 29, Range 23, Ramsey County, Minnesota, described as follows: Beginning at the intersection of the South line of said quarter quarter quarter Section with a line parallel with and 60 feet West of the East line of said quarter quarter quarter Section; thence north along said 60 foot line, a distance of 357.0 feet to an iron monument and the beginning of a curve bearing Northwesterly; thence Northwesterly along a curve with its tangent parallel to County Road B and a radius of 357.20 feet, a distance of 185.0 feet; thence Southwesterly 194.80 feet to the intersection of a line 340.0 feet West of and parallel with the East line of said quarter quarter quarter Section at a point 239.0 feet North of the South line of said quarter quarter quarter Section; thence South along said parallel line 239.0 feet; thence East 280 feet to the point of beginning. Subject to County Road B.

Torrens Property; Certificate No. 361221

Ramsey County, Minnesota PID 102923340006

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024

Item No.: 10.f.

Department Approval



City Manager Approval



---

**Item Description:** Approve Acceptance of OJP Community Crime Intervention and Prevention Grant

---

**Background**

Since 2021, the Roseville Police Department (RPD) has had an embedded housing navigator serving within the Community Action Team. The outreach worker is instrumental in supporting individuals and families experiencing homelessness. This dedicated outreach worker guides them through the complex web of resources to secure safe and stable housing, addressing systematic inequities within our community.

Initially funded through a one-year grant from AmeriCorps, the importance of this position was recognized by the Roseville City Council on July 25, 2022, when it supported transitioning into a full-time City position. Subsequently, in March 2023, RPD secured a one-year grant (\$112,900) to fund the position, covering personnel costs and outreach funds. However, as this funding was set to expire in March 2024, RPD diligently pursued grants to sustain this critical service.

On September 11, 2023, the Roseville City Council authorized RPD to apply for a Community Crime Intervention and Prevention Grant, with homeless assistance programs among the approved projects. Recently, RPD was awarded \$301,400 through the Office of Justice's Community Crime Intervention and Prevention Grant to sustain and expand our homeless outreach efforts. This grant will fund all personnel costs for the current housing navigator position, the addition of an intern to strengthen outreach efforts, funding for a dedicated vehicle to enhance services and resources for outreach expenses aiding individuals experiencing homelessness. There are no match requirements from the City. The grant period runs from 05/15/2024 to 12/31/2025.

The grant agreement has been reviewed and approved by the city attorney.

**Policy Objectives**

The Roseville Police Department is committed to continuing services aimed at supporting individuals and families experiencing homelessness or housing instability. By continuing these vital outreach services, we actively contribute to the city's community aspiration: to foster security within our diverse and high-quality housing and neighborhoods.

**Racial Equity Impact Summary**

BIPOC (Black, Indigenous, and People of Color) communities nationwide bear a disproportionate burden of homelessness, stemming from systemic racism and inequities. Roseville is not immune from these disparities. This initiative seeks to disrupt the disparities that exist by expanding housing services available to those who are experiencing homelessness or housing instability.

**Budget Implications**

The grant funding would allow RPD to continue and expand RPD's homeless outreach, without relying

40 on funding sources such as opioid settlement funds and minimizing the impacts to the City's 2024 and  
41 2025 budget.

42  
43 **Staff Recommendations**

44 Staff recommends Council approve acceptance of the grant funding.

45  
46 **Requested Council Action**

47 Approve acceptance of OJP Community Crime Intervention and Prevention Grant.

48  
49 **Prepared by:** Erika Scheider, Chief of Police

**Attachments:** 1. Attachment 1\_1199886\_5061513-A-CC-2024-ROSEVLPD-006GRANTAGREEMENT  
2. Attachment 2\_RCA Authorizing Applying for OJP Crime Prevention Grant

50



## Grant Contract Agreement

Page 1 of 3

|                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minnesota Department of Public Safety (“State”)</b><br>Office of Justice Programs<br>445 Minnesota Street, Suite 2300<br>St. Paul, MN 55101-2139                                                                                         | <b>Grant Program:</b><br>Community Crime Intervention and Prevention 2024<br><b>Grant Contract Agreement No.:</b><br>A-CC-2024-ROSEVLPD-006                                                                                                                                      |
| <b>Grantee:</b><br>City of Roseville, Police Department<br>2660 Civic Center Drive<br>Roseville, Minnesota 55113                                                                                                                            | <b>Grant Contract Agreement Term:</b><br><b>Effective Date:</b> 5/15/2024<br><b>Expiration Date:</b> 12/31/2025                                                                                                                                                                  |
| <b>Grantee’s Authorized Representative:</b><br>Sarah Mahmud, Police Services Manager<br>City of Roseville, Police Department<br>2660 Civic Center Drive<br>Roseville, Minnesota 55113<br>(651) 792-7205<br>sarah.mahmud@cityofroseville.com | <b>Grant Contract Agreement Amount:</b><br>Original Agreement \$301,400.00<br>Matching Requirement \$0.00                                                                                                                                                                        |
| <b>State’s Authorized Representative:</b><br>Michael Hreha, Grant Manager<br>Office of Justice Programs<br>445 Minnesota Street, Suite 2300<br>St. Paul, MN 55101-2139<br>(651) 336-1695<br>Michael.hreha@state.mn.us                       | <b>Federal Funding:</b> None<br><b>FAIN:</b> N/A<br><b>State Funding:</b> Minnesota Session Laws of 2023, Chapter 52, Article 2, Section 3, Subdivision 8 and Section 13<br><b>Special Conditions:</b> Attached and incorporated into this grant contract agreement. See page 3. |

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Community Crime Intervention and Prevention 2024 Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota, 55101-2139. The Grantee shall also comply with all requirements referenced in the Community Crime Intervention and Prevention 2024 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No. A-CC-2024-ROSEVLPD-006 / 3-94714

Project No.(indicate N/A if not applicable): N/A

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative



Special Conditions

1. Time limitations on funding use:

\$150,700.00 is available from May 15, 2024 through June 30, 2025.

\$150,700.00 is available from July 1, 2024 through December 31, 2025.

Organization: Roseville Police Department

A-CC-2024-ROSEVLPD-006

Budget Summary

|                                                                            |              |  |  |  |
|----------------------------------------------------------------------------|--------------|--|--|--|
| CCIP: Crime Prevention Through Homeless Outreach                           |              |  |  |  |
| Budget Category                                                            | Award        |  |  |  |
| Personnel                                                                  |              |  |  |  |
| Housing Navigator Salary                                                   | \$150,190.00 |  |  |  |
| Total                                                                      | \$150,190.00 |  |  |  |
| Payroll Taxes & Fringe                                                     |              |  |  |  |
| Housing Navigator Payroll Taxes & Fringe                                   | \$34,096.00  |  |  |  |
| Total                                                                      | \$34,096.00  |  |  |  |
| Training                                                                   |              |  |  |  |
| Job Related Training Costs                                                 | \$1,000.00   |  |  |  |
| Total                                                                      | \$1,000.00   |  |  |  |
| Travel                                                                     |              |  |  |  |
| Vehicle Costs                                                              | \$44,284.00  |  |  |  |
| Total                                                                      | \$44,284.00  |  |  |  |
| Office Expenses                                                            |              |  |  |  |
| Office Expenses                                                            | \$4,330.00   |  |  |  |
| Total                                                                      | \$4,330.00   |  |  |  |
| Program Expenses                                                           |              |  |  |  |
| Homeless Outreach Operating Costs                                          | \$47,500.00  |  |  |  |
| Total                                                                      | \$47,500.00  |  |  |  |
| Other Expenses                                                             |              |  |  |  |
| Member Site Fee for AmeriCorps Heading Home Corps or Paid Internship Costs | \$20,000.00  |  |  |  |
| Total                                                                      | \$20,000.00  |  |  |  |
| Total                                                                      | \$301,400.00 |  |  |  |



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 9/11/2023

Item No.: 10.b.

Department Approval

City Manager Approval



**Item Description:** Consider Approving Application for Community Crime Intervention and Prevention Grant

**Background**

Since 2021, the Roseville Police Department has had an embedded housing navigator serving within the Community Action Team. The outreach worker supports individuals and families experiencing homelessness - navigating resources to secure safe and stable housing. The navigator assesses individuals' unique needs to remove barriers to long-term stable housing. The position has been instrumental in helping members of the community overcome systematic inequities related to safe and stable housing. The position also has furthered the Roseville Police Department's mission to provide public safety services for the City of Roseville.

The position was originally funded through a one-year grant through AmeriCorps. On July 25, 2022, the Roseville City Council approved making the position a full-time position and authorized the Roseville Police Department to apply for grant funds through Ramsey County Community Development Block Grant/ Home Investment Partnership Program (CDBG). In March, 2023, RPD was awarded a total of \$112,900 (\$92,000 for personnel costs and \$20,000 for operating costs). RPD applied for additional funding through Ramsey County's CDBG to extend the grant, but we were not awarded funds beyond the one year initial grant. The current grant and funding will end in March 2024.

RPD has been actively looking for grant opportunities to continue to fund the housing navigator position. The Minnesota Office of Justice Programs recently released a grant request for proposals (RFP) for 2024-2025 Community Crime Intervention and Prevention Grants. The grants can be utilized to fund community-based intervention programs that provide direct services to community members. One of the eligible projects is homeless assistance programs. Applications are due by September 25, 2023.

**Policy Objectives**

The Roseville Police Department seeks to continue services available to individuals and families experiencing homelessness or housing instability. Continuing these services advances the City's community aspiration of being secure in our diverse and quality housing and neighborhoods.

**Racial Equity Impact Summary**

BIPOC communities across the country are disproportionately impacted by homelessness

due to structural racism and disparities in access to health care, economic opportunities, housing, and education. Roseville is not immune from these disparities. This initiative seeks to disrupt the disparities that exist by expanding housing services available to those who are experiencing homelessness or housing instability.

### **Budget Implications**

The grant funding would allow RPD to continue the position and services without relying on other funding sources such as opioid settlement funds or impacting the tax levy. There is no city match required for the grant. The grant is on a two-year cycle and would provide funding for 2024-2025.

### **Staff Recommendations**

Staff recommends Council authorizes the Roseville Police Department to submit a grant application for funding for the housing navigator position. Having an embedded outreach worker has generated successful outcomes in helping members of our community navigate resources and overcome barriers to safe and stable housing.

### **Requested Council Action**

The police department seeks Council authorization to apply for Community Crime Intervention and Prevention Program Grant funds, which would continue grant funding of our embedded housing navigator.

**Prepared by:** Erika Scheider, Chief of Police

**Attachments:** None

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/6/2024  
Item No.: 10.g.

Department Approval



City Manager Approval



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**Item Description:** Approve Acceptance of Minnesota Office of Justice Programs 2024  
Firearms Storage Grant

---

1  
2 **Background**

3 In 2023, Minnesota enacted a law that enables certain individuals to petition a court to temporarily  
4 remove guns from a person in crisis. The law, which went into effect on January 1, 2024, is called an  
5 extreme risk protection order, or ERPO, and allows chief law enforcement officers, family and household  
6 members, and city or county attorneys to file a petition demonstrating to a judge that an individual poses  
7 a significant danger to others or is at similar risk of suicide. An individual subject to an ERPO must  
8 relinquish their guns to a law enforcement agency or Federal Firearms licensee. The law enforcement  
9 agency is responsible for storing the firearms for the duration of the order, which could last up to a year.

10  
11 The Roseville Police Department (RPD) has very limited available space in our secure  
12 property/evidence room. Due to the space challenges the police department is already experiencing, it is  
13 not an option to expand the size or footprint of the property room. In order to plan for the additional  
14 space that will be needed for guns seized and stored under the ERPO process, it is necessary to look at  
15 options to maximize our storage space in our property room. RPD has been working with vendors to  
16 explore options to maximize space and add additional secure storage capacity.

17  
18 On January 29, 2024, the Roseville City Council authorized RPD to apply for a grant to help fund the  
19 necessary expanded storage needs and costs associated with carrying out ERPOs. Recently, RPD was  
20 awarded \$12,804.71 through the Office of Justice's Firearms Storage Grant. There are no match  
21 requirements from the City. The grant period runs from 06/15/2024 to 6/15/2025.

22  
23 The grant agreement has been reviewed and approved by the city attorney.  
24

25 **Policy Objectives**

26 Extreme Risk Protection Order laws empower loved ones or law enforcement to intervene and  
27 temporarily prevent someone in crisis from accessing firearms. These laws, sometimes referred to as  
28 "red flag" laws, can help deescalate emergency situations. They are a proven way to intervene before an  
29 incident of gun violence — such as a firearm suicide or mass shooting — occurs and takes more lives.  
30 In order to comply with the law requirements, it is necessary for the Roseville Police Department to add  
31 additional storage capacity in our secure property/evidence room.  
32

33 **Racial Equity Impact Summary**

34 The City of Roseville aspires to be a safe and welcoming community. Numerous studies have  
35 documented racial and ethnic disparities in violent crime. Violent crime erodes the sense of safety in our  
36 community. Addressing violent crime such as gun violence is essential to ensuring we remain a safe  
37 community where people feel welcome.  
38

39 **Budget Implications**

40 There is no city match required. It should be noted that if RPD does not accept grant funding, we will  
41 need to seek other funding sources to plan for the anticipated storage needs due to the new law.

42  
43 **Staff Recommendations**

44 Staff recommends Council approve acceptance of the grant funding.

45  
46 **Requested Council Action**

47 Approve acceptance of the Office of Justice Programs 2024 Firearms Storage Grant.

48  
49 **Prepared by:** Erika Scheider, Chief of Police

**Attachments:** 1. Attachment 1\_1200946\_5061513-A-FSG-2024-ROSEVLPD-018GRANTAGREEMENT  
2. Attachment 2\_RCA Authorizing Firearms Storage Grant Application

50



## Grant Contract Agreement

Page 1 of 2

|                                                                                                                                                                                                                                     |                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minnesota Department of Public Safety (“State”)</b><br>Office of Justice Programs<br>445 Minnesota Street, Suite 2300<br>St. Paul, MN 55101-2139                                                                                 | <b>Grant Program:</b><br>Firearms Storage Grant Program 2024<br><b>Grant Contract Agreement No.:</b><br>A-FSG-2024-ROSEVLDPD-018                                       |
| <b>Grantee:</b><br>City of Roseville, Police Department<br>2660 Civic Center Drive<br>Roseville, Minnesota 55113                                                                                                                    | <b>Grant Contract Agreement Term:</b><br><b>Effective Date:</b> 6/15/2024<br><b>Expiration Date:</b> 6/15/2025                                                         |
| <b>Grantee’s Authorized Representative:</b><br>Sarah Mahmud, Police Services Manager<br>Roseville Police Department<br>2660 Civic Center Drive<br>Roseville, Minnesota 55113<br>(651) 792-7205<br>Sarah.mahmud@cityofroseville.com  | <b>Grant Contract Agreement Amount:</b><br>Original Agreement \$12,804.71<br>Matching Requirement \$0.00                                                               |
| <b>State’s Authorized Representative:</b><br>Kristin Lail, Grants Specialist Coordinator<br>Office of Justice Programs<br>445 Minnesota Street, Suite 2300<br>St. Paul, MN 55101-2139<br>(651) 230-3358<br>kristin.lail@state.mn.us | <b>Federal Funding:</b> None<br><b>FAIN:</b> N/A<br><b>State Funding:</b> MN Laws of 2023, Chapter 52, Article 2, Section 3, Subd 2<br><b>Special Conditions:</b> None |

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Firearms Storage Grant Program 2024 Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota, 55101-2139. The Grantee shall also comply with all requirements referenced in the Firearms Storage Grant Program 2024 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No. A-FSG-2024-ROSEVLPD-018 / 3-95075

Project No.(indicate N/A if not applicable): N/A

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

Organization: Roseville Police Department

Budget Summary

|                                          |             |  |  |  |
|------------------------------------------|-------------|--|--|--|
| FSG: RPD's Safe Firearms Storage Program |             |  |  |  |
| Budget Category                          | Award       |  |  |  |
| Program Expenses                         |             |  |  |  |
| Mobile Weapon Storage Unit               | \$1,680.00  |  |  |  |
| Property Room Gun Vault Storage          | \$11,124.71 |  |  |  |
| Total                                    | \$12,804.71 |  |  |  |
| Total                                    | \$12,804.71 |  |  |  |

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 1/29/2024

Item No.: 10.h.

Department Approval



City Manager Approval



**Item Description:** Authorize application for the Minnesota Office of Justice 2024-2025 firearms storage grant

**Background**

In 2023, Minnesota enacted a law that enables certain individuals to petition a court to temporarily remove guns from a person in crisis. The law, which went into effect on January 1, 2024, is called an extreme risk protection order, or ERPO, and allows chief law enforcement officers, family and household members, and city or county attorneys to file a petition demonstrating to a judge that an individual poses a significant danger to others or is at similar risk of suicide. An individual subject to an ERPO must relinquish their guns to a law enforcement agency or Federal Firearms licensee. The law enforcement agency is responsible to store the firearms for the duration of the order, which could last up to a year.

The Roseville Police Department (RPD) has very limited available space in our secure property/evidence room. Due to the space challenges the police department is already experiencing, it is not an option to expand the size or footprint of the property room. In order to plan for the additional space that will be needed for guns seized and stored under the ERPO process, it is necessary to look at options to maximize our storage space in our property room. RPD is currently working with vendors to explore best options to maximize space and add additional secure storage capacity.

The Department of Public Safety, Office of Justice Programs (DPS-OJP) is requesting proposals for grants to support police departments in the safe and secure storage of firearms owned by persons subject to extreme risk protection orders (ERPO). Approximately \$237,000 in state funds are available. Allowable expenses include, but are not limited to, firearm lockers, safes and boxes, gun racks, electronic keypads for securing gun storage rooms, barcode scanners, and other equipment or administrative expenses directly related to the safe and secure storage of firearms taken from persons under an extreme risk protection order.

RPD is seeking council approval to apply for the grant to help fund the necessary expanded storage needs and anticipated costs associated with carrying out ERPOs. There is no city match required in the grant. It should be noted that if RPD does not receive the grant, we will need to seek out other funding sources to plan for the anticipated costs due to the new law.

**Policy Objectives**

Extreme Risk Protection Order laws empower loved ones or law enforcement to intervene and temporarily prevent someone in crisis from accessing firearms. These laws, sometimes referred to as "red flag" laws, can help de-escalate emergency situations. They are a proven way to intervene before an incident of gun violence — such as a firearm suicide or mass shooting — occurs and takes more lives. In order to comply with the law requirements, it is necessary for the Roseville Police Department to add additional storage capacity in our secure property/evidence room.

**Racial Equity Impact Summary**



40 Staff did not identify any racial equity impacts with the request to apply for grant funding.  
41

## 42 **Budget Implications**

43 There is no city match required in the grant. It should be noted that if RPD does not receive the grant,  
44 we will need to seek other funding sources to plan for the anticipated storage needs due to the new law.  
45

## 46 **Staff Recommendations**

47 Staff recommends approving RPD to apply for the firearm storage grant.  
48

## 49 **Requested Council Action**

50 Staff recommends the Council authorize RPD to apply for the firearm storage grants through the Office  
51 of Justice.  
52

53 **Prepared by:** Erika Scheider, Chief of Police

**Attachments:** 1. Grant request for proposals for firearm storage  
54



Department of Public Safety  
Minnesota Office of Justice Programs

## 2024 – 2025 FIREARMS STORAGE GRANTS

GRANT REQUEST FOR PROPOSALS (RFP)

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## Request for Proposals (RFP) Part 1: Overview

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### 1.1 General Information

- Grant Name: Firearms Storage Grant Program
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: Tuesday, December 19, 2023
- Application Due Date: Wednesday, January 31, 2024

### 1.2 Program Description

The Department of Public Safety, Office of Justice Programs (DPS-OJP) is requesting proposals to fund grants to support the safe and secure storage of firearms owned by persons subject to extreme risk protection orders (ERPO). Approximately \$237,000 in state funds are available. Allowable expenses could include, but are not limited to, firearm lockers, safes and boxes, gun racks, electronic keypads for securing gun storage rooms, barcode scanners, and other equipment or administrative expenses directly related to the safe and secure storage of firearms taken from persons under an extreme risk protection order.

*Background: In 2023, Minnesota enacted a law that enables certain individuals to petition a court to temporarily remove guns from a person in crisis. The law, which will go into effect on January 1, 2024, is called an extreme risk protection order, or ERPO, and allows chief law enforcement officers, family and household members, and city or county attorneys to file a petition demonstrating to a judge that an individual poses a significant danger to others or is at similar risk of suicide.*

*Minnesota courts may issue both emergency and final ERPOs. An emergency order does not require notice to the respondent, but will only last for up to fourteen days before a hearing must be held to determine whether a final order is appropriate. For a final order, if the court determines that the petitioner has met the standard of proof, it will issue an order that lasts not less than six months or more than one year.*

*An individual subject to an ERPO must relinquish their guns to law enforcement or a Federal Firearms Licensee within 24 hours and will be prohibited from possessing firearms for the duration of the order.*

*A petitioner may file a petition to renew the order within the three months before the order's expiration, subject to the same standard of review and duration as the original order.*

*A respondent may petition for early termination once every six months the order is in effect. They must show by clear and convincing evidence they no longer pose a significant danger to others or similar risk of suicide. (From the Giffords Law Center to Prevent Gun Violence.)*

### Additional resources

- [Extreme Risk Protection Orders in Minnesota \(Giffords Law Center to Prevent Gun Violence\)](#)

- [MN House Research summary of Extreme risk protection orders; firearms \(H.F. 15\)](#)
- [Minnesota Board of Peace Office Standards and Training – ERPO Firearms Storage Model Procedure](#) (at very bottom of page)

### 1.3 Minnesota's Commitment to Diversity and Inclusion

It is State of Minnesota policy to ensure equity, diversity, and inclusion in making competitive grant awards. See Executive Order [19.01](#).

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. See [OGM Policy 08-02](#).

### 1.4 Funding and Project Dates

#### Funding

Funds are authorized by MN Laws of 2023, Chapter 52, Art 2. Section 3. Subd. 2.

#### Project Dates

This is a one-year grant period, from on or around March 2024 through February 2025.

### 1.5 Eligible Applicants

Local, state, and tribal law enforcement agencies.

### 1.6 Questions, Technical Assistance, and Information Sessions

Please submit any questions regarding this RFP by email to [rachel.peterson@state.mn.us](mailto:rachel.peterson@state.mn.us). Answers will be posted on the [OJP website](#) within 7 days of receipt.

#### RFP Information Sessions

OJP will offer one online information session that includes a Q&A section. In this session, staff will provide a brief background on the Firearms Storage Grant Program, walk through the RFP and application requirements and give an overview of the application review process. At the end of each session, staff will open it up for questions. Although not required, prospective applicants are encouraged to participate in the information session. Questions and answers from the information session will be posted on the Frequently Asked Questions' page on the OJP Website.

- Info session date/time: January 10, 2024 at 1:00 pm to 2:00 pm.

## RFP Part 2: Application Process and Instructions

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### 2.1 Application Deadline

**Applications must be submitted using the [e-grants](#) web-based system by 4:00pm CST on January 31, 2024.** Applications cannot be submitted after this time. No paper submissions will be accepted.

### 2.2 Application Submission Instructions

Applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system. [e-grants](#) can also be accessed via the [Office of Justice Programs](#) website.

If you have never applied for a grant with the Office of Justice Programs, create a user account by clicking on the purple “New User” option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

### 2.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the Firearm Storage Grant Program Guidelines. These address federal and state requirements such as worker’s compensation, civil rights, affirmative action, and data privacy. By agreeing to these in e-grants the applicant is confirming that they can make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected for funding, the grantee will need to submit required certifications. Grantees agree to follow the OJP [Grant Manual](#), which provides basic information on policies and procedures for grant administration. These documents become, by reference, part of the formal grant contract agreement.

### 2.4 Application Content

The application consists of the following required parts; any missing part will prevent the application from submission. Applications that do not answer all questions will not score well in the review process.

#### Project Information Form

Input this information directly into the form in e-grants and it will be used as the cover sheet for the application. You will need:

- Contact information for the Fiscal Agent. (This is the agency named in the grant contract and responsible for the administration of the grant)
- The fiscal agent’s federal and state identification numbers
- Contact information for the person/s responsible for programming, financials, and contracts
- Lead Agency’s (the organization receiving over 90% of grant funds and may not be the fiscal agent/applicant) annual budget amount



## 2024 FIREARMS STORAGE GRANTS RFP

- Brief project description and project's geographic information
- State if this is a new, expansion or continuation of a project/program

### Narrative (30 points)

Address the following questions in a 3-page maximum Word document with  $\frac{3}{4}$ " margins, single-spaced and with a 12-point font size. Proposals are scored based on your responses to these questions.

Organize your proposal by labeling and numbering responses; providing an answer for each topic and answer in the order they are asked. Please note: Narrative documents that do not follow this format do not score well in this review process. Any additional pages or supplemental materials (including links to websites) will not be included in your application. When ready to submit, **upload the narrative as an attachment in e-grants.**

#### 1. Organizational Overview (5 Points)

- Provide a brief description of agency's mission and history.
- Share your agency's experience with past grant management.

#### 2. Needs Statement (15 Points)

- State your agency's need for this funding, including an estimate of the number of firearms anticipated to be confiscated under Extreme Risk Protection Orders during a year. This may be based on the size of the population served, average number of restraining orders served, or other relevant data.
- Please share details about your agency's current firearms storage and whether this funding would support an expansion of current storage or new storage.
- Share details about where and how the firearms will be stored and what, specifically, the funding will cover.

#### 3. Timeline (10 points)

- Please share a timeline that outlines when your agency intends to implement your firearms storage plan.

### Budget (10 Points):

Your budget should be consistent with your narrative and timeline. Please share details about what you plan to purchase with the funds. All expenses must be listed and directly chargeable to the grant. When estimating costs, please show your calculations by including quantities, unit costs, and other details. Only include grant funded expenses in the budget descriptions.

**Enter budget information directly into e-grants.** Directions for entering the budget are available in the [Application Guide](#). The Budget Detail Requirements in Appendix A will show you examples and specific requirements for each of the line items. Budget line items may include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Office Expenses, Program Expenses, and Other Expenses. Not all line items need to be used.

## Organizational Financial Information Form

This Information will be entered into e-grants form.

1. *OJP Grantee Status (active grant in last 12 months or not)*
2. *Fiscal Information*
  - A. Accounting basis.
  - B. Organization's Fiscal year time-period.
  - C. Total revenue last completed fiscal year.
  - D. Total federal expenditures (only from federal sources) last completed fiscal year.
  - E. How often financial document are produced.
  - F. Nonprofits only: Most Recent IRS Form 990.
  - G. Date and status of annual financial filing
  - H. Nonprofits only: Upload evidence of good standing with the Secretary of State
  - I. Allocation method document (if applicable)
3. *Financial Document*  
Upload the financial document(s) applicable to your organization:
  - Agency with annual revenue under \$50,000
    - Statement of Financial Position (Balance Sheet)
    - Statement of Activity (Income and Expense Statement)
  - Agency with total annual revenue of over \$750,000, but with federal expenditures less than \$750,000
    - Certified Financial Audit
    - Certified Financial Audit Management Letter
    - Corrective Action Plan (if applicable)
  - Agency that spent \$750,000 or more in federal funds during fiscal year
    - Single Audit
    - Single Audit Management Letter
    - Corrective Action Plan (if applicable)
  - Audit Information
    - Name of Auditors
    - Type of Audit
    - Description of Audit Findings
4. *Administrative Systems*  
Answer yes or no to the following statements:
  - Our organization has had an instance of misuse or fraud in the past 36 months.
  - Our organization has current or pending lawsuit against the organization.
  - Our organization is currently designated as a high risk grant recipient by the federal government.
  - Current principals (defined as a public official, a board member or staff with the authority to access funds provided by this agency or determine how funds are used) have been convicted of a felony financial crime in the last 10 years.
  - We have separate accounts for different programs/revenue sources to prevent co-mingling of funds.



- Our organization uses a daily time tracking log for each position being paid using multiple sources of funding.
- Our organization has a paid bookkeeper.
- Our organization has an approval process that requires multiple approvals before funds can be expended.
- Our organization has written policies and procedures for accounting, purchasing and payroll.
- Our organization's accounting system can identify and track grant program-related income and expenses separate from all other income and expenses.
- We can easily retrieve original receipts for expenses that are reimbursed by the grant.
- Our Board of Directors meets at least every month.
- Our organization has a Conflict-of-Interest Policy.

5. *Grant Management Experience*

- We have had more than one administrative turnover in the past 12 months (defined as anyone involved in working on or managing grants)
- Select an option that applies to your organization:
  - Monitored funding and completed reporting for non-federal and/or only federal grants
  - Monitored funding and completed reporting for only non-federal grants
  - Monitored funding and completed reporting for contracts but not grants
  - No prior experience monitoring and reporting for contracts and/or grants

### Application Checklist

**An application must include the following to be forwarded for review:**

(e-grants will not let the application be submitted if any of these are missing)

1. **Project Information form**
2. **Narrative** - Addressing questions listed above must be uploaded
3. **Budget** - Calculations must be included
4. **Organization Financial Information**

## RFP Part 3: Application Review Process

This is a competitive application process. A review committee will read and rate applications using a 40-point scale. The reviewers will meet and discuss the proposals and then put forth their recommendation. A copy of the review form will be on the OJP grants page. A final staff review will consider geographic locations, coordination with other federal, state, and local funding and past grantee performance. Timeliness and completeness of past grant financial and progress reporting is also considered. The Commissioner of Public Safety will make the final funding decisions and award notification will be by email to applicants.

## RFP Part 4: Post Award Requirements

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- Pre-Award Risk Assessment and Financial Review.** In accordance with state and federal grant management policies it is required to consider a grant applicant's past performance before awarding subsequent grants to them. State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to any organization. The necessary information for these is provided in the financial information form in the application.
- Minnesota's Commitment to Diversity and Inclusion in Procurement**  
 The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.  
 To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to the [OEP website](#).
- Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, as well as the work plan and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.
- Progress Reporting.** Grantees will be required to submit regular narrative reports and data in a prescribed manner.
- Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget.
- OJP Grant Manual.** Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)
- Expiring Grant Funds.** A portion of the total grant award will expire on June 30, 2025. See the Special Conditions page of the grant contract for details.

- **Grantee Orientation.** Grant award recipients will be required to have a representative, or representatives of the organization receiving the award, attend a future OJP grantee orientation session.

## RFP Part 5: Right of Cancellation

---

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

# FUTURE MEETING AGENDA HIGHLIGHTS

May 6, 2024

## May 13, 2024 EDA Meeting

- Discuss Updating Housing Study
- Approve Contract with CEE
- Approval of TIF note modifications for the Oasis and Harbor Apartment

## May 13, 2024 City Council Meeting (Work Session)

- Discuss HRIEC Purpose, Scope, and Role
- Discuss partnership with Roseville School District regarding joint use of Parkview Center School grounds for recreational activities

## May 20, 2024 City Council Meeting

- Visit Roseville Update
- All Department Equity Update
- Fire Department Staffing Review
- Easement Vacation – 571 Roselawn
- Closed Session City Manager Performance Review

## June 3, 2024 City Council Meeting

- Two Right-of-Way Vacations
- Award Contract for Recycling Carts
- Approve 2024-25 City Manager Goals

|                                                        |  |  |                                                              |  |  |                            |                           |                                                               |           |
|--------------------------------------------------------|--|--|--------------------------------------------------------------|--|--|----------------------------|---------------------------|---------------------------------------------------------------|-----------|
|                                                        |  |  |                                                              |  |  |                            |                           |                                                               |           |
|                                                        |  |  | <b><u>Future Agenda Review - Longer Term Initiatives</u></b> |  |  |                            |                           |                                                               | 4/18/2024 |
|                                                        |  |  | (items that likely require council discussion/action)        |  |  |                            |                           |                                                               |           |
|                                                        |  |  |                                                              |  |  |                            |                           |                                                               |           |
| <b><u>Item</u></b>                                     |  |  |                                                              |  |  | <b><u>Initiated By</u></b> | <b><u>Target Date</u></b> | <b><u>Status/Notes</u></b>                                    |           |
| Rooster Regulations                                    |  |  |                                                              |  |  | Council                    | 2nd qtr '24               | Staff will review for changes in code                         |           |
| Update SREAP with new goals/objectives                 |  |  |                                                              |  |  | 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        |           |
| City Speed Limit Review on Local Streets               |  |  |                                                              |  |  | Strahan/Council            | TBD                       | PWET will continue to work on issue and report back           |           |
| Sister City Relationship with Indigenous Tribal Nation |  |  |                                                              |  |  | Strahan                    | TBD                       |                                                               |           |
| Zero Waste Packaging/Compostable Containers            |  |  |                                                              |  |  | Etten/Strahan              | Summer '24                | CC received update 1/22/24, will be brought back later in '24 |           |
| Update on shopping carts left in public r-o-w          |  |  |                                                              |  |  | Strahan                    | Summer '24                | CD Director provided email 7/14/23                            |           |